Application Processing

Last Modified on 08/06/2026 10:01 am CDT

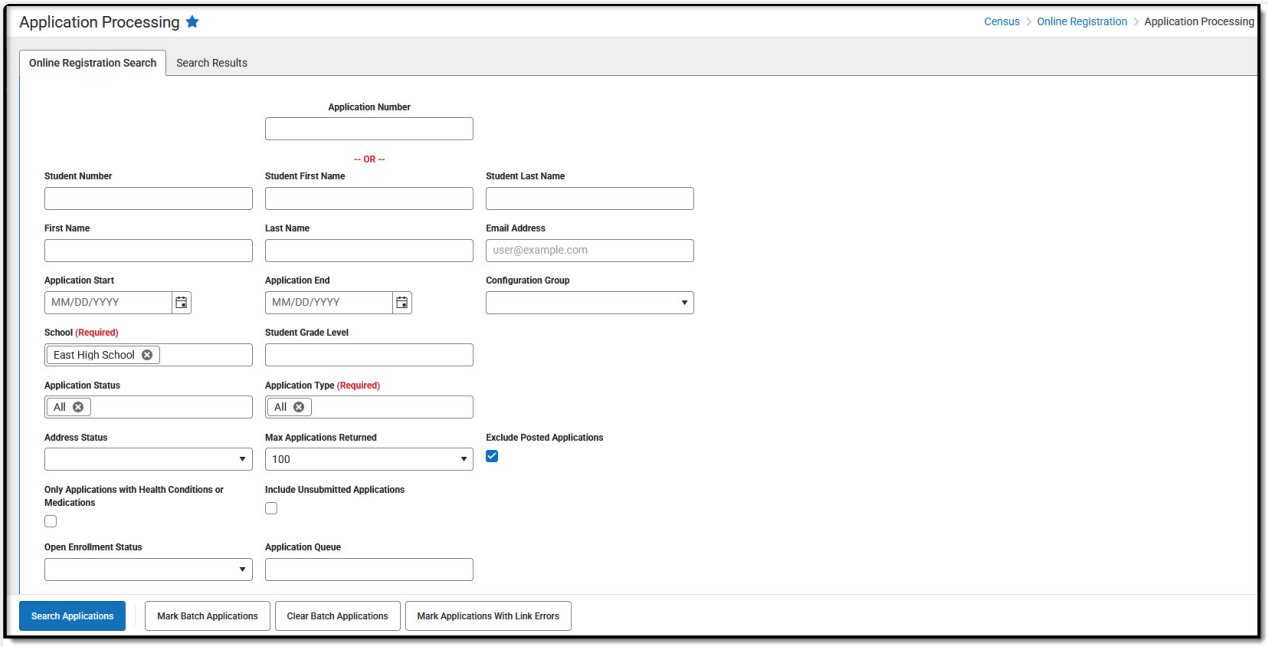
This documentation applies to both versions of Online Registration.

Tool Search: Application Processing

The Online Registration Application Processing tool allows district staff to review and process applications 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 search for applications by status, first name/last name of the person who entered the registration, application number (assigned when the application is submitted), or 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.



Application Processing Tool

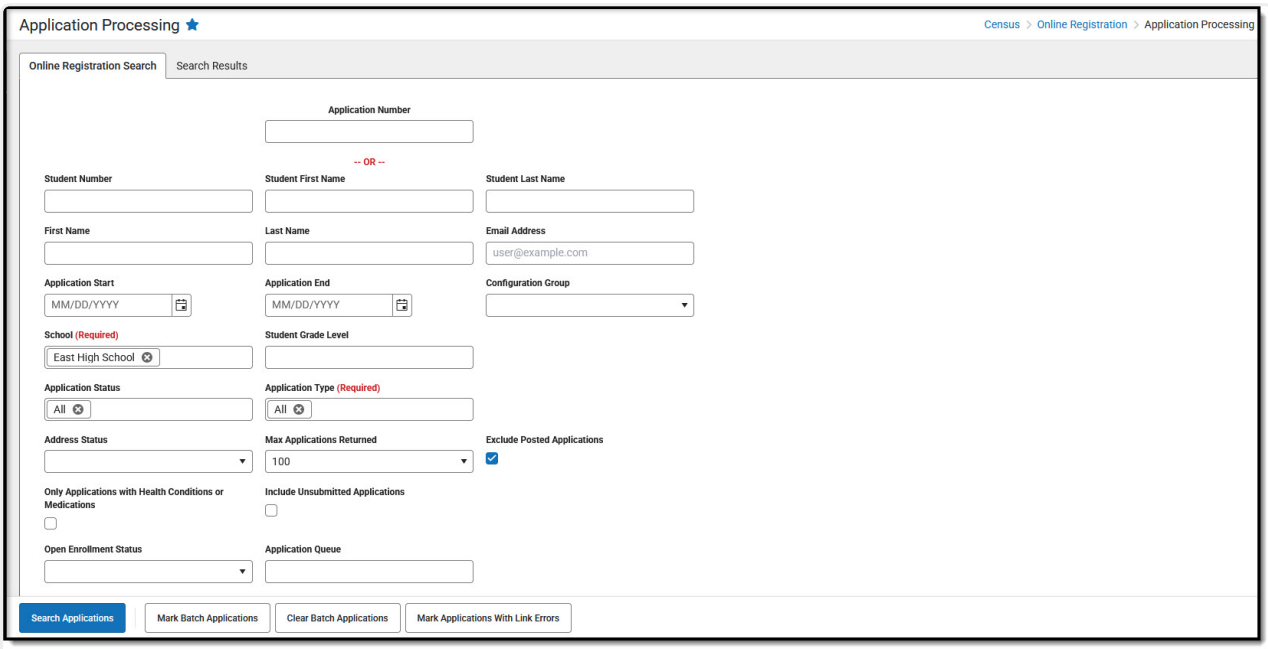
See the OLR Application Processing Tool Rights article for information on available tool rights.

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 Application 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 that contain at least one middle school student.
    - This means that if an application has a middle school student and a high school student, someone with only calendar rights to the middle school will be able to process that application.
- 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.
- When you change the status of an application, the parent/guardian receives an email (assuming an email is assigned to that status in OLR Status).
- Applications submitted by staff are **NOT** uploaded to Census > Person Documents even if the **Upload submitted receipt on the application post** option is selected in the OLR System Settings.
- After approving and posting an application for a new family, you must create enrollment records (this can be done via Student Processing).
- Tool rights can impact which options are displayed. For additional information, see the Online Registration Tool Rights documentation.

Search for Applications

Click here to expand...

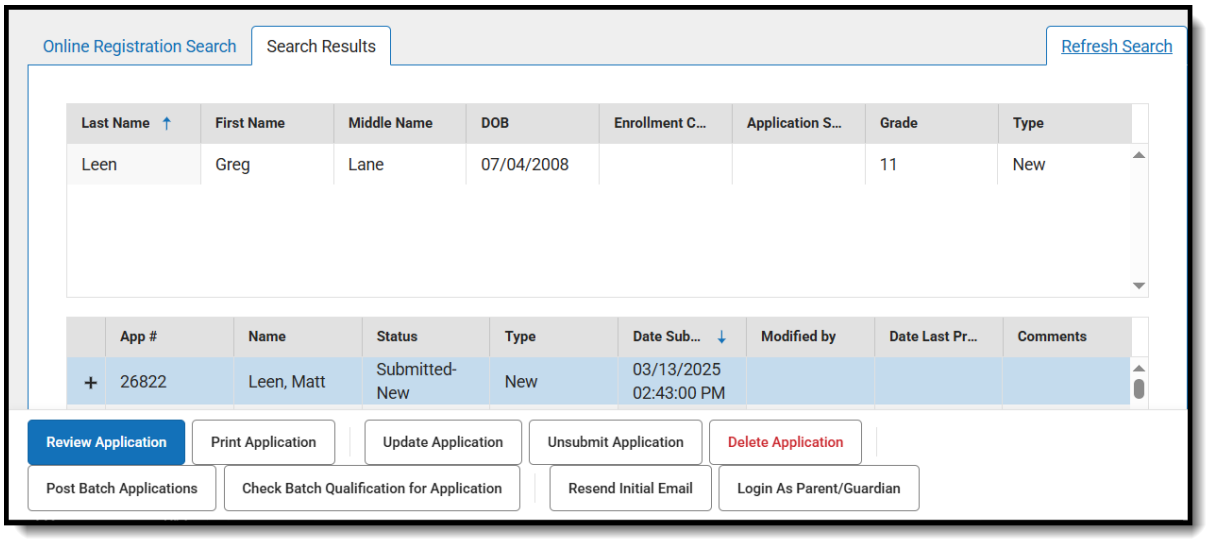


Application Processing Tool

1. Use the field descriptions found in the **Search Field Descriptions** section to complete the

fields on the Online Registration Search screen.
Tip: Select 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 results.
3. Select the application you want to process from the application menu.
Result: The names of the student(s) in the application are displayed at the top 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 ***Required***	Lists the schools for which applications are returned. This is a multi-select field and users may select as many schools as desired.

Field	Description
Student Grade Level	Select the student grade levels for which to return applications. This is a multi-select field; users may select as many grade levels as desired.
Application Status	Indicates the status of the application. This includes all core statuses, link errors, post errors and custom statuses. This is a multi-select field; users may select as many application statuses as desired.

Status	Description
batch	The status assigned to applications when they are designated for batch posting.
Failed Post	The application did not post successfully, and the district must address it.
link error	This status is assigned when you manually mark applications with link errors. When a district marks an application with link errors, it means that a person, household, or address in the OLR application is linked to an ID in Campus that no longer exists.
Posted	The application is posted.
Denied	The application is rejected by the district.
Approved/Posted	The application is approved and information from the application is posted to Campus.
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.

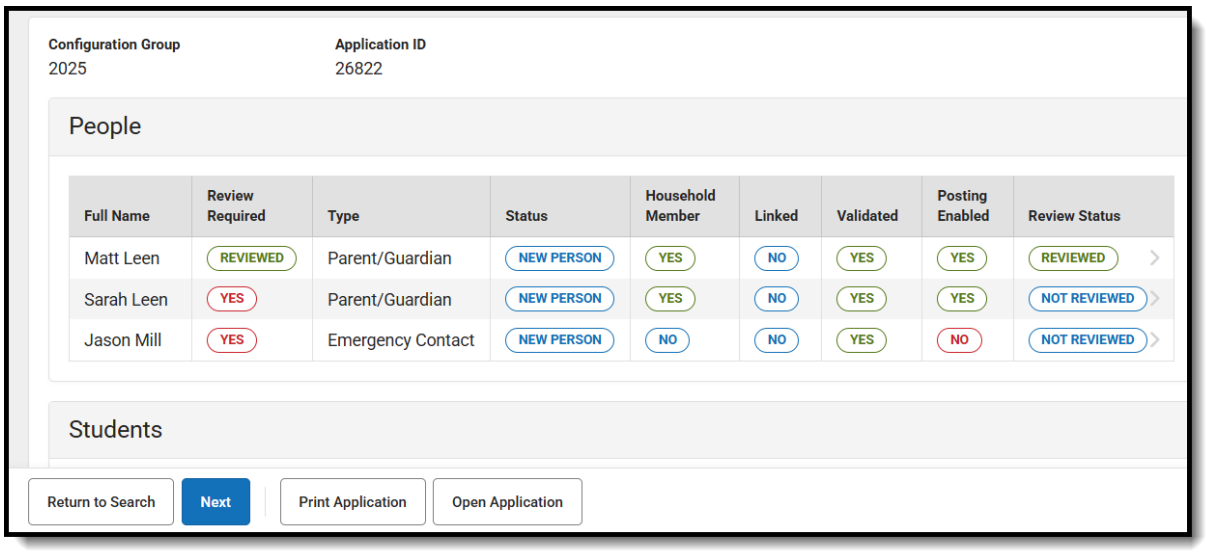
Field	Description
	Submitted-Existing with New Student: This status is assigned when an existing parent submits an annual update and adds a new student. **New**: This status is assigned when a new parent starts an application but does not submit it.
Application Type ***Required***	Indicates the assigned type of application - Existing, Existing with new student, Existing with Parent Removed, New. This is a multi-select field; users may select as many application types as desired. The Existing with Parent Removed Application Type indicates the parent is removed through relationships rather than households.
Address Status	Indicates whether the address was changed.
Max Application Returned	This field can be used to reduce the number of returned applications in the search results area. Options include 100, 500, 1000, and all.
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.

Field	Description
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 are displayed at the top section.
2. Select an application and click **Review Application**. Users will be taken to the Application Review screen.
   Click here to expand...



3. When all People, Students, and Households have been reviewed, click **Next**.

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

   - Click a person, student, or Review Household to review an entry.
   - Eliminate any duplication or data re-entry by linking or unlinking the people, addresses, and households in the application. You can use the following options to correct mistakes on the application.

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

Option	Description
Link Address	This option allows you to link addresses in the application to addresses already in Campus.
Link Household	This option allows you to link households in the application to households already in Campus.

4. Select the appropriate **Application Status** from the dropdown list: Submitted-Existing, Denied, Approved/Posted - Existing Families, Hold, or Approved/Posted - New Families.
    - You may see other statuses created by your district. Check with your System Administrator to ensure you are using the correct statuses.
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**.

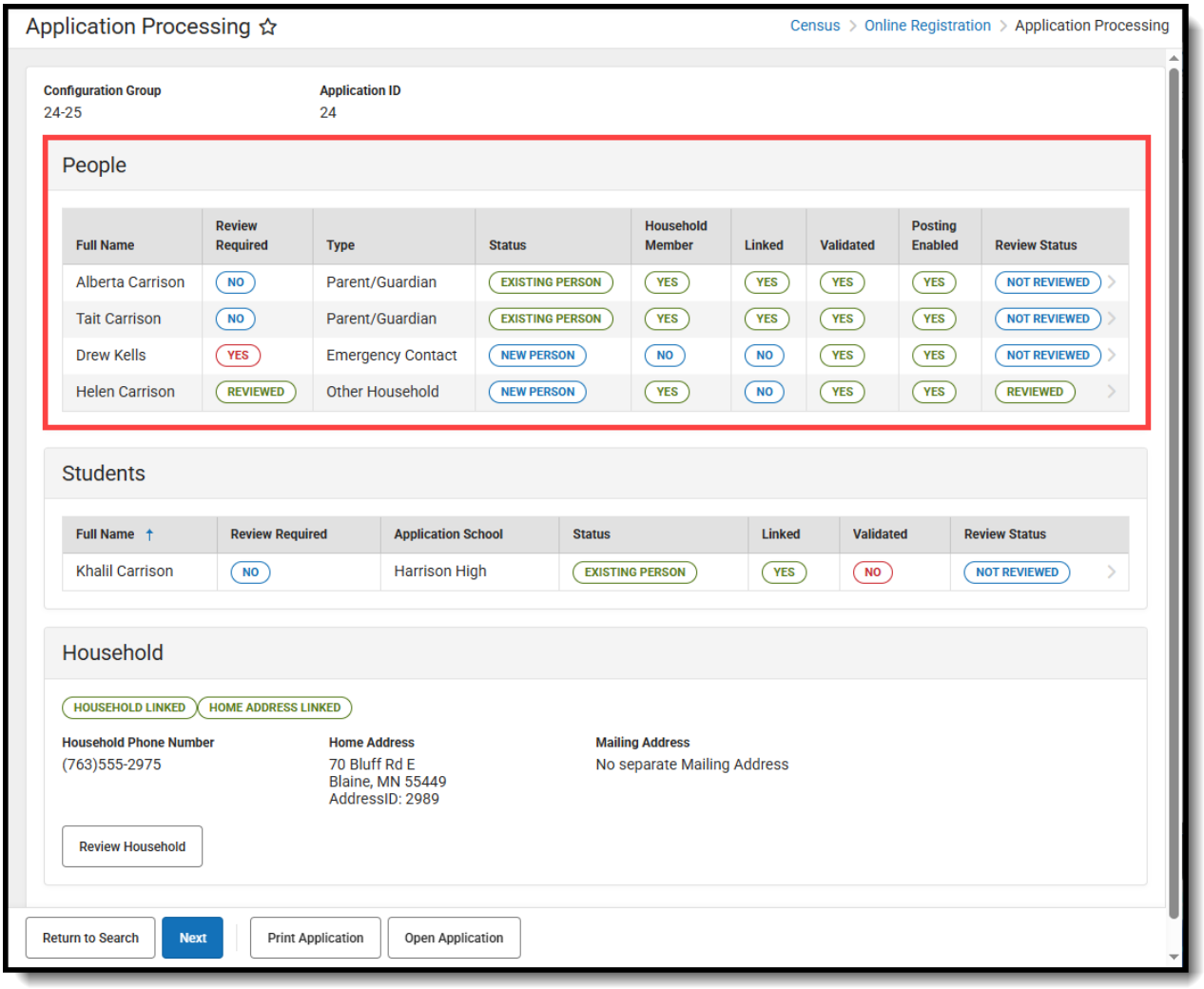
Application Review Field Descriptions

Field	Descriptions
Full Name	Name of an individual in the application.
Review Required	Status that states whether a review is required. A person record will be flagged as review required if any of the follow criteria are met: • It is a new record. • The record has been moved to the Student section from the Other Household Member section. • The record's personID no longer exists in Campus • The record has a household membership change. • The record has a guardianship change (for Parent/Guardians). • The person has a secondary address record in the application. A household record will be flagged as review required if any of the following criteria are met: • The household is not linked to a Campus ID. • The household has a home or mailing address that is not linked to a Campus ID. • Any of the IDs for the household, home address, or mailing address have IDs that no longer exist in Campus. • Secondary addresses are always require review.
Type	Shows what type of record this person is. These include Parent/Guardian, Emergency Contact, and Other Household.

Status	Shows whether a person exists within Campus and was pulled into the application or if they are newly added from this application.
Household Member	Whether or not a person on the application is in the same primary household as the applicant.
Linked	Whether or not that person is linked to an existing user in Campus.
Validated	Determines whether all required fields for that specific record (i.e., that person or student) are completed. A "Yes" indicates all mandatory questions are answered, while a "No" means missing at least one required question. Individuals will likely not see "No" unless reviewing an unsubmitted application.
Posting Enabled	Informs the district that the record will be posted to Campus upon application approval. Districts can disable posting for duplicate records or those they choose not to include when reviewing applications. For example, if a parent lists themselves as both a parent and an emergency contact, the emergency contact record will not want to be posted to avoid duplication. Instead of deleting it for historical reasons, we disable posting of that record.
Review Status	Indicates whether or not a person has been reviewed.

Flag People As Reviewed

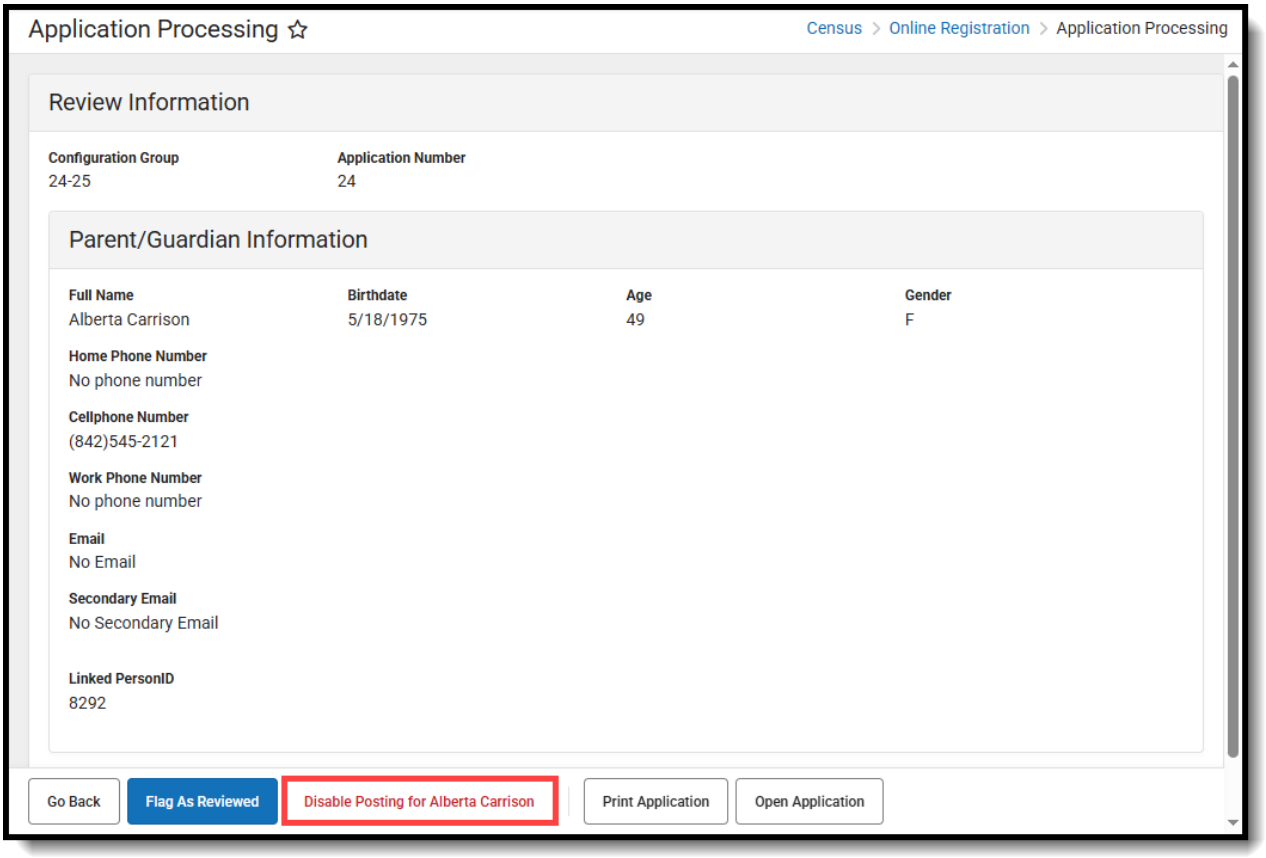
The People section includes individuals who are Parents/Guardians, Emergency Contacts, or Non-enrolled children.



1. From the search results, select the application the person is in.
2. Select the person from the People section.
3. If this is a duplicate person, you can link them via Potential Person Matches or by finding them using the search fields under Person Linking.
4. When all linking is finished, click **Flag As Reviewed**.
5. Click **Go Back**. Their Review Status will now appear as Reviewed under the People list. If this is an error, the status can be changed to Not Reviewed by selecting the person and clicking Remove Reviewed Flag.

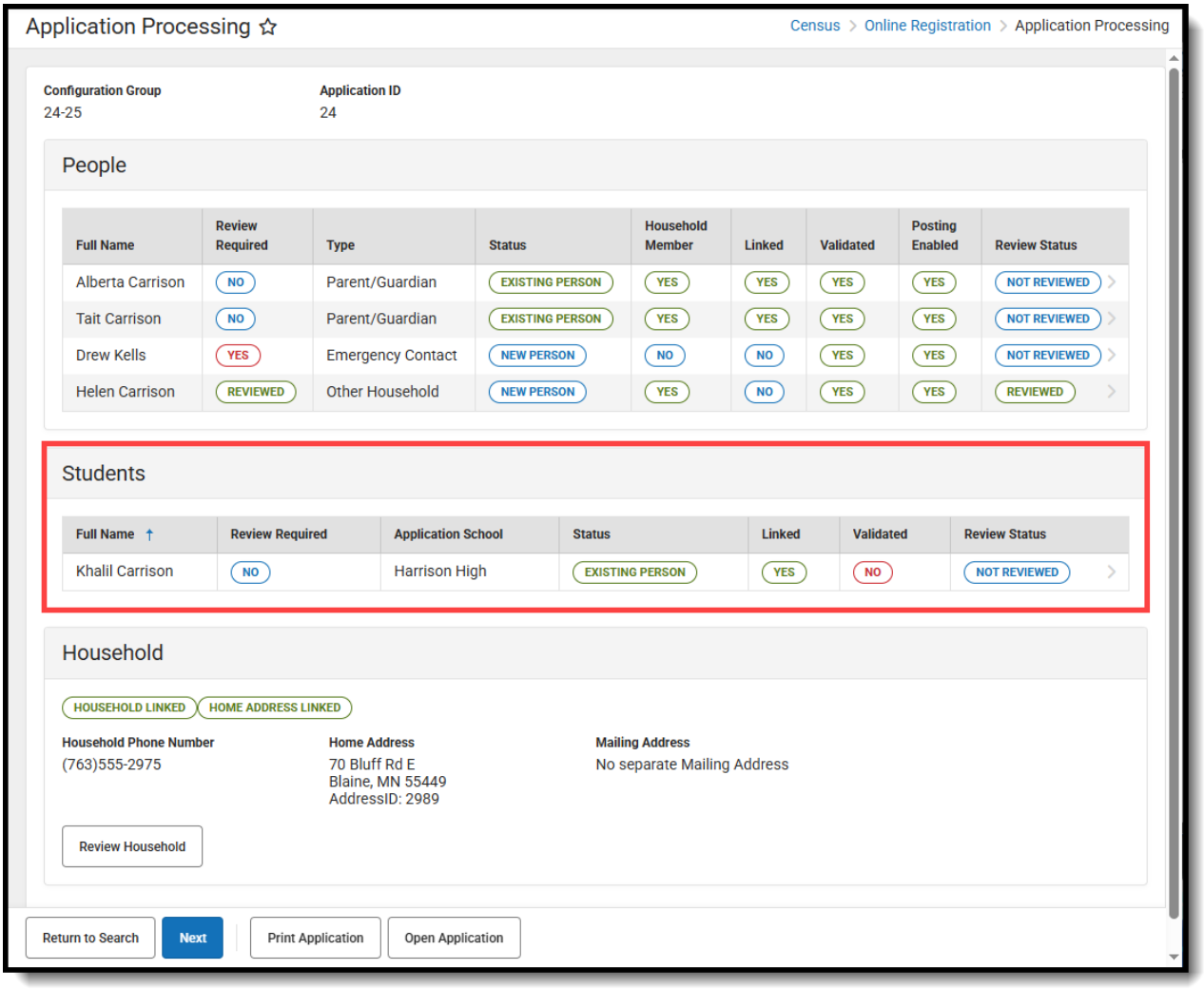
The Disable Posting For button

The Disable Posting For button prevents the record in question from posting back to Campus without deleting it from the application. For example, it can be used when a parent accidentally adds themselves twice in the application, once as a parent/guardian and once as an emergency contact. Disabling the emergency contact record will prevent a duplicate record from being created for the parent.



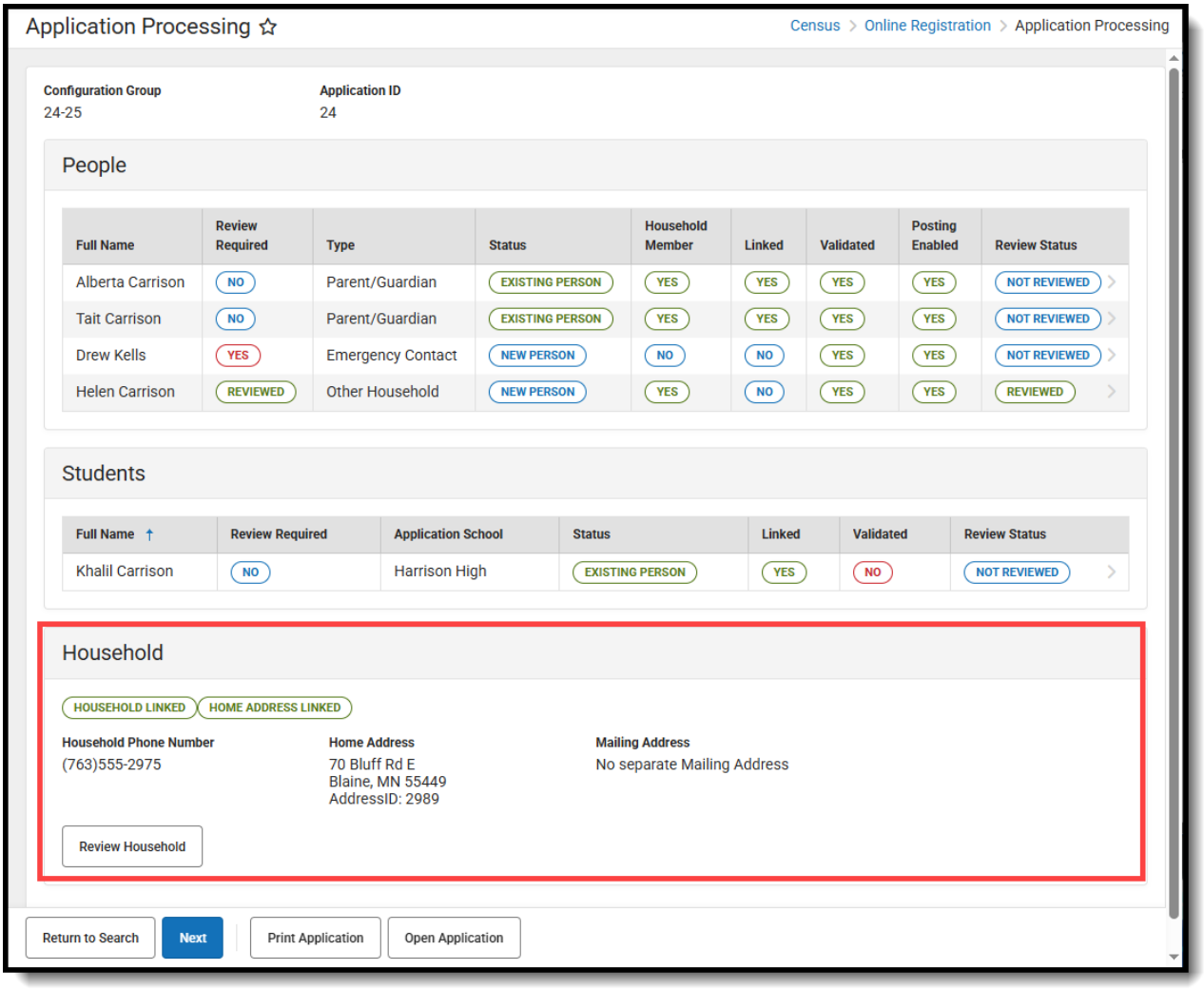
1. From the Search Results, select an application the person is in.
2. Select the person you would like to disable posting for.
3. Click **Disable Post For** <insert person's name>.
4. Click **Go Back**. Their Posting Enabled Status will now say No and they will no longer post back to Infinite Campus. If this was done in error, the status can be changed back Yes by selecting Enable Posting For <insert person's name>.

Flag Students As Reviewed



1. From the search results, select the application the student is in.
2. Select the student from the Student section.
3. If this is a duplicate person, you can link them via Potential Person Matches or by finding them using the search fields under Person Linking.
4. When all linking is finished, click **Flag As Reviewed**.
5. Click **Go Back**. Their Review Status will now appear as Reviewed under the Student list. If this is an error, the status can be changed to Not Reviewed by selecting the Student and clicking Remove Reviewed Flag.

Flag Households As Reviewed



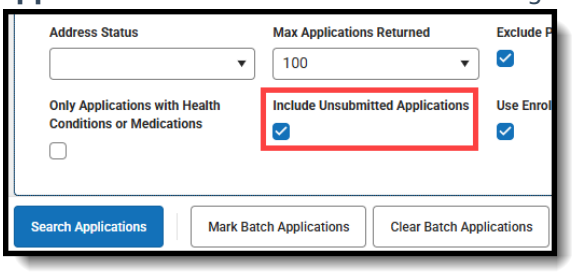
1. From the search results, select the application the student is in.
2. Click **Review Household** within the Household section.
3. Use the Link Household, Link Home Address, and Link Mailing Address buttons to link any addresses within the application, or expand one of the manual search linking fields and search for households.
4. When all linking is finished, click **Flag As Reviewed**.
5. Click **Go Back**. A Reviewed label will now appear on the household. If this is an error, the Reviewed label can be removed by clicking Review Household and clicking Remove Reviewed Flag.

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. Applications that are submitted on behalf of the parent/guardian are still editable by parents and can be submitted by parents until the application is approved/posted by district

staff.

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



2. Select the application you want to submit then click **Review Application**.
3. Click **Submit Application on Behalf of Parent/Guardian**. An alert will appear to confirm the submission.

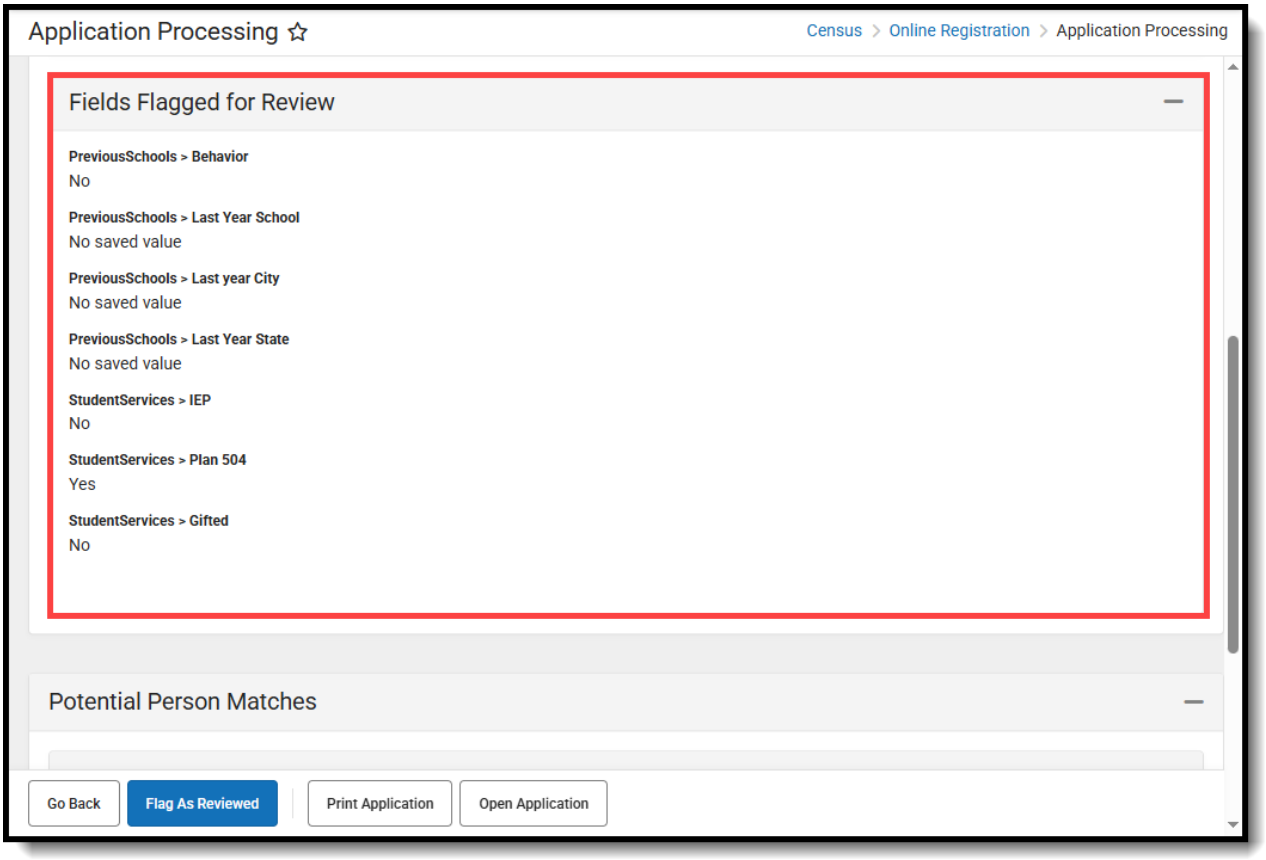
   See the Guidance for Approving an Application section that follows these instructions for more information about each section. When the button for each section of the application is green and has a checkmark, the application is ready to be approved.

4. Click **Confirm**. You will be taken to the Application Processing screen.

Guidance for Approving an Application

Fields for Review

Fields for Review are questions from the application that are designated by your district for you to review. You can see the Pleat and Question name from the application and the answer the parents provided (if no answer was given, "No saved value" is listed instead). You can designate these fields in the OLR Builder.



Open Application

If you need to review additional information that isn't provided on the review screens, you can use the Open Application button to review the application itself.

Staff users cannot submit applications within Open Application. Please use the 'Submit Application on Behalf of Parent/Guardian' option in Application Processing Review instead.

Section	Items to Review

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/Guardian 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**.
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**. A confirmation window displays.
3. Click **Delete Application**.
Result: Campus deletes the application and a confirmation message displays.

Unsubmit an Application

Approved/Posted applications cannot be unsubmitted.

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.

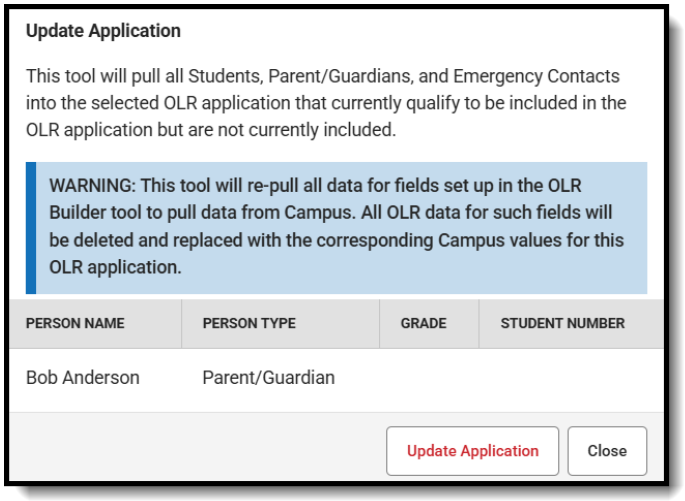
1. Search for the application you want to unsubmit.
Tip: Make sure the names of the student(s) in the application display at the top in the **Student** section.
2. Click **Unsubmit Application**. A confirmation window displays.
3. Click **Unsubmit Application**. Campus removes the selected application 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.
Tip: Make sure the names of the student(s) in the application are displayed at the top in the **Student** section.
2. Click **Update Application**. An Update Application message displays.

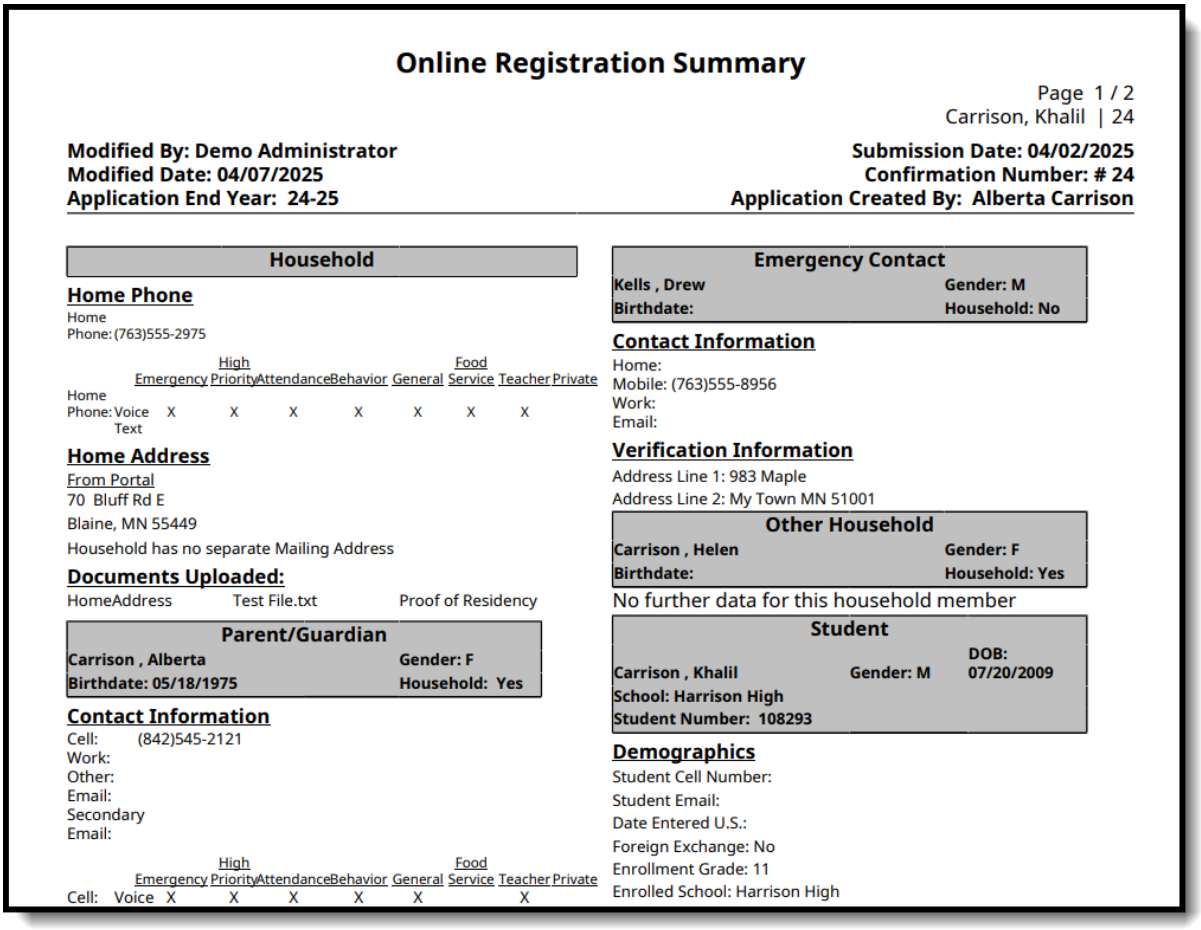


3. Click **Update Application**. The application displays and you can view and print the application or submit the application on behalf of the parent/guardian.

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**. A PDF of the application displays. The following image is an example of the PDF file.



Online Registration Summary

Page 1 / 2
Carrison, Khalil | 24

Modified By: Demo Administrator
Modified Date: 04/07/2025
Application End Year: 24-25

Submission Date: 04/02/2025
Confirmation Number: # 24
Application Created By: Alberta Carrison

Household

Home Phone
Home Phone: (763)555-2975

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

Home Address
From Portal
70 Bluff Rd E
Blaine, MN 55449
Household has no separate Mailing Address

Documents Uploaded:
HomeAddress Test File.txt Proof of Residency

Parent/Guardian
Carrison , Alberta **Gender: F**
Birthdate: 05/18/1975 **Household: Yes**

Contact Information
Cell: (842)545-2121
Work:
Other:
Email:
Secondary Email:

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

Emergency Contact
Kells , Drew **Gender: M**
Birthdate: **Household: No**

Contact Information
Home:
Mobile: (763)555-8956
Work:
Email:

Verification Information
Address Line 1: 983 Maple
Address Line 2: My Town MN 51001

Other Household
Carrison , Helen **Gender: F**
Birthdate: **Household: Yes**
No further data for this household member

Student
Carrison , Khalil **Gender: M** **DOB: 07/20/2009**
School: Harrison High
Student Number: 108293

Demographics
Student Cell Number:
Student Email:
Date Entered U.S.:
Foreign Exchange: No
Enrollment Grade: 11
Enrolled School: Harrison High

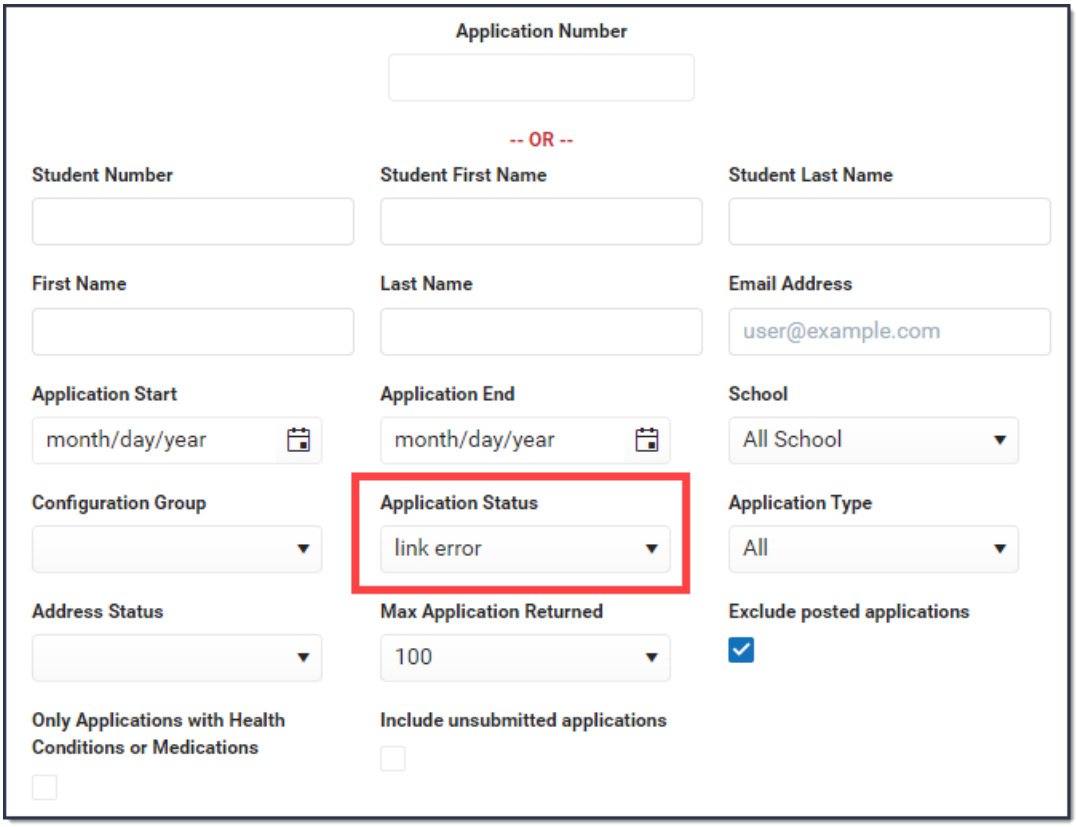
Mark Applications with Link Errors

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

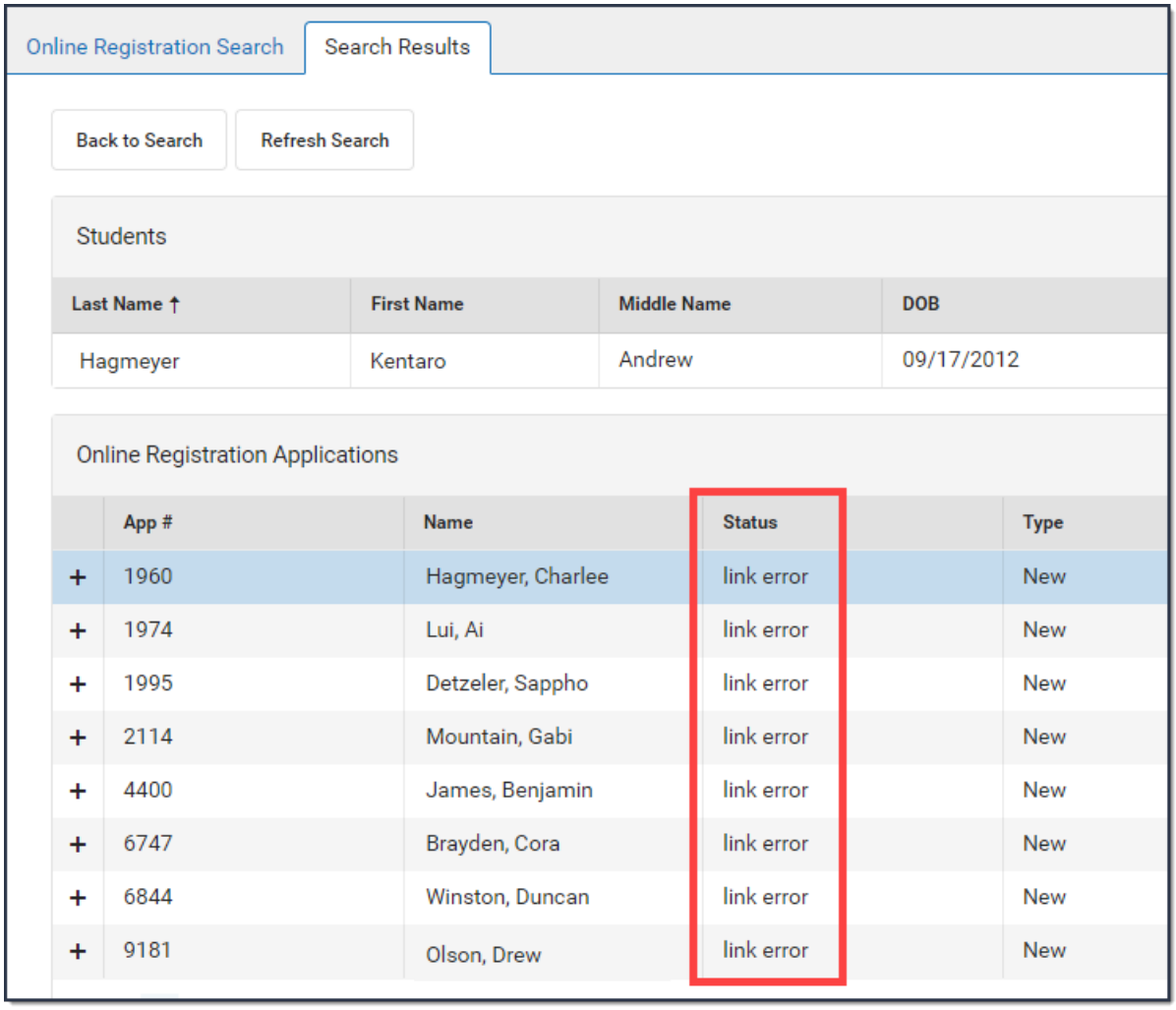
Applications with the status link error can be found again by selecting *link error* in the **Application Status** field.

Click here to expand...



Complete the following steps to mark applications with link errors.

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



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.

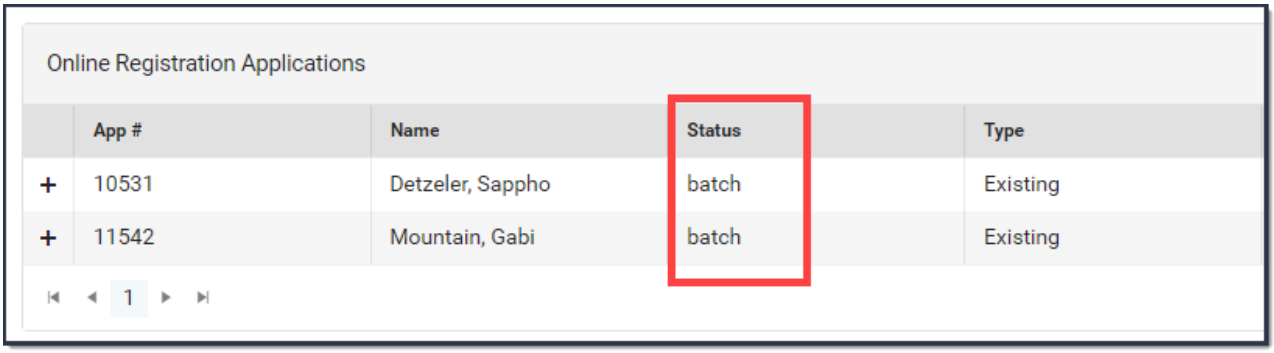
To be selected for batch posting, the application must meet the following criteria.

- 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.
- 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.

These same criteria are utilized for the Auto-Post Submitted Applications Eligible for Batch Posting in the OLR System Settings.

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



Clear Batch Applications

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

Post Batch Applications

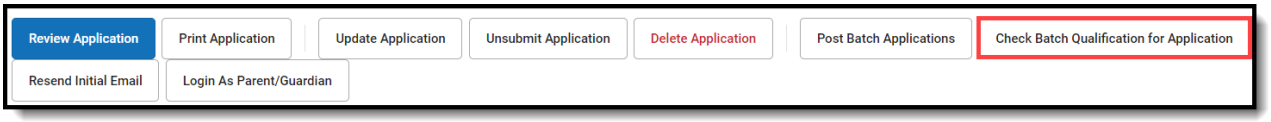
The Post Batch Applications option post all applications with the status **Batch**.

- Click **Post Batch Applications**. 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.



Resend the Initial Email

This option sends the initial email the user receives to enter an application. This only works for applications started from the Email Link.

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**. The email is sent and a confirmation message displays.

Log in as the Parent/Guardian

This option opens up the application and appears as if you were the parent/guardian in 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**.

Application Processing And Data Change Tracker Functionality

When utilizing Data Change Tracker reporting within OLR Application Processing, the system status briefly changes to **Failed Post** as part of normal systematic processes. This status is reflected in DCT Reports, however, as long as an **Approved/Posted** status follows, the error can be disregarded.
