

Post Applications Wizard

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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.

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

School Choice Post Applications Wizard

Use this wizard to post school choice applications. This will create new enrollments in the calendars/structures/grade levels of matching applications that are Approved and Accepted. If you wish to roll applications that are approved but not yet accepted you must either manually accept the applications or use the Batch Update tool to accept applications that are pending.

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.

This wizard will remove any previously rolled enrollments and rosters for the students that meet the criteria below. Enrollments created manually or through a previous school choice posting will not be removed.

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

Please choose a Calendar

Start Date Override
Not needed if future calendars have Days setup, will chose the first instructional day.

Select Start Status For The New Enrollments

Report Format: PDF

RUN TEST
POST APPLICATIONS

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 | | | | |
|--|-------|---------------------|------------|---------------------|
| Pers on 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