

If the preview screen is displayed, you can go ahead and click on the 'Continue' button

51 Students Found				Continue
1	Arizzi	Lavina	9FF	9
2	Bocchini	Sang	9FF	9

Next, you should be presented with the Select Fields screen. When changing the 'Category' field, you will see a list of related fields underneath it.

First clear the default selection under 'Export Order'.

The following fields are required to be exported. Find them in the categories indicated, and click on them to add them under 'Export Order' to the right of the screen

- 'First Name (Legal)' -- inside the Name category
- 'Surname (Legal)' -- inside the Name category
- 'Address - Home Physical' -- inside the Address category
- 'Address - Suburb or Town' -- inside the Address category
- 'Bus - Route Number' -- inside the Travel category
- 'Bus - Route Name' -- inside the Travel category

Now that these fields are included under 'Export Order' as in the screenshot below, click on the Export button and select a location for saving the file to be exported.

Note that this will export all students in the school, and the relevant bus information columns will be empty for students who do not travel by bus.