

# Students with Submitted Applications

Last Modified on 12/14/2025 8:45 pm CST

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This documentation applies to both versions of Online Registration.

## Tool Search: Students with Submitted Applications

The Students with Submitted Applications report lists existing students who have completed their online registration applications and have an enrollment record in the selected school year.

Students With Submitted Applications

OLR Configuration \*  Purpose   
 This report lists students that have enrolled and completed their online registration application.

Campus School Year for Enrollments \*

Report Range Start Date  Report Range End Date

Which students would you like to include in the report?  
 All Students  
 Choose By Enrollment Grade Level  
 Use Ad Hoc Filter

Active Students Only

Which schools would you like to include?  
 All Schools  
 Choose From a List

OLR Student Records to Include

Report Format

*Students With Submitted Applications*

# 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	X
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

Step	Campus Location	OLR	OLR Prime
12 Enter <a href="#">registration dates</a> for each school.	System Settings > Online Registration Setup > Registration Window by School		X
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

### 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 <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

Step	Campus Location	OLR	OLR Prime
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 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

## Report Editor

Field	Description
<b>OLR Configuration</b> <i>Required</i>	The year configuration.
<b>Campus School Year for Enrollments</b> <i>Required</i>	Selected year reports students who have enrollments in that school year, when the enrollment record matches the selected calendar.
<b>Report Range Start Date</b>	Records are limited to those reported between the selected dates.
<b>Report Range End Date</b>	Records are limited to those reported between the selected dates.
<b>Which students would you like to include?</b>	Students can be selected for inclusion in the report by <b>All Students, Enrollment Grade</b> level, or an <b>Ad hoc Filter</b> . When an Ad hoc Filter is selected, only those students in the selected filter AND in the selected calendar(s) are reported.
<b>Active Students Only</b>	When marked, only students who have a current year enrollment record are included in the results.
<b>Which Schools would you like to include?</b>	Selected year reports students who have online registration applications for that school year.
<b>OLR Student Records to Include:</b>	Includes groups of student records on the report, either All, New, or Existing.
<b>Report Format</b>	The report can be generated in either PDF format or CSV format.

## Report Example

100 PLAINVIEW SCHOOL DISTRICT District Generated on 11/11/2013 12:13:37 PM	Submitted OLR Applications										
<table border="1"> <tr> <td>Calendar Name: 12-13 Arthur Elem Calendar Grade: 04</td> <td>Persons Student: Daniel Parent/Guardian: Dennis Parent/Guardian: Donna</td> <td>Grade: 04 Email: Dennis@dennis.com Dennis@dennis.com Donna@domna.com</td> <td>Name: Dennis Home Phone: (612)123-4567</td> <td>Type: Existing</td> </tr> <tr> <td>Calendar Name: 12-13 Arthur Elem Calendar Grade: 05</td> <td>Persons Student: Addams, Pugsley Parent/Guardian: Addams, Morticia Parent/Guardian: Addams, Gomez</td> <td>Grade: 05 Email: wdyer@customonline.com wdyer@customonline.com wdyer@customonline.com</td> <td>Name: Morticia Home Phone: (555)123-3456</td> <td>Type: New</td> </tr> </table>		Calendar Name: 12-13 Arthur Elem Calendar Grade: 04	Persons Student: Daniel Parent/Guardian: Dennis Parent/Guardian: Donna	Grade: 04 Email: Dennis@dennis.com Dennis@dennis.com Donna@domna.com	Name: Dennis Home Phone: (612)123-4567	Type: Existing	Calendar Name: 12-13 Arthur Elem Calendar Grade: 05	Persons Student: Addams, Pugsley Parent/Guardian: Addams, Morticia Parent/Guardian: Addams, Gomez	Grade: 05 Email: wdyer@customonline.com wdyer@customonline.com wdyer@customonline.com	Name: Morticia Home Phone: (555)123-3456	Type: New
Calendar Name: 12-13 Arthur Elem Calendar Grade: 04	Persons Student: Daniel Parent/Guardian: Dennis Parent/Guardian: Donna	Grade: 04 Email: Dennis@dennis.com Dennis@dennis.com Donna@domna.com	Name: Dennis Home Phone: (612)123-4567	Type: Existing							
Calendar Name: 12-13 Arthur Elem Calendar Grade: 05	Persons Student: Addams, Pugsley Parent/Guardian: Addams, Morticia Parent/Guardian: Addams, Gomez	Grade: 05 Email: wdyer@customonline.com wdyer@customonline.com wdyer@customonline.com	Name: Morticia Home Phone: (555)123-3456	Type: New							

Students with Submitted Applications, PDF format