Export your records from IBEAMS

IBEAMS doesn't have one button that exports everything. You download each part on its own, and some parts only come as **PDFs**, not spreadsheets.

That's fine. Hijrah, Labbaik's import tool, reads IBEAMS's PDFs as well as its CSV files. You don't need to convert or tidy anything.

What you'll download

What	Where in IBEAMS	What you get
Pupils	Tools → Download PDF/CSV's	A CSV file
Classes	School → Classes → PDF	A PDF
Teachers	School → Teachers → Download: CSV	A CSV file
Attendance	Tools → Download PDF/CSV's → Create attendance reports	A zip of PDFs, one for each pupil
Term dates	Administration → Calendar/Holidays → PDF	A PDF

Download each file

Sign in to IBEAMS as an administrator. Everything below is in the sidebar on the left.

1. **Pupils.** Go to **Tools → Download PDF/CSV's** and download the students CSV.
2. **Classes.** Go to **School → Classes → PDF** and choose **All classes PDF**.
3. **Teachers.** Go to **School → Teachers → Download: CSV**. When a green banner says "File created. Click here to download it.", tap **click here**.
4. **Attendance.** Go to **Tools → Download PDF/CSV's** and scroll down to **Create attendance reports**. Pick your dates, then choose **Generate & download**. You get a zip file with one PDF for each pupil.
5. **Term dates.** Go to **Administration → Calendar/Holidays → PDF**.

> **Tip**
> Keep all the files together, for example in your Downloads folder. There's no need to unzip the attendance file.

Bring them into Labbaik

1. Open Hijrah. At the end of sign-up, choose **Migrating from spreadsheets? Import them instead**. If you've already signed up, go to **Account → Import with Hijrah**.
2. If Hijrah asks where you're moving from, choose **IBEAMS**.
3. Add all your files together. For attendance, add the zip as it is, or every PDF inside it.
4. Hijrah works out what each file is and takes you through each step. Nothing is saved until you approve it.

> **Note**
>
> **Already have some of the files?** Add those now. You can run Hijrah again later for the rest.

Your PDFs are read on your own computer and are never sent to an AI. You can try a sample move from IBEAMS before you start.

If a download doesn't look right

If a file is missing columns, or you get a PDF where you expected a CSV, contact IBEAMS. They can sort the export out for you.

- Email **ibeams@ibeuk.org** with the subject "Help with our CSV downloads".

Stuck with anything else? Get in touch with us and we'll help you finish the move, free.

Last updated: Nov 7, 2026

Need a hand?
WhatsApp us at wa.me/labbaik or email support@uselabbaik.com. The latest version of this guide is always at docs.uselabbaik.com.

Made with ♥ by Labbaik