



Charter School Waitlist Import

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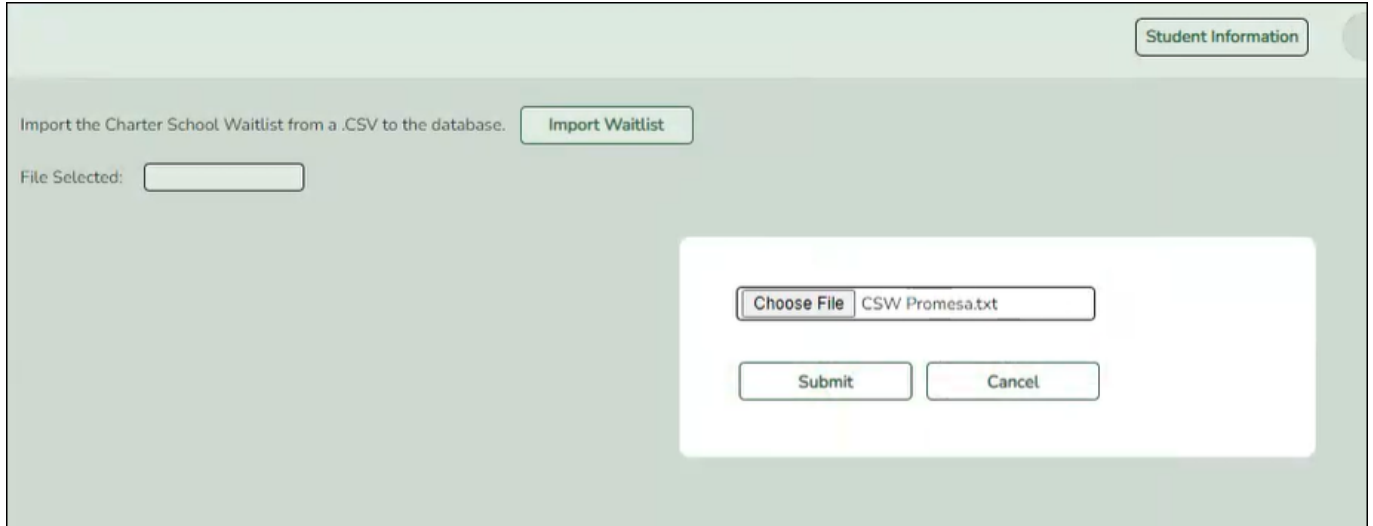
Charter School Waitlist Import 1

Charter School Waitlist Import

Registration > Utilities > Charter School Waitlist Import

This utility imports the Charter School Waitlist.

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



Import Waitlist:


A pop-up window prompts you to locate and select the import file.

- ☐ Click **Choose File** to locate the file. Select the text file that has records beginning with CSW.

NOTE: This utility accepts .CSV or .TXT files.

File Selected	The selected file name is displayed.
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- ☐ Click **Submit**.

Begin Date	Type the begin date using the MMDDYYYY format. Or, click  to select the date from a calendar.
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