

# Alpha List

1121 May 31, 2024 [Reports](#) 1460

## Table of Contents

- [How to run an Alpha List](#)
- [Alpha List common problems](#)
  - [Lives With Checked In](#)
  - [All Enrollments and Transfer Info Entry/Exit Dates](#)

## How to run an Alpha List

From the **Start Page** on the left hand-side menu under **Reports** select **sqlReports**. Then expand **LPS** and select **LPS Alpha List**

**Submit** the report

Once the report generates it provides different ways to export it out of PowerSchool. You are also able to sort any of the columns.

We recommend copying and pasting it into an Excel spreadsheet and filter/sort there.

## **Alpha List common problems**

### **Lives With Checked In**

If outdated/incorrect data is showing up, please confirm updated information is under the first contact that is checked in as **Lives With**.

From the **Start Page** search the student then on the left hand-side menu under **Information** select **Contacts**. You can modify the order of the contacts by clicking on the arrows.

If the contact doesn't exist follow the steps in this guide: [Student Contacts](#)

To enable **Lives With**, click on the **Pencil Icon**

Check in the box for **Lives With** then **Submit** your changes.

## **All Enrollments and Transfer Info Entry/Exit Dates**

Please confirm the entry and exit dates under **All Enrollments** and **Transfer Info** match/are correct

From the **Start Page** search the student then on the left hand-side menu under **Enrollment** open **All Enrollments** and **Transfer Info** in new tabs. Confirm the dates match/are correct.





Online URL: <https://kb.lawrence.k12.ma.us/article.php?id=1121>