

# Student Processing

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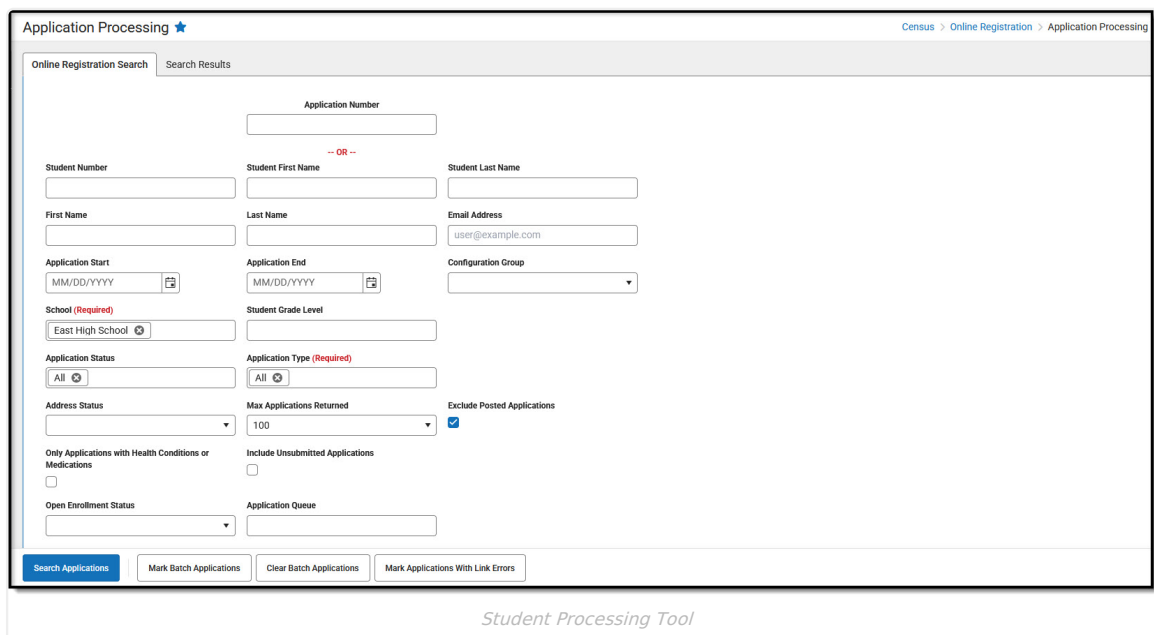
This documentation applies to both versions of Online Registration.

## 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 displays the 'Application Processing' tool interface. At the top, there is a breadcrumb trail: 'Census > Online Registration > Application Processing'. Below this, a search bar is labeled 'Online Registration Search' with a 'Search Results' button. The main area contains various filters and search criteria:

- Application Number:** A text input field.
- Student Number:** A text input field.
- Student First Name:** A text input field.
- Student Last Name:** A text input field.
- First Name:** A text input field.
- Last Name:** A text input field.
- Email Address:** A text input field with the placeholder 'user@example.com'.
- Application Start:** A date picker set to 'MM/DD/YYYY'.
- Application End:** A date picker set to 'MM/DD/YYYY'.
- Configuration Group:** A dropdown menu.
- School (Required):** A dropdown menu with 'East High School' selected.
- Student Grade Level:** A text input field.
- Application Status:** A dropdown menu with 'All' selected.
- Application Type (Required):** A dropdown menu with 'All' selected.
- Address Status:** A dropdown menu.
- Max Applications Returned:** A dropdown menu set to '100'.
- Exclude Posted Applications:** A checkbox that is checked.
- Only Applications with Health Conditions or Medications:** A checkbox that is unchecked.
- Include Unsubmitted Applications:** A checkbox that is unchecked.
- Open Enrollment Status:** A dropdown menu.
- Application Queue:** A text input field.

At the bottom of the form, there are four buttons: 'Search Applications', 'Mark Batch Applications', 'Clear Batch Applications', and 'Mark Applications With Link Errors'.

*Student Processing Tool*

Student Processing ☆

Student Information

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

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

Processing

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

School (Required)

Assign A Student to for Processing

Student Information for Selected School

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

Comment

Update Comment

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

user@example.com

Application Start

month/day/year

Application End

month/day/year

Configuration Group

21-22

Student Grade

All

School

All Schools

Application Status

Approved/Posted

Undetermined Students Only

☐

Only Applications with Unprocessed Students

☒

Max Application Returned

100

Search Applications

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.

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	

1 - 1 of 1 items

Review Application

Print Application

Search Results - OLR

## Search Field Descriptions

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

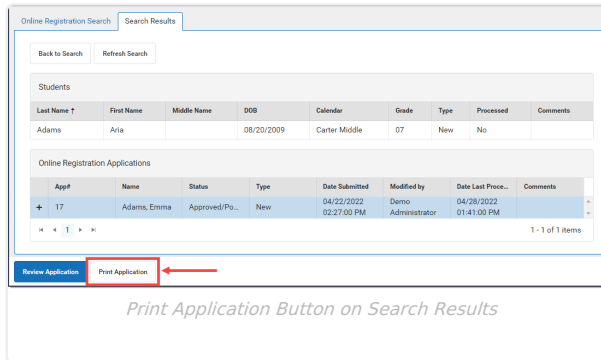
Option	Description																						
<b>Student First and Last Name</b>	Legally recognized name of the student.																						
<b>First and Last Name</b>	Legally recognized name of the parent/guardian who entered the application.																						
<b>Email Address</b>	Email address entered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

*Click on image to magnify.*



Online Registration 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	

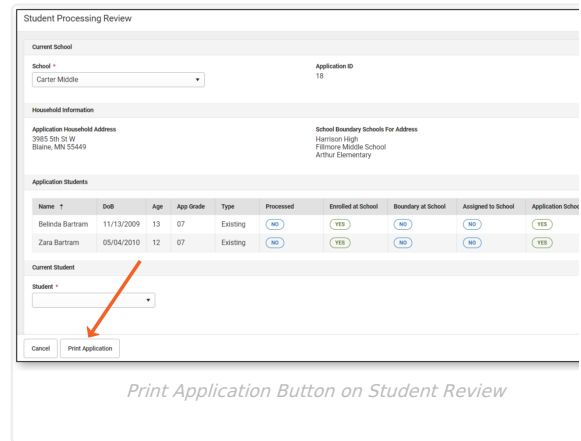
Online Registration Applications

App#	Name	Status	Type	Date Submitted	Modified by	Date Last Proce...	Comments
+ 17	Adams, Emma	Approved/Po...	New	04/22/2022 02:27:00 PM	Demo Administrator	04/28/2022 01:41:00 PM	

1 - 1 of 1 Items

Review Application Print Application

*Print Application Button on Search Results*



Student Processing Review

Current School: Carter Middle Application ID: 18

Household Information

Application Household Address: 2985 5th St W, Blaine, MN 55449

School Boundary Schools For Address: Harrison High, Blaine Middle School, Arthur Elementary

Application Students

Name ↑	DOB	Age	App Grade	Type	Processed	Enrolled at School	Boundary at School	Assigned to School	Application School
Belinda Bartram	11/13/2009	13	07	Existing	NO	YES	NO	NO	YES
Zara Bartram	05/04/2010	12	07	Existing	NO	YES	NO	NO	YES

Current Student

Student: [Dropdown]

Cancel Print Application

*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	Date of Birth	Age	Type
A Student	12/28/2014	11	New

Assigned to School	Application Grade Level	School From Application	School Boundary Schools For Student
No Assigned School	06		

#### 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	School Boundary Schools For Address
1 Main St E City, MN 55111	

### Processing

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

School (Required)

Middle School

Assign A Student to Middle School for Processing

#### Student Information for Selected School

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

Comment

Update Comment

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	Date of Birth	Age	Type
A Student	12/28/2014	11	New

Assigned to School	Application Grade Level	School From Application	School Boundary Schools For Student
No Assigned School	06		

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

### Processing

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

School (Required)

Middle School

Assign A Student to Middle School for Processing

Student Information for Selected School

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

Comment

Update Comment

Flag A Student As Processed
Go Back
Open Campus Enrollments
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	Date of Birth	Age	Type
A Student	01/01/2008	18	New

Assigned to School	Application Grade Level	School From Application	School Boundary Schools For Student
High School	10		

Recent Student Enrollments

Grade ↑	Calendar	Dates	Service Types
No records available.			

### Household Information

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

### Processing

Current School Assignment	Application ID	Configuration Group
High School	1797	2018 converted

School (Required)

High School

Remove School Assignment

Student Information for Selected School

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

Comment

Update Comment

Flag A Student As Processed

Go Back

Open Campus Enrollments

Print Application

OLR - Flagging a Student as Processed