

# Summary Reports

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[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...](#)

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

Step		Campus Location	OLR	OLR Prime
11	Select <a href="#">OLR System Settings</a> .	Census > Online Registration > OLR Set Up > OLR System Settings	X	X
12	Enter <a href="#">registration dates</a> for each school.	Census > Online Registration > OLR Set Up > Registration Window by School		X
13	Set <a href="#">Document Upload Options</a> .	Census > Online Registration > OLR Set Up > Document Upload		X
14	Modify fields that appear on pleats using the <a href="#">OLR Builder</a> . (OLR version has limited functionality.)	Census > Online Registration > OLR Set Up > OLR Builder	X	X
15	Create <a href="#">Notifications</a> .	Census > Online Registration > OLR Setup > OLR Notification Editor		X
16	Reference the <a href="#">OLR Information Center</a> to view links to OLR tools.	Census > Online Registration > OLR Setup > OLR Information Center	X	X
17	Create <a href="#">application queues</a> .	Census > Online Registration > 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.	Census > Online Registration > OLR Setup > OLR Configuration List Editor	X	X
<p><b>Student Application Entry</b></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 <a href="#">Enter Applications</a> article for information on accessing OLR and other important information.</i></p>				
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

Step		Campus Location	OLR	OLR Prime
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
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 Staff Processing, Parent Information	X	X
28	Run the <a href="#">Audit Reports and Summary Reports</a> .	Census > Online Registration > Audit Reports Census > Reports > Online Registration Summary	X	X
29	Merge list options from the <a href="#">List Bank Replacer</a> from the OLR database into Campus.	Census > Online Registration > OLR List Bank Replacer	X	X
30	Merge list options from the <a href="#">List Value Updater</a> from the OLR database into Campus.	Census > Online Registration > OLR List Value Updater		X
31	When necessary, <a href="#">mass re-post</a> registration data.	Census > Online Registration > Mass Re-Post Applications Data		X
32	Review the <a href="#">Data Change Tracker</a> tools to track OLR information being added to Campus.	System Administration > Data Change Tracker	X	X

# 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

Page 1 / 1  
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
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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

Online Registration Summary Report