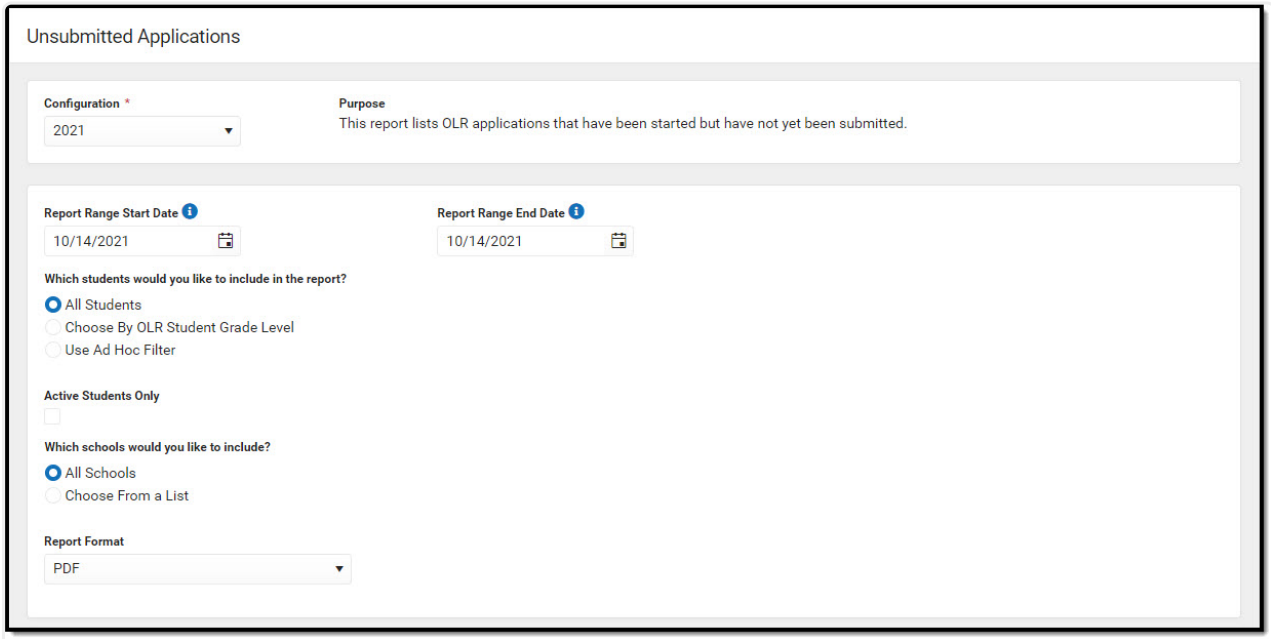
Unsubmitted Applications

Last Modified on 07/17/2026 3:04 pm CDT

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

See the OLR Reports Tool Rights article for information on available tool rights.

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	Scheduling & Courses > Calendar Setup > Calendar Wizard	X	X
2	Roll enrollments forward 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 Exclude from Online Registration Calculations checkbox.	Scheduling & Courses > Calendar Setup > Grade Level Setup	X	X
Online Registration Setup				
4	Add Languages.	System Settings > Online Registration Setup > Language Groups	X	X
5	Enter language translations that display on Online Registration panels.	System Settings > Online Registration Setup > OLR Literals Bank	X	X
6	Enter language translations that display on Online Registration panels in the dropdown lists.	System Settings > Online Registration Setup > OLR Lists Bank	X	X
7	Create letters to send to parents announcing acceptance or denial based on their applications.	Reporting > Ad hoc Reporting > Letter Designer	X	X
8	Create approval/denial statuses.	System Settings > Online Registration Setup > OLR Status	X	X
9	Enter OLR setup information for online registration.	System Settings > Online Registration Setup > OLR Setup	X	X
10	Enable the Online Registration Portal outline link for the active date range on the OLR Setup.	System Settings > Custom Data and Links > Custom Tool Setup	X	X
11	Select OLR System Settings.	System Settings > Online Registration Setup > OLR System Settings	X	X

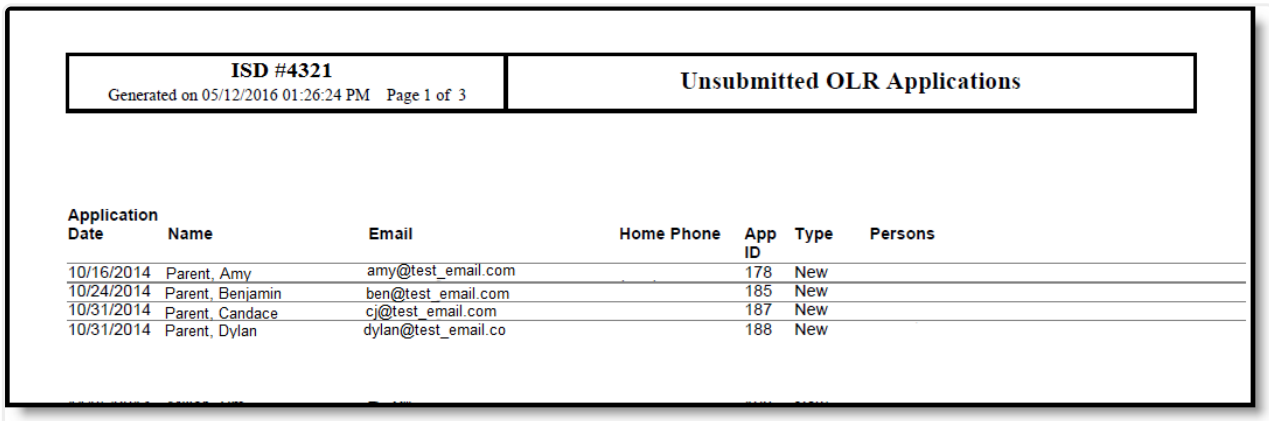
Step		Campus Location	OLR	OLR Prime
12	Enter registration dates for each school.	System Settings > Online Registration Setup > Registration Window by School		X
13	Set Document Upload Options.	System Settings > Online Registration Setup > Document Upload		X
14	Modify fields that appear on pleats using the OLR Builder. (OLR version has limited functionality.)	System Settings > Online Registration Setup > OLR Builder	X	X
15	Create Notifications.	System Settings > Online Registration Setup > OLR Notification Editor		X
16	Reference the OLR Information Center to view links to OLR tools.	System Settings > Online Registration Setup > OLR Information Center	X	X
17	Create application queues.	System Settings > Online Registration Setup > 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.	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 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. • Staff Processing • Student Processing • Health Staff Processing • Parent Information	Census > Online Registration > Staff Processing, Student Processing, Health Processing, Parent Information	X	X
28	Run the OLR Summary.	Census > Online Registration > OLR Summary	X	X
29	Merge list options from the List Bank Replacer from the OLR database into Campus.	System Settings > Online Registration Setup > OLR List Bank Replacer	X	X
30	Merge list options from the List Value Updater from the OLR database into Campus.	System Settings > Online Registration Setup > OLR List Value Updater		X
31	When necessary, mass re-post registration data.	System Settings > Online Registration Setup > Mass Re-Post Applications		X
32	Review the Data Change Tracker tools to track OLR information being added to Campus.	System Settings > Data Change Tracker	X	X

Report Editor

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

Report Example



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Unsubmitted OLR Applications

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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