

# Summary Reports

Last Modified on 03/11/2024 8:45 am CDT

[Online Registration Workflow | Generate the Online Registration Summary Report](#)

This documentation applies to both versions of Online Registration.

## Tool Search: Online Registration Summary

The Online Registration Summary Report provides an overview of the submitted application. Select which indexes/pleats are included in the report.

**Dynamic Receipt Batch**

This report will batch print Online Registration Applications for students with an enrollment in the selected calendar.

Ad Hoc Filter  OR

Grade

Sort Order

Select All

- household**
  - HomePhone
  - HomeAddress
  - MailingAddress
- parent**
  - Demographics
  - ContactInformation
- emergencyContact**
  - Demographics
  - ContactInformation
  - Verification
- otherHousehold**
  - Demographics
- student**
  - Demographics
  - RaceEthnicity
  - LanguageInformation
  - ParentGuardians
  - EmergencyContacts
  - OtherHousehold
  - HealthConditions

Start Student records on odd numbered pages (for double-sided printing)

*Registration Summary Reports*

## Online Registration Workflow

[▶ Click here to expand...](#)

## Generate the Online Registration

# Summary Report

1. Select either an **Ad hoc Filter** from the dropdown list or a **Grade** Level from the dropdown list.
2. Select a **Sort Order**.
3. Select (or remove the selection) which indexes/pleats print on the report.
4. Click the **Generate Report** button.

The reports generate in PDF format.

The report matches the application summary report that is available once an application is submitted. This report prints the applications for all students at one time (based on selection criteria), rather than an individual student.

### Online Registration Summary

**Modified By: System Administrator**  
**Modified Date: 09/20/2019**  
**Application End Year: 2019**

**Submission Date: 06/07/2019**  
**Confirmation Number: # 5068**  
**Application Created By: Steve**

**Household**

**Home Phone**

Home  
Phone: (444)333-2222

**Home Address**

253 Hickory St  
Newton, IA 50208  
Jasper  
Household has no separate Mailing Address

**Documents Uploaded:**

HomeAddress Proof of Residency Proof of Residency

Parent/Guardian	
Anderson , Steve Apple	Gender: M
Birthdate:	Household: Yes

**Contact Information**

Cell: (651)333-1212  
Work:  
Other:  
Email:  
Secondary  
Email:

Emergency Contact	
Bee , Nancy Sue	Gender: F
Birthdate:	Household: No

**Contact Information**

Home:  
Mobile: (333)222-1212  
Work:  
Email:

**Verification Information**

Address Line 1:  
Address Line 2:

Student	
Anderson , Abby Lou	Gender: F
DOB:	02/14/2012

**Demographics**

Student Cell Number:  
Student Email:  
Foreign Exchange: No  
Foster Care - ynradio starting literal: No  
Date Entered U.S.:  
Enrollment Grade: 05

**Race Ethnicity**

Asian  
Is Hispanic/Latino: No  
test starting literal:

**Student**

Anderson , Abby Lou	Gender: F	DOB: 02/14/2012
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**Language Information**

Student language:  
Parent/Guardian language:  
First language spoken by student:  
Language most often spoken at home:  
Language most often spoken with friends:  
Student has received ELL services:

**Relationships**

**Steve Anderson - Parent**  
Guardian: true  
Mailing: true  
Portal: true  
Messenger: true  
Secondary Household false  
Contact Order: 1

**Nancy Bee - Aunt**  
Contact Order: 2

**Health Services - Medical or Mental Health Conditions**

Condition Name: Asthma  
Comments:  
Dietary Modifications2 starting literal: No

**Health Services - Medications**

No medications  
MedPermTylenol starting literal: No  
MedPermIbuprofen starting literal: No  
MedPermTums starting literal: No  
MedPermBenadryl starting literal: No

**Release Agreements**

Consent given to the School and/or District's use of my child's photograph, voice and/or name in various media projects - No  
Consent given for my child to participate in School and/ or District approved field trips - Yes  
RATechnologyRadio starting literal: Yes  
Emergency Transport starting literal: Yes  
RASignature starting literal: Mk

**Documents Uploaded:**

Demographics Birth Certificate Birth Certificate  
Medications Immunization Record Immunization Record