**CTF Import & Export**

**IMPORTANT:** When exporting a CTF you must go to **Routines, Data Out, CTF, Export.**

This will then give you an option to open and give you numerous options to choose from, select **General** from the list.

Select the relevant pupil(s) from the list and select the destination school which they will be going to and click export.

Make a note of the CTF number, find where the CTF file is saved and upload to School to School (S2S) for the other school/LA to download.

**IMPORTANT:** When creating a CTF you must go to **Routines, Data In, CTF, Import.**

This will then give you an option to open and give you numerous options to choose from, select **General** from the list.

Select the relevant pupil(s) from the list and select the option on-roll and browse to where the CTF is saved to and select the relevant CTF.

Once CTF is selected, click import.

*\*(Make sure that the CTF matches the record in sims, a way to do this is to open pupil details and the CTF separately and ensure that the Forename/Surname/DOB matches, anything that doesn’t you must make changes to the record in SIMS and amend once the CTF comes through.)\**