

Scheduling Transfer From File

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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.
Match Next Year Campus	
Transfer Withdrawn Students	Select to include withdrawn students when assigning lockers.

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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