**Student Requirements & Exemptions File Layout**

* Import/Export
	+ The Graduation Exemptions Import screen has been added to the sitemap to enable you to import a comma-separated file (.csv) of student exemptions and diploma seals. With a building in context, select StudentInformation > Management > Import/Export > Graduation Exemptions Import to display the Graduation Exemptions Import screen where you can Browse to the .csv file you want to import, then click Upload to import the file.
		- Note: If you have the district in context, an error message is displayed.
		- The file should include column headers for StudentID, LastName, and FirstName, as well as a column for any of the records listed in the table below to be imported.
		- If errors are found in the import file, the List of Errors on Import grid displays the line number, student information, and an error message.
		- Note: When it is imported, the value “R” clears both the Plans to Earn and Earned checkboxes for the seal.

