

## Export Student Enrollment Request

To export a list of requested students, go to the Pre-Registration screen. Choose requested students by selecting the “Requested” button. The export icon features an “X” inside a rectangle and is located directly under the “Incomplete” button.



Sites hosting students from other schools may follow the same procedure by selecting “Requests” under the Enrollment menu. Toggle between the “All” and “Pending” buttons to view students who have requested to attend the host site.

