

Students with Submitted Applications

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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**

2021 This report lists students that have enrolled and completed their online registration application.

Campus School Year for Enrollments *

21-22

Report Range Start Date ⓘ

10/14/2021

Report Range End Date ⓘ

10/14/2021

Which students would you like to include in the report?

All Students

Choose By Enrolment 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

All

Report Format

PDF

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

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

Step		Campus Location	OLR	OLR Prime
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. <ul style="list-style-type: none"> • Staff Processing • Student Processing • Health Staff Processing • Parent Information 	Census > Online Registration > Staff Processing, Student Processing, Health Staff Processing, Parent Information	X	X
28	Run the Audit Reports and Summary Reports .	Census > Online Registration > Audit Reports Census > Reports > Online Registration Summary	X	X
29	Merge list options from the List Bank Replacer from the OLR database into Campus.	Census > Online Registration > OLR List Bank Replacer	X	X
30	Merge list options from the List Value Updater from the OLR database into Campus.	Census > Online Registration > OLR List Value Updater		X
31	When necessary, mass re-post registration data.	Census > Online Registration > Mass Re-Post Applications Data		X
32	Review the Data Change Tracker tools to track OLR information being added to Campus.	System Administration > Data Change Tracker	X	X

Report Editor

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

Report Example

100 PLAINVIEW SCHOOL DISTRICT District <small>Generated on: 11/11/2013 12:13:37 PM</small>		Submitted OLR Applications			
Calendar Name: 12-13 Arthur Elem		Grade: 04			
Calendar Grade: 12-13 Arthur Elem Grade: 04	Persons Student: Daniel Parent/Guardian: Dennis Parent/Guardian: Donna	Email Dennis@dennis.com Dennis@denms.com Donna@donna.com	Name Dennis	HomePhone (612)123-4567	Type Existing
Calendar Name: 12-13 Arthur Elem		Grade: 05			
Calendar Grade: 12-13 Arthur Elem Grade: 05	Persons Student: Addams, Pugsley Parent/Guardian: Addams, Morticia Parent/Guardian: Addams, Gomez	Email wdwyer@customonline.com wdwyer@customonline.com wdwyer@customonline.com	Name Morticia	HomePhone (555)123-3456	Type New

Students with Submitted Applications, PDF format