

Student Processing

Last Modified on 02/02/2026 1:12 pm CST

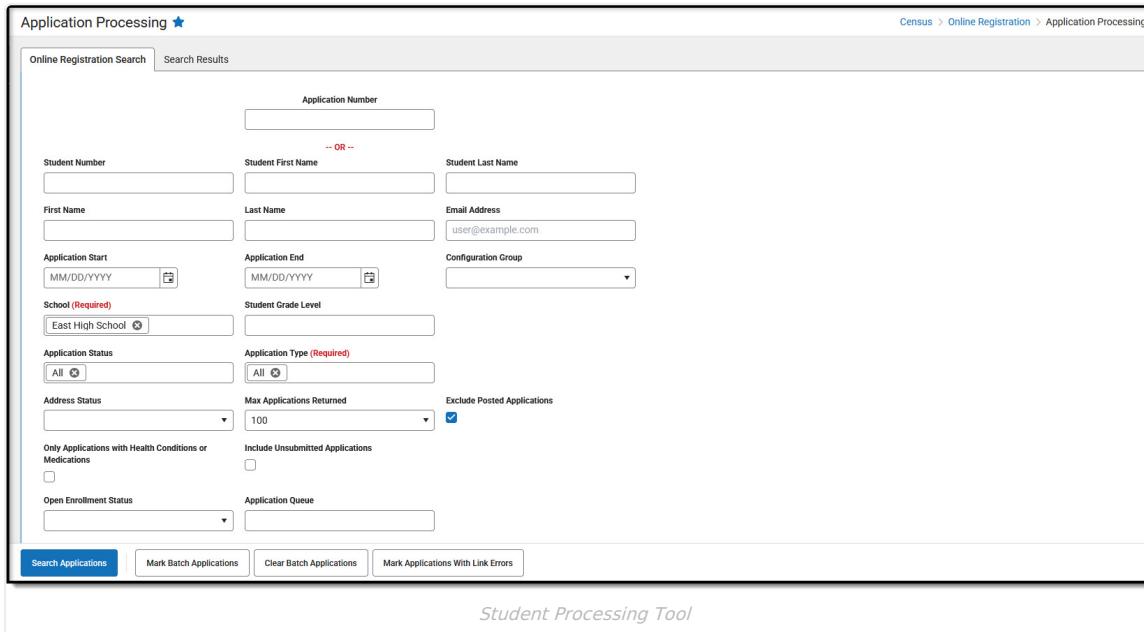
This documentation applies to both versions of Online Registration.

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.



The screenshot shows the 'Application Processing' search interface. At the top, there are tabs for 'Online Registration Search' and 'Search Results'. The main search area contains fields for 'Application Number', 'Student Number', 'First Name', 'Last Name', 'Email Address', 'Application Start' and 'End' dates, 'School' (set to 'East High School'), 'Student Grade Level', 'Application Status' (set to 'All'), 'Address Status' (set to 'All'), 'Max Applications Returned' (set to '100'), and 'Exclude Posted Applications' (checked). There are also checkboxes for 'Only Applications with Health Conditions or Medications' and 'Include Unsubmitted Applications'. At the bottom, there are buttons for 'Search Applications', 'Mark Batch Applications', 'Clear Batch Applications', and 'Mark Applications With Link Errors'. The URL in the browser bar is 'Census > Online Registration > Application Processing'.

Student Processing Tool

Student Processing ☆

Student Information

Name A Student	Date of Birth 08/30/2004	Age 14	Type New
Assigned to School No Assigned School	Application Grade Level 08	School From Application	School Boundary Schools For Student

Recent Student Enrollments

Grade ↑	Calendar	Dates	Service Types
07	23-24 Gr7/8 Middle School	08/24/2023 - 03/31/2024	P
08	24-25 Middle School	08/22/2024 - No End Date	P

Household Information

Application Household Address 1 Main St W City, MN 55000	School Boundary Schools For Address
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Processing

Current School Assignment No Assigned School	Application ID 1778	Configuration Group 2018 converted
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School (Required)

Assign A Student to for Processing

Student Information for Selected School

Enrolled at School NO	Boundary at School NO	Assigned to School NO	Application School NO
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Comment

Update Comment

Buttons

- Flag A Student As Processed
- Go Back
- Open Campus Enrollments
- Print Application

Student Processing of an Approved OLR Application

Search for Applications

► [Click here to expand...](#)

Online Registration Search
Search Results

Application Number

-- OR --

Student Number

Student First Name

Student Last Name

First Name

Last Name

Email Address

Application Start

Application End

Configuration Group

Student Grade

School

Application Status

Undetermined Students Only

Only Applications with Unprocessed Students

Max Application Returned

Search Applications

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.

Online Registration Search		Search Results						
Back to Search		Refresh Search						
Students								
Last Name ↑	First Name	Middle Name	DOB	Calendar	Grade	Type	Processed	Comments
Adams	Aria		08/20/2009	Carter Middle	07	New	No	
Online Registration Applications								
App#	Name	Status	Type	Date Submitted	Modified by	Date Last Process...	Comments	
+ 17	Adams, Emma	Approved/Posted	New	04/22/2022 02:27:00 PM	Demo Administrator	04/28/2022 01:41:00 PM		

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.

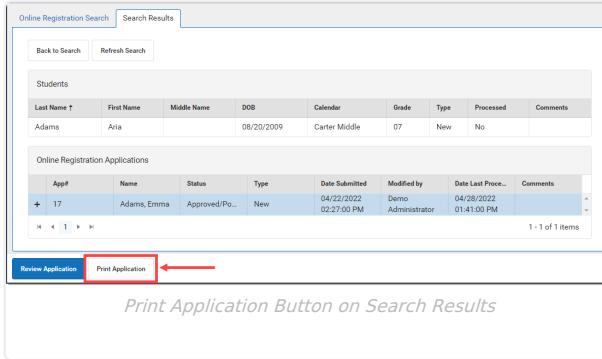
Option	Description																					
Student First and Last Name	Legally recognized name of the student.																					
First and Last Name	Legally recognized name of the parent/guardian who entered the application.																					
Email Address	Email address entered when the application was created, usually of the parent/guardian.																					
Application Start and End	Date fields used as a range to return applications entered between the two dates.																					
Configuration Group	The OLR Configuration Group .																					
Student Grade	Indicates the grade level of enrollment for the registration.																					
School	Lists the schools for which applications are returned.																					
Application Status	Indicates the status of the application. This includes all core statuses, link errors, post errors and custom statuses. Core statuses are as follows:																					
<table border="1"> <thead> <tr> <th data-bbox="465 808 727 853">Status</th><th data-bbox="727 808 1357 853">Description</th></tr> </thead> <tbody> <tr> <td data-bbox="465 853 727 898">Posted</td><td data-bbox="727 853 1357 898">The application is posted.</td></tr> <tr> <td data-bbox="465 898 727 943">Denied</td><td data-bbox="727 898 1357 943">The application is rejected by the district.</td></tr> <tr> <td data-bbox="465 943 727 1033">Approved/Posted</td><td data-bbox="727 943 1357 1033">The application is approved and enrollment information is posted.</td></tr> <tr> <td data-bbox="465 1033 727 1111">Hold</td><td data-bbox="727 1033 1357 1111">The application is in a hold status because of missing information or a missing district requirement.</td></tr> <tr> <td data-bbox="465 1111 727 1179">Submitted-New</td><td data-bbox="727 1111 1357 1179">This status is assigned when a new parent submits an application.</td></tr> <tr> <td data-bbox="465 1179 727 1291">Submitted-New Student</td><td data-bbox="727 1179 1357 1291">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 data-bbox="465 1291 727 1381">Submitted-Existing</td><td data-bbox="727 1291 1357 1381">This status is assigned when an existing parent submits an annual update without adding a new student.</td></tr> <tr> <td data-bbox="465 1381 727 1493">Submitted-Existing with New Student</td><td data-bbox="727 1381 1357 1493">This status is assigned when an existing parent submits an annual update and adds a new student.</td></tr> <tr> <td data-bbox="465 1493 727 1560">New</td><td data-bbox="727 1493 1357 1560">This status is assigned when a new parent starts an application but does not submit it.</td></tr> <tr> <td data-bbox="465 1560 727 1639">Link Error</td><td data-bbox="727 1560 1357 1639">This status is assigned when you manually mark applications with link errors.</td></tr> </tbody> </table>	Status	Description	Posted	The application is posted.	Denied	The application is rejected by the district.	Approved/Posted	The application is approved and enrollment information is posted.	Hold	The application is in a hold status because of missing information or a missing district requirement.	Submitted-New	This status is assigned when a new parent submits an application.	Submitted-New Student	This status is assigned when an existing parent submits an application in the New Student mode. This typically happens during Kindergarten registration.	Submitted-Existing	This status is assigned when an existing parent submits an annual update without adding a new student.	Submitted-Existing with New Student	This status is assigned when an existing parent submits an annual update and adds a new student.	New	This status is assigned when a new parent starts an application but does not submit it.	Link Error	This status is assigned when you manually mark applications with link errors.
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New	This status is assigned when a new parent starts an application but does not submit it.																					
Link Error	This status is assigned when you manually mark applications with link errors.																					
Undetermined Students Only	<p>Mark this option to return only applications that could not be placed into one of the other options because of the following reasons:</p> <ul style="list-style-type: none"> • 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. 																					
Only Applications with Unprocessed Students	<p>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.</p>																					

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.

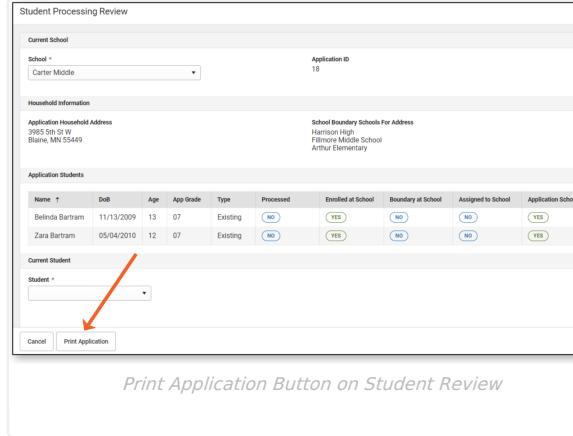
Print an Application

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.

Student Information

Name A Student	Date of Birth 12/28/2014	Age 11	Type New
Assigned to School No Assigned School	Application Grade Level 06	School From Application	School Boundary Schools For Student

Recent Student Enrollments

Grade ↑	Calendar	Dates	Service Types
06	25-26 Middle School	08/25/2025 - No End Date	P

Household Information

Application Household Address 1 Main St E City, MN 55111	School Boundary Schools For Address
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Processing

Current School Assignment No Assigned School	Application ID 1790	Configuration Group 2018 converted
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School (Required)

Middle School

Assign A Student to Middle School for Processing

Student Information for Selected School

Enrolled at School YES	Boundary at School NO	Assigned to School NO	Application School NO
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Comment

Update Comment

Buttons

Flag A Student As Processed | Go Back | Open Campus Enrollments | Print 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.

Student Information			
Name A Student	Date of Birth 12/28/2014	Age 11	Type New
Assigned to School No Assigned School	Application Grade Level 06	School From Application	School Boundary Schools For Student
Recent Student Enrollments			
Grade ↑ 06	Calendar 25-26 Middle School	Dates 08/25/2025 - No End Date	Service Types P
Household Information			
Application Household Address 1 Main St E City, MN 55111	School Boundary Schools For Address		
Processing			
Current School Assignment No Assigned School	Application ID 1790	Configuration Group 2018 converted	
School (Required) Middle School			
Assign A Student to Middle School for Processing			
Student Information for Selected School			
Enrolled at School YES	Boundary at School NO	Assigned to School NO	Application School NO
Comment			
<input type="button" value="Update Comment"/>			
<input type="button" value="Flag A Student As Processed"/> <input type="button" value="Go Back"/> <input style="border: 2px solid red;" type="button" value="Open Campus Enrollments"/> <input type="button" value="Print Application"/>			

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.

Student Information

Name A Student	Date of Birth 01/01/2008	Age 18	Type New
Assigned to School High School	Application Grade Level 10	School From Application	School Boundary Schools For Student

Recent Student Enrollments

Grade	Calendar	Dates	Service Types
No records available.			

Household Information

Application Household Address 123 N 1st St S City, Minnesota 55000	School Boundary Schools For Address
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Processing

Current School Assignment High School	Application ID 1797	Configuration Group 2018 converted
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School (Required)
High School

[Remove School Assignment](#)

Student Information for Selected School

Enrolled at School <input type="radio"/> NO	Boundary at School <input type="radio"/> NO	Assigned to School <input checked="" type="radio"/> YES	Application School <input type="radio"/> NO
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Comment

[Update Comment](#)

[Flag A Student As Processed](#) [Go Back](#) [Open Campus Enrollments](#) [Print Application](#)

OLR - Flagging a Student as Processed