

Student Requests (Unload) (Import)

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The utility imports student requests, overwriting current student requests and schedules. Students with enrollment status 1 are updated to 2, if courses for that student are imported.

The utility will not import invalid course sections (e.g., course sections no longer offered in the district or campus).

NOTE: If the course-sections are invalid because a new course number length has been committed on Maintenance > Master Schedule > District > District Control, the program will convert the course-request from the import file to the new course number and import the record with the new course number.

Import data:

Field	Description
Import File	Click **Browse**. Locate and open the file. The file name is displayed.
Password	(Required) Type the password for the file. This password was created by the user when the file was exported using the Export (Unload) utility.

Click **Import**.

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


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