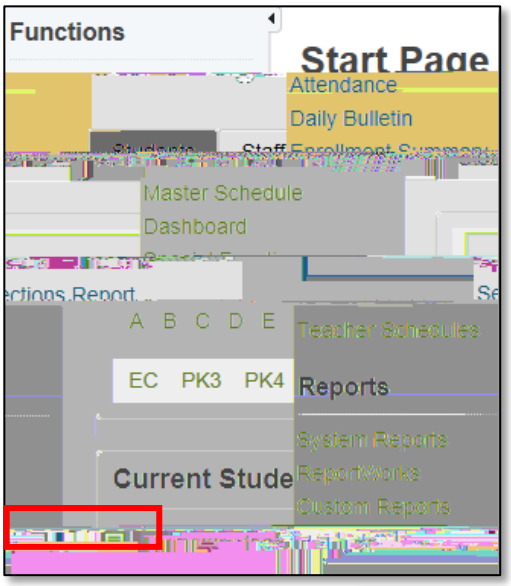
TREx Extract from PowerSchool

In order to fulfill a TREx request, you must first extract a student's file from PowerSchool. Make sure to create a TREx file on your desktop. This will allow you to save extracts in one location and easily complete the next step (**TREx upload**).

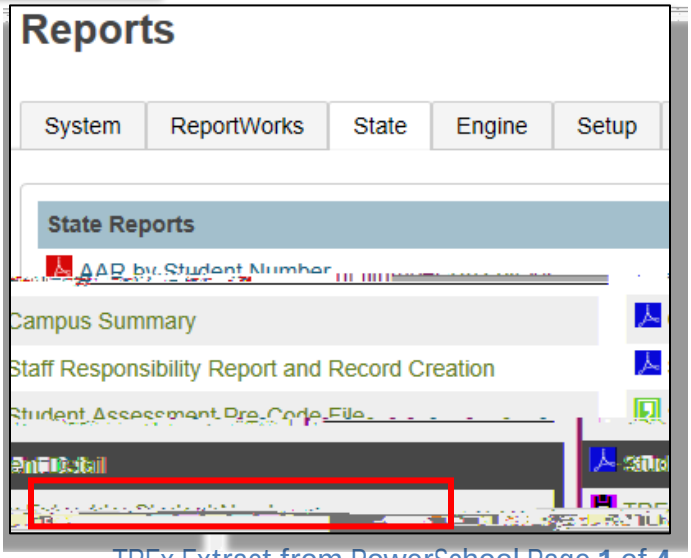
1. Create a TREx Extracts folder on your desktop.
2. Using Chrome login to **https://dallasisd.powerschool.com/admin** and select the **appropriate school** location.

School: Skyline High School

NOTE: Failure to verify student has a withdrawn status will generate error upon extract upload. You will then have to process extract all over again after student has been withdrawn.



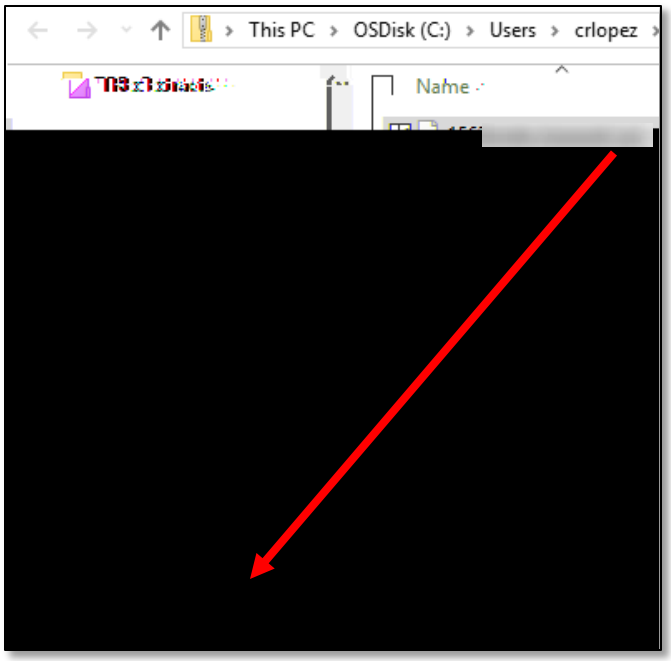
4. Under **State Reports**, select **TREx Extract by Student Number**.



AAR Reports Excluding Rank

Schools who only Rank the Top Ten Percent will need to Exclude Class Rank for students who did not get ranked. 'DNR' (Does Not Rank) will print in place of the rank. (AAR is included in the extract

10. **Left click** on the **XML Document**, **hold** and **drag** to **TREx Extracts Folder**. If you have more than one file **click and hold Ctrl** on keyboard, **select each XML Document**, and **hold** and **drag** to **TREx Extracts Folder**. This will ensure that you are copying the **XML Document** and not the Zip File.



NOTE: Extracts must be saved as **XML Document** to allow upload to TREx site.

11. You may now upload your file(s) to TREx.