

Applications without Enrollments

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

[Online Registration Workflow](#) | [Report Editor](#) | [Report Example](#)

This functionality is available to districts who have purchased Online Registration as an add-on service. For more information, contact the appropriate Client Executive. This documentation applies to both versions of Online Registration.

Tool Search: Applications without Enrollments

The Applications without Enrollments report lists new persons added to an application matching the selected status, but the person record does not have an enrollment record created.

Run this report multiple times if multiple statuses are of a posted type.

Applications Without Enrollments

Configuration *

2021

Purpose

This report lists students from the selected configuration who have an OLR application and a Person record in Campus, but do not have an enrollment record in the same year as the configuration's year.

Report Range Start Date ⓘ

10/14/2021

Report Range End Date ⓘ

10/14/2021

Application Status

Which students would you like to include in the report?

All Students

Choose By OLR Student Grade Level

Use Ad Hoc Filter

Report Format

PDF

Applications Without Enrollments

Online Registration Workflow

▶ [Click here to expand...](#)

This article is for Campus Online Registration (OLR) and Campus Online Registration-Prime (OLR Prime).

Step		Campus Location	OLR	OLR Prime
Calendar and Enrollment Management				
1	Create calendars for the next school year	System Administration > Calendar > Calendar Wizard	X	X
2	Roll enrollments forward for the next school year.	System Administration > Student > Enrollment Roll Forward	X	X
3	Review the grade levels associated with each calendar, and if desired, mark the Exclude from Online Registration Calculations checkbox.	System Administration > Calendar > Calendar > Grade Levels	X	X
Online Registration Setup				
4	Add Languages .	System Administration > Data Utilities > Multi-Language Editor > Language Groups	X	X
5	Enter language translations that display on Online Registration panels.	System Administration > Data Utilities > Multi-Language Editor > OLR Literals Bank	X	X
6	Enter language translations that display on Online Registration panels in the dropdown lists.	System Administration > Data Utilities > Multi-Language Editor > OLR Lists Bank	X	X
7	Create letters to send to parents announcing acceptance or denial based on their applications.	Ad hoc Reporting > Letter Designer	X	X
8	Create approval/denial statuses .	Census > Online Registration > OLR Status	X	X
9	Enter OLR setup information for online registration.	Census > Online Registration > OLR Set Up > OLR Set Up	X	X
10	Enable the Online Registration Portal outline link for the active date range on the OLR Setup.	System Administration > Custom > Custom Tab	X	X

Step		Campus Location	OLR	OLR Prime
11	Select OLR System Settings .	Census > Online Registration > OLR Set Up > OLR System Settings	X	X
12	Enter registration dates for each school.	Census > Online Registration > OLR Set Up > Registration Window by School		X
13	Set Document Upload Options .	Census > Online Registration > OLR Set Up > Document Upload		X
14	Modify fields that appear on pleats using the OLR Builder . (OLR version has limited functionality.)	Census > Online Registration > OLR Set Up > OLR Builder	X	X
15	Create Notifications .	Census > Online Registration > OLR Setup > OLR Notification Editor		X
16	Reference the OLR Information Center to view links to OLR tools.	Census > Online Registration > OLR Setup > OLR Information Center	X	X
17	Create application queues .	Census > Online Registration > OLR Queue Setup		X
18	Modify application queues .	Census > Online Registration > OLR Queue Applications		X
19	Review the Configuration List Editor to verify the appropriate options are in the dropdown lists.	Census > Online Registration > OLR Setup > OLR Configuration List Editor	X	X
<p>Student Application Entry</p> <p><i>These articles are intended for the parents/guardians entering the registration information. All articles can be saved as a PDF and given to the parent, or made available on the district website. See the Enter Applications article for information on accessing OLR and other important information.</i></p>				
20	Enter Household Information .	Portal > Online Registration > Household	X	X
21	Enter Parent/Guardian Information .	Portal > Online Registration > Parent/Guardian	X	X

Step		Campus Location	OLR	OLR Prime
22	Enter Emergency Contact Information .	Portal > Online Registration > Emergency Contact	X	X
23	Enter Other Household Children .	Portal > Online Registration > Other Household (non-enrolled children)	X	X
24	Enter Student Information .	Portal > Online Registration > Student	X	X
25	Review and complete student registration .	Portal > Online Registration > Completed	X	X
Process and Analyze Applications				
26	View applications that have been submitted by year or school and by status.	Census > Online Registration > OLR Dashboard	X	X
27	Search for applications by status and begin review and approval of them. <ul style="list-style-type: none"> • Staff Processing • Student Processing • Health Staff Processing • Parent Information 	Census > Online Registration > Staff Processing, Student Processing, Health Staff Processing, Parent Information	X	X
28	Run the Audit Reports and Summary Reports .	Census > Online Registration > Audit Reports Census > Reports > Online Registration Summary	X	X
29	Merge list options from the List Bank Replacer from the OLR database into Campus.	Census > Online Registration > OLR List Bank Replacer	X	X
30	Merge list options from the List Value Updater from the OLR database into Campus.	Census > Online Registration > OLR List Value Updater		X
31	When necessary, mass re-post registration data.	Census > Online Registration > Mass Re-Post Applications Data		X
32	Review the Data Change Tracker tools to track OLR information being added to Campus.	System Administration > Data Change Tracker	X	X

Report Editor

Field	Description
OLR Configuration <i>Required</i>	The year configuration.
Report Range Start Date	Records are limited to those reported between the selected dates.
Report Range End Date	Records are limited to those reported between the selected dates.
Application Status	Selection indicates what status reports.
Select Students	Students can be selected for inclusion in the report by All Students , Enrollment Grade level, or an Ad hoc Filter . When an Ad hoc Filter is selected, only those students in the selected filter AND in the selected calendar(s) are reported.
Report Format	The report can be generated in either PDF format or CSV format.

Report Example

The student's name, number, grade level, parent name and contact information is listed.

07800000 CAMPUS District Generated on 05/28/2014 01:07:27 PM Page 1 of 1		Students with OLR Application but No Enrollment Total Students: 3		
Student Name Application Status	Age Birthdate	Parent Name	Home Phone Cell Phone	Address
Student, Jill Approved/Posted	17 03/04/1997	Parent, Ann	(612) 555-1234 (612) 555-4321	4321 109th Ave NE Any Town, MN 5555
Student, Penelope Approved/Posted	5 04/09/2009	Parent, Belinda	(612) 555-2345 (612) 555-5432	7891 10th Ave S Any Town MN 5555
Student, Ryan Approved/Posted	11 04/11/2003	Parent, Candace	(612) 555-3456 (612) 555-6543	234 S Road Any Town, MN 5555

Students without OLR Applications Print View