Process Applications Wizard

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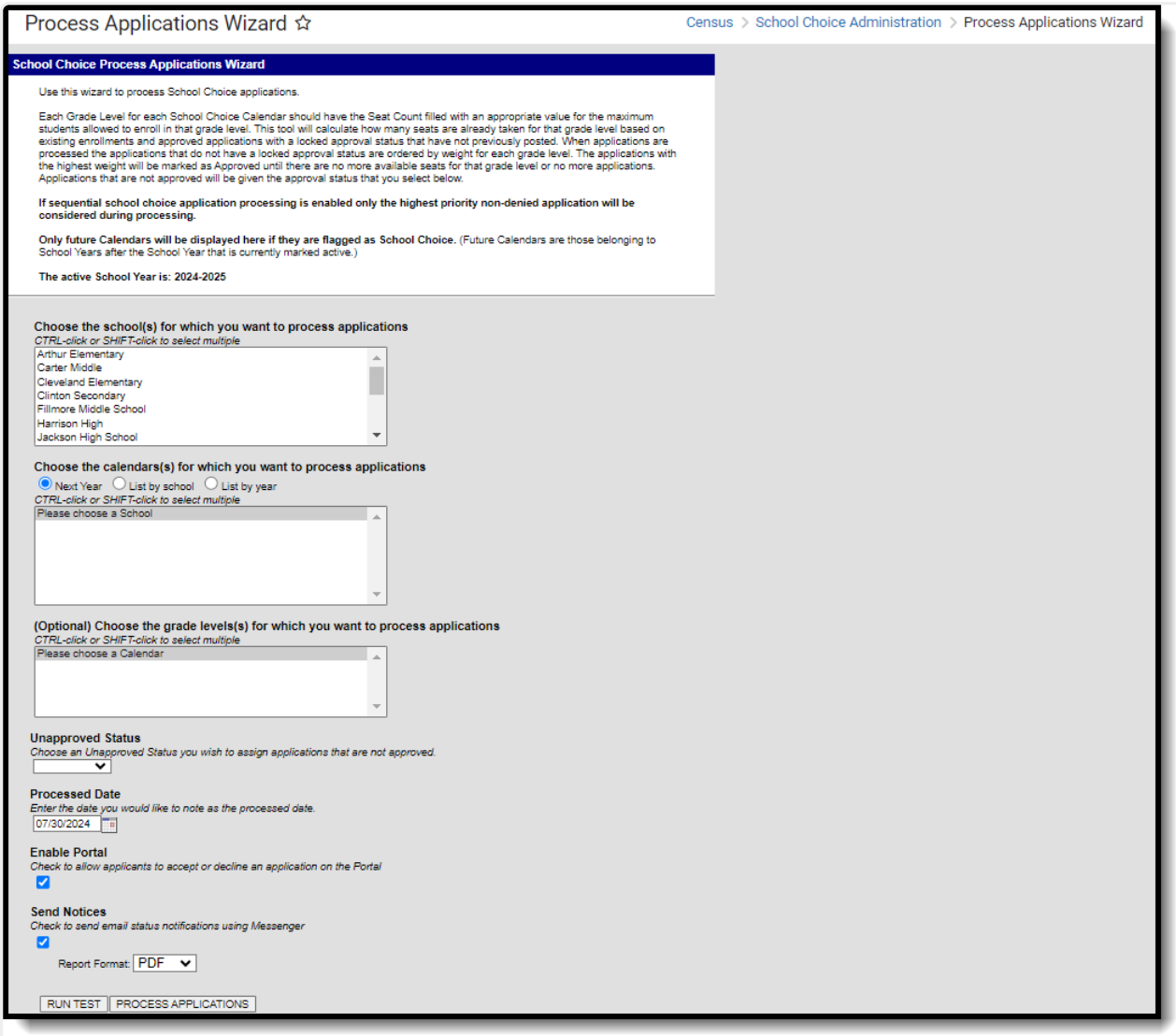
Tool Search: Process Applications Wizard

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

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.