**MISD**

# Export Student Name, ID, Grade Level, Teacher, Room, Address, City, State, Zip, Phone

In the correct term, select your students, select Quick Export:

ID
Lastfirst
Mailing_street
Mailing_city
Mailng_state
Mailing_zip
*period_info;1(A);teacher_name
*period_info;1(A);room
Grade_level
Home_phone

You can add all of the student's classes by adding *Period_info; for each period following the example for period 1(A) above.

Submit and Save to your desktop.  From your desktop right click and select to Open with Excel