

# Application Status Report

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Tool Search: Application Status Report

The Application Status Report lists any applications at the selected schools with the current status.

Application Status Report ☆
Census > School Choice Administration > Application Status Report

### School Choice Application Report

This wizard will report school choice applications and current status.

**Which school(s) would you like to include in the report?**  
CTRL-click or SHIFT-click to select multiple

- Arthur Elementary
- Carter Middle
- Cleveland Elementary
- Clinton Secondary
- Fillmore Middle School
- Harrison High
- Jackson High School
- Jefferson Middle
- Lincoln Elementary
- McKinley Elementary School

**Which calendar(s) would you like to include in the report?**  
☒ Next Year ☐ List by school ☐ List by year  
CTRL-click or SHIFT-click to select multiple

Please choose a School

**For which grade level(s) would you like to process applications?**  
CTRL-click or SHIFT-click to select multiple

Please choose a Calendar

What Application Status would you like to filter on for this report? (When blank approval status is ignored)

☐ Approved
☐ Denied
☐ Pending
☐ Wait-Listed

What Acceptance Status would you like to filter on for this report? (When blank acceptance status is ignored)

☐ Accepted
☐ Declined
☐ Pending

How would you like to sort this report?

☒ Grade, Application Status, Weight
☐ Grade, Acceptance Status
☐ Grade Level, Last, First, Middle Name

Report Format: PDF

Generate Report

*Application Status Report*

## Report Logic

The Application Status Report returns a list of those students who have submitted applications for School Choice. Students are included if their school choice application meets the selected options of the report.

## Report Editor

The following fields are available for selection.

Field	Description
<b>School Selection</b>	Selection indicates which school is used to find applications. At least one school must be selected in order to generate the report. The school selection determines the calendars that can be selected.
<b>Calendar Selection</b>	Selection indicates which calendars are used to find applications. At least one calendar must be selected in order to generate the report. Calendars can be selected by the Next Year (where the applications exist), by School or by Year. The calendar selection determines the available grade levels.
<b>Grade Level Selection</b>	Selection indicates which grade levels are included in the report. This list is based on the selected calendar. Choosing a grade level is optional and not required for the report to generate; however, if multiple schools and calendars are selected, choosing grade levels will limit the results returned.
<b>Application Status</b>	Choosing an application status for the report is optional. Marked statuses are included. If no statuses are marked, any application meeting the other criteria will be included. Application Status is entered on the Census <a href="#">School Choice</a> tool.
<b>Acceptance Status</b>	Choosing an acceptance status for the report is optional. Marked statuses are included. If no statuses are marked, any application meeting the other criteria will be included. Acceptance Status is entered on the Census <a href="#">School Choice</a> tool.
<b>Sort Options</b>	Determines how the students are listed on the report: <ul style="list-style-type: none"> <li>• By grade level, then Application Status, then Weight of School Choice Rules</li> <li>• By grade level, then Acceptance Status</li> <li>• By grade level, then Last/First/Middle Name</li> </ul>
<b>Report Format</b>	The report can be generated in either PDF or DOCX format.

## Generate the Application Status Report

1. Select the **Schools** to include in the report.
2. Select the **Calendars** for the selected schools to include in the report.
3. Select the **Grade Levels** to include in the report.
4. Select the appropriate **Application Status** to include by marking the appropriate checkbox.
5. Select the appropriate **Acceptance Status** to include by marking the appropriate checkbox.
6. Determine the sorting options of the report.
7. Select the desired **Report Format**.
8. Click the **Generate Report** button.

The report displays in a new window listing the students who have the selected application status and acceptance status.

### School Choice Application Status Report

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Person Name	Grade	Approval Status	Acceptance Status	Weight	Posted
Student, Caryn #789102	09		A : Accepted	1.0000	
Student, Abby Jo #456789	10	APP : Approved	A : Accepted	1.0000	
Student, Bailey Nicholas #567891	11	PEN : Pending	P : Pending	1.0000	
Student, Dean #987654	09		A : Accepted	1.0000	
Student, Emma #234567	10	APP : Approved	A : Accepted	1.0000	
Student, Frank #890123	11	PEN : Pending	P : Pending	1.0000	

\* = Student has a higher priority application in sequence. Application will not be processed.

*Application Status Report*