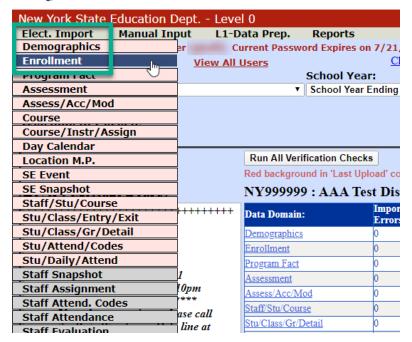
Enrollment Import to Level 0

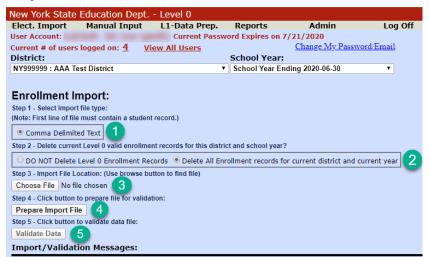


■NYS-Level Ø

Login to Level 0 and from the Electronic Import dropdown select Enrollment.



■NYS-Level Ø



- 1. This button should be selected. If not, select it.
- 2. Select Delete All Enrollment records for current district and current year.
- 3. Click *Browse* and select your correct Enrollment/School Entry Exit file for import.
- 4. Click *Prepare Import File*. This will verify you have selected the correct file and that it is in the correct format.

- 5. Click Validate Data. This will generate one of three possible responses:
 - a. The file was uploaded and there are no errors.
 - b. The file was uploaded and there are errors. Click on View Error Report to see them.



c. The file was imported but some records in that file were not imported. For example, duplicate records.