



# 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.

The screenshot shows a web interface for importing a waitlist. At the top right, there is a 'Student Information' tab. The main content area has the text 'Import the Charter School Waitlist from a .CSV to the database.' followed by an 'Import Waitlist' button. Below this is a 'File Selected:' label and an empty text box. A white pop-up window is centered on the screen, containing a 'Choose File' button, a text box with the filename 'CSW Promesa.txt', and two buttons labeled 'Submit' and 'Cancel'.

## Import Waitlist:


A pop-up window prompts you to locate and select the import file.

- Click **Choose File** to locate the file. Select the text file that has records beginning with CSW.

**NOTE:** This utility accepts .CSV or .TXT files.

**File Selected** The selected file name is displayed.

- Click **Submit**.

**Begin Date** Type the begin date using the MMDDYYYY format. Or, click  to select the date from a calendar.



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