

Student Processing

Last Modified on 10/21/2024 8:20 am 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.

Student Processing ☆ Census > Online Registration > Student Processing

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

Only Applications with Unprocessed Students Max Application Returned

[Search Applications](#)

Student Processing Tool in Campus

Student Processing Review

Current School
 School * Application ID 18

Household Information
 Application Household Address 2885 8th St W, Blaine, MN 55449 School Boundary Schools For Address Harrison High, Filmore 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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Zara Bartram	05/04/2010	12	07	Existing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Current Student
 Student * School From Application Carter Middle School Boundary Schools For Student Filmore Middle School

Recent Student Enrollments

Grade	Calendar	Dates	Service Types
06	21-22 Carter Middle	07/01/2021 - No End Date	P
07	22-23 Carter Middle	07/01/2022 - No End Date	P

Processing
 Assigned to School No Assigned School

[Assign Belinda Bartram to Harrison High for Processing](#)

[Flag Belinda Bartram As Processed](#) [Cancel](#) [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

Online Registration Search

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.
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

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

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.

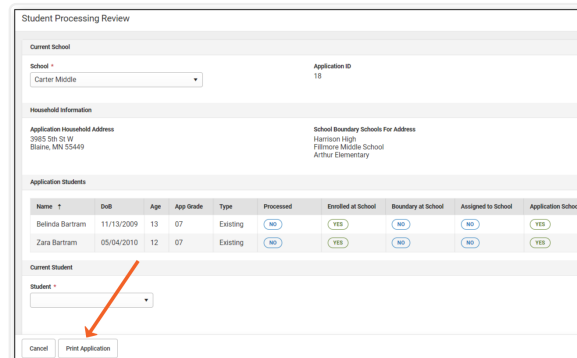
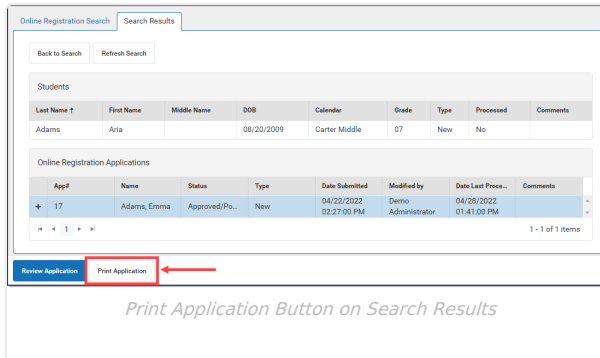
Option	Description																						
Student First and Last Name	Legally recognized name of the student.																						
First and Last Name	Legally recognized name of the parent/guardian who entered the application.																						
Email Address	Email address entered when the application 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	<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 border="1"> <thead> <tr> <th>Status</th> <th>Description</th> </tr> </thead> <tbody> <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> </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.
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	<p>When marked, only applications that could not be placed into one of the other options because of the following reasons are returned:</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	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.																						

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 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 data.

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.

Student Processing Review

Current School
 School * Harrison High Application ID 18

Household Information
 Application Household Address: 3985 5th St W, Blaine, MN 55429
 School Boundary Schools For Address: Harrison High, Fillmore 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)	(NO)	(NO)	(NO)	(NO)
Zara Bartram	05/04/2010	12	07	Existing	(NO)	(NO)	(NO)	(NO)	(NO)

Current Student
 Student * Belinda Bartram School From Application Carter Middle School Boundary Schools For Student Fillmore Middle School

Recent Student Enrollments

Grade ↑	Calendar	Dates	Service Types
06	21-22 Carter Middle	07/01/2021 - No End Date	P
07	22-23 Carter Middle	07/01/2022 - No End Date	P

Processing
 Assigned to School: No Assigned School

Assign Belinda Bartram to Harrison High for Processing

Flag Belinda Bartram As Processed Cancel Open Campus Enrollments Print Application

Student Processing Review

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.

Current Student

Student * Belinda Bartram School From Application Carter Middle School Boundary Schools For Student Fillmore Middle School

Recent Student Enrollments

Grade ↑	Calendar	Dates	Service Types
06	21-22 Carter Middle	07/01/2021 - No End Date	P
07	22-23 Carter Middle	07/01/2022 - No End Date	P

Processing
 Assigned to School: No Assigned School

Assign Belinda Bartram to Carter Middle for Processing

Comment

Update Comment

Flag Belinda Bartram As Processed Cancel **Open Campus Enrollments** Print Application

OLR Student

Flag Student As Processed

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

Current Student

Student * Belinda Bartram	School From Application Carter Middle	School Boundary Schools For Student Fillmore Middle School
-------------------------------------	---	--

Recent Student Enrollments

Grade ↑	Calendar	Dates	Service Types
06	21-22 Carter Middle	07/01/2021 - No End Date	P
07	22-23 Carter Middle	07/01/2022 - No End Date	P

Processing

Assigned to School
No Assigned School

Assign Belinda Bartram to Carter Middle for Processing

Comment

Update Comment

Flag Belinda Bartram As Processed
Cancel
Open Campus Enrollments
Print Application

OLR - Flag Student