Student Processing

Last Modified on 07/17/2026 2:41 pm CDT

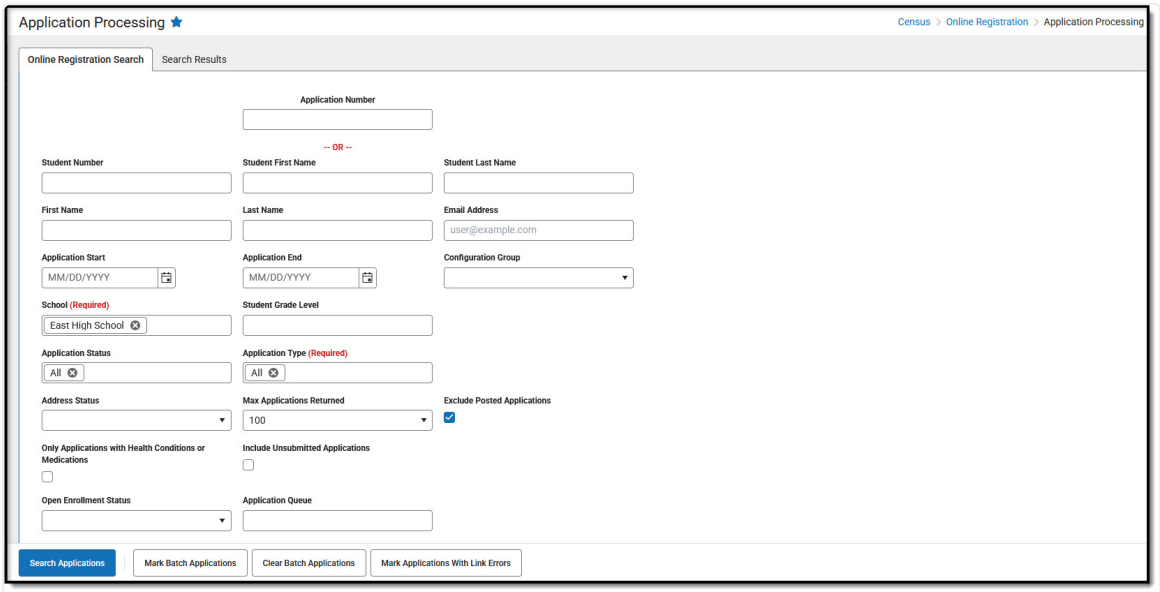
This documentation applies to both versions of Online Registration.

Tool Search: Student Processing

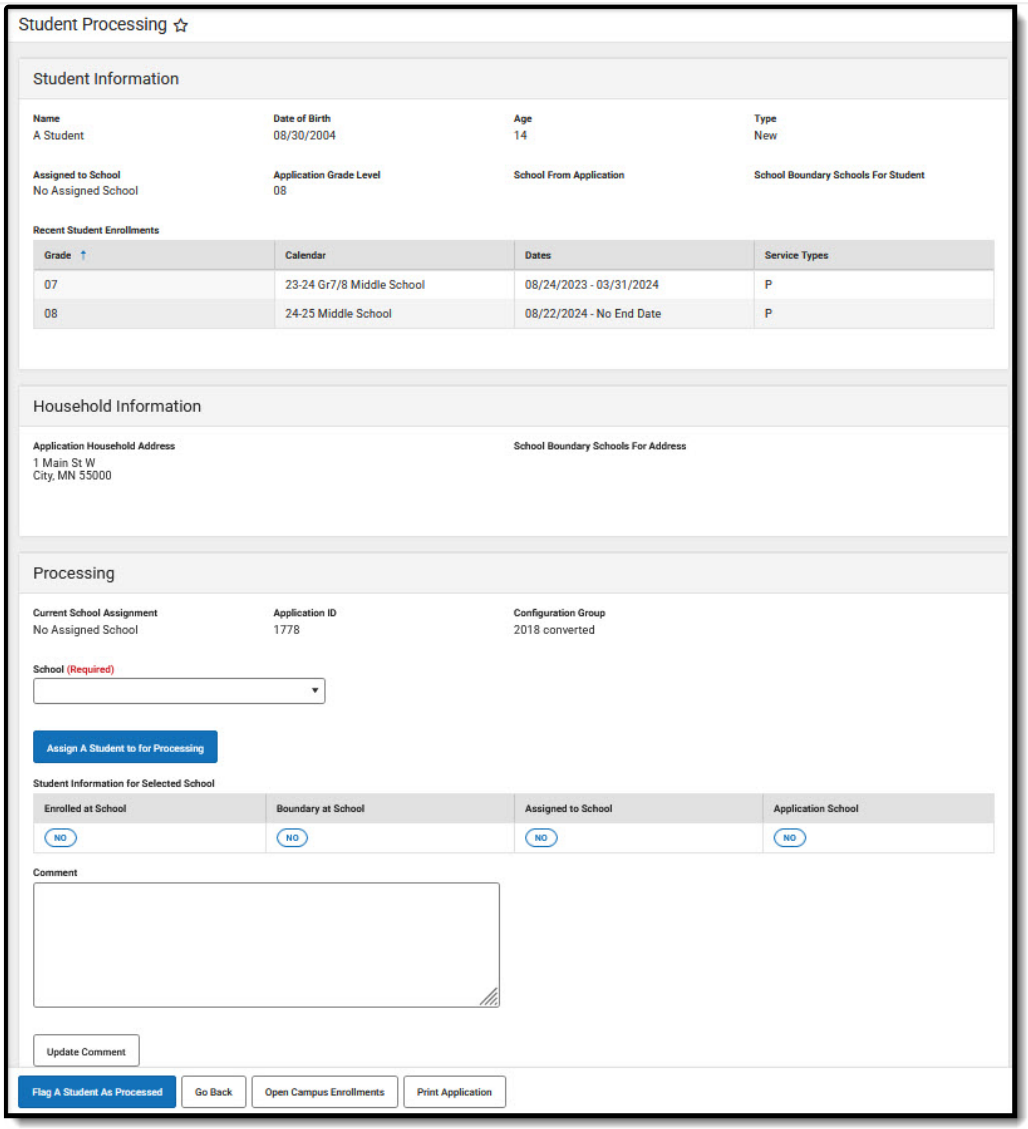
After a parent or guardian enters an online registration application through the Portal and the application is approved in Application Processing, Student Processing is used to assign an application to a school, create enrollment records for new students, and/or flag the student as processed.

See the Application Processing article for more information about reviewing applications prior to Student Processing.

Click image to magnify.



Student Processing Tool

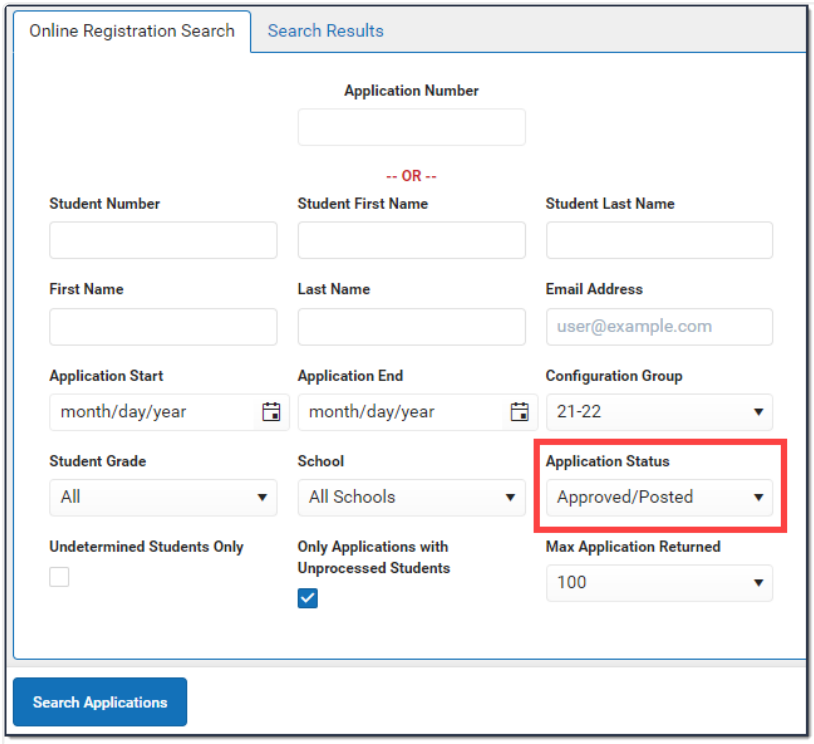


*Student Processing of an **Approved** OLR Application*

See the Student Processing Tool Rights article for information on available tool rights.

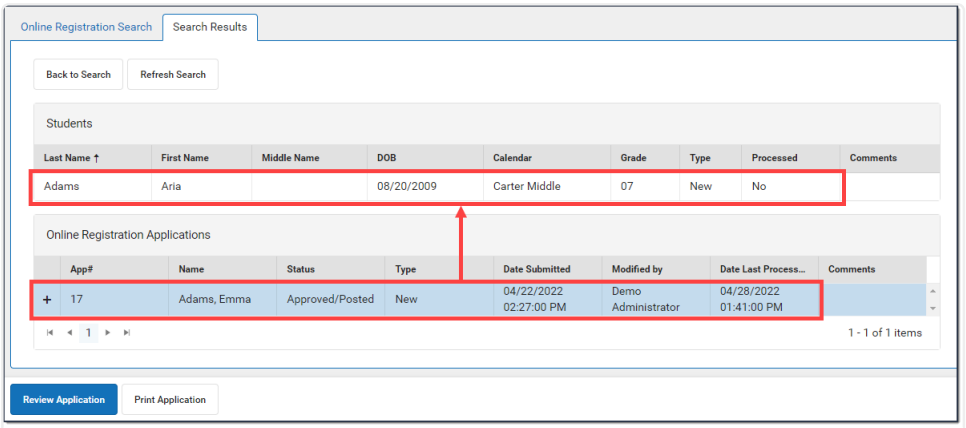
Search for Applications

Click here to expand...



Online Registration Search

1. See the **Search Field Descriptions** section to better understand the Online Registration Search fields.
2. Click **Search Applications**.
   Result: A list of matching applications displays in the Search Results tab.
3. Select the application you want to process from the **Online Registration Applications**.
   Result: The names of the student(s) in the application display at the top in the **Students** section.



Search Results - OLR

Search Field Descriptions

Option	Description
Application Number	System-assigned number associated with the application.
Student Number	Locally assigned identification number for the student. This number is created when the enrollment is saved.

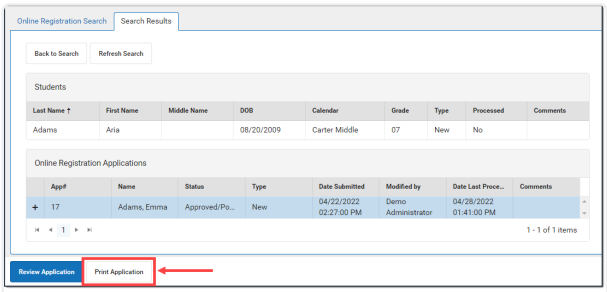
<table>
<tr><th>Option</th><th>Description</th></tr>
<tr><td>Student First and Last Name</td><td>Legally recognized name of the student.</td></tr>
<tr><td>First and Last Name</td><td>Legally recognized name of the parent/guardian who entered the application.</td></tr>
<tr><td>Email Address</td><td>Email address entered when the application was created, usually of the parent/guardian.</td></tr>
<tr><td>Application Start and End</td><td>Date fields used as a range to return applications entered between the two dates.</td></tr>
<tr><td>Configuration Group</td><td>The OLR Configuration Group.</td></tr>
<tr><td>Student Grade</td><td>Indicates the grade level of enrollment for the registration.</td></tr>
<tr><td>School</td><td>Lists the schools for which applications are returned.</td></tr>
<tr><td>Application Status</td><td>Indicates the status of the application. This includes all core statuses, link errors, post errors and custom statuses. Core statuses are as follows:
<table>
<tr><th>Status</th><th>Description</th></tr>
<tr><td>Posted</td><td>The application is posted.</td></tr>
<tr><td>Denied</td><td>The application is rejected by the district.</td></tr>
<tr><td>Approved/Posted</td><td>The application is approved and enrollment information is posted.</td></tr>
<tr><td>Hold</td><td>The application is in a hold status because of missing information or a missing district requirement.</td></tr>
<tr><td>Submitted-New</td><td>This status is assigned when a new parent submits an application.</td></tr>
<tr><td>Submitted-New Student</td><td>This status is assigned when an existing parent submits an application in the New Student mode. This typically happens during Kindergarten registration.</td></tr>
<tr><td>Submitted Existing</td><td>This status is assigned when an existing parent submits an annual update without adding a new student.</td></tr>
<tr><td>Submitted-Existing with New Student</td><td>This status is assigned when an existing parent submits an annual update and adds a new student.</td></tr>
<tr><td>New</td><td>This status is assigned when a new parent starts an application but does not submit it.</td></tr>
<tr><td>Link Error</td><td>This status is assigned when you manually mark applications with link errors.</td></tr>
</table></td></tr>
<tr><td>Undetermined Students Only</td><td>Mark this option to return only applications that could not be placed into one of the other options because of the following reasons:
A school boundary could not be identified for the school.
The student does not have an enrollment anywhere.
The student has not been manually assigned to a school.
The student does not have any School Choice schools selected.</td></tr>
<tr><td>Only Applications with Unprocessed Students</td><td>Mark this option to return only applications that have been started but not completed. This option MUST be marked to include any unsubmitted applications in the results.</td></tr>
</table>

Option	Description
Max Application Returned	This field can be used to minimize a large number of returned applications in the search results area. Options include: 100, 500, 1000, or All.

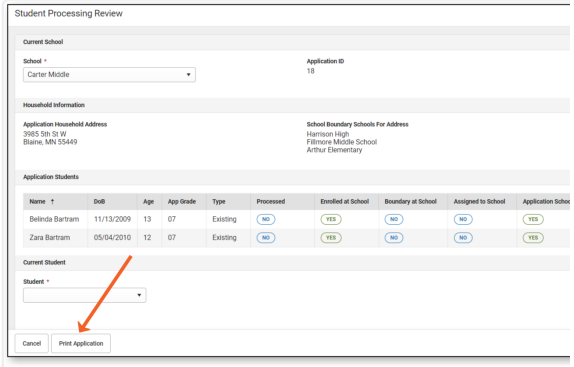
Print an Application

Use the **Print Application** button at the bottom of the search results screen or the **Print Application** button when reviewing an application to see a PDF Summary view of the entered date.

Click on image to magnify.



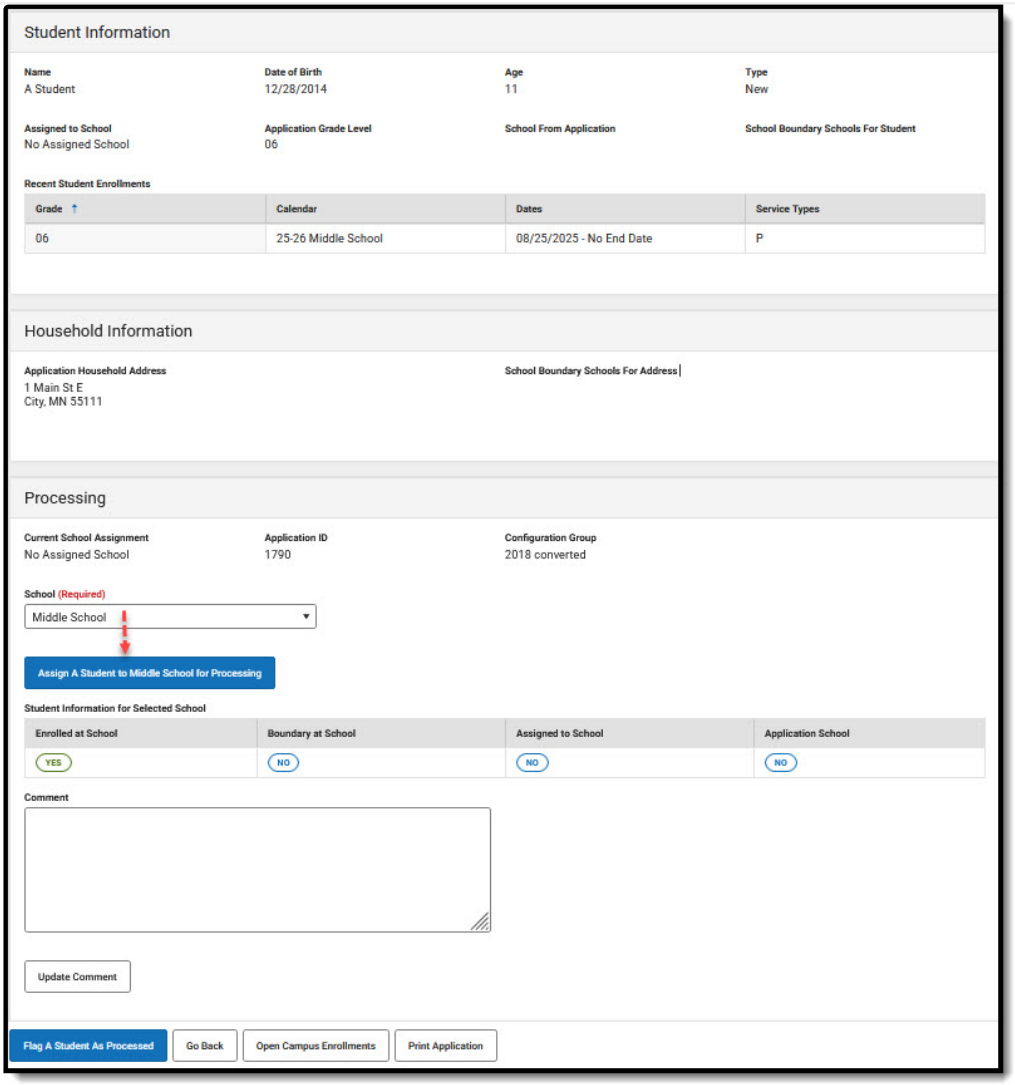
Print Application Button on Search Results



Print Application Button on Student Review

Assign to School for Processing

If an application must be processed by another school in the district, you can assign the application to that school. On the Student Processing screen, choose the appropriate school from the dropdown list (which defaults from the school selected in the Context Switcher), select the student to assign to that school, and click the **Assign Student to School for Processing** button. The selected school is now responsible for completing the application.

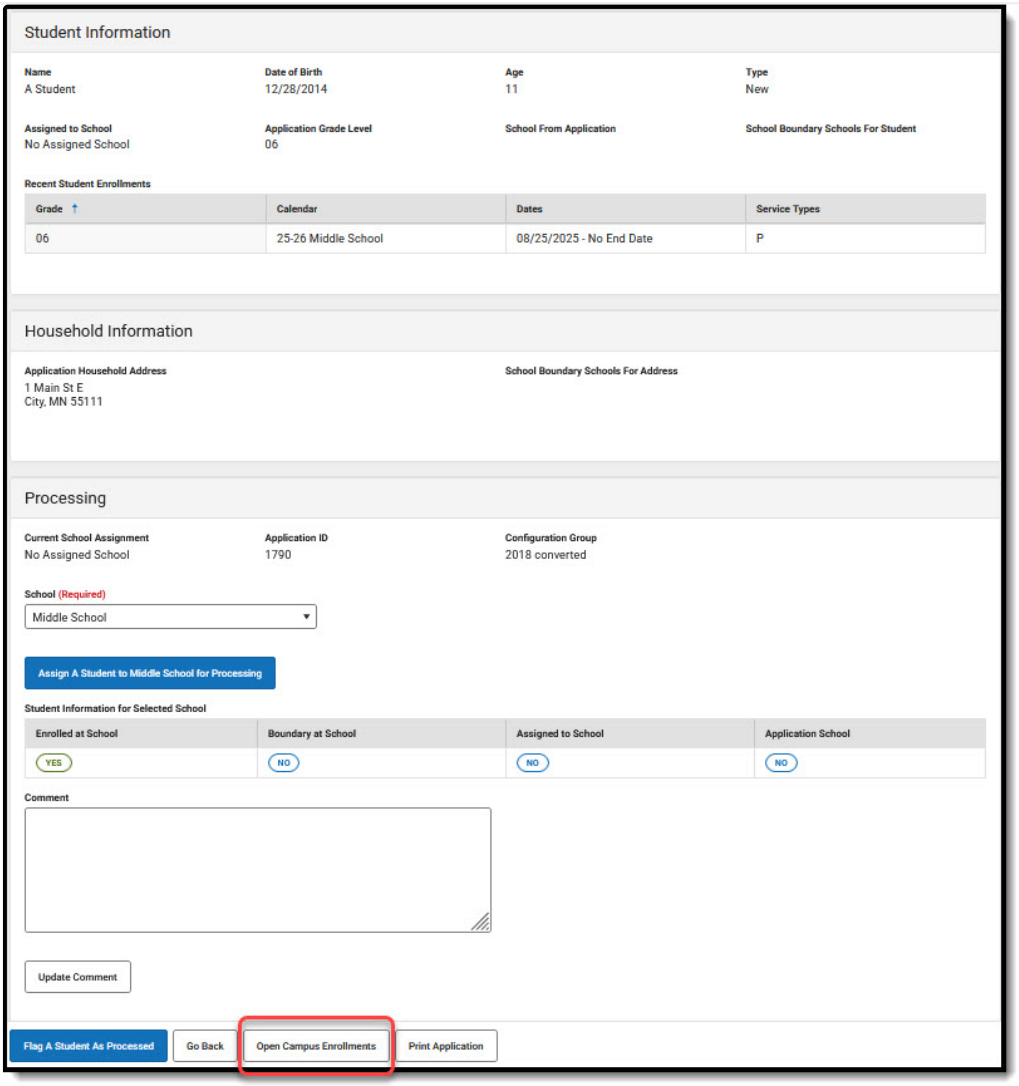


OLR Student Processing - Assigning a Student to a School

Open Campus Enrollments

The **Open Campus Enrollments** button opens the selected student's Enrollment records in Campus to create a new enrollment record for a student.

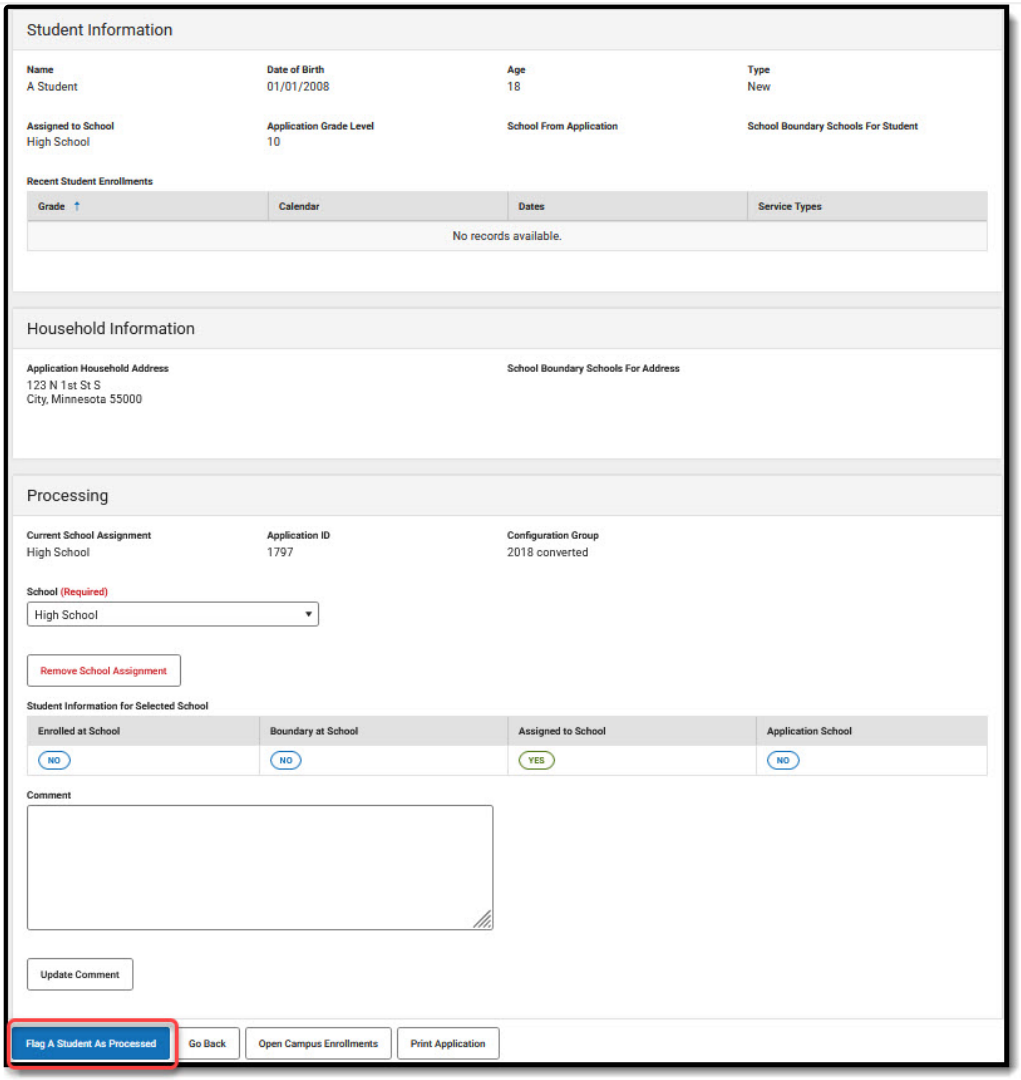
See the New Student Registration Workflow and the Enrollments article for more information about adding a new student in Campus.



OLR Student Information - Open Campus Enrollments

Flag Student As Processed

Click the **Flag Student As Processed** button to complete the application and display an option to print the Application Summary.



OLR - Flagging a Student as Processed