Below are directions on how to use the Advanced Export Report to get the data needed. Use the Advanced Export column to see which fields to select.
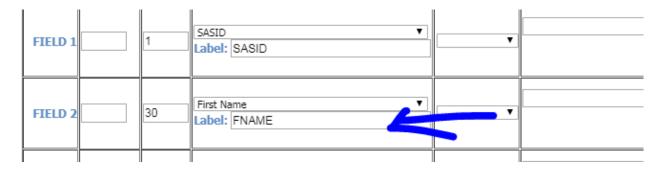
**You will need to adjust the location of the columns and remove one column used to get the first guardian

You can save the Report once you set it up. **NOTE do not use a dash in the name
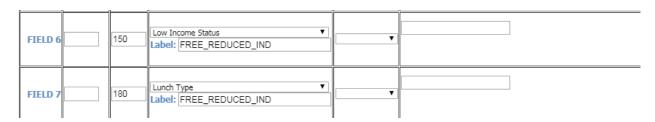
Before you submit your report fill in the Create Saved Report

Saved Advanced Export Report				
Modify/Edit: Class List by GL	foster	Mailing with HR	PEBT	test					
Save As:	▼ Create Saved Report: PEBT			
Submit				
Export Report				
⊟ Student Data				
Label Line	Position	Data	Operator	Value

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After you select the fields you can change the label to what the DESE is looking for

FIELD 1		1	SASID ▼ Label: SASID	▼	
FIELD 2		30	First Name ▼ Label: FNAME	▼	

You will need to find the field with the Free and Reduced Lunch. It could be in one of these fields or you may need the Nutrition Department to fill in the field for you.

FIELD 6		150	Low Income Status ▼ Label: FREE_REDUCED_IND	▼	
FIELD 7		180	Lunch Type ▼ Label: FREE_REDUCED_IND	▼	

Set a blank field and add your District code. Pick a Blank add a Label and pick = sign then in box enter your district code. Example 0105

FIELD 5		120	Blank	Label: DISTRICT_CODE	=	Enter your District code

To include Guardian information set these up below in blue. You will need to remove the Guardian Order Column from the sheet when you use it for the Real Template. Doing this will give you just one Guardian.

☐ Guardian Data Yes ▾

	Label Line	Position	Data	Operator	Value
FIELD 31		900	Guardian Order / Label: Guardian Order	=	1

Field Name	Advanced Export Field	Description	Data Type	Length	Format/ Acceptable Values	Can be left blank?	Sample Values
SASID	SASID	State Assigned State ID	Text	10	10########	No	1036278954
FNAME	First Name	Student first name	Text	40		No	Theodore
MNAME	Middle Name NMN	Student middle name	Text	40		No, use NMN for No Middle Name	Samuel
LNAME	Last Name	Student last name	Text	40		No	Williams
DOB	DOE (MM/DD/YYYY)	Student date of birth	Date	10	MM/DD/YYYY	No	08/30/1918
FREE_REDUCED_IND	This could be in the Lunch type Field or Low Income field or have your Nutrition Department fill it in for you. Then change data to Yes or No As needed	Student eligibility for free or reduced-price meals	Text	4	Yes or No	No	Yes

SCHOOL_ID	District Code+School Code	DESE assigned school code for student	Text	8	######### with leading zeroes where appropriate	No	00950505
DISTRICT_CODE	Set to Blank Label DISTRICT_CODE = then put in your District code	DESE assigned district code	Text	4	#### with a leading zero or zeroes where appropriate	No	0095
	Set Guardian data YES						
	Guardian Order = 1 to get the first guadain in guardian order						
PRIMARY_CONTACT_FNAME	Under Guardian data First Name	Primary contact first name	Text	40		No	Samuel
PRIMARY_CONTACT_LNAME	Under Guardian data Last Name	Primary contact last name	Text	40		No	Williams
STU_STREET_ADDR_1	Under Guardian data Street Number + Address 1	Primary contact street address	Text	40		No	4 Jersey St.
STU_STREET_ADDR_2	Under Guardian data Address 2	Primary contact street address second line	Text	40		Yes	Apt. 204
STU_STREET_CITY	Under Guardian data City	Primary contact city/town name	Text	40		No	Boston
STU_STREET_STATE	Under Guardian data State	Primary contact state	Text	2	Two character state abbreviation, both capitalized	No	MA
STU_STREET_ZIP	Under Guardian data Zip	Primary contact zip code	Text	5	#####	No	02215