

OLR Application Statistics

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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

Configuration *

2021

Purpose

This report lists OLR applications based on the selected options. If dates are entered, only submitted applications will be included in the report.

Report Range Start Date ⓘ

month/day/year

Report Range End Date ⓘ

month/day/year

Which schools would you like to include?

All Schools

Choose From a List

Application Status

▼

Include Applications With No Students

Sort By

School ▼

Report Format

PDF ▼

Include Only Statistics, No Details

OLR Application Statistics

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	System Administration > Calendar > Calendar Wizard	X	X
2	Roll enrollments forward for the next school year.	System Administration > Student > 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.	System Administration > Calendar > Calendar > Grade Levels	X	X
Online Registration Setup				
4	Add Languages .	System Administration > Data Utilities > Multi-Language Editor > Language Groups	X	X
5	Enter language translations that display on Online Registration panels.	System Administration > Data Utilities > Multi-Language Editor > OLR Literals Bank	X	X
6	Enter language translations that display on Online Registration panels in the dropdown lists.	System Administration > Data Utilities > Multi-Language Editor > OLR Lists Bank	X	X
7	Create letters to send to parents announcing acceptance or denial based on their applications.	Ad hoc Reporting > Letter Designer	X	X
8	Create approval/denial statuses .	Census > Online Registration > OLR Status	X	X
9	Enter OLR setup information for online registration.	Census > Online Registration > OLR Set Up > OLR Set Up	X	X
10	Enable the Online Registration Portal outline link for the active date range on the OLR Setup.	System Administration > Custom > Custom Tab	X	X

Step		Campus Location	OLR	OLR Prime
11	Select OLR System Settings .	Census > Online Registration > OLR Set Up > OLR System Settings	X	X
12	Enter registration dates for each school.	Census > Online Registration > OLR Set Up > Registration Window by School		X
13	Set Document Upload Options .	Census > Online Registration > OLR Set Up > Document Upload		X
14	Modify fields that appear on pleats using the OLR Builder . (OLR version has limited functionality.)	Census > Online Registration > OLR Set Up > OLR Builder	X	X
15	Create Notifications .	Census > Online Registration > OLR Setup > OLR Notification Editor		X
16	Reference the OLR Information Center to view links to OLR tools.	Census > Online Registration > OLR Setup > OLR Information Center	X	X
17	Create application queues .	Census > Online Registration > 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.	Census > Online Registration > OLR Setup > OLR Configuration List Editor	X	X
<p>Student Application Entry</p> <p><i>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.</i></p>				
20	Enter Household Information .	Portal > Online Registration > Household	X	X
21	Enter Parent/Guardian Information .	Portal > Online Registration > Parent/Guardian	X	X

Step		Campus Location	OLR	OLR Prime
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. <ul style="list-style-type: none"> • Staff Processing • Student Processing • Health Staff Processing • Parent Information 	Census > Online Registration > Staff Processing, Student Processing, Health Staff Processing, Parent Information	X	X
28	Run the Audit Reports and Summary Reports .	Census > Online Registration > Audit Reports Census > Reports > Online Registration Summary	X	X
29	Merge list options from the List Bank Replacer from the OLR database into Campus.	Census > Online Registration > OLR List Bank Replacer	X	X
30	Merge list options from the List Value Updater from the OLR database into Campus.	Census > Online Registration > OLR List Value Updater		X
31	When necessary, mass re-post registration data.	Census > Online Registration > Mass Re-Post Applications Data		X
32	Review the Data Change Tracker tools to track OLR information being added to Campus.	System Administration > Data Change Tracker	X	X

Report Editor

Field	Description
OLR Configuration <i>Required</i>	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 <i>PDF only</i>	Reports only the statistics of the report without the details.

Report Example

4725 Newton District <small>Generated on 10/04/2019 09:35:25 AM Page 1 of 42</small>	OLR Applications for students for 2019 <small>Specific Statuses: Specific Dates: - Sorted By: School</small>
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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, Androidtestt	Androidtestt, Androidstudent Andy	05	Berg Middle School	Jun 7 2019 2:47PM

OLR Application Statistics Report Example, PDF