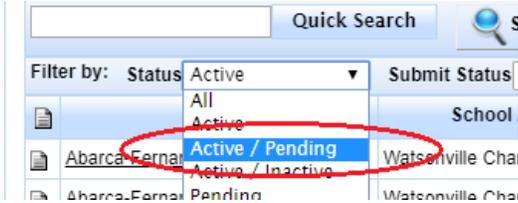


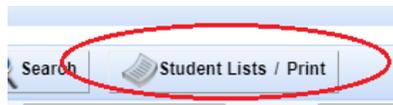
1. To print class list, first go to your student number link on the left corner in the SIRAS homepage.



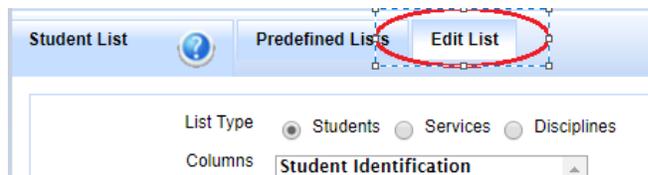
2. Once the list pops-up, you have the option to change the Status from **Active** to **Active/Pending** so you see all students including Initials (pending records).



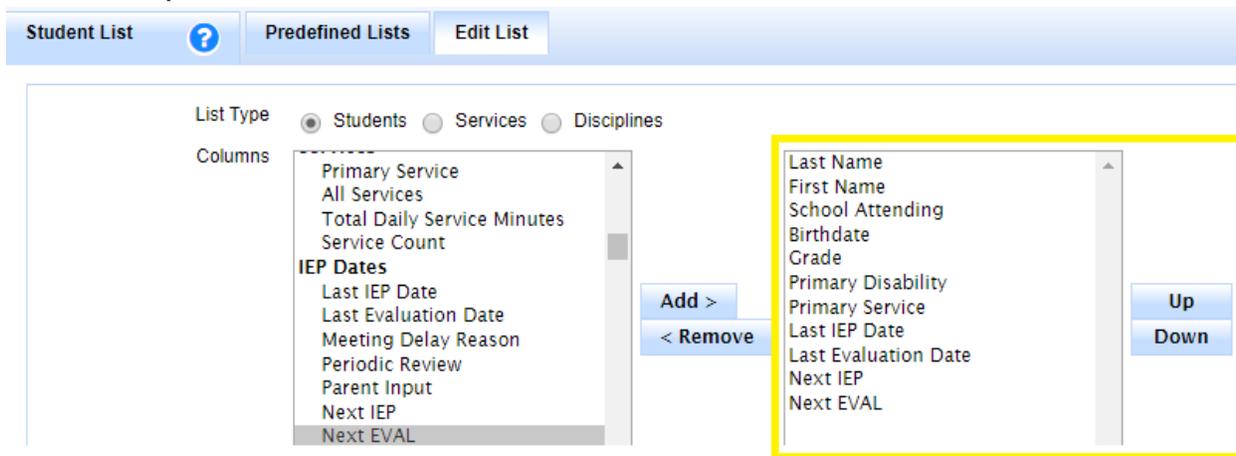
3. Next, you will click on Student Lists / Print



4. Then you will select the **Edit List** tab.



5. Next, add criteria by selecting from the list on the left and **Add>** to the list on the right. After you have added the criteria, take a moment to arrange the order of the columns to your preference by clicking on the **Up** or **Down** button. **Example:**



6. Lastly, click on the **Update List** button towards the bottom **Update List** and then click on the **Export** button on the right top corner.  . You can 'save' your exported list and/or print a copy.

We recommend exporting a new list every 2-4 weeks so that you get the most up to date class list.

If you need help exporting your class list, please call Elizabeth Ubaldo at x2781 or email at elizabeth_ubaldo@pvusd.net.

