



# Scheduling Transfer By File



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## **Registration > Utilities > Transfer > Scheduling Transfer by File**

This utility transfers a group of students from one campus to another by creating a file that can be imported using the Scheduling Transfer From File utility.

### **The sending campus must perform the transfer.**

The records of transfer students at the sending campus are set to record status 3 (*currently enrolled at this campus, will attend new campus next year*). The records of transfer students at the receiving campus are set to record status 4 (*enrolled at another campus, will attend this campus next year*). Any student scheduling requests are deleted from the sending campus.

### **Update data:**

<b>Field</b>	<b>Description</b>
<b>field</b>	



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