

# OLR Summary

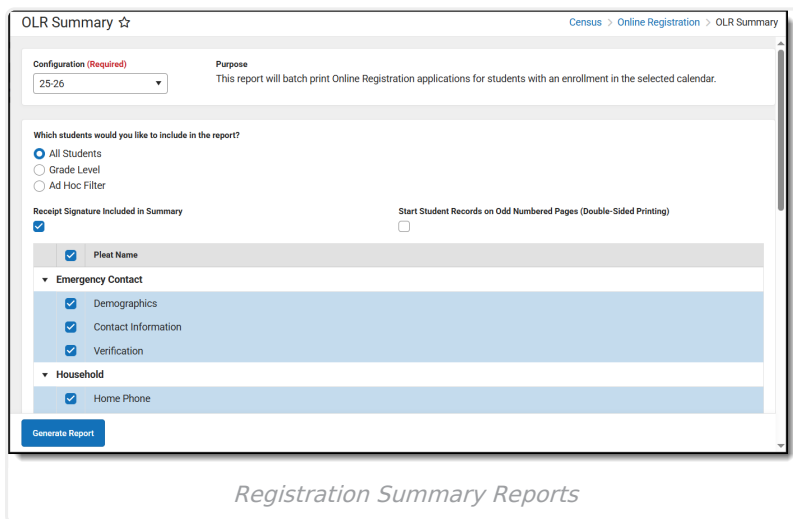
Last Modified on 08/05/2025 3:03 pm CDT

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This documentation applies to both versions of Online Registration.

## Tool Search: OLR Summary

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



OLR Summary ☆ Census > Online Registration > OLR Summary

**Configuration (Required)**  
25-26

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

Which students would you like to include in the report?

☒ All Students  
☐ Grade Level  
☐ Ad Hoc Filter

☒ Receipt Signature Included in Summary ☐ Start Student Records on Odd Numbered Pages (Double-Sided Printing)

☒ Pleat Name

**Emergency Contact**

☒ Demographics  
☒ Contact Information  
☒ Verification

**Household**

☒ Home Phone

[Generate Report](#)

*Registration Summary Reports*

# 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
<b>Calendar and Enrollment Management</b>			
1	Create <a href="#">calendars</a> for the next school year	Scheduling & Courses > Calendar Setup > Calendar Wizard	X

Step		Campus Location	OLR	OLR Prime
2	Roll <a href="#">enrollments forward</a> 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 <a href="#">Exclude from Online Registration Calculations</a> checkbox.	Scheduling & Courses > Calendar Setup > Grade Level Setup	X	X
<b>Online Registration Setup</b>				
4	Add <a href="#">Languages</a> .	System Settings > Online Registration Setup > Language Groups	X	X
5	Enter <a href="#">language translations</a> that display on Online Registration panels.	System Settings > Online Registration Setup > OLR Literals Bank	X	X
6	Enter <a href="#">language translations</a> that display on Online Registration panels in the dropdown lists.	System Settings > Online Registration Setup > OLR Lists Bank	X	X
7	Create <a href="#">letters</a> to send to parents announcing acceptance or denial based on their applications.	Reporting > Ad hoc Reporting > Letter Designer	X	X
8	Create <a href="#">approval/denial statuses</a> .	System Settings > Online Registration Setup > OLR Status	X	X
9	Enter <a href="#">OLR setup information</a> for online registration.	System Settings > Online Registration Setup > OLR Setup	X	X
10	Enable the Online Registration Portal <a href="#">outline link</a> for the active date range on the OLR Setup.	System Settings > Custom Data and Links > Custom Tool Setup	X	X
11	Select <a href="#">OLR System Settings</a> .	System Settings > Online Registration Setup > OLR System Settings	X	X
12	Enter <a href="#">registration dates</a> for each school.	System Settings > Online Registration Setup > Registration Window by School		X

Step		Campus Location	OLR	OLR Prime
13	Set <a href="#">Document Upload</a> Options.	System Settings > Online Registration Setup > Document Upload		X
14	Modify fields that appear on pleats using the <a href="#">OLR Builder</a> . (OLR version has limited functionality.)	System Settings > Online Registration Setup > OLR Builder	X	X
15	Create <a href="#">Notifications</a> .	System Settings > Online Registration Setup > OLR Notification Editor		X
16	Reference the <a href="#">OLR Information Center</a> to view links to OLR tools.	System Settings > Online Registration Setup > OLR Information Center	X	X
17	Create <a href="#">application queues</a> .	System Settings > Online Registration Setup > OLR Queue Setup		X
18	Modify <a href="#">application queues</a> .	Census > Online Registration > OLR Queue Applications		X
19	Review the <a href="#">Configuration List Editor</a> to verify the appropriate options are in the dropdown lists.	System Settings > Online Registration Setup > OLR Configuration List Editor	X	X
<b>Student Application Entry</b> <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 <a href="#">Enter Applications</a> article for information on accessing OLR and other important information.</i>				
20	Enter <a href="#">Household Information</a> .	Portal > Online Registration > Household	X	X
21	Enter <a href="#">Parent/Guardian Information</a> .	Portal > Online Registration > Parent/Guardian	X	X
22	Enter <a href="#">Emergency Contact Information</a> .	Portal > Online Registration > Emergency Contact	X	X
23	Enter <a href="#">Other Household Children</a> .	Portal > Online Registration > Other Household (non-enrolled children)	X	X
24	Enter <a href="#">Student Information</a> .	Portal > Online Registration > Student	X	X

Step		Campus Location	OLR	OLR Prime
25	Review and complete <a href="#">student registration</a> .	Portal > Online Registration > Completed	X	X
<b>Process and Analyze Applications</b>				
26	View <a href="#">applications that have been submitted</a> 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"> <li>• <a href="#">Staff Processing</a></li> <li>• <a href="#">Student Processing</a></li> <li>• <a href="#">Health Staff Processing</a></li> <li>• <a href="#">Parent Information</a></li> </ul>	Census > Online Registration > Staff Processing, Student Processing, Health Processing, Parent Information	X	X
28	Run the <a href="#">OLR Summary</a> .	Census > Online Registration > OLR Summary	X	X
29	Merge list options from the <a href="#">List Bank Replacer</a> from the OLR database into Campus.	System Settings > Online Registration Setup > OLR List Bank Replacer	X	X
30	Merge list options from the <a href="#">List Value Updater</a> from the OLR database into Campus.	System Settings > Online Registration Setup > OLR List Value Updater		X
31	When necessary, <a href="#">mass re-post</a> registration data.	System Settings > Online Registration Setup > Mass Re-Post Applications		X
32	Review the <a href="#">Data Change Tracker</a> tools to track OLR information being added to Campus.	System Settings > Data Change Tracker	X	X

## Generate the Online Registration Summary Report

In order to generate accurate data, the year in the Context Switcher must match the End Year in the OLR Configuration you selected when running the 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

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5068

**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

#### 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

Online Registration Summary Report