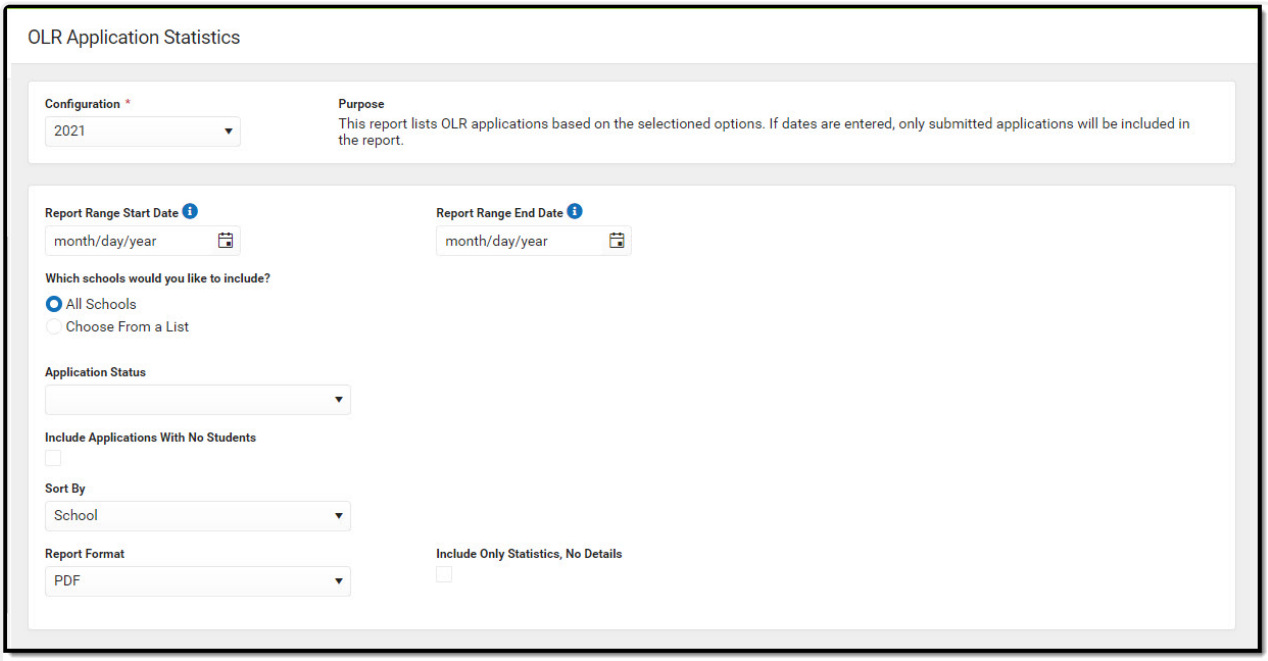
OLR Application Statistics

Last Modified on 07/17/2026 3:03 pm CDT

This documentation applies to both versions of Online Registration.

Tool Search: OLR Application Statistics

The OLR Application Statistics report provides an overview of Online Registration applications, such as providing application totals for number of applications submitted or not submitted, and approved or not approved in relation to the number of students in a school. This report can be generated for a school year, date range, select school(s), and select status(es).



OLR Application Statistics

See the OLR Reports Tool Rights article for information on available tool rights.

Online Registration Workflow

Click here to expand...

This article is for Campus Online Registration (OLR) and Campus Online Registration-Prime (OLR Prime).

Step		Campus Location	OLR	OLR Prime
Calendar and Enrollment Management				
1	Create calendars for the next school year	Scheduling & Courses > Calendar Setup > Calendar Wizard	X	X
2	Roll enrollments forward for the next school year.	Student Information > General Student Administration > Enrollment Roll Forward	X	X
3	Review the grade levels associated with each calendar, and if desired, mark the Exclude from Online Registration Calculations checkbox.	Scheduling & Courses > Calendar Setup > Grade Level Setup	X	X
Online Registration Setup				
4	Add Languages.	System Settings > Online Registration Setup > Language Groups	X	X
5	Enter language translations that display on Online Registration panels.	System Settings > Online Registration Setup > OLR Literals Bank	X	X
6	Enter language translations that display on Online Registration panels in the dropdown lists.	System Settings > Online Registration Setup > OLR Lists Bank	X	X
7	Create letters to send to parents announcing acceptance or denial based on their applications.	Reporting > Ad hoc Reporting > Letter Designer	X	X
8	Create approval/denial statuses.	System Settings > Online Registration Setup > OLR Status	X	X
9	Enter OLR setup information for online registration.	System Settings > Online Registration Setup > OLR Setup	X	X

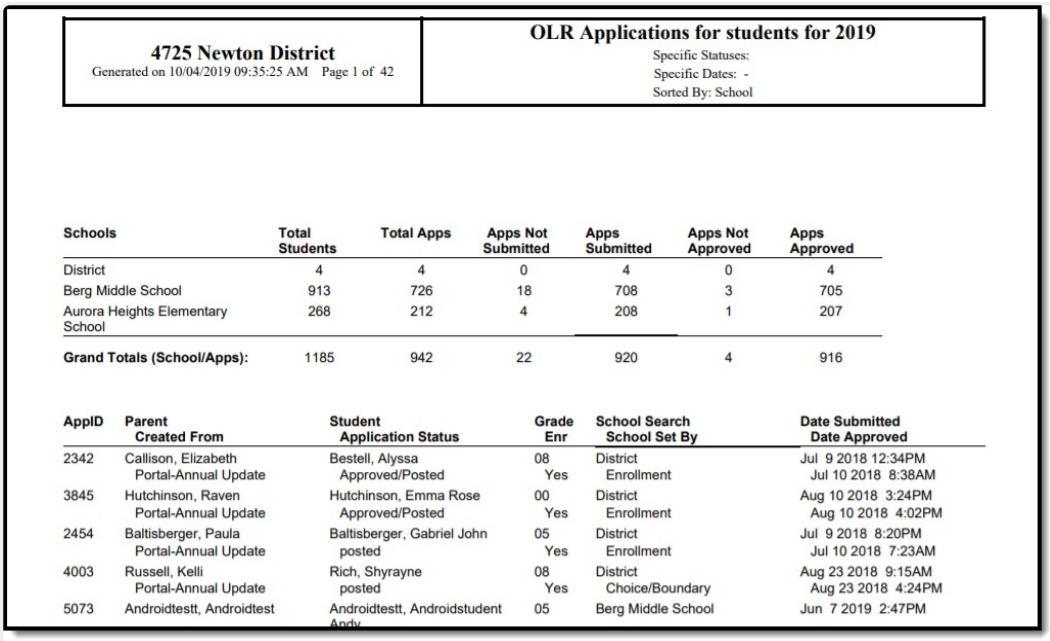
Step		Campus Location	OLR	OLR Prime
10	Enable the Online Registration Portal outline link for the active date range on the OLR Setup.	System Settings > Custom Data and Links > Custom Tool Setup	X	X
11	Select OLR System Settings.	System Settings > Online Registration Setup > OLR System Settings	X	X
12	Enter registration dates for each school.	System Settings > Online Registration Setup > Registration Window by School		X
13	Set Document Upload Options.	System Settings > Online Registration Setup > Document Upload		X
14	Modify fields that appear on pleats using the OLR Builder. (OLR version has limited functionality.)	System Settings > Online Registration Setup > OLR Builder	X	X
15	Create Notifications.	System Settings > Online Registration Setup > OLR Notification Editor		X
16	Reference the OLR Information Center to view links to OLR tools.	System Settings > Online Registration Setup > OLR Information Center	X	X
17	Create application queues.	System Settings > Online Registration Setup > OLR Queue Setup		X
18	Modify application queues.	Census > Online Registration > OLR Queue Applications		X
19	Review the Configuration List Editor to verify the appropriate options are in the dropdown lists.	System Settings > Online Registration Setup > OLR Configuration List Editor	X	X
Student Application Entry *These articles are intended for the parents/guardians entering the registration information. All articles can be saved as a PDF and given to the parent, or made available on the district website. See the Enter Applications article for information on accessing OLR and other important information.*				
20	Enter Household Information.	Portal > Online Registration > Household	X	X

Step		Campus Location	OLR	OLR Prime
21	Enter Parent/Guardian Information.	Portal > Online Registration > Parent/Guardian	X	X
22	Enter Emergency Contact Information.	Portal > Online Registration > Emergency Contact	X	X
23	Enter Other Household Children.	Portal > Online Registration > Other Household (non-enrolled children)	X	X
24	Enter Student Information.	Portal > Online Registration > Student	X	X
25	Review and complete student registration.	Portal > Online Registration > Completed	X	X
Process and Analyze Applications				
26	View applications that have been submitted by year or school and by status.	Census > Online Registration > OLR Dashboard	X	X
27	Search for applications by status and begin review and approval of them. • Staff Processing • Student Processing • Health Staff Processing • Parent Information	Census > Online Registration > Staff Processing, Student Processing, Health Processing, Parent Information	X	X
28	Run the OLR Summary.	Census > Online Registration > OLR Summary	X	X
29	Merge list options from the List Bank Replacer from the OLR database into Campus.	System Settings > Online Registration Setup > OLR List Bank Replacer	X	X
30	Merge list options from the List Value Updater from the OLR database into Campus.	System Settings > Online Registration Setup > OLR List Value Updater		X
31	When necessary, mass re-post registration data.	System Settings > Online Registration Setup > Mass Re-Post Applications		X
32	Review the Data Change Tracker tools to track OLR information being added to Campus.	System Settings > Data Change Tracker	X	X

Report Editor

Field	Description
OLR Configuration *Required*	The year configuration.
Report Range Start Date	Records are limited to those reported between the selected dates.
Report Range End Date	Records are limited to those reported between the selected dates.
Which Schools would you like to include?	Selected year reports students who have online registration applications for that school year.
Application Status:	Only applications with the selected status will display on the report. This can be left blank to report all statuses.
Include Applications With No Students:	Includes applications on the report that do not have students associated with them.
Sort by	The report will be organized based on the sorting option selected. Options include: School, AppID, Date Submitted, or Status.
Report Format	The report can be generated in either PDF format or CSV format.
Include Only Statistics, No Details *PDF only*	Reports only the statistics of the report without the details.

Report Example



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OLR Applications for students for 2019
Specific Statuses:
Specific Dates: -
Sorted By: School

Schools	Total Students	Total Apps	Apps Not Submitted	Apps Submitted	Apps Not Approved	Apps Approved
District	4	4	0	4	0	4
Berg Middle School	913	726	18	708	3	705
Aurora Heights Elementary School	268	212	4	208	1	207
Grand Totals (School/Apps):	1185	942	22	920	4	916

AppID	Parent Created From	Student Application Status	Grade Enr	School Search School Set By	Date Submitted Date Approved
2342	Callison, Elizabeth Portal-Annual Update	Bestell, Alyssa Approved/Posted	08 Yes	District Enrollment	Jul 9 2018 12:34PM Jul 10 2018 8:38AM
3845	Hutchinson, Raven Portal-Annual Update	Hutchinson, Emma Rose Approved/Posted	00 Yes	District Enrollment	Aug 10 2018 3:24PM Aug 10 2018 4:02PM
2454	Baltisberger, Paula Portal-Annual Update	Baltisberger, Gabriel John posted	05 Yes	District Enrollment	Jul 9 2018 8:20PM Jul 10 2018 7:23AM
4003	Russell, Kelli Portal-Annual Update	Rich, Shyrayne posted	08 Yes	District Choice/Boundary	Aug 23 2018 9:15AM Aug 23 2018 4:24PM
5073	Androidtestt, Androidtest	Androidtestt, Androidstudent Andy	05	Berg Middle School	Jun 7 2019 2:47PM

OLR Application Statistics Report Example, PDF

Report Field Descriptions

Field	Description
AppID	The Application ID of the OLR Application.
Parent	Name of the parent who started/submitted the application.
Created From	How the particular student record was created/modified. • **New:** The Email Link was used to create the student record in the application. • **New-Kiosk:** The Kiosk Link was used to create the student record in the application. • **Existing:** The new student record in the application was created via either an Annual Update application or Portal-New Student application. • **Portal-Annual Update:** The existing student record in the application was updated via an Annual Update application.
Student	Name of the student in the application.
Application Status	The status of the OLR application itself.
Grade	The grade selected for the student in the application.
Enr	Does the student have an enrollment at the selected school?

School Search	The school selected for the student in the application (based on the student's enrollment, selection, or boundary school).
School Set By	How was the school in the application determined? • Enrollment • Choice/School Boundary • None (no school selected)
Date Submitted	The date the application was submitted.
Date Approved	The date the application was approved.