

## **FSA Student data: How to create a list of student PENS**

*(for use by Office administrators)*

1. Student Top Tab
2. Filter = All Active Students
3. Fieldset = FSA Fieldset (Quick Print menu in Aspen)
4. Select CSV (this will run the print job to your desktop)
5. Open the file
6. Format the file (adjust the width of the columns to show the full PEN)
7. Print the document
8. Hand document to the appropriate teacher

**As with all student data, please ensure that this printed document is kept secure to protect student privacy.**