



# Exporting Files for School Messenger: Student Contact Data

Other than the files that get exported from Aspen for attendance call-outs, School Messenger requires contact information for students, and staff, to allow messages to be broadcast.

A Parent/Guardian contact record must have the checkbox checked:

Parental Auth or  
Guardian?

Messages may be sent by phone call, email, or text message.

## Exporting Student Contact Data

1. Global TopTab > Favorite SideTab
2. Click the Student Contacts link
3. Filter: School Messenger Student Export
4. Field Set: School Messenger Student Export
5. Quick Print Menu: CSV

This export will contain any Parent/Guardians who are Priority 1 or 2.

For example, if an emergency contact was Priority 2, they would not appear in the export, as they are not a Parent/Guardian.

## File Names

Each file needs a consistent name, as subsequent files will overwrite the previous file. There will always be one version of the student data and the staff data files.

You will **rename the files** before uploading.

Example: FHC - Student Data

**Please turn over for a table of school acronyms.**

Acronym	Name
AP	Académie Parhémie
AVS	Aurora Virtual School
CKE	Christ the King Elementary School
CZG	Chief Zzeh Gittlit School
DVG	Del Van Gorder School
EET	École Émilie-Tremblay
EN	École Nomade
ESE	Elijah Smith Elementary School
EVB	Eliza Van Bibber School
FHC	FH Collins Secondary School
GHE	Golden Horn Elementary School
GMP	Grey Mountain Primary School
GTC	Ghùch Tlà Community School
HFE	Holy Family Elementary
HVE	Hidden Valley Elementary
ILC	Individual Learning Centre
JES	Johnson Elementary School
JHE	Jack Holland Elementary School
JVC	JV Clark School
KCS	Khàtinash Community School
KLS	Kluane Lake School
NBJ	Nelna Bessie John School
PCS	Porter Creek Secondary School
RRS	Ross River School

Acronym	Name
RSS	Robert Service School
SEC	Aurora Virtual School
SES	Selkirk Elementary School
TAK	Takhini Elementary School
TCS	Tantalus Community School
VCS	Vanier Catholic Secondary School
WES	Whitehorse Elementary School
WLS	Watson Lake Secondary School
WSC	Wood Street Centre