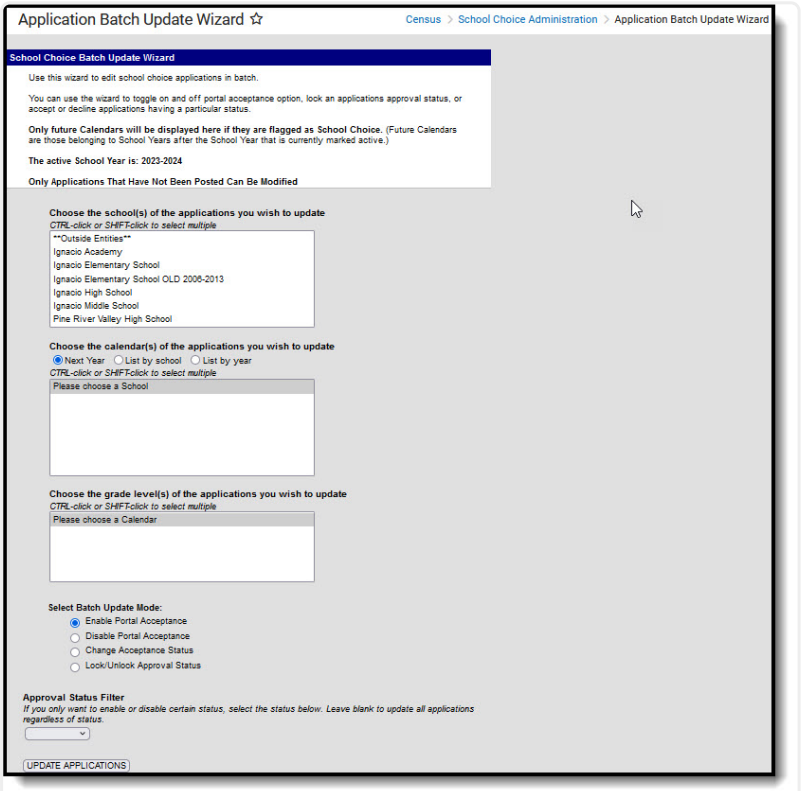
Application Batch Update Wizard

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Tool Search: Batch Updates

The Batch Updates wizard will edit the school choice application for all students. Only future calendars marked as school choice display. Only applications that have not been posted can be modified.



School Choice Batch Updates

Use the Batch Update Wizard

1. Select one or more **School**.
2. Select the **Calendars** for the applications to update.
3. Select the **Grade Levels** for which to process applications.
4. Select the desired mode.
5. If applicable, select the **Approval Status**.
6. If applicable, select the **Lock or Unlock** action.
7. Select the **Update Applications** button. Applications will be updated.

Batch Update Wizard Editor

The following table defines the options available on this wizard.

Field	Description
School Selection	Only applications from the chosen schools will have applications updated.
Calendar Selection	Based on the selected schools, calendars for those schools display for selection. Only selected calendars will have applications updated.
Grade Level Selection	After choosing the calendars, select the grade levels for which to update applications.
Batch Update Mode	Only one update mode may be chosen at any time when running this wizard. This means the schools/calendars/grades selected to have enable portal acceptance can be chosen again in order to turn off portal acceptance. The following options are available: • **Enable Portal Acceptance** - allows students/parents to accept enrollment in the selected school. • **Disable Portal Acceptance** - removes the ability for students/parents to accept enrollment in the selected school. • **Change Acceptance Status** - alters the status of accepted applications from one option to another. When this is chosen, two new options display for selection (Acceptance Status Filter and New Acceptance Status). • **Lock/Unlock Approval Status** - sets the approval status as whatever chosen option (based on selection in the Approval Status Filter) to be locked or unlocked. When locked, no further changes can be made.
Approval Status Filter	Allows selection of the status of the entered applications.
Acceptance Status Filter and **New Acceptance Status**	Only appears for Change Acceptance Status Mode. The chosen status changes existing applications to the new status set in the New Acceptance Status Status.