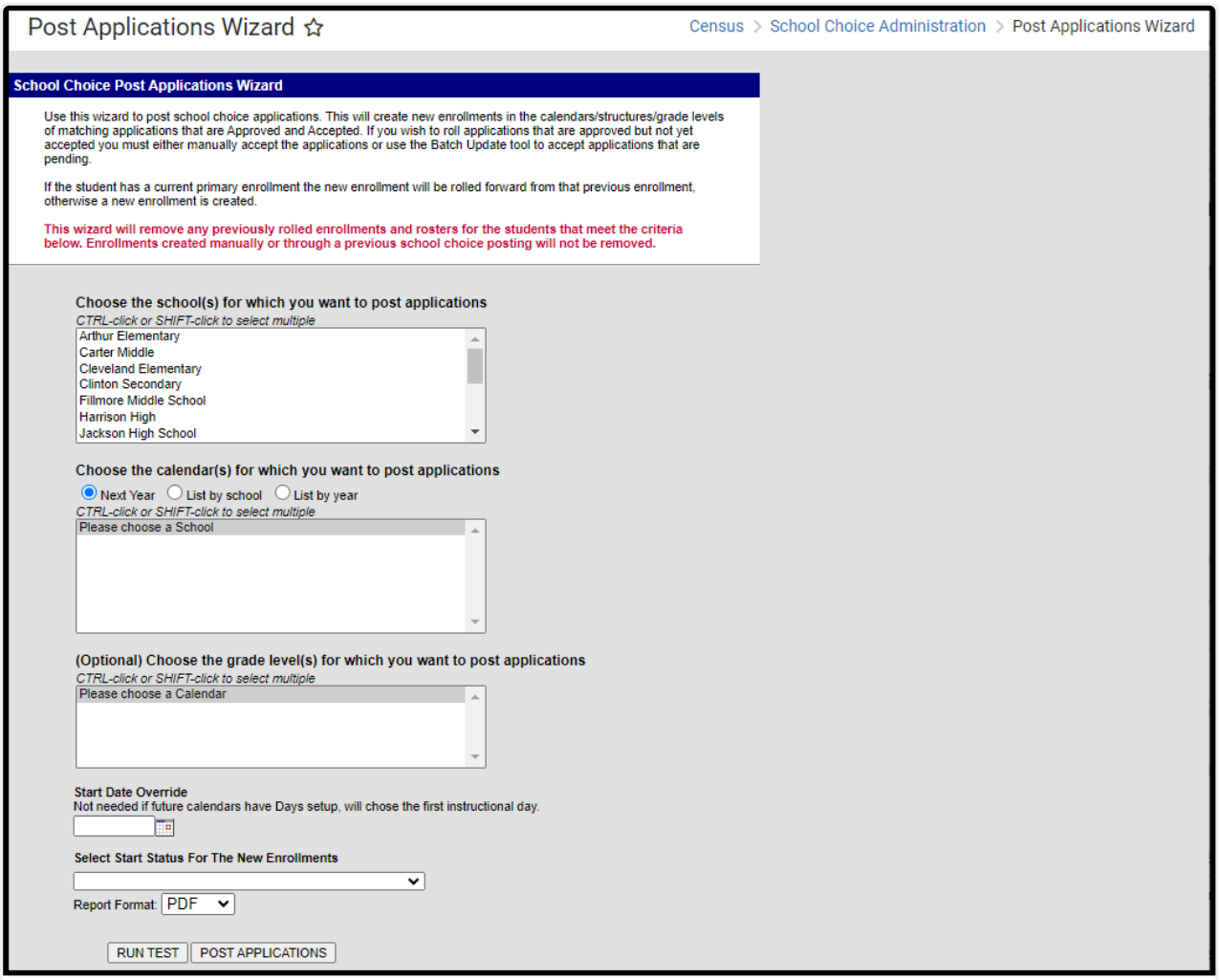
Post Applications Wizard

Last Modified on 08/05/2026 9:53 am CDT

Tool Search: Post Applications Wizard

The School Choice Post Applications Wizard is used to finalize school choice applications for students. This process creates new enrollment records in the calendar or schedule structure for applications that are approved and accepted. If the district does not enable the portal for accepted applications, this task will need to be completed manually in Census or by using the Batch Update tool.



School Choice Post Applications Wizard

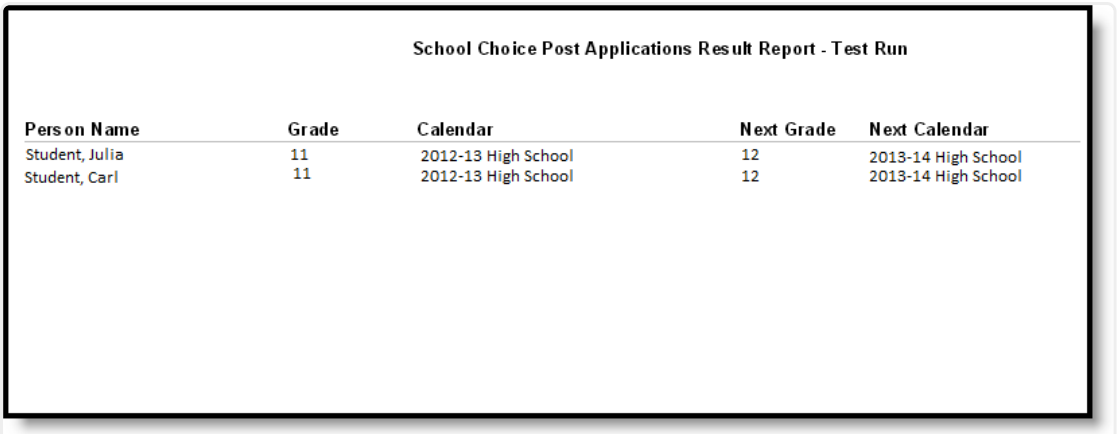
Post Applications Wizard Logic

If the student has a current primary enrollment, the new enrollment will be rolled forward from that previous enrollment. Otherwise, a new enrollment is created.

Any previously rolled enrollments and schedules in place for the students who meet the entered criteria will be removed. Enrollments created manually or through a previous school choice posting will not be removed.

Use the School Choice Post Applications Wizard

1. Select which **School** to include in the report.
2. Select the **Calendar** to include in the report. Calendars can be selected by **Active Year**, by **School** or by **Year**.
3. Select the **Grade Levels** to include in the report.
4. Enter a **Start Date Override** if the future calendar days have not been set up. This date should represent the first instructional day of the next school year.
5. Select the appropriate **Start Status** for the new enrollment records.
6. Choose the desired **Report Format** - PDF or DOCX.
7. Select the **Run Test** button to verify the information to be posted.
8. Click the **Post Applications** button. A School Choice Acceptance report will appear listing the names of the students that were accepted.



School Choice Post Applications Result Report - Test Run

Person Name	Grade	Calendar	Next Grade	Next Calendar
Student, Julia	11	2012-13 High School	12	2013-14 High School
Student, Carl	11	2012-13 High School	12	2013-14 High School

Post Applications Test Report