Importing OLR Pleats

11/19/2026 5:55 am EST

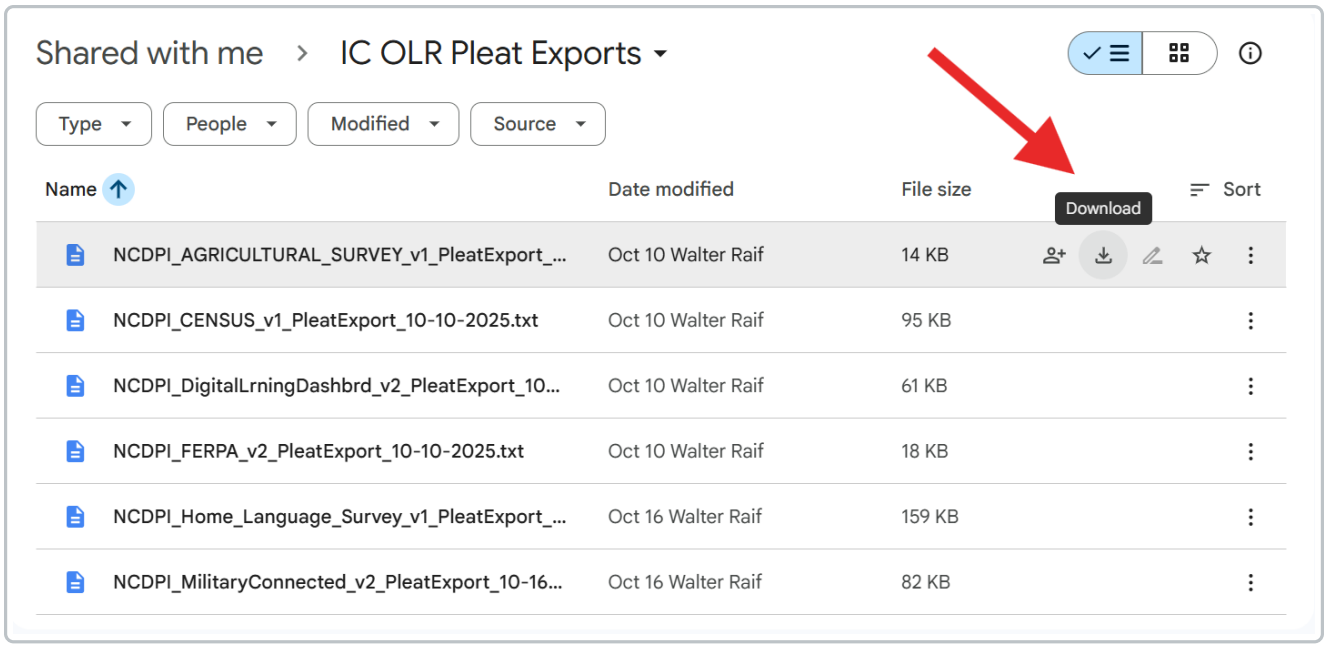
The following article walks users through the process of importing OLR Pleats to use in OLR configurations. The North Carolina pleats can be found on the IC OLR Pleat Exports Google Folder (https://drive.google.com/drive/folders/10DvrhklMtSb_sT42t_ETn4IW2PeejJqv?usp=drive_link). Download the latest version of the State OLR Pleats.

State Pleats

- Agriculture Survey
- Census (Extended Census Information)
- Digital Learning Dashboard
- FERPA
- Home Language Survey
- Military Connected

Download OLR Pleats

- Navigate to this IC OLR Pleat Exports (https://drive.google.com/drive/folders/10DvrhklMtSb_sT42t_ETn4IW2PeejJqv?usp=drive_link) folder to download the latest version of the State OLR pleats.
- **Download** the pleats needed for the OLR configuration.
    - The latest pleat or individual pleats versions can be downloaded.



Import OLR Pleats

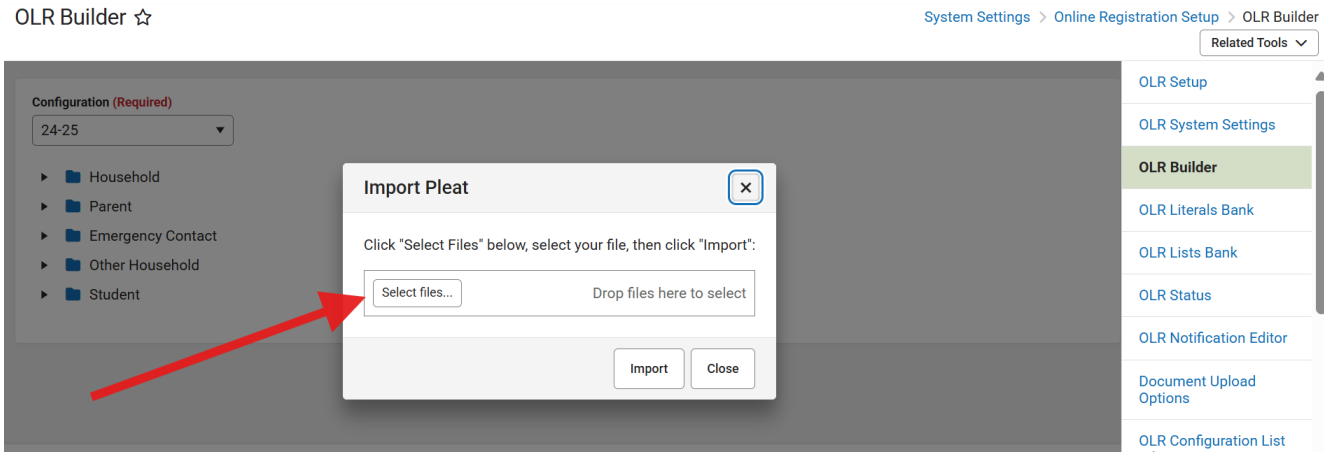
Navigation: System Settings > Online Registration > OLR Builder

Before importing the new pleats be sure to process all pending requests. DO NOT modify any part of the NCDPI pleats, including questions/responses, unless instructed to by NCDPI.

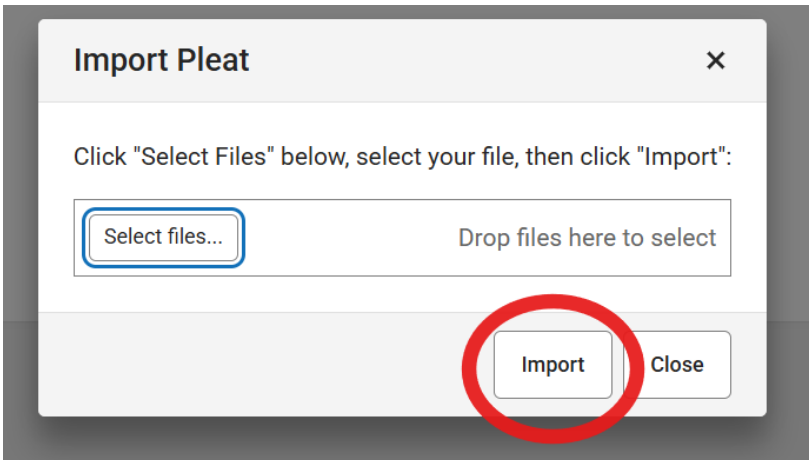
- Choose the "Configuration" to import the new pleats.
- Click **Import From File**.



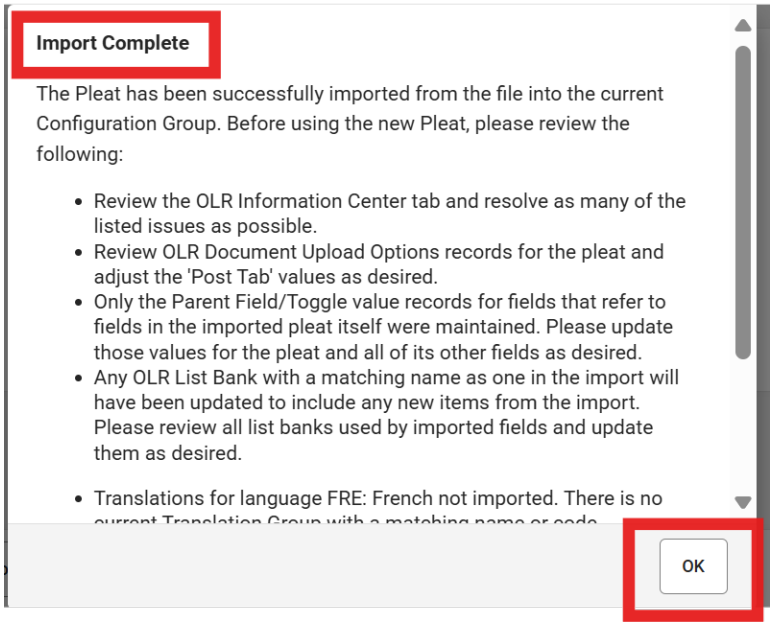
- Click **Select files** and select the **OLR pleats** that were downloaded from the IC OLR Pleat Export folder.



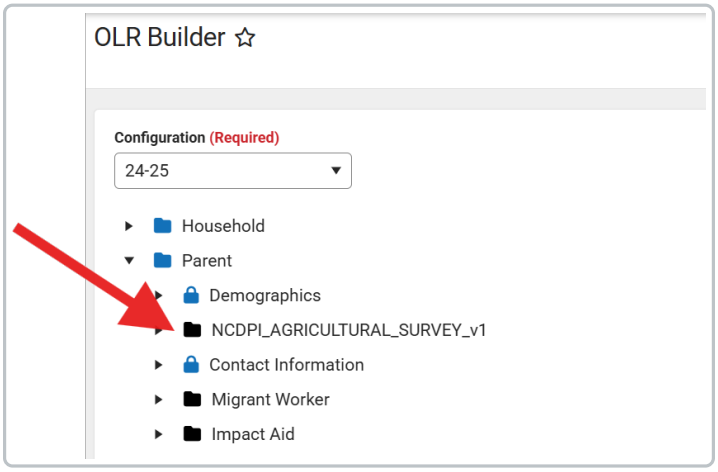
- Click **Import.**



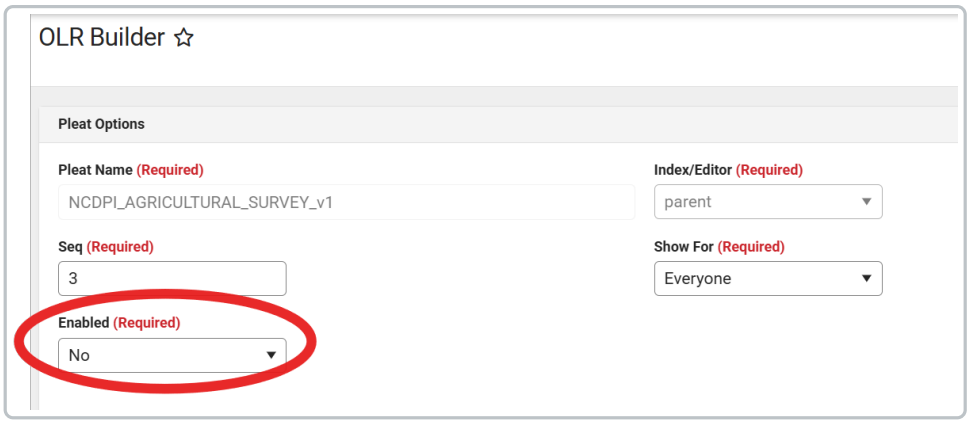
- An "**Import Complete**" screen will display a successful import.
- Click "**OK**".



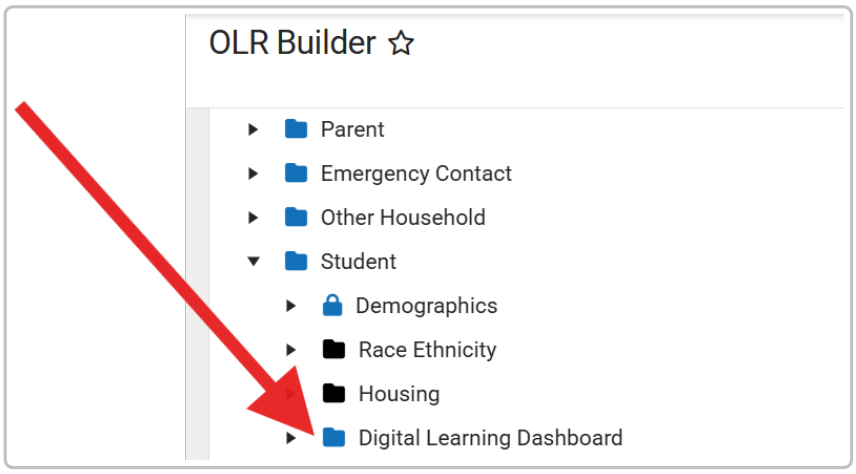
- Click on the **newly imported pleat** in the OLR configuration file. The pleat is imported as "disabled" it will display as a black folder.



- Change the "**Enabled**" box to "**Yes**" for the new pleat

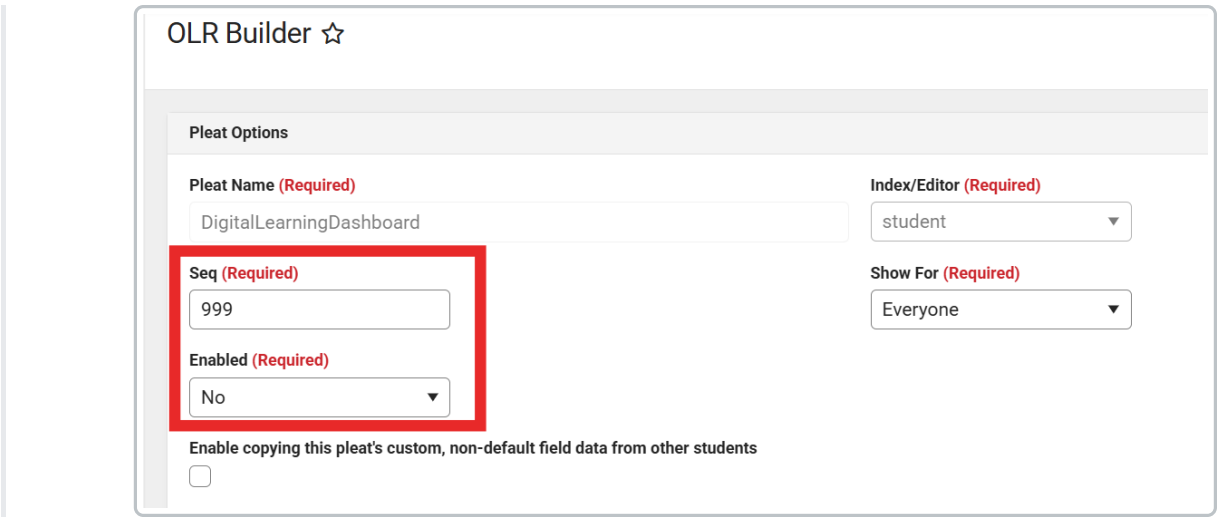


- **Disable** the previous version of the pleat.
- Navigate to the **old version of the pleat**, the folder should be "blue" and open the pleat.



- Change the "**Enabled**" box to "**No**" for the old version of the pleat.

> It is recommended to change the "**Seq**" to a high number such as 99 or 999 to have the old version of the pleat at the bottom of the pleat list.



Helpful Tips

- A pleat with the same name cannot imported into an OLR Configuration if another pleat with the same name already exists in that configuration.
- Importing a pleat will import into the same Index it was exported from. For example, if a pleat is exported from the Parent Index, it cannot be imported into the Student Index.
- The export/import process will attempt to bring over all literals for all languages associated with the pleat. While English literals will always be transferred, it will try to match the other languages based on Language Group name and code. However, if a language does not exist on the district's site at the time of importing, the additional translated literals will not be imported.
- If a language does not exist, a note will appear in the Import Instructions that the translated literals were not brought over.