



Rename **Excel Import Export** to **Import/Export**

Replace above 4 options under **Excel Import Export** with the 2 options below

- **Update Address**

This page needs to have buttons.

Button 1 - **Download Addresses for Current Students**

When clicked a CSV with the fields shown below should download.

- Surname
- Middle Name
- Forename(s)
- Address
- House Name/Flat Number
- Door Number
- Street
- Locality
- Town/City
- County
- Post Code

Button 2 (with file upload) - **Update Addresses for Current Students**

When uploaded the above fields will get updated for all current students

- **Admissions Data for Local Authority**

This page should display a button to allow download of all data for

- All Current students;
- Students that have left in the last 4 months; and
- Students that have graduated in the last 4 months

The attached Excel file (**Admissions Export**) gives the columns that need to be extracted for each student. The file has one tab (**Headings**) that has a template and a second tab (**Heading Descriptions**) that shows what data goes in each column.