


# Student Requests (Unload) (Import)

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This 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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