

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	If next year campus IDs have been assigned for students in the highest grade level at the campus, select this field if there are multiple next year campuses to which students will be transferred. The program compares the **Receiving Campus** to each student's next year campus, and only transfers the students whose next year campus matches the receiving campus. You must repeat this utility for each receiving campus. **WARNING:** If not selected, all students are transferred to the selected receiving campus, regardless of their assigned next year campus.
Transfer Withdrawn Students	Select to include withdrawn students when assigning lockers.

Click **Start**.

A pop-up window prompts you to locate and open the file containing the records being transferred. Select the file created when the Scheduling Transfer by File utility was run.

Click **Submit**.

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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