

Future Enrollment Import

05/30/2025 11:27 am EDT

This Data Import option is an **OPTIONAL** tool for importing Future Enrollment information into the current year's enrollment line, enabling next year's placement data to be added. If the Enrollment Roll Forward process has already been completed, there is no need to use this import.



This process deletes future enrollment records and updates the future enrollment fields in a student's current enrollment record. Future year schedules are deleted when future enrollment records are deleted.



A template has been created and is available [here](#).

Based on the data in the import template, Future Enrollment information will be set on the Current Year line of enrollment in Infinite Campus. From there, the Enrollment Wizard can be used to create next year enrollments.

Navigation: System Settings > Data Utilities > Data Import Wizard

1. Choose **PSU_Future_Enrollment_Import** from the **Import Type** drop list.
2. Choose **Local**, then **Browse** and select your file.
3. Click **Run Import**.

Data Import Wizard ☆

Data Import

Set up one-time or scheduled data imports.

Import Type: PSU_Future_Enrollment_Import ▾

Layout: PSU_Future_Enrollment_Import ▾

File Type: Excel 97-2003, 2007

Protocol:
☒ Local
☐ FTP
☐ FTPS
☐ SFTP Legacy (Being Deprecated)
☐ SFTP
☐ HTTP
☐ SMB

Settings:

*File Name:

Browse... No file selected.

Test Connection Test Import Run Import

Import Schedule:
 Frequency: ▾
 Start Date:
 Start Time:
Save

Import History:


Date/Time	File Name	Rows	Test/Run	Result
02/25/2025 09:38:00 AM	GCPS Future Enrollments Import for SY25-26.xlsx		Run	Accepted - Warnings
02/25/2025 08:34:24 AM	GCPS Future Enrollments Import for SY25-26.xlsx		Run	Accepted - Warnings
02/25/2025 08:33:19 AM	GCPS Future Enrollments Import for SY25-26.xlsx		Test	Accepted - Warnings
02/24/2025 04:16:36 PM	GCPS Future Enrollments Import for SY25-26.xlsx		Run	Accepted - Warnings

Following the import, a result screen will appear:

02/25/2025 10:06:59 AM

Data Import Report

PSU_Future_Enrollment_Import Layout



File Name:

GCPS Future Enrollments Import for SY25-26.xlsx/SGHS_25_26_Future_Enrollments_1

Date/Time:

02/25/2025 09:38:00 AM

Status:

Accepted - Warnings

Physical Lines In File:

1762

Data Records In File:

1761

Records With No Errors:

1761

Records Accepted With Errors:

0

Records Rejected:

0

Weighted Result:

100.0%

Errors/Warnings

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Line	Type	Code	Message
1	Informational	MOC	The optional column "NextScheduleStructure" is missing. The file will still be processed.
1	Informational	MOC	The optional column "Admission Status" is missing. The file will still be processed.
5625	Informational	CCE	Student #: does not have active line of enrollment for current year - nothing to import
6308	Informational	CCE	Student #: does not have active line of enrollment for current year - nothing to import
6978	Informational	CCE	Student #: has NextCalendar of "" which does not exist

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Data Changes

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Line	Table	Action	Values
2	Enrollment	Update	Set future enrollment information for: Malicyn / #831 to 25-26 South Granville High/Main Grade 10
3	Enrollment	Update	Set future enrollment information for: Kailynn #1866 to 25-26 South Granville High/Main Grade 10
4	Enrollment	Update	Set future enrollment information for: Aguilar Santana #3 28 to 25-26 South Granville High/Main Grade 12
5	Enrollment	Update	Set future enrollment information for: Anthony #126 to 25-26 South Granville High/Main Grade 10
6	Enrollment	Update	Set future enrollment information for: I Canales #124 to 25-26 South Granville High/Main Grade 12

The results will show you the following things:

1. Students who do not exist (no match on student #)
2. NextCalendar in import does not exist in Campus
3. NextScheduleStructure in import does not exist in Campus
4. NextGrade in import does not exist in Campus for the next calendar
5. **Student has enrollment in future year for different school – enrollment will be removed.
6. Set future enrollment information



****NOTE:** If student already has that next year line of enrollment and **ANY** information exists with it (enrollment/rosters/requests), it will be **REMOVED** with this process and the Future Enrollment Information will be updated to what is in the file.

Below is an example of how the future enrollment import will update a student's enrollment.

BEFORE IMPORT

Grade	Type	Calendar	Start Date	End Date
11	P	25-26 Monroe High School	08/25/2025	
10	P	24-25 Monroe High School	08/26/2024	
9	P	Monroe School 2024 A	08/26/2023	05/24/2024
8	P	Cleveland School 2023 A	08/29/2022	05/26/2023

General Enrollment Information
Enrollment ID 636764
Calendar: 24-25 Monroe High School
Schedule (read only): 1
Grade: 10
Class Rank Exclude: ☐
External LMS Exclude: ☐
Start Date: 08/26/2024
End Date:
End Action:
Service Type: P: Primary
Local Start Status: E1: Init enroll - this year
State Start Status: E1: Init enroll - this year
State End Status:
Start Comments:
End Comments:
CRDC School of Accountability: 5: Monroe High School
Rolled From Enrollment ID: N/A

Future Enrollment
Next Calendar: 24-25 Monroe High School
Next Schedule Structure:
Next Grade: 10

AFTER IMPORT

Grade	Type	Calendar	Start Date	End Date
10	P	24-25 Monroe High School	08/26/2024	
9	P	Monroe School 2024 A	08/26/2023	05/24/2024
8	P	Cleveland School 2023 A	08/29/2022	05/26/2023
7	P	Cleveland School 2022 A	08/23/2021	05/27/2022

General Enrollment Information
Enrollment ID 636764
Calendar: 24-25 Monroe High School
Schedule (read only): 1
Grade: 10
Class Rank Exclude: ☐
External LMS Exclude: ☐
Start Date: 08/26/2024
End Date:
End Action:
Service Type: P: Primary
Local Start Status: E1: Init enroll - this year
State Start Status: E1: Init enroll - this year
State End Status:
Start Comments:
End Comments:
CRDC School of Accountability: 5: Monroe High School
Rolled From Enrollment ID: N/A

Future Enrollment
Next Calendar: 24-25 Arthur High School
Next Schedule Structure: 1
Next Grade: 11

Once the future enrollment has been updated, use the **Enrollment Roll Forward Wizard** to roll forward student enrollments with the updated future school.

