

# Student Processing

Last Modified on 03/11/2024 8:46 am CDT

This documentation applies to both versions of Online Registration.

**Classic View:** Census > Online Registration > Student Processing

**Search Terms:** Student Processing

[Search for Applications](#) | [Print an Application](#) | [Assign to School for Processing](#) | [Open Campus Enrollments](#) | [Flag Student As Processed](#)

After a parent or guardian enters an online registration application through the Portal and the application is approved in [Staff Processing](#), Student Processing is used to assign an application to a school, create enrollment records for new students, and/or flag the student as processed.

See the [Staff Processing](#) article for more information about reviewing applications prior to Student Processing.

## What can I do?

- [Search for Applications](#)
- [Print an Application](#)
- [Assign to School for Processing](#)
- [Open Campus Enrollments](#)
- [Flag Student as Processed](#)

*Click image to magnify.*

Student Processing ☆

Census > Online Registration > Student Processing

Online Registration Search

Search Results

Application Number

-- OR --

Student Number

Student First Name

Student Last Name

First Name

Last Name

Email Address

user@example.com

Application Start

month/day/year

Application End

month/day/year

Configuration Group

Student Grade

All

School

Application Status

All

Only Applications with Unprocessed Students

☒

Max Application Returned

100

Search Applications

Student Processing Tool in Campus

Student Processing Review

Current School

School \*

Harrison High

Application ID

18

Household Information

Application Household Address

2885 9th St W  
Blaine, MN 55449

School Boundary Schools For Address

Harrison High  
Fillmore Middle School  
Arthur Elementary

Application Students

Name	DOB	Age	App Grade	Type	Processed	Enrolled at School	Boundary at School	Assigned to School	Application School
Belinda Bartram	11/13/2009	13	07	Existing	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Zara Bartram	05/04/2010	12	07	Existing	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>

Current Student

Student \*

Belinda Bartram

School From Application

Carter Middle

School Boundary Schools For Student

Fillmore Middle School

Recent Student Enrollments

Grade	Calendar	Dates	Service Types
06	21-22 Carter Middle	07/01/2021 - No End Date	P
07	22-23 Carter Middle	07/01/2022 - No End Date	P

Processing

Assigned to School

No Assigned School

Assign Belinda Bartram to Harrison High for Processing

Flag Belinda Bartram As Processed

Cancel

Open Campus Enrollments

Print Application

Student Processing of an **Approved** OLR Application

# Search for Applications

► [Click here to expand...](#)

1. Use the field descriptions found in the [Search Field Descriptions](#) section below to complete the fields on the Online Registration Search tab.
2. Click **Search Applications**.  
**Result:** The Search Results tab displays with a list of applications matching the search results.
3. Select the application you want to process from the **Online Registration Applications**.  
**Result:** The names of the student(s) in the application display at the top in the **Students** section.

Online Registration Search

Search Results

Back to Search

Refresh Search

Students

Last Name ↑	First Name	Middle Name	DOB	Calendar	Grade	Type	Processed	Comments
Adams	Aria		08/20/2009	Carter Middle	07	New	No	

Online Registration Applications

App#	Name	Status	Type	Date Submitted	Modified by	Date Last Process...	Comments
+ 17	Adams, Emma	Approved/Posted	New	04/22/2022 02:27:00 PM	Demo Administrator	04/28/2022 01:41:00 PM	

1 - 1 of 1 items

Review Application

Print Application

Search Results - OLR

4.

## Search Field Descriptions

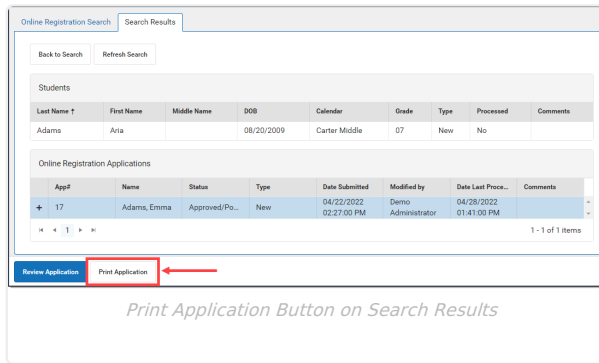
Option	Description
<b>Application Number</b>	System-assigned number associated with the application.
<b>Student Number</b>	Locally assigned identification number for the student. This number is created when the enrollment is saved.
<b>Student First and Last Name</b>	Legally recognized name of the student.
<b>First and Last Name</b>	Legally recognized name of the parent/guardian who entered the application.
<b>Email Address</b>	Email address entered when the application was created, usually of the parent/guardian.
<b>Application Start and End</b>	Date fields used as a range to return applications entered between the two dates.
<b>Configuration Group</b>	The <a href="#">OLR Configuration Group</a> .
<b>Student Grade</b>	Indicates the grade level of enrollment for the registration.
<b>School</b>	Lists the schools for which applications are returned.

Option	Description																						
Application Status	Indicates the status of the application. This includes all core statuses, link errors, post errors and custom statuses. Core statuses are as follows:																						
	<table><tr><th>Status</th><th>Description</th></tr><tr><td>Posted</td><td>The application is posted.</td></tr><tr><td>Denied</td><td>The application is rejected by the district.</td></tr><tr><td>Approved/Posted</td><td>The application is approved and enrollment information is posted.</td></tr><tr><td>Hold</td><td>The application is in a hold status because of missing information or a missing district requirement.</td></tr><tr><td>Submitted-New</td><td>This status is assigned when a new parent submits an application.</td></tr><tr><td>Submitted-New Student</td><td>This status is assigned when an existing parent submits an application in the New Student mode. This typically happens during Kindergarten registration.</td></tr><tr><td>Submitted Existing</td><td>This status is assigned when an existing parent submits an annual update without adding a new student.</td></tr><tr><td>Submitted-Existing with New Student</td><td>This status is assigned when an existing parent submits an annual update and adds a new student.</td></tr><tr><td>New</td><td>This status is assigned when a new parent starts an application but does not submit it.</td></tr><tr><td>Link Error</td><td>This status is assigned when you manually mark applications with link errors.</td></tr></table>	Status	Description	Posted	The application is posted.	Denied	The application is rejected by the district.	Approved/Posted	The application is approved and enrollment information is posted.	Hold	The application is in a hold status because of missing information or a missing district requirement.	Submitted-New	This status is assigned when a new parent submits an application.	Submitted-New Student	This status is assigned when an existing parent submits an application in the New Student mode. This typically happens during Kindergarten registration.	Submitted Existing	This status is assigned when an existing parent submits an annual update without adding a new student.	Submitted-Existing with New Student	This status is assigned when an existing parent submits an annual update and adds a new student.	New	This status is assigned when a new parent starts an application but does not submit it.	Link Error	This status is assigned when you manually mark applications with link errors.
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	Posted	The application is posted.																					
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	New	This status is assigned when a new parent starts an application but does not submit it.																					
Link Error	This status is assigned when you manually mark applications with link errors.																						
Undetermined Students Only	When marked, only applications that could not be placed into one of the other options because of the following reasons are returned: <ul style="list-style-type: none"><li>• A school boundary could not be identified for the school.</li><li>• The student does not have an enrollment anywhere.</li><li>• The student has not been manually assigned to a school.</li><li>• The student does not have any School Choice schools selected.</li></ul>																						
Only Applications with Unprocessed Students	When marked, the search results return applications that have been started but not completed. This option must be marked to include any unsubmitted applications in the results.																						
Max Application Returned	This field can be used to minimize a large number of returned applications in the search results area. Options include 100, 500, 1000 and all.																						

## Print an Application

Use the **Print Application** button at the bottom of the search results screen or the **Print Application** button when reviewing an application to see a PDF Summary view of the entered date.

*Click on image to magnify.*



Online Registration Search Search Results

Back to Search Refresh Search

Students

Last Name ↑	First Name	Middle Name	DOB	Calendar	Grade	Type	Processed	Comments
Adams	Aria		08/20/2009	Carter Middle	07	New	No	

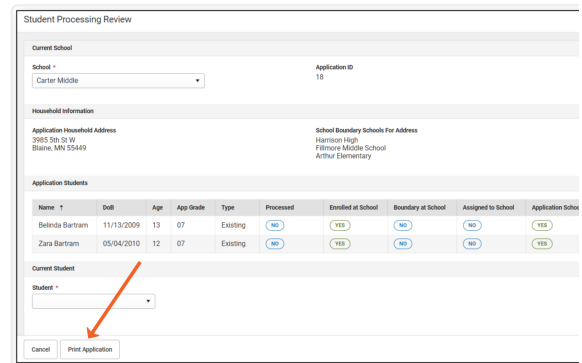
Online Registration Applications

App#	Name	Status	Type	Date Submitted	Modified by	Date Last Processed	Comments
17	Adams, Emma	Approved/Processing	New	04/22/2022 02:27:00 PM	Demo Administrator	04/28/2022 01:41:00 PM	

1 - 1 of 1 items

Review Application Print Application

Print Application Button on Search Results



Student Processing Review

Current School

School \* Carter Middle Application ID 18

Household Information

Application Household Address 3965 9th St W Blaine, MN 55449 School Boundary Schools For Address Harrison High Fillmore Middle School Arthur Elementary

Application Students

Name ↑	DOB	Age	App Grade	Type	Processed	Enrolled at School	Boundary at School	Assigned to School	Application School
Belinda Bartram	11/13/2009	13	07	Existing	NO	YES	NO	NO	YES
Zara Bartram	05/04/2010	12	07	Existing	NO	YES	NO	NO	YES

Current Student

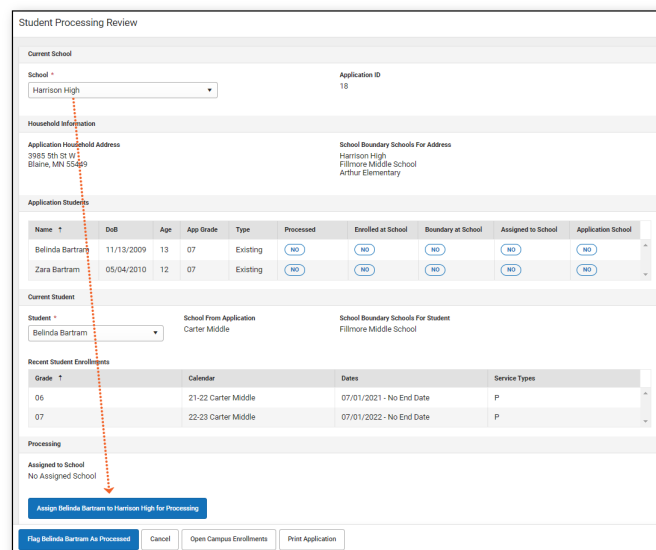
Student \* Belinda Bartram

Cancel Print Application

Print Application Button on Student Review

## Assign to School for Processing

If an application must be processed by another school in the district, you can assign the application to that school. On the Student Processing screen, choose the appropriate school from the dropdown list (which defaults from the school selected in the Context Switcher), select the student to assign to that school, and click the **Assign Student to School for Processing** button. The selected school is now responsible for completing the application.



Student Processing Review

Current School

School \* Harrison High Application ID 18

Household Information

Application Household Address 3965 9th St W Blaine, MN 55449 School Boundary Schools For Address Harrison High Fillmore Middle School Arthur Elementary

Application Students

Name ↑	DOB	Age	App Grade	Type	Processed	Enrolled at School	Boundary at School	Assigned to School	Application School
Belinda Bartram	11/13/2009	13	07	Existing	NO	NO	NO	NO	NO
Zara Bartram	05/04/2010	12	07	Existing	NO	NO	NO	NO	NO

Current Student

Student \* Belinda Bartram School From Application Carter Middle School Boundary Schools For Student Fillmore Middle School

Recent Student Enrollments

Grade ↑	Calendar	Dates	Service Types
06	21-22 Carter Middle	07/01/2021 - No End Date	P
07	22-23 Carter Middle	07/01/2022 - No End Date	P

Processing

Assigned to School No Assigned School

Assign Belinda Bartram to Harrison High for Processing

Flag Belinda Bartram As Processed Cancel Open Campus Enrollments Print Application

Student Processing Review

## Open Campus Enrollments

The **Open Campus Enrollments** button opens the selected student's Enrollment records in Campus to create a new enrollment record for a student.

See the [New Student Registration Workflow](#) and the [Enrollments](#) article for more information about adding a new student in Campus.

Current Student

Student \*

Belinda Bartram

School From Application

Carter Middle

School Boundary Schools For Student

Fillmore Middle School

Recent Student Enrollments

Grade ↑	Calendar	Dates	Service Types
06	21-22 Carter Middle	07/01/2021 - No End Date	P
07	22-23 Carter Middle	07/01/2022 - No End Date	P

Processing

Assigned to School

No Assigned School

Assign Belinda Bartram to Carter Middle for Processing

Comment

Update Comment

Flag Belinda Bartram As Processed

Cancel

Open Campus Enrollments

Print Application

OLR Student

## Flag Student As Processed

Click the **Flag Student As Processed** button to complete the application and display an option to print the Application Summary.

Current Student

Student \*

Belinda Bartram

School From Application

Carter Middle

School Boundary Schools For Student

Fillmore Middle School

Recent Student Enrollments

Grade ↑	Calendar	Dates	Service Types
06	21-22 Carter Middle	07/01/2021 - No End Date	P
07	22-23 Carter Middle	07/01/2022 - No End Date	P

Processing

Assigned to School

No Assigned School

Assign Belinda Bartram to Carter Middle for Processing

Comment

Update Comment

Flag Belinda Bartram As Processed

Cancel

Open Campus Enrollments

Print Application

OLR - Flag Student