

Student Processing

Last Modified on 06/10/2024 3:00 pm CDT

This documentation applies to both versions of Online Registration.

Tool Search: Student Processing

Search for Applications | Print an Application | Assign to School for Processing | Open Campus Enrollments | Flag Student As Processed

After a parent or guardian enters an online registration application through the Portal and the application is approved in Staff 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.

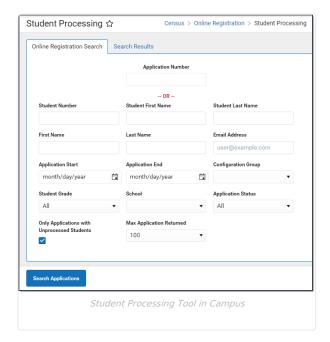
See the Staff Processing article for more information about reviewing applications prior to Student Processing.

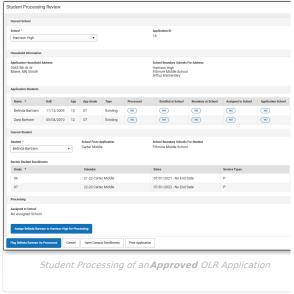
What can I do?

- Search for Applications
- Print an Application
- Assign to School for Processing
- Open Campus Enrollments
- Flag Student as Processed

Click image to magnify.





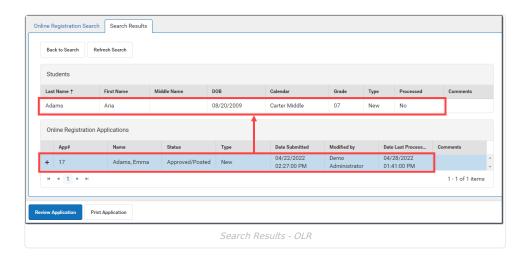


Search for Applications

▶ Click here to expand...

- 1. Use the field descriptions found in the **Search Field Descriptions** section below to complete the fields on the Online Registration Search tab.
- 2. Click Search Applications.
 - Result : The Search Results displays with a list of applications matching the search results.
- 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 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.	
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.	



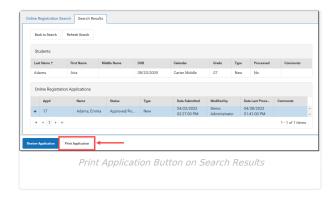
Option	Description		
Application Status	Indicates the status of the application. This includes all core statuses, link errors, post errors and custom statuses. Core statuses are as follows:		
	Status	Description	
	Posted	The application is posted.	
	Denied	The application is rejected by the district.	
	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.	
Undetermined Students Only	 When marked, only applications that could not be placed into one of the other options because of the following reasons are returned: 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	When marked, the search results return applications that have been started but not completed. This option must be marked to include any unsubmitted applications in the results.		
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 and all.		

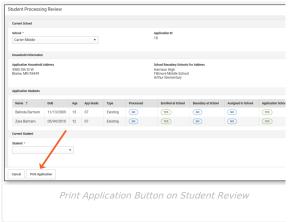
Print an Application

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.

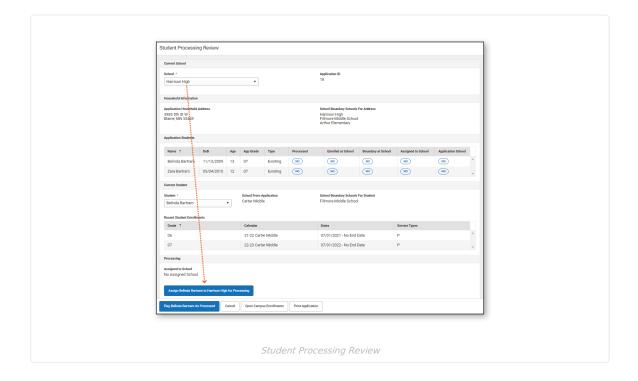






Assign to School for Processing

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.

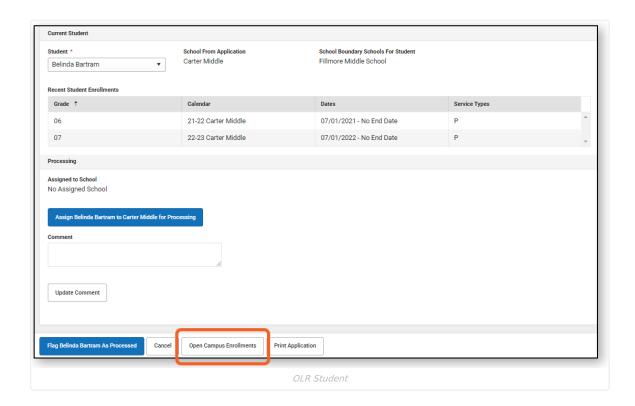


Open Campus Enrollments

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.





Flag Student As Processed

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

