



Charter School Waitlist Import

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This utility imports the Charter School Waitlist.

[Click here](#) to view the interface.

Student ID:

Student Info

Stu ID: 004011 RONALD B.WEASLEY
School Year: 2023
Grade: 10 Birthdate: 03-01-2006
StudentPortal User Name: RWEASLEY

The StudentPortal account of the selected student will be permanently deleted from the system.

Update data:

Student ID	Type the six-digit student ID number, including all leading zeros. Or, click Directory to select the student from the Directory .
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☐ Click **Retrieve**.

Student information is populated in the **Student Info** section.

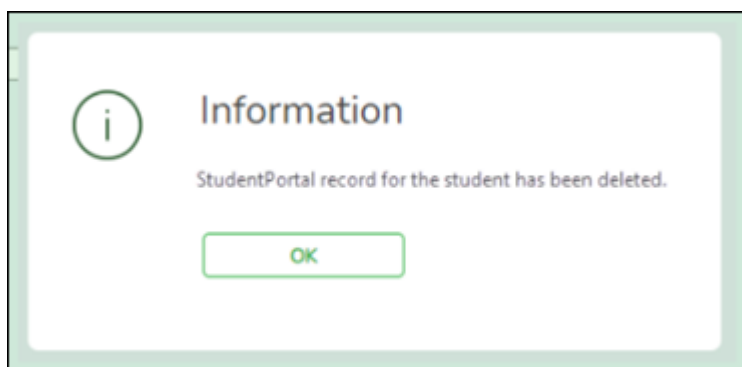
☐ Click **Execute**.

You are prompted to confirm that you want to delete the selected data.

The screenshot shows a web application interface for managing student records. At the top, there is a 'Student ID' field with the value '003248', a 'Retrieve' button, and a 'Directory' button. Below this is a 'Student Info' section with fields for 'Stu ID: 003', 'School Year: 202', 'Grade: 11', and 'StudentPortal User'. A warning dialog box is overlaid on the interface, titled 'Warning!' with a yellow triangle icon. The text inside the dialog asks, 'Are you sure you want to delete this StudentPortal account?'. At the bottom of the dialog are 'Yes' and 'No' buttons. In the background, there is a message box that says 'The StudentPortal will be permanent' and an 'Execute' button.

☐ Click **Yes**. The record is deleted.

You will receive an Information message indicating record has been deleted.



NOTE: If **No** is selected, the pop-up message disappears and the previously retrieved student's information will still display on the page.

☐ Click **OK**.



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