



Charter School Waitlist Import

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Registration > Utilities > Charter School Waitlist Import

This utility imports the Charter School Waitlist.

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

Import the Charter School Waitlist from a .CSV to the database. **Import Waitlist**

File Selected:

Choose File CSW Promesa.txt

Submit **Cancel**

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.

Student ID: 003248 Retrieve Directory

Student Info

Stu ID: 003
School Year: 202
Grade: 11
StudentPortal User

The StudentPortal will be permanent

Execute

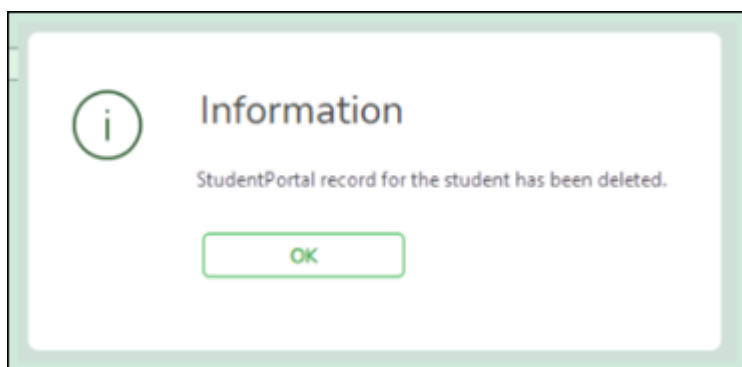
Warning!

Are you sure you want to delete this StudentPortal account?

Yes No

☐ 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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