

Unsubmitted Applications

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This documentation applies to both versions of Online Registration.

Tool Search: Unsubmitted Applications

The Unsubmitted Applications report returns a list of individuals who have created online applications but have not submitted them.

Unsubmitted Applications

Configuration *

2021

Purpose

This report lists OLR applications that have been started but have not yet been submitted.

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 OLR Student Grade Level

Use Ad Hoc Filter

Active Students Only

Which schools would you like to include?

All Schools

Choose From a List

Report Format

PDF

Unsubmitted 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			

Step		Campus Location	OLR	OLR Prime
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
12	Enter registration dates for each school.	Census > Online Registration > OLR Set Up > Registration Window by School		X

Step		Campus Location	OLR	OLR Prime
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
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

Step	Campus Location	OLR	OLR Prime	
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
Configuration <i>Required</i>	The year configuration.
Report Range Start Date	Records are limited to those reported between the selected dates.

Field	Description
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?	The school(s) that will display on the report.
Report Format	The report can generate in either PDF or CSV.

Report Example

ISD #4321		Unsubmitted OLR Applications				
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Application Date	Name	Email	Home Phone	App ID	Type	Persons
10/16/2014	Parent, Amy	amy@test_email.com		178	New	
10/24/2014	Parent, Benjamin	ben@test_email.com		185	New	
10/31/2014	Parent, Candace	cj@test_email.com		187	New	
10/31/2014	Parent, Dylan	dylan@test_email.co		188	New	

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