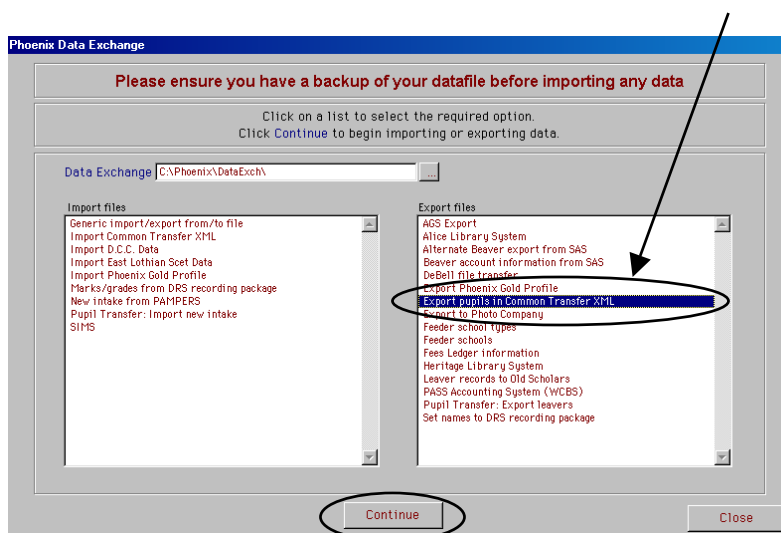
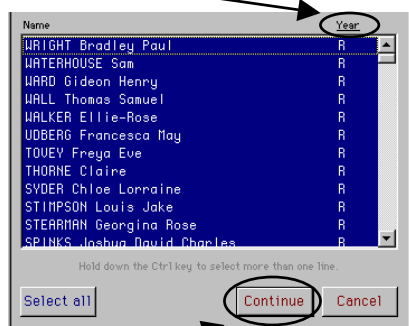


Foundation Stage Profile Phoenix Gold export of Pupil Data to eProfile using XML format

- In Phoenix Gold, select **System Management** from the Main menu, then choose **Data Management > Data Exchange**
- From the right hand window, highlight **Export pupils in Common Transfer XML**



- Click **Continue**
- Click **Year** until the Reception year pupils appear at top and **Highlight** Reception year.



- Click **Continue**.

- Click **This School**.

Select CTF destination

- ☒ **This school**
For transferring data to another CTF compliant software package.
- ☐ An associated school
Select a school from Gold Associated Schools
- ☐ A known LEA school
Select a destination school from all English state schools
- ☐ This LEA
File is for the current LEA
- ☐ Another LEA
File is for another LEA
- ☐ Unknown school in this LEA
Pupils are leaving for an unknown school in this LEA
- ☐ Unknown school in another LEA
Pupils are leaving for an unknown school in another LEA
- ☐ Unknown destination
No destination known for this file
- ☐ Out of scope
i.e. Independent or not England or Wales
- ☐ Other
Manually enter destination code

Current Destination
926 9876 - Helpdesk Infant and Nursery

☐ Include additional information for Phoenix

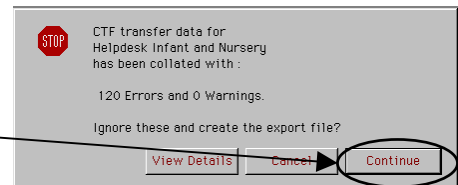
Continue

- Click **Continue**.

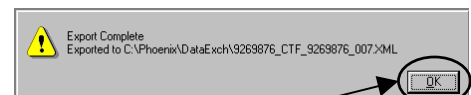
- This message will appear whilst creating CTF file.



- This message may appear at end of creating the CTF file, click **Continue**.



- Your **XML** file will be in your data exchange Folder and will be called **926xxxx_CTF_926xxxx_nnn.xml** where **xxxx** is your 4 digit DfES number and **nnn** is a number between 001 and 999.



- Note the name of the XML file.**

- Click **OK**.