Parent Information

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> This documentation applies to both versions of Online Registration.

Tool Search: Parent Information

The Parent Information tool allows staff to find a parent/guardian and review all of the applications the guardian has ever completed. It also lists any students associated with that guardian or who live in the same household as that guardian. It also indicates whether a student would not be listed in that parent's application.

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

Step		Campus Location	OLR	OLR Prime
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
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

Step		Campus Location	OLR	OLR Prime
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
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

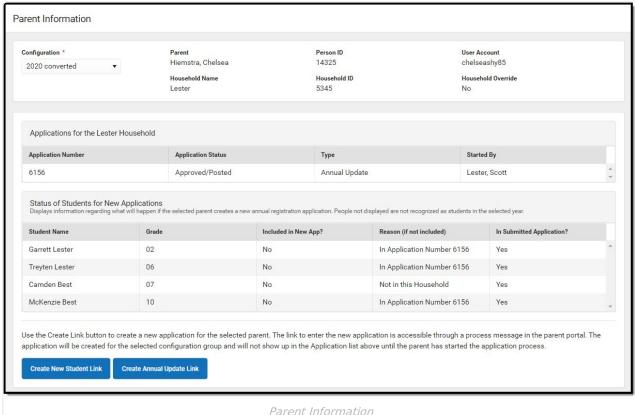| Step		Campus Location	OLR	OLR Prime
28	Run the OLR Summary.	Census > Online Registration > OLR Summary	X	X
29	Merge list options from the List Bank Replacer from the OLR database into Campus.	System Settings > Online Registration Setup > OLR List Bank Replacer	X	X
30	Merge list options from the List 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

Search for Applications

After selecting the Parent Information tool from the Outline, the All People Search function displays to the left. Enter the last name or part of a name of a parent in the quick search field or use the **Advanced Search** link. Using advanced search options allows searching only for parent names; the quick search options return both parents and students. Matching results display.

Select the desired parent name returned. Basic identifying information about the parent displays at the top of the Parent Information editor:

- Parent name
- PersonID
- User Account
- Household Name
- Household ID
- Household Override

Parent Information

Select the desired **Configuration** from the dropdown list. This dropdown defaults to the current configuration year, but if applications have been entered for previous years or future years, those can also be selected. Any applications started by a parent/guardian in the household are listed, in order of the application number, whether it was approved and posted, if it was new, and who started the application.

If the parent creates a new application, the results of the students in that household being included in the new application are listed under the Student Name/Grade headers. In this example, notice that Student 2 will not be included in the new application because he is not a member of the household; Student 3 will not be included in the new application because there are no guardian rights for the selected parent for this student.

Create Links

Links to new applications can be created for the selected parent and sent in a message to their Process Alerts tool in Campus Parent. Applications are for the Configuration selected at the top of the page.

> This option is designed for and should be used when the OLR Window is closed, but a district needs a family to fill out the application. Selecting this link generates an application without the district having to update the OLR Window for everyone.

- **Create New Student Link** creates a new household application for the selected parent.

- **Create Annual Update Link** creates an annual update application for the parent selected.