

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Transfer Withdrawn Students	Select to include withdrawn students when assigning lockers.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**.

Other functions and features:

Preview Errors	Click to view the error list if errors are encountered. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.


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