

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.

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

Configuration *

2020 converted

Parent

Hiemstra, Chelsea

Household Name

Lester

Person ID

14325

Household ID

5345

User Account

chelseashy85

Household Override

No

Applications for the Lester Household

| Application Number | Application Status | Type | Started By |
|--------------------|--------------------|---------------|---------------|
| 6156 | Approved/Posted | Annual Update | Lester, Scott |

Status of Students for New Applications

Displays information regarding what will happen if the selected parent creates a new annual registration application. People not displayed are not recognized as students in the selected year.

| Student Name | Grade | Included in New App? | Reason (if not included) | In Submitted Application? |
|----------------|-------|----------------------|----------------------------|---------------------------|
| Garrett Lester | 02 | No | In Application Number 6156 | Yes |
| Treyten Lester | 06 | No | In Application Number 6156 | Yes |
| Camden Best | 07 | No | Not in this Household | Yes |
| McKenzie Best | 10 | No | In Application Number 6156 | Yes |

Use the Create Link button to create a new application for the selected parent. The link to enter the new application is accessible through a process message in the parent portal. The application will be created for the selected configuration group and will not show up in the Application list above until the parent has started the application process.

Create New Student Link

Create Annual Update Link

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.

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