

Scheduling Transfer From File

Table of Contents

Scheduling Transfer From File 1

Scheduling Transfer From File

Registration > Utilities > Transfer > Scheduling Transfer from File

If a group of students are being transferred to a campus, this utility allows you to download the data from a file created by the sending campus using the Scheduling Transfer By File utility.

The receiving campus downloads the data.

Update data:

Field	Description
Receiving Campus	The campus to which you are logged on is displayed. Students will be transferred to this campus.

The Receiving Campus field displays the campus to which the students are being transferred.

Select Match Next Year Campus if there are multiple next year campuses to which students in the high grade level will be transferred next year, and next year campus IDs have been assigned for those students. The program compares the campus in the Receiving Campus field, and only transfers the students whose next year campus matches the receiving campus. You must repeat this utility for each receiving campus. If this field is not selected, all students are transferred to the selected receiving campus, regardless of their assigned next year campus.

Select Transfer Withdrawn Students to transfer withdrawn students.

Click Start. A dialog box is displayed allowing you to locate and open the file containing the records being transferred. Click Submit to continue. A message is displayed when the import is complete.

The Preview Errors button is displayed if errors are encountered. Click Preview Errors to preview the error report. Review, save, or print the report.


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Back Cover