

Student Requests (Unload) (Import)

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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:

❑ Select the file:

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.

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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