

# Staff Data Extract

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Tool Search: Staff Data Extract

The Staff Data Extract extract provides users with a way to export existing staff information into CSV, XML or HTML format.

This functionality may not be available to all users. Localized information is available for the following states:

- [South Dakota](#)

The available Extract Types vary for each state. Following is a list of Extract Types and which State Editions/District Editions apply to the selected types.

Extract Types	State
<b>Staff Courses</b>	Kentucky (State Edition Only) South Dakota Montana (State Edition Only) BIE
<b>Staff Credentials</b>	Kentucky (State Edition Only) South Dakota Montana (State Edition Only) BIE

The data elements included in the selected Extract Types also vary for each state. For specific information, see the Localization section.

# Extract Options

The following information provides instructions on importing a file and selecting the appropriate Work to Perform option.

1. Select the **Extract Type** from the dropdown list.
  2. Select the appropriate **Format** for the extract.
  3. Click the **Generate Extract** button. The extract will display in a new window and/or application in the selected format. Follow any prompts to view/download the file.
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