



## **Student Requests (Unload) (Import)**



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# Student Requests (Unload) (Import)

## **Scheduling > Utilities > Import > Student Requests (Unload)**

This utility imports student requests, overwriting current student requests and schedules. Students with enrollment status 1 (*currently enrolled at this campus*) are updated to 2 (*currently enrolled at this campus, will return next year*), 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
<b>Import File</b>	Click <b>Browse</b> . Locate and open the file. The file name is displayed.
<b>Password</b>	(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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