

Process Applications Wizard

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[Use the Process Applications Wizard to Approve Applications](#) | [Use the Process Applications Wizard to set an Unapproved Status on Applications](#)

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The School Choice Process Applications Wizard selects a status for the applications that have been received. Only future calendars will be displayed here and each grade level for each calendar should have the Maximum Seat Count field entered with the appropriate value, which represents the number of seats available for enrollment in that grade level for that particular calendar or schedule structure.

This wizard allows:

- The processing of applications to an approved status for student applications with a high enough score to reserve a seat based on the Maximum Seat Count set on a grade level. If sequential processing is enabled, approvals will only be processed for the highest priority of a student's applications.
- The processing of unapproved student applications with an unapproved status based on the user's selection.

The district may choose to enable the portal for the applicant to accept or decline an application on the Portal by selecting the Enable Portal checkbox and/or send an email status notification by selecting the Send Notices checkbox.

Process Applications Wizard ☆
Census > School Choice Administration > Process Applications Wizard

School Choice Process Applications Wizard

Use this wizard to process School Choice applications.

Each Grade Level for each School Choice Calendar should have the Seat Count filled with an appropriate value for the maximum students allowed to enroll in that grade level. This tool will calculate how many seats are already taken for that grade level based on existing enrollments and approved applications with a locked approval status that have not previously posted. When applications are processed the applications that do not have a locked approval status are ordered by weight for each grade level. The applications with the highest weight will be marked as Approved until there are no more available seats for that grade level or no more applications. Applications that are not approved will be given the approval status that you select below.

If sequential school choice application processing is enabled only the highest priority non-denied application will be considered during processing.

Only future Calendars will be displayed here if they are flagged as School Choice. (Future Calendars are those belonging to School Years after the School Year that is currently marked active.)

The active School Year is: 2024-2025

Choose the school(s) for which you want to process applications
CTRL-click or SHIFT-click to select multiple

Arthur Elementary
Carter Middle
Cleveland Elementary
Clinton Secondary
Fillmore Middle School
Harrison High
Jackson High School

Choose the calendars(s) for which you want to process applications
☒ Next Year ☐ List by school ☐ List by year
CTRL-click or SHIFT-click to select multiple

Please choose a School

(Optional) Choose the grade level(s) for which you want to process applications
CTRL-click or SHIFT-click to select multiple

Please choose a Calendar

Unapproved Status
Choose an Unapproved Status you wish to assign applications that are not approved.

Processed Date
Enter the date you would like to note as the processed date.

07/30/2024

Enable Portal
Check to allow applicants to accept or decline an application on the Portal

☒

Send Notices
Check to send email status notifications using Messenger

☒

Report Format: PDF

RUN TEST PROCESS APPLICATIONS

Process Applications Wizard

Use the Process Applications Wizard to Approve Applications

1. Select one or more **Schools**. More than one school can be selected by using the CTRL and SHIFT keys.
2. Select one or more **Calendars**. Calendars can be selected by Active Year, by School or by Year.
3. Select the **Grade Levels** to include in the report. The grade levels that appear are based on the calendar and school selections.
4. Enter the **Processed Date**.
5. If applicable, mark the **Enable Portal** checkbox to turn on the acceptance function on the Portal.
6. If application, mark the **Send Notices** checkbox to send notifications via Campus Messenger.
7. Choose the desired **Report Format** - PDF or DOCX.
8. Click the **Run Test** button to verify results are as expected.
9. Click the **Process Applications** button.

Use the Process Applications Wizard to set an Unapproved Status on Applications

1. Select one or more **Schools**. More than one school can be selected by using the CTRL and SHIFT keys.
2. Select one or more **Calendars**. Calendars can be selected by Active Year, by School or by Year.
3. Select the **Grade Levels** to include in the report. The grade levels that appear are based on the calendar and school selections.
4. Select the appropriate Unapproved Status from the dropdown list.
5. Enter the Processed Date.
6. If applicable, mark the **Enable Portal** checkbox to turn on the acceptance function on the Portal.
7. If application, mark the **Send Notices** checkbox to send notifications via Campus Messenger.
8. Click the **Run Test** button to verify results are as expected.
9. Choose the desired **Report Format** - PDF or DOCX.
10. Click the **Process Applications** button.

The Process Date and the Approval Status is posted on the student's application in Census and on the Portal. In addition, a report is generated that provides a list of individual student applications by School Calendar.
