

Student Requests (Unload) (Export)

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The utility exports student requests for the campus to which you are logged on. The export function creates an encrypted, zipped file with the format TXEIS_DB*cccddd*_STUREQ###*_yyyymmdd*.zip, where *cccddd* is the county-district number, ### is the campus to which you are logged on, and yyyymmdd*Italic Text* is the current date. The zipped file contains the exported data. You can rename the file as needed.

> **WARNING:** If the export is run more than once on the same day, be careful not to overwrite files.

Export sections:

Field	Description
Password	Type a password for the file, up to ten characters. To import this file using the import (Unload) utility, the user will need to type this password. **CAUTION:** Record this password.
Verify Password	Retype the password to confirm that you typed it as intended.

Click **Export**. You are prompted to open or save the zipped file. Save the file in a known location.

If errors are encountered, click **Show Errors** to view the error report. Review, save, or print the report.


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