

# Registration Window by School (Prime)

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## Update Registration Windows

This documentation applies to the Online Registration Prime version.

Tool Search: Registration Window by School

The Registration Window by School allows administrators to set registration windows for individual schools.

Registration Window By School

Configuration \*

2021 ▼

The option to use school registration windows for registration has not been enabled on the OLR System Settings tab. Changes made on this tab will not take effect if that option is not enabled.

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School Annual Update Windows

School Name ↑	Start Date	End Date
Aurora Heights Elementary School		
Berg Elementary School		
Berg Middle School		
District		
Emerson Hough Elementary School		
Learning Opportunity Center		

*Registration Window by School*

Registration Window by School only works when the global OLR Configuration Window is active (OLR Setup). If a school does not have a window in the Registration Window by School, then they will use the OLR Configuration Window set in OLR Setup. If any schools should not be active, they should have start and end dates in the past.

OLR is a family-based registration system.

When a family has a student in an active school and an inactive school, the application populates all students in the family even when one of the student's schools is not active.

## Update Registration Windows

1. Select a school from the **School Annual Update Windows**.

2. Enter a **Start Date** for the registration window for that school.
  3. Enter a **End Date** for the registration window for that school.
  4. Click **Save** when finished.
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