Staff Processing

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

This documentation applies to both versions of Online Registration.

Tool Search: Staff Processing

The Online Registration Staff Processing tool provides a way for district staff to review the applications that are entered using Online Registration.

After a parent or guardian submits an Online Registration application, the designated staff person (counselor, front office staff, etc.) can begin processing the application. You can review applications by status, first name/last name of the person who entered the registration, application number (assigned when the application is submitted), or an email address of the person who entered the registration.

Search fields display on the **Online Registration Search** tool and search results display on the **Search Results** tool.

What can I do?		What do I need to know?
• Search for Applications • Review an Application • Submit an Application on Behalf of the Parent/Guardian • Delete an Application • Unsubmit an Application • Update an Application • Print an Application	• Mark Applications with Link Errors • Mark Batch Applications • Post Batch Applications • Clear Batch Applications • Resend the Initial Email • Log in as the Parent/Guardian	• Important Information About this Tool • Search Field Descriptions • Guidance for Approving an Application

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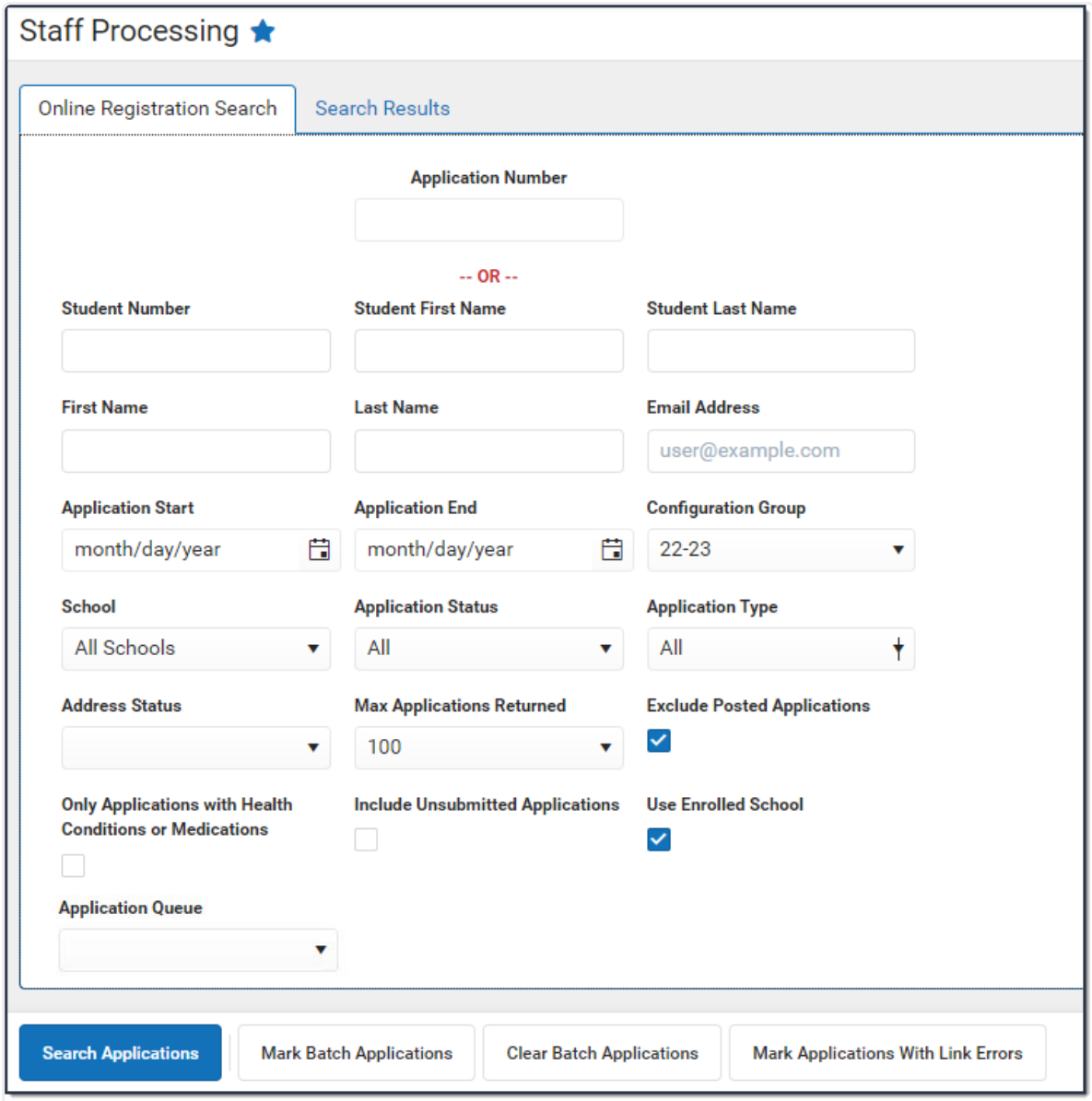

Staff Processing

Important Information About this Tool

- Staff can only search for applications associated with the calendar rights assigned to them (when the Disable Calendar Filter for Staff Processing checkbox is not marked). For example, a user who has rights to the Middle School and not to the High School can only view and approve applications for students at the Middle School.
- When you change the status of an application, the parent/guardian receives an email.
- If there are multiple students on a family application, the school that is first to process the application with a student in their school approves the entire family OLR application.
- Applications submitted by staff are **NOT** uploaded to Census > Person Documents even if the **Upload submitted receipt on application post** option is selected in the OLR System Settings.
- After approving and posting an application for a new family, you must create enrollment

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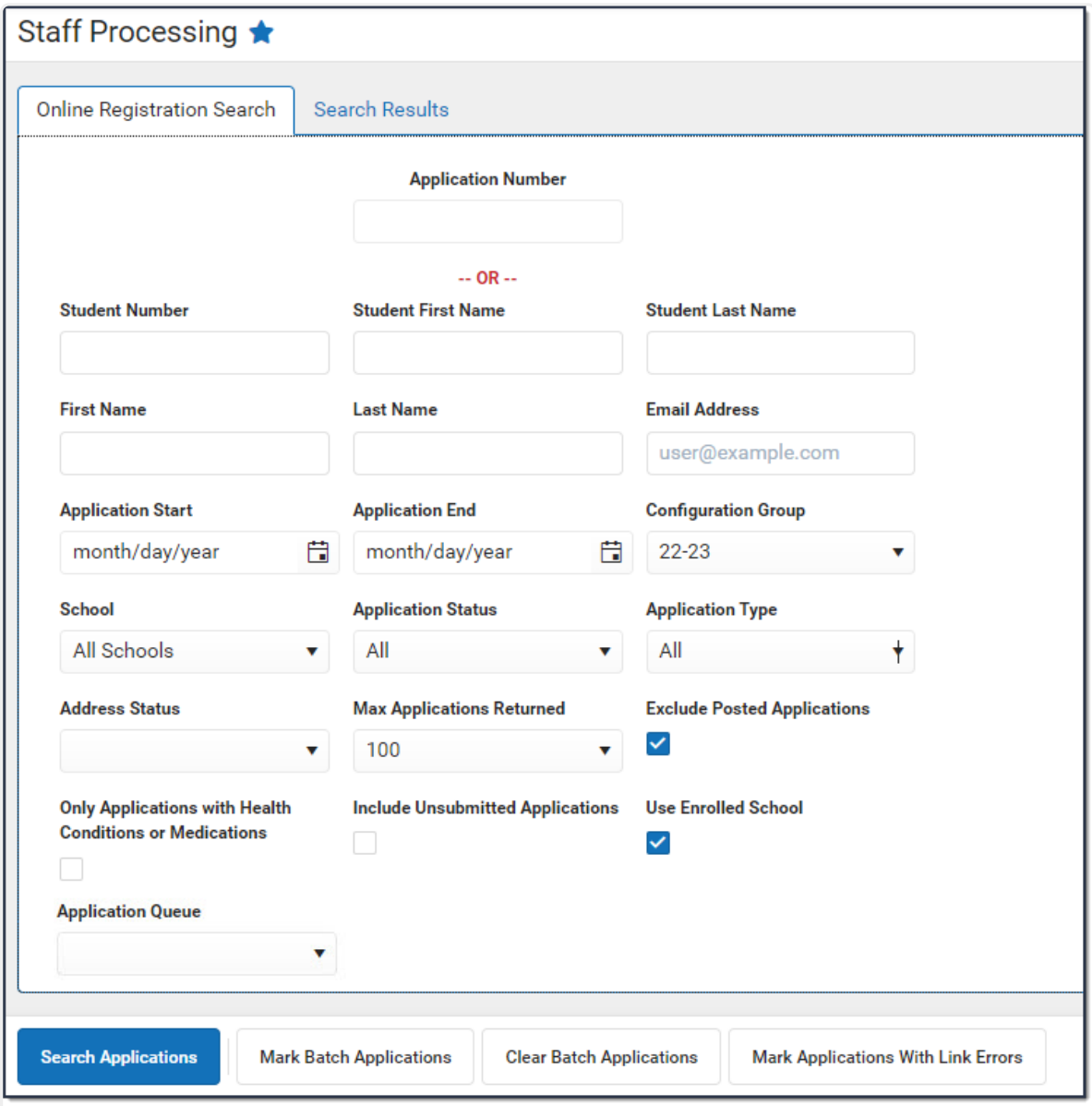
records.

- Tool rights can impact which options display. See the Online Registration Tool Rights documentation for additional information.

Search for Applications

Click here to expand...



Staff Processing

1. Use the field descriptions found below in the **Search Field Descriptions** section to complete the fields on the Online Registration Search screen.
   Tip: Mark the **Include unsubmitted applications checkbox** to include applications that the parent/guardian may still have in progress.
2. Click **Search Applications**.
   Result: The Search Results tool displays with a list of applications matching the search

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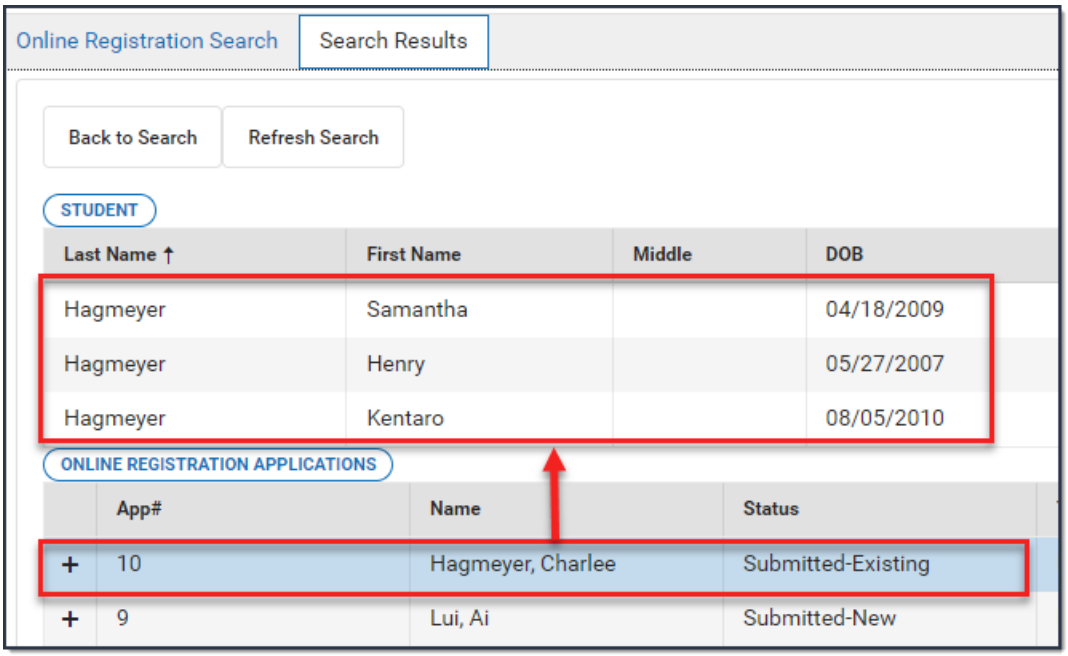
results.

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 **Student** section.



Search Field Descriptions

Field	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 Name **Student Last Name**	Legally recognized name of the student.
First Name **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 **Application End**	Date fields used as a range to return applications entered between the two dates.
Configuration Group	The OLR Configuration Group.
School	Lists the schools for which applications are returned.

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Field	Description
Application Status	Indicates the status of the application. This includes all core statuses, link errors, post errors and custom statuses. **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.
Application Type	Indicates the assigned type of application - Existing, Existing with new student, Existing with Parent Removed, New.
Address Status	Indicates the status of the address, whether it was changed or not.
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.

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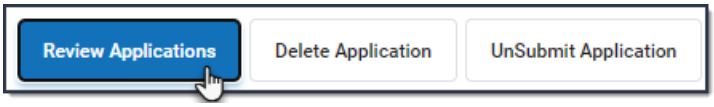
Field	Description
Exclude Posted Applications	When marked, the search results return applications that have not posted.
Only Applications with Health Conditions or Medications	When marked, only those applications that include health conditions or medications are returned.
Include unsubmitted applications	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.
Use Enrolled School	This option checks for enrollments in the same year as the OLR application year. Only enrollments with a service type that is enabled in the Eligible Enrollment Types OLR Configuration list are checked. Enrollments in Summer School calendars are excluded. These results are in addition to normal search results. This search applies to both New and Existing applications. This option is only available when the option is marked in the OLR System Settings tool. This option is selected by default when enabled.
Application Queue	If multiple queues exist for a school in which applications are held, choose the appropriate queue from which to return applications.

Review an Application

The Review process allows you to approve, hold, or deny an application.

1. Search for the application you want to review.
   Tip: Make sure the names of the student(s) in the application display at the top in the **Student** section.
2. Click **Review Applications** in the action bar.

   Result: A new browser window displays the application.
   ▸ Click here to expand...

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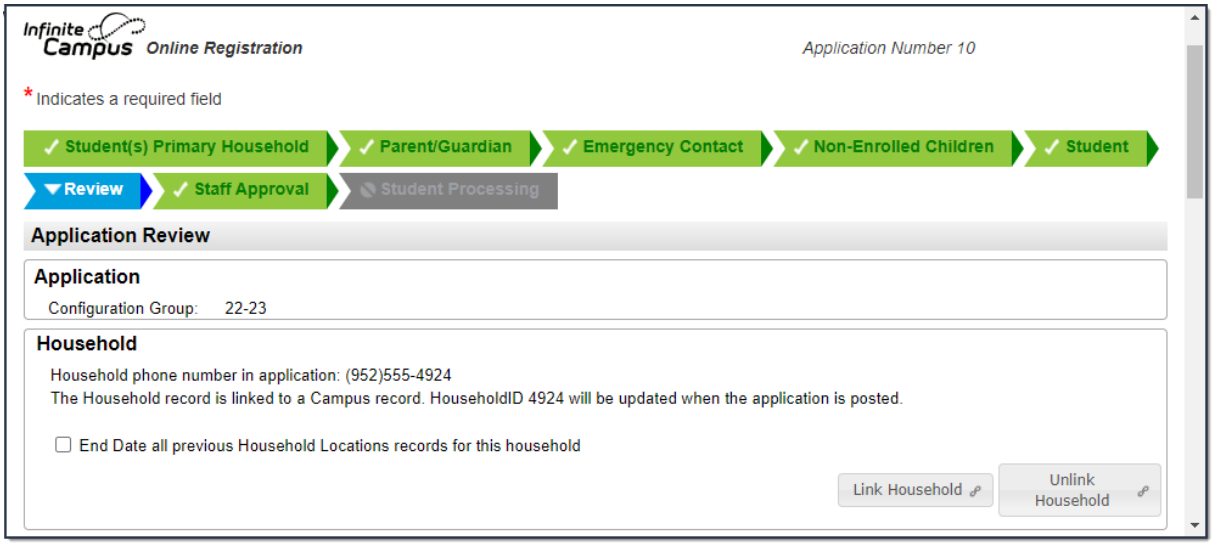
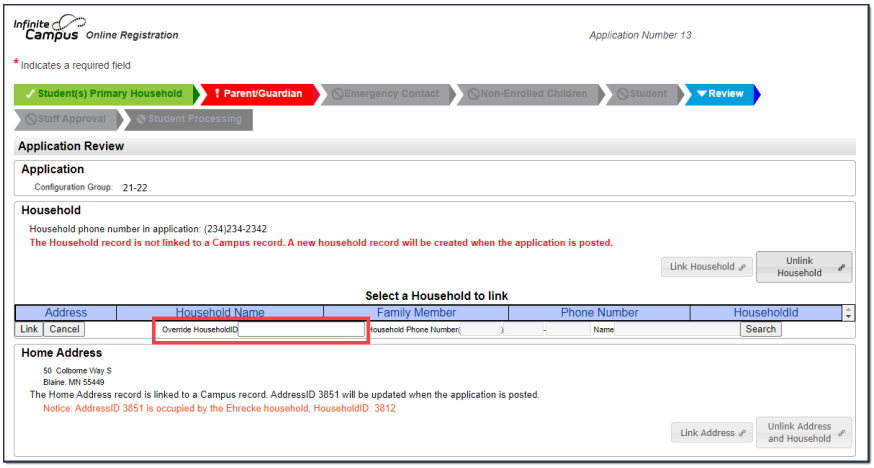


3. Review each section of the application by clicking the buttons at the top of the screen.

> See the Guidance for Approving an Application section that follows these instructions for more information about each section.

- Use the **Save/Continue** buttons at the bottom of each area to move to the next section on the same screen.
- Eliminate any duplication or data re-entry by linking or unlinking the people and addresses in the application. You can use the following options to correct mistakes on the application.

Option	Description
Override Household ID	Allows you to link an existing application for the same household. ▸ Click here to expand... 
Link Address	An address may need to be linked when the address on the application is not linked to an address in Campus, when the address is linked to an address in Campus but another household is living in that location, or the address is linked to to the wrong address in Campus.

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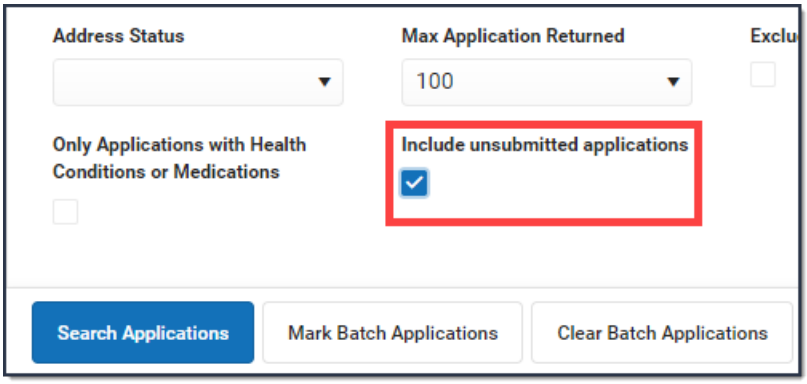
Option	Description
Link Person Records	This option allows you to link people in the application to people that already exist in Campus.

4. Select the appropriate **Application Status** from the dropdown list: **Approved**, **Hold** or **Denied**.
5. Enter any comments related to the processing of this application; e.g., who approved it and when.
6. When the Application Status is Approved, click **Save and Post**, or when the Application Status is Hold or Denied, click **Save**.

Submit an Application on Behalf of the Parent/Guardian

Applications submitted by staff are **NOT** uploaded to Census > Person Documents even if the **Upload submitted receipt on application post** option is selected in the OLR System Settings.

1. Search for the application you want to submit by marking the **Include unsubmitted application** checkbox on the Online Registration Search tool.



2. Select the application you want to submit then click **Review Applications** in the action bar. A new browser window displays the application.
3. Review each application section and verify the application is complete.

   See the Guidance for Approving an Application section that follows these instructions for more information about each section. When the button for each section of the application is green and has a checkmark, the application is ready to be approved.

4. Click the **Submit Application on Behalf of Parent/Guardian** button on the **Review** editor. The Staff Approval editor displays.
5. Select the appropriate **Application Status** from the dropdown list: **Approved**, **Hold** or **Denied**.
6. Enter any comments related to the processing of this application; e.g., who approved it and when.

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7. When the Application Status is Approved, click **Save and Post**, or when the Application Status is Hold or Denied, click **Save**.
   Result: When the application is marked as Approved, an Application Summary receipt link displays. Click this option to view the entered application in PDF form.

After approving and posting the application for a new family, you must create enrollment records. For existing families, no further action is needed.

Guidance for Approving an Application

Section	Items to Review
Household	• **Home Phone** - This phone number is the phone number of the household, is used in many Census reports, and is needed for proper sending of school and district messages. Review the phone number for accuracy and determine if additional Contact Preferences should be selected. • **Home Address** - The Home Address is the physical location of the household. This may be a different address than the mailing location of the household. Review the entered address for accuracy and click **Link Address** to search Campus to find a similar address. The Physical checkbox on the Household Address is informational only and may be used in Ad Hoc reporting. The Online Registration tool does not use or update this field. • **Mailing** - The Mailing Address window displays a separate address if the previous Home Address is not the same as the mailing address (P.O. Boxes, etc.).
Parent/Guardian	The Parent section displays the parents/guardians for the registering household. Review the information by clicking on each name listed, including existing parents/guardians. Move through the **Demographics, Contact Information, Migrant Worker** and **Impact Aid** editors using the **Next** and **Previous** buttons. When finished, click **Save**. When you are finished reviewing all parents, click **Save/Continue**.
Emergency Contact	Review the information by clicking on each name including existing emergency contacts. Move through the **Demographics, Contact Information,** and **Verification** editors using the **Next** and **Previous** buttons on the panels. When finished, click **Save**. When you are finished reviewing all emergency contacts, click **Save/Continue**.

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Section	Items to Review
Other Household	This section can be reworded in the Multi-Language Editor to record any younger siblings that are not yet in school.
Student	The Student section lists the students who are requesting to be enrolled in the school. Review the information by clicking on each name listed, including existing emergency contacts. Move through the **Demographics**, **Language Information**, **Previous Schools**, **Tribal Enrollment**, **Relationships**, **Health Services** and **Release Agreement** editors using the **Next** and **Previous** buttons.. When you are finished, click **Save**. When you are finished reviewing all students, click the **Save/Continue** button.

Delete an Application

1. Search for the application you want to delete.
   Tip: Make sure the names of the student(s) in the application display at the top in the **Student** section.
2. Click **Delete Application** in the action bar. A confirmation window displays.
3. Click **Delete Application**.
   Result: Campus deletes the application and a confirmation message displays.

Unsubmit an Application

This option changes the status of the application from **Submitted** to Not Submitted. This removes the selected application from the list and allows the parent/guardian to make additional changes.

1. Search for the application you want to unsubmit.
   Tip: Make sure the names of the student(s) in the application display at the top in the **Student** section.
2. Click **Unsubmit Application** in the action bar. A confirmation window displays.
3. Click **Unsubmit Application**. Campus removes the selected application from the list and allows the parent/guardian to make additional changes.

Update an Application

Applications that have been posted cannot be updated.

This option allows the addition of another student in the same household that was not initially included when the application was submitted. This option also allows any type of census record (parent record, etc.) and adds it to the application. Mark the checkbox to add the student to the application.

1. Search for the application you want to update.

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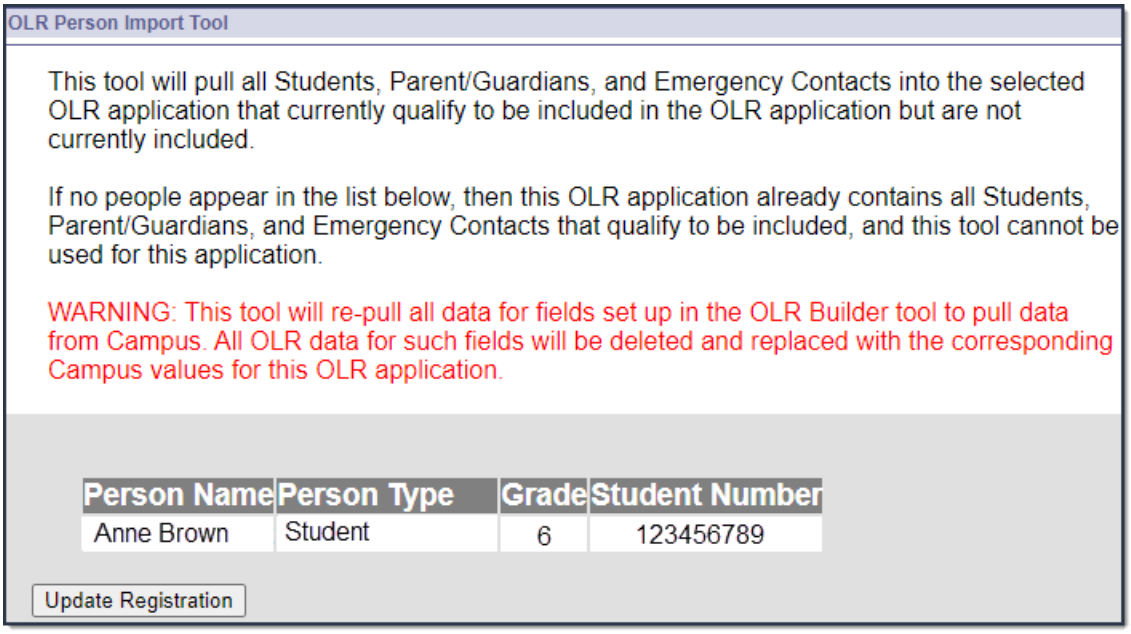
Tip: Make sure the names of the student(s) in the application display at the top in the **Student** section.

2. Click **Update Application** in the action bar. A new browser window displays.



3. Click **Update Registration**. The application displays and you can view and print the application or submit the application on behalf of the parent/guardian.

Print an Application

This option displays a PDF of the submitted application.

1. Search for the application you want to print.
   Tip: Make sure the names of the student(s) in the application display at the top in the **Student** section.
2. Click **Print Applications** in the action bar. A PDF of the application displays. The following image is an example of the PDF file.

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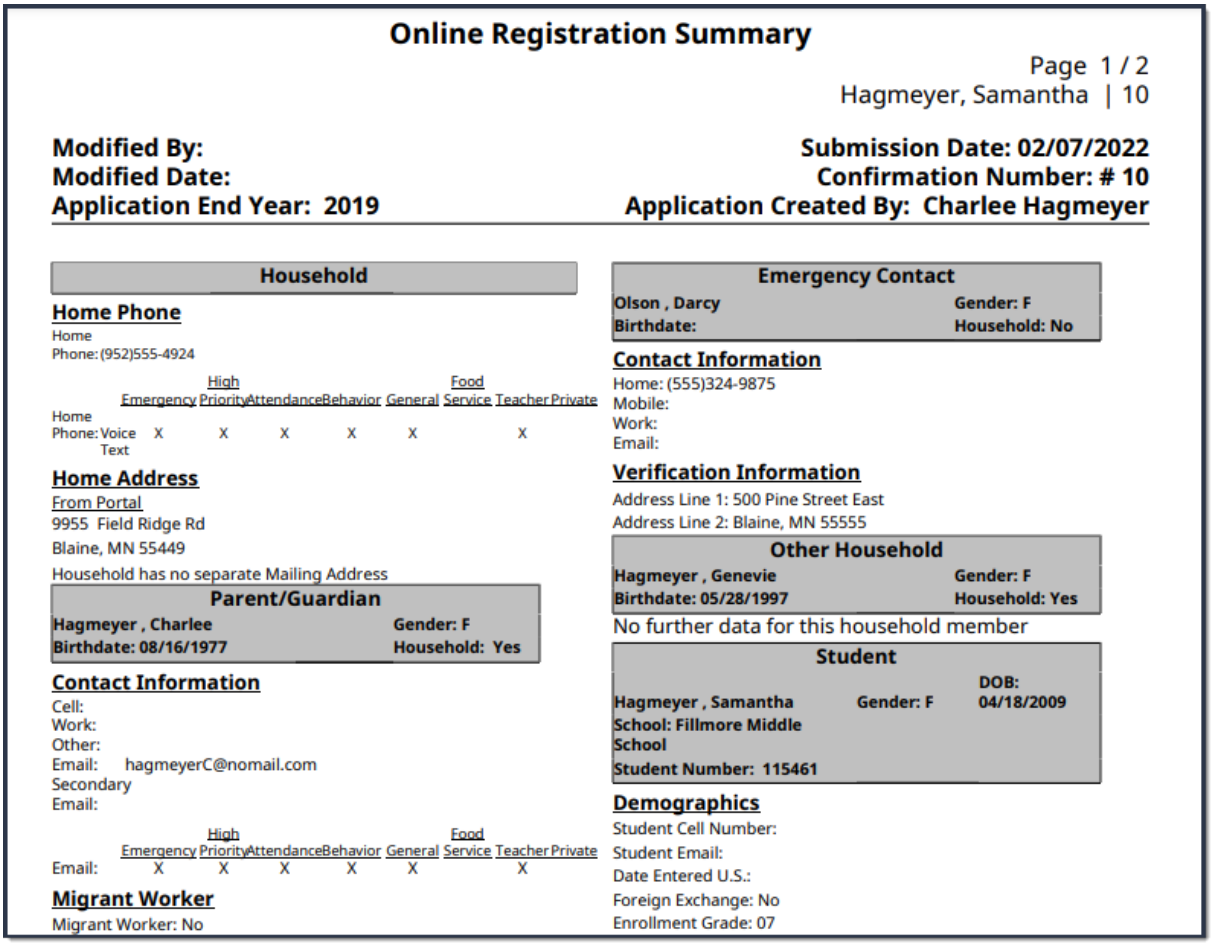

Online Registration Summary

Page 1 / 2
Hagmeyer, Samantha | 10

Modified By:
Modified Date:
Application End Year: 2019

Submission Date: 02/07/2022
Confirmation Number: # 10
Application Created By: Charlee Hagmeyer

Household

Home Phone
Home Phone: (952)555-4924

	Emergency	High Priority	Attendance	Behavior	General	Food Service	Teacher	Private
Home Phone: Voice	X	X	X	X	X		X	
Text								

Home Address
From Portal
9955 Field Ridge Rd
Blaine, MN 55449
Household has no separate Mailing Address

Parent/Guardian
Hagmeyer , Charlee **Gender: F**
Birthdate: 08/16/1977 **Household: Yes**

Contact Information
Cell:
Work:
Other:
Email: hagmeyerC@nomail.com
Secondary Email:

	Emergency	High Priority	Attendance	Behavior	General	Food Service	Teacher	Private
Email:	X	X	X	X	X		X	

Migrant Worker
Migrant Worker: No

Emergency Contact
Olson , Darcy **Gender: F**
Birthdate: **Household: No**

Contact Information
Home: (555)324-9875
Mobile:
Work:
Email:

Verification Information
Address Line 1: 500 Pine Street East
Address Line 2: Blaine, MN 55555

Other Household
Hagmeyer , Genevie **Gender: F**
Birthdate: 05/28/1997 **Household: Yes**
No further data for this household member

Student
Hagmeyer , Samantha **Gender: F** **DOB: 04/18/2009**
School: Fillmore Middle School
Student Number: 115461

Demographics
Student Cell Number:
Student Email:
Date Entered U.S.:
Foreign Exchange: No
Enrollment Grade: 07

Mark Applications with Link Errors

This option changes the status of applications that have link errors to **link error**. Link errors typically occur when an application is started and prior to approving and posting the application, one or more of the following ID fields are removed or deleted from Campus.

- Household ID
- Address ID
- Person ID

Applications with the status link error can be found again by selecting *link error* in the **Application Status** field.

▸ Click here to expand...

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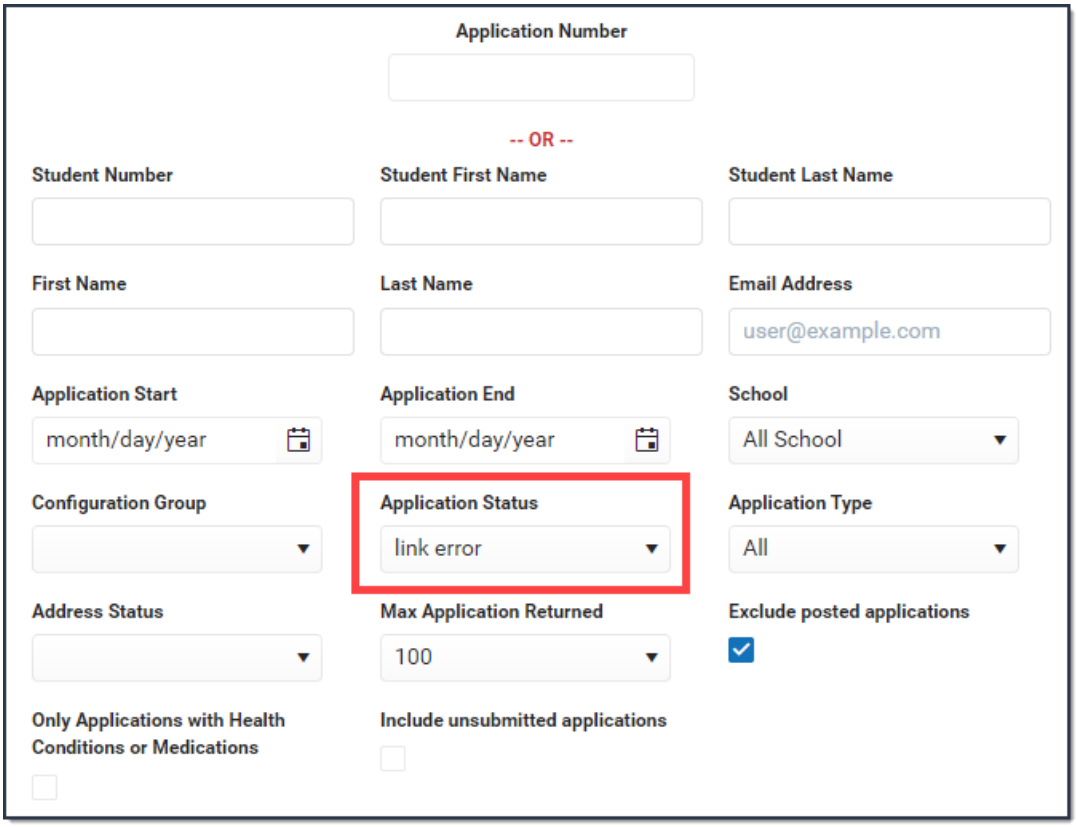

Complete the following steps to mark applications with link errors.

1. Click **Mark Applications With Link Errors** in the action bar. The Search Results display and the application status is **link error**.

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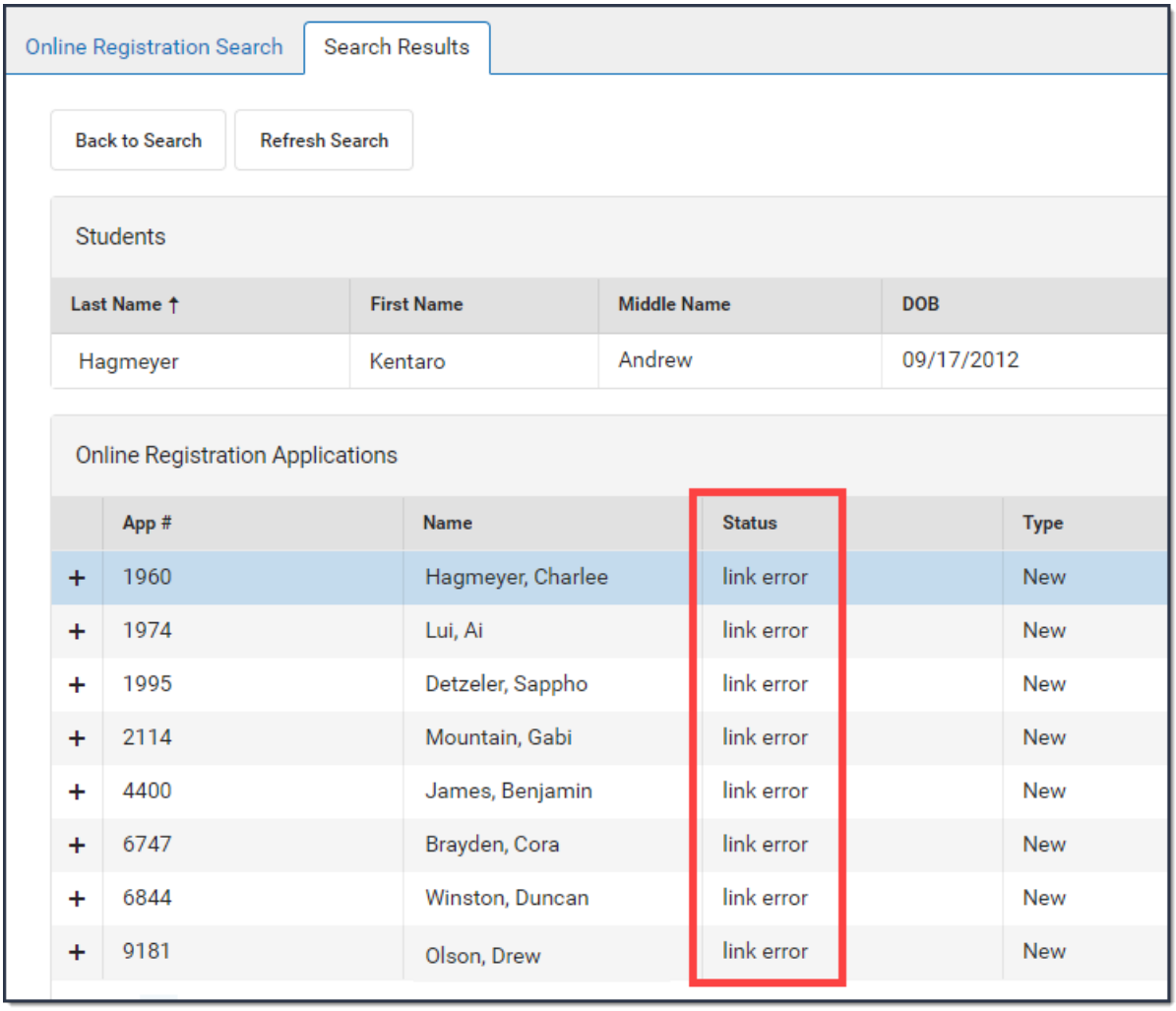

Mark Batch Applications

This option changes the status of an application to Batch. Applications with the status of Batch can be posted en masse.

> The **Mark Batch Applications** option applies to all schools within the district.

To be selected for batch posting, the application must meet the following criteria.

- The application must be in one of the following statuses:
  - Submitted-New
  - Submitted-New Student
  - Submitted-Existing
  - Submitted-Existing with New Students
- No new person records in any section.
- No students moved from the other household members section.
- All people in the application must be linked to existing Campus personIDs.
- No Parent/Guardians or Emergency Contacts added to or removed from the household.
- No changes in Guardian relationships for any students in the OLR application.

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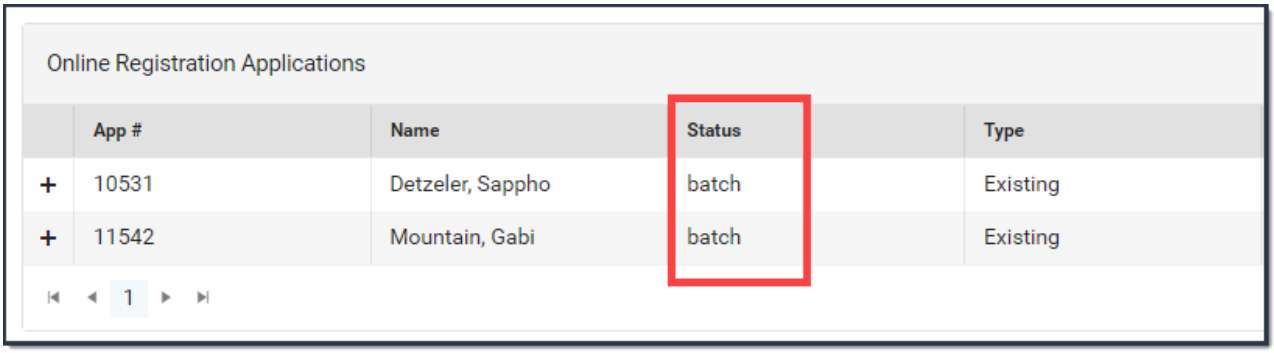
- All addresses in the application must be linked to existing Campus addressIDs; i.e., there cannot be any new addresses in the application.
- There cannot be any secondary addresses in the application.
- Either the OLR System Setting to allow batch posting applications with new medical information must be enabled or every student in the application must have the **No Medication** and **No Medical Conditions** checkboxes marked.

Click **Mark Batch Applications** in the action bar. The Search Results tool displays and the batch Status for matching applications displays as **Batch**.



Clear Batch Applications

This option changes applications that are in the Status **batch** back to their original submitted status, e.g., Submitted-New, Submitted-New Student, Submitted-Existing, or Submitted-Existing with New Students.

Click **Clear Batch Applications** in the action bar. The Search Results tool displays and the batch Status for applications previously assigned Batch now display with their original submitted status.

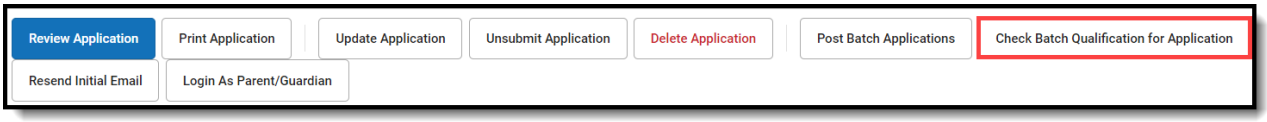
Post Batch Applications

This option posts all applications with the status **Batch**.

Click **Post Batch Applications** in the action bar. A confirmation message displays. The application status is changed to **Posted**.

Check Batch Qualifications for Application

This feature checks the selected OLR application's qualifications for batch posting. If the application qualifies, a dialog box will appear stating that it qualifies. If it does not qualify, the dialog box will list the reasons why it did not.



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Resend the Initial Email

This option sends the initial email the user receives to enter an application.

1. Search for the application.
   Tip: Make sure the names of the student(s) in the application display at the top in the **Student** section.
2. Click **Resend Initial Email** in the action bar. The email is sent and a confirmation message displays.

Log in as the Parent/Guardian

This option logs you out of Campus and automatically logs you into the Campus Parent (portal) view of Online Registration.

1. Search for the application.
   Tip: Make sure the names of the student(s) in the application display at the top in the **Student** section.
2. Click **Log in As Parent/Guardian**.

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