

## Running/Exporting the AutoDialer --- Student Contact Report

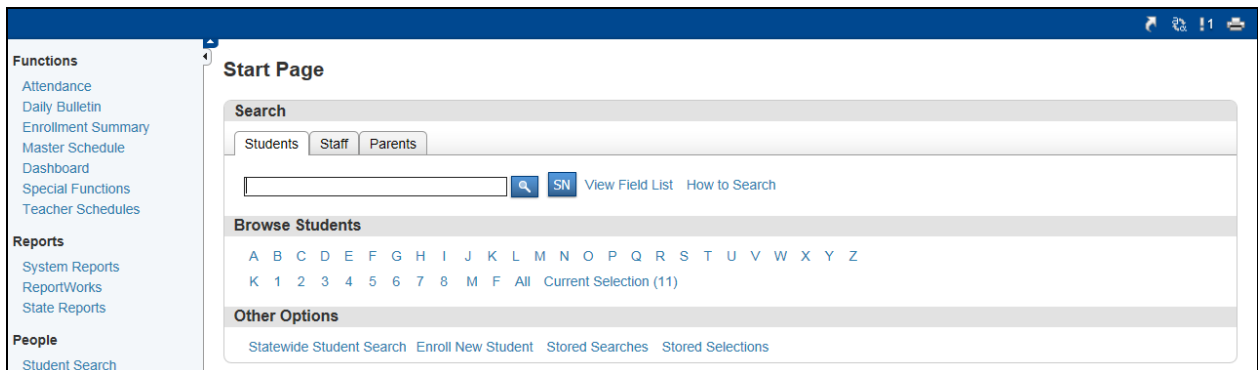
The student/parent contact file is created in PowerSchool to be used by auto-dialer programs to access contact information for parents and/or appointed people who should be contacted in an emergency. This file can be created by running the AutoDialer report and exporting the data to be used by the AutoDialer program. The data is exported in comma-separated-value format, a "csv" file, in which all data elements are separated by commas. The files contain the data elements listed at the bottom of this document.

### AutoDialer Report

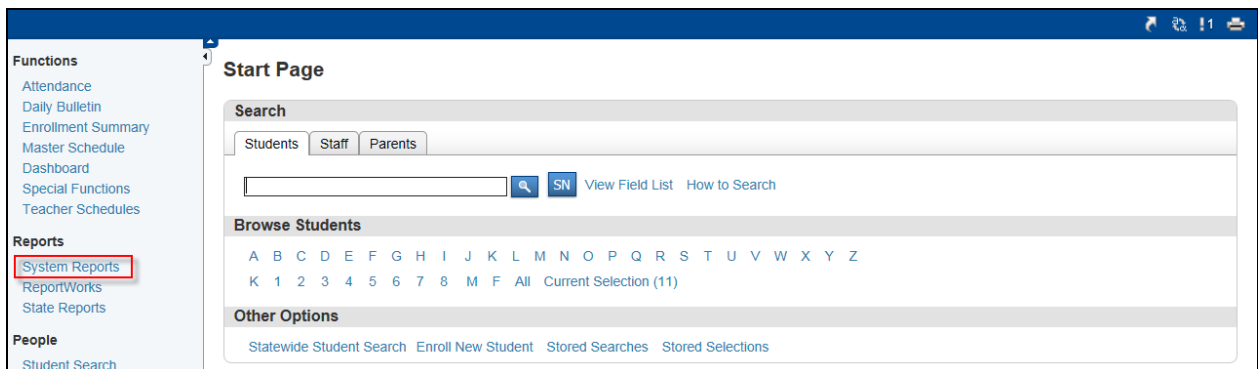
#### Steps to run the Auto Dialer Report

**Navigation:** Start Page > System Reports > NCDPI Reports > Auto Dialer Extracts

1. From the Start Page, select a group of students or all students.

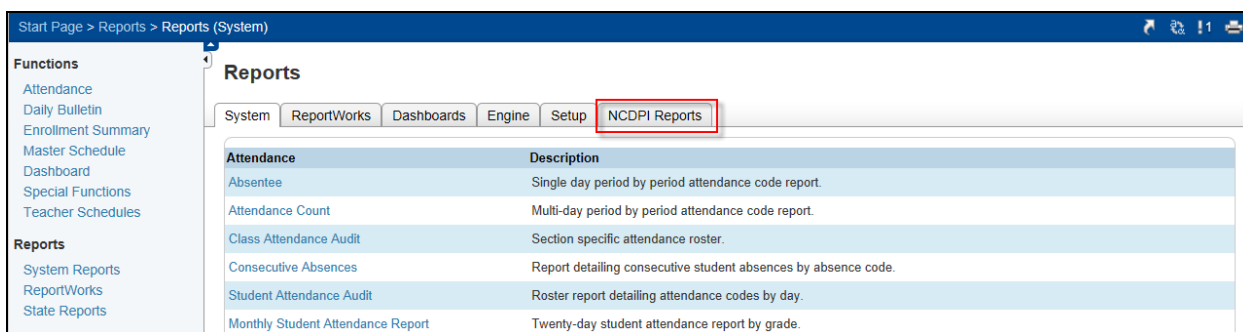


2. Click on **System Reports** from left side of the screen.

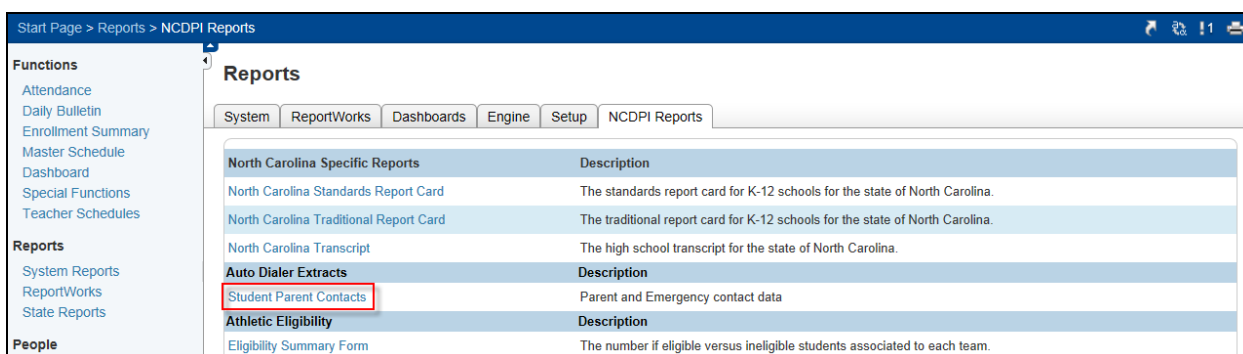


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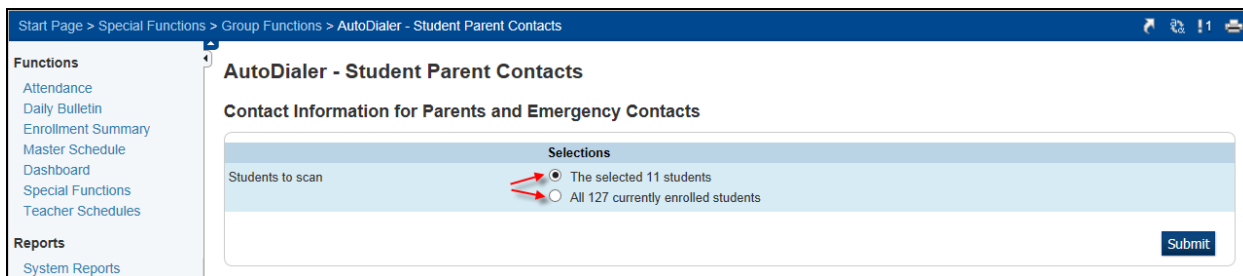
- Click on the tab **NCDPI Reports**.



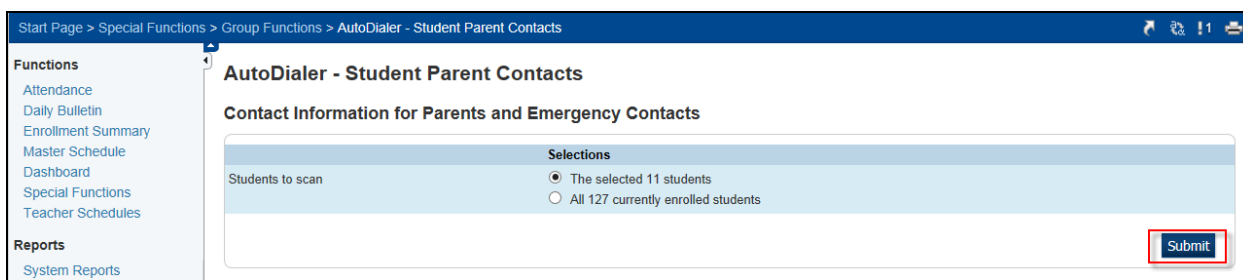
- Under the **AutoDialer Extracts** section, click on **Student Parent Contacts**.



- Choose either the group of selected students or all currently enrolled students.

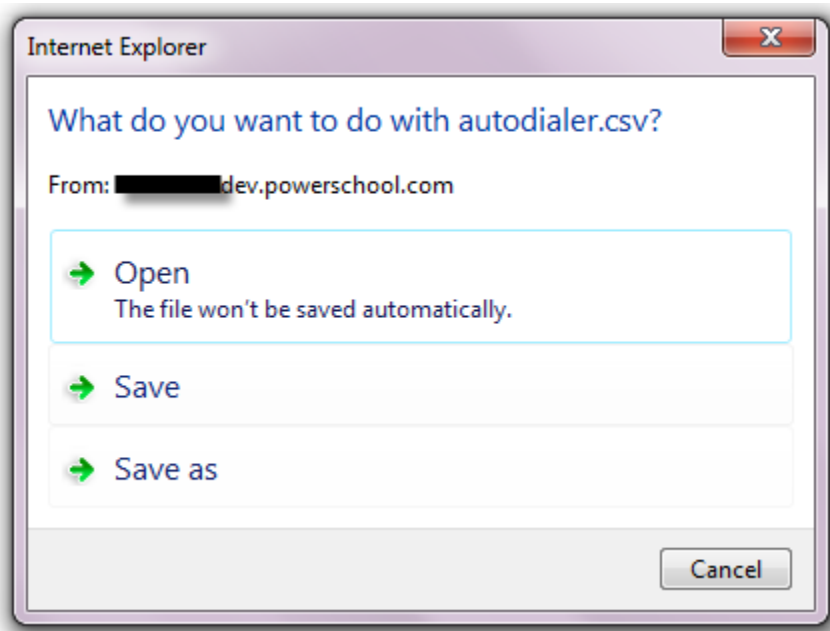


- Click the **Submit** button.



## Running/Exporting the Auto-Dialer --- Student Contact report

- Depending on browser either open the file or save the file. If saving the file, then open in Excel.



- Delete any columns not needed for the AutoDialer being used within that LEA/School.

	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
	Student Gender	Student Grade Level	Language Code Most Used	Student Address	Student City	Student State	Student Zip	Student Email	Home Phone	Parent Last Name1	Parent First Name1	Parent Title1	Parent Address1	Parent Email1	Parent Home Phone1
1															
2	F	9	1	123 Some	mytown	NC	99999		555 999-99	Mouse	Mr		123 Some		555 999-99
3	F	12	228	1900 Patte	mytown	NC	99999		556 999-99	Mouse	Mrs		456 Some		556 999-99
4	M	11	1	1001 Surry	mytown	NC	99999		557 999-99	Mouse	None		234 Some		557 999-99
5	M	10	1	1003 Swor	mytown	NC	99999		558 999-99	Mouse	Some		236 Some		558 999-99
6	M	10		826 Home	mytown	NC	99999		559 999-99	Mouse	any		127 Some		559 999-99
7	F	12		1604 Lauri	mytown	NC	99999		560 999-99	Mouse	few		128 Some		560 999-99
8	M	10	1	600 First S	mytown	NC	99999		561 999-99	Mouse	lots		129 Some		561 999-99
9	F	11	1	1008 Dalg	mytown	NC	99999		562 999-99	Mouse	little		130 Some		562 999-99
10	M	10	1	105 N Dev	mytown	NC	99999		563 999-99	Mouse	medium		235 Some		563 999-99
11															
12															
13															
14															

- If needed, move any columns to match the layout of the AutoDialer being used within that LEA/School.

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### ***Data Elements in the AutoDialer Report file***

School ID	Parent City
Student Number	Parent State
Student Last Name	Parent Zip
Student First Name	Parent email1
Student Middle Name	Parent email2
Student DOB	Parent Home Phone1
Student Gender	Parent Home Phone2
Student Grade Level	Parent Work Phone1
Language Code Most Used	Parent Work Phone2
Student Address	Parent Cell Phone1
Student City	Parent Cell Phone2
Student State	Emergency Call Sequence
Student Zip	Emergency Pickup1
Student Exceptionality	Emergency Relationship1
Student email	Emergency Contact First Name1
Home Phone	Emergency Contact Last Name1
Parent Last Name	Emergency Contact Phone1
Parent First Name	Emergency Pickup10
Parent Middle Name	Emergency Relationship10
Parent Title	Emergency Contact First Name10
Language Spoken	Emergency Contact Last Name10
Parent Address	Emergency Contact Phone10

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