

# Importing Students from ReportWriter to PLS

The most current information in ReportWriter that has been synchronized will be imported. Once a file has been imported it cannot go back to RW.

- Step 1. Go to Teachers>PLS/Student Roster

#	Mig?	LocalID	AL	Student Activity					Attendance	Name
				03/15	03/16	03/17	03/18	03/21		
1		78952								Campos, Jordan
2		78949								Doty, Adrienne
3		78964								Grace, Jason
4		78950								Holmes, Spencer
5		78955								Howard, Christine
6		78953								Jackson, Nora
7		78951								Looman, Brittney
8		78954								Malaspino, Jessica
9	Y <a href="#">Import to PLS</a>	78962								Test, Student
10		78956								Thompson, Katie

Students currently in the PLS will have a blue arrow on their folder. Students waiting to be imported into the PLS will have a small blue link that says "Import to the PLS"

- Step 2. Click on Import to PLS on the student you want to import.
- Step 3. Choose the year to import the student files from that year.
- Step 4. Click the Preview PLS Change.

Note: Depending on the age of the files, they may not all import to the PLS.

- Step 5. Click the Import this student from the PLS and PERMANENTLY remove from ReportWriter.
- Step 6. Make sure you have all information in the PLS before completing a synch on RW. Students will automatically be disabled/transferred from ReportWriter during your next synch.

— Last Updated by [Alexandria Barbato](#) on 2016/04/04 15:50

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