Household Information

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This documentation applies to both versions of Online Registration.

Tool Search: Online Registration

Household data includes the home phone number, home address and mailing address (if different than the home address).

For those who are enrolling returning students, existing information for home phone and address will display. Instructions are provided for changing the information.

See the Household Information Tool Rights article for information about rights needed to use this tool.

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

Step		Campus Location	OLR	OLR Prime
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
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

Step		Campus Location	OLR	OLR Prime
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
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				

Step		Campus Location	OLR	OLR Prime
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

Primary Phone

1. Enter the 10-digit **Primary Phone Number**. If there is no home phone number, enter the parent/guardian's contact phone number who is most likely to respond to calls from the school.
2. Mark the **Contact Preferences** as desired. Definitions for each option are available.
3. Click the **Next** button when finished.

If the phone number needs to be changed, enter the new one in the appropriate fields and review the marked Contact Preferences.

Home Phone Entry

Home Address

The Home Address is considered the location of the household. In some instances, the home address is not the mailing address but only the physical location of where the family abides.

1. Enter the requested **Address** fields. The entry is dynamic and the information entered will display at the same time it is being typed. Definitions for these fields are available in the Address Fields table.
2. Click the **Next** button to enter Mailing Address information.

If the current address is incorrect, mark the **The home address listed is no longer current** checkbox. This displays a field to enter the date when the new address became current and displays address fields to enter the new address information.

Previous Home and Mailing Addresses display with the end date, if applicable.

Home Address Entry

Address Fields

Field	Definition
Post Office Box	Indicates the address is not a physical location but a mailing location. This is available for selection on the Mailing Address panel only.
House Number	House Number of the address, or Box number if the address is a P.O. Box address. In the address *7750 South Barstow Street NE, My Town MN 55555*, **7750** is the street number. Only enter the number of the address.
Prefix	Direction of the street in the address. In the address *7750 South Barstow Street NE, MyTown MN 55555*, **South** is the N,S,E,W.
Street Name	Name of the street. In the address *7750 South Barstow Street NE, My Town MN 55555*, **Barstow** is the street name. Enter only the name of the street.
Tag	Label of the entered street - Avenue, Street, Blvd., etc. In the address *7750 South Barstow Street NE, My Town MN 55555*, **Street** is the St, Ave, Blvd, etc. Enter only the St, Ave, Blvd, etc. in this field.
Direction	Direction indicating the placement of the street within the city limits. In the address *7750 South Barstow Street NE, MyTown MN 55555*, **NE** is the N,S,E,W. Enter only the direction in this field.

Field	Definition
Apartment	Apartment number if this address is for an apartment building location. In the address *7750 South Barstow Street NE, Apt. 101 My Town MN 55555*, **101** is the Apartment number.
City	Postal city for the address.
State	Two-digit state code for the address.
Zip Code	Postal zip code (plus 4 if available).
Ext. Zip	The additional 4 digits of the zip code.
County	County in which the address is located.

Mailing Address

1. By default, the **Does this household receive mail at a different address** checkbox is marked and will not display additional address information. If the household has a separate mailing address, enter the address information as shown below. See the Address Fields table for definitions of the address elements.
2. Click the **Save/Continue** button when finished.

Mailing Address Entry