



## Charter School Waitlist Import



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# Charter School Waitlist Import

## Registration > Utilities > Charter School Waitlist Import

This utility imports the Charter School Waitlist.

[Click here](#) to view the interface.

Student ID:

**Student Info**

Stu ID: 004011 RONALD B.WEASLEY  
School Year: 2023  
Grade: 10 Birthdate: 03-01-2006  
StudentPortal User Name: RWEASLEY

The StudentPortal account of the selected student will be permanently deleted from the system.

### Update data:

<b>Student ID</b>	Type the six-digit student ID number, including all leading zeros. Or, click <b>Directory</b> to select the student from the <a href="#">Directory</a> .
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☐ Click **Retrieve**.

Student information is populated in the **Student Info** section.

☐ Click **Execute**.

You are prompted to confirm that you want to delete the selected data.

Student ID: 003248   Retrieve   Directory

**Student Info**

Stu ID: 003  
School Year: 202  
Grade: 11  
StudentPortal User

The StudentPortal will be permanent

Execute

**Warning!**

Are you sure you want to delete this StudentPortal account?

Yes   No

☐ Click **Yes**. The record is deleted.

You will receive an Information message indicating record has been deleted.

**Information**

StudentPortal record for the student has been deleted.

OK

**NOTE:** If **No** is selected, the pop-up message disappears and the previously retrieved student's information will still display on the page.

☐ Click **OK**.



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