How to Get Teacher List Before the Year is Rolled.

This is how you get teacher list for next year before the year is rolled.

On the first page search for your students:

next\_homeroom contains teacher

If you use this search that has next\_homeroom then a space then contains then any part of the teacher name, it widens your search and makes it easier in case something was misspelled.

Once you get your stuents from your search, quick export them.

Copy and paste this into the quick export:

Last\_Name

First\_Name

Sched\_NextYearGrade

Next\_Homeroom

When done, it would be helpful to select all students, quick export, then use the above information. This will show you right away if you have missed anyone or if a student from the wrong grade has slipped into the wrong class.