

# Application Processing

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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.

What can I do?		What do I need to know?
<ul style="list-style-type: none"> <li>• <a href="#">Search for Applications</a></li> <li>• <a href="#">Review an Application</a></li> <li>• <a href="#">Submit an Application on Behalf of the Parent/Guardian</a></li> <li>• <a href="#">Delete an Application</a></li> <li>• <a href="#">Unsubmit an Application</a></li> <li>• <a href="#">Update an Application</a></li> <li>• <a href="#">Print an Application</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Mark Applications with Link Errors</a></li> <li>• <a href="#">Mark Batch Applications</a></li> <li>• <a href="#">Post Batch Applications</a></li> <li>• <a href="#">Clear Batch Applications</a></li> <li>• <a href="#">Resend the Initial Email</a></li> <li>• <a href="#">Log in as the Parent/Guardian</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Important Information About this Tool</a></li> <li>• <a href="#">Search Field Descriptions</a></li> <li>• <a href="#">Application Review Field Descriptions</a></li> <li>• <a href="#">Guidance for Approving an Application</a></li> </ul>

Application Processing ★

Census > Online Registration > Application Processing

Online Registration Search

Search Results

Application Number

-- OR --

Student Number

Student First Name

Student Last Name

First Name

Last Name

Email Address

user@example.com

Application Start

Application End

Configuration Group

month/day/year

month/day/year

2025 ▼

School

Application Status

Application Type

All Schools ▼

All ▼

All ▼

Address Status

Max Applications Returned

Exclude Posted Applications

100 ▼

☒

Only Applications with Health Conditions or Medications

Include Unsubmitted Applications

☐

☐

Search Applications

Mark Batch Applications

Clear Batch Applications

Mark Applications With Link Errors

Application 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 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 ★

Census > Online Registration > Application Processing

Online Registration Search

Search Results

Application Number

-- OR --

Student Number

Student First Name

Student Last Name

First Name

Last Name

Email Address

user@example.com

Application Start

Application End

Configuration Group

month/day/year

month/day/year

2025

School

Application Status

Application Type

All Schools

All

All

Address Status

Max Applications Returned

Exclude Posted Applications

100

☒

Only Applications with Health Conditions or Medications

Include Unsubmitted Applications

☐

☐

Search Applications

Mark Batch Applications

Clear Batch Applications

Mark Applications With Link Errors

Application Processing

- Use the field descriptions found below 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.
- Click **Search Applications**.  
**Result:** The Search Results tool displays with a list of applications matching the search results.
- 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.

Online Registration Search

Search Results

Refresh Search

Last Name ↑	First Name	Middle Name	DOB	Enrollment C...	Application S...	Grade	Type
Leen	Greg	Lane	07/04/2008			11	New

	App #	Name	Status	Type	Date Sub... ↓	Modified by	Date Last Pr...	Comments
+	26822	Leen, Matt	Submitted-New	New	03/13/2025 02:43:00 PM			

Review Application

Print Application

Update Application

Unsubmit Application

Delete Application

Post Batch Applications

Check Batch Qualification for Application

Resend Initial Email

Login As Parent/Guardian

## Search Field Descriptions

Field	Description														
<b>Application Number</b>	System-assigned number associated with the application.														
<b>Student Number</b>	Locally assigned identification number for the student. This number is created when the enrollment is saved.														
<b>Student First Name</b> <b>Student Last Name</b>	Legally recognized name of the student.														
<b>First Name</b> <b>Last Name</b>	Legally recognized name of the parent/guardian who entered the application.														
<b>Email Address</b>	Email address entered when the application was created, usually of the parent/guardian.														
<b>Application Start</b> <b>Application End</b>	Date fields used as a range to return applications entered between the two dates.														
<b>Configuration Group</b>	The <a href="#">OLR Configuration Group</a> .														
<b>School</b>	Lists the schools for which applications are returned.														
<b>Application Status</b>	<p>Indicates the status of the application. This includes all core statuses, link errors, post errors and custom statuses.</p> <table> <tr> <th>Status</th><th>Description</th></tr> <tr> <td><b>batch</b></td><td>The status assigned to applications when they are designated for batch posting.</td></tr> <tr> <td><b>Failed Post</b></td><td>The application did not post successfully, and the district must address it.</td></tr> <tr> <td><b>link error</b></td><td>This status is assigned when you manually <a href="#">mark applications with link errors</a>. 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.</td></tr> <tr> <td><b>Posted</b></td><td>The application is posted.</td></tr> <tr> <td><b>Denied</b></td><td>The application is rejected by the district.</td></tr> <tr> <td><b>Approved/Posted</b></td><td>The application is approved and information from the application is posted to Campus.</td></tr> </table>	Status	Description	<b>batch</b>	The status assigned to applications when they are designated for batch posting.	<b>Failed Post</b>	The application did not post successfully, and the district must address it.	<b>link error</b>	This status is assigned when you manually <a href="#">mark applications with link errors</a> . 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.	<b>Posted</b>	The application is posted.	<b>Denied</b>	The application is rejected by the district.	<b>Approved/Posted</b>	The application is approved and information from the application is posted to Campus.
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<b>batch</b>	The status assigned to applications when they are designated for batch posting.														
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<b>Denied</b>	The application is rejected by the district.														
<b>Approved/Posted</b>	The application is approved and information from the application is posted to Campus.														

Field	Description	Description
	<b>Hold</b>	The application is in a hold status because of missing information or a missing district requirement.
	<b>Submitted-New</b>	This status is assigned when a new parent submits an application.
	<b>Submitted-New Student</b>	This status is assigned when an existing parent submits an application in the New Student mode. This typically happens during Kindergarten registration.
	<b>Submitted Existing</b>	This status is assigned when an existing parent submits an annual update without adding a new student.
	<b>Submitted-Existing with New Student</b>	This status is assigned when an existing parent submits an annual update and adds a new student.
	<b>New</b>	This status is assigned when a new parent starts an application but does not submit it.
<b>Application Type</b>	Indicates the assigned type of application - Existing, Existing with new student, Existing with Parent Removed, New.	
<b>Address Status</b>	Indicates the status of the address, whether it was changed or not.	
<b>Max Application Returned</b>	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.	
<b>Exclude Posted Applications</b>	When marked, the search results return applications that have not posted.	
<b>Only Applications with Health Conditions or Medications</b>	When marked, only those applications that include health conditions or medications are returned.	
<b>Include Unsubmitted Applications</b>	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.	

Field	Description
<b>Use Enrolled School</b>	<p>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.</p> <p>This option is only available when the option is marked in the <a href="#">OLR System Settings</a> tool. This option is selected by default when enabled.</p>
<b>Application Queue</b>	<p>If multiple queues exist for a school in which applications are held, choose the appropriate queue from which to return applications.</p>

## 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...](#)

Configuration Group  
2025

Application ID  
26822

People

Full Name	Review Required	Type	Status	Household Member	Linked	Validated	Posting Enabled	Review Status
Matt Leen	REVIEWED	Parent/Guardian	NEW PERSON	YES	NO	YES	YES	REVIEWED
Sarah Leen	YES	Parent/Guardian	NEW PERSON	YES	NO	YES	YES	NOT REVIEWED
Jason Mill	YES	Emergency Contact	NEW PERSON	NO	NO	YES	NO	NOT REVIEWED

Students

Return to Search
Next
Print Application
Open Application

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
<b>Link Person</b>	This option allows you to link people in the application to people who already exist in Campus.
<b>Link Address</b>	This option allows you to link addresses in the application to addresses already in Campus.
<b>Link Household</b>	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
<b>Full Name</b>	Name of an individual in the application.
<b>Review Required</b>	Status that states whether a review is required.
<b>Type</b>	Shows what type of record this person is. These include Parent/Guardian, Emergency Contact, and Other Household.
<b>Status</b>	Shows whether a person exists within Campus and was pulled into the application or if they are newly added from this application.
<b>Household Member</b>	Whether or not a person on the application is in the same primary household as the applicant.
<b>Linked</b>	Whether or not that person is linked to an existing user in Campus.
<b>Validated</b>	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.

<b>Posting Enabled</b>	<p>           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.         </p>
<b>Review Status</b>	<p>           Indicates whether or not a person has been reviewed.         </p>

## Flagging People As Reviewed

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

Application Processing ☆
Census > Online Registration > Application Processing

Configuration Group  
24-25

Application ID  
24

### People

Full Name	Review Required	Type	Status	Household Member	Linked	Validated	Posting Enabled	Review Status
Alberta Carrison	<a href="#">NO</a>	Parent/Guardian	<a href="#">EXISTING PERSON</a>	<a href="#">YES</a>	<a href="#">YES</a>	<a href="#">YES</a>	<a href="#">YES</a>	<a href="#">NOT REVIEWED</a> >
Tait Carrison	<a href="#">NO</a>	Parent/Guardian	<a href="#">EXISTING PERSON</a>	<a href="#">YES</a>	<a href="#">YES</a>	<a href="#">YES</a>	<a href="#">YES</a>	<a href="#">NOT REVIEWED</a> >
Drew Kells	<a href="#">YES</a>	Emergency Contact	<a href="#">NEW PERSON</a>	<a href="#">NO</a>	<a href="#">NO</a>	<a href="#">YES</a>	<a href="#">YES</a>	<a href="#">NOT REVIEWED</a> >
Helen Carrison	<a href="#">REVIEWED</a>	Other Household	<a href="#">NEW PERSON</a>	<a href="#">YES</a>	<a href="#">NO</a>	<a href="#">YES</a>	<a href="#">YES</a>	<a href="#">REVIEWED</a> >

### Students

Full Name ↑	Review Required	Application School	Status	Linked	Validated	Review Status
Khalil Carrison	<a href="#">NO</a>	Harrison High	<a href="#">EXISTING PERSON</a>	<a href="#">YES</a>	<a href="#">NO</a>	<a href="#">NOT REVIEWED</a> >

### Household

[HOUSEHOLD LINKED](#)
[HOME ADDRESS LINKED](#)

Household Phone Number  
(763)555-2975

Home Address  
70 Bluff Rd E  
Blaine, MN 55449  
AddressID: 2989

Mailing Address  
No separate Mailing Address

Review Household

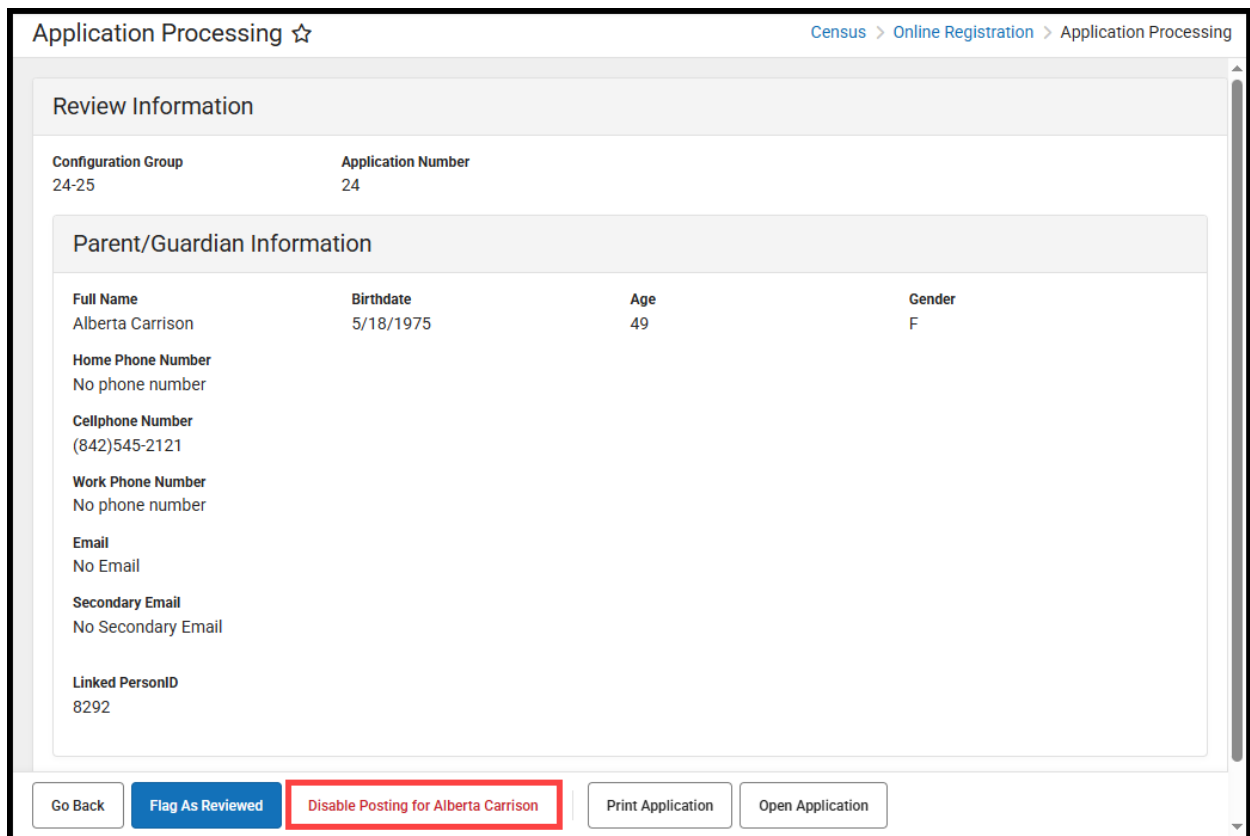
Return to Search
Next
Print Application
Open Application

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.

## Using Disable Posting For

The Disable Posting For button will stop the record in question from posting back to Campus without deleting the record 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.



The screenshot shows the 'Application Processing' interface. At the top, there is a breadcrumb trail: 'Census > Online Registration > Application Processing'. Below this is a 'Review Information' section with fields for 'Configuration Group' (24-25) and 'Application Number' (24). The main section is 'Parent/Guardian Information', which contains a table with the following data:

Full Name	Birthdate	Age	Gender
Alberta Carrison	5/18/1975	49	F

Below the table, there are several fields for contact information:

- Home Phone Number: No phone number
- Cellphone Number: (842)545-2121
- Work Phone Number: No phone number
- Email: No Email
- Secondary Email: No Secondary Email
- Linked PersonID: 8292

At the bottom of the interface, there are five buttons: 'Go Back', 'Flag As Reviewed', 'Disable Posting for Alberta Carrison' (highlighted with a red border), 'Print Application', and 'Open Application'.

1. From the Search Results, select an application the person is in.
2. Select the person or student from their respective section.
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>.

## Flagging Students As Reviewed

Application Processing ☆
Census > Online Registration > Application Processing

Configuration Group  
24-25
Application ID  
24

### People

Full Name	Review Required	Type	Status	Household Member	Linked	Validated	Posting Enabled	Review Status
Alberta Carrison	NO	Parent/Guardian	EXISTING PERSON	YES	YES	YES	YES	NOT REVIEWED >
Tait Carrison	NO	Parent/Guardian	EXISTING PERSON	YES	YES	YES	YES	NOT REVIEWED >
Drew Kells	YES	Emergency Contact	NEW PERSON	NO	NO	YES	YES	NOT REVIEWED >
Helen Carrison	REVIEWED	Other Household	NEW PERSON	YES	NO	YES	YES	REVIEWED >

### Students

Full Name ↑	Review Required	Application School	Status	Linked	Validated	Review Status
Khalil Carrison	NO	Harrison High	EXISTING PERSON	YES	NO	NOT REVIEWED >

### Household

HOUSEHOLD LINKED
HOME ADDRESS LINKED

Household Phone Number  
(763)555-2975
Home Address  
70 Bluff Rd E  
Blaine, MN 55449  
AddressID: 2989
Mailing Address  
No separate Mailing Address

Review Household

Return to Search
Next
Print Application
Open Application

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.

## Flagging Households As Reviewed

Application Processing ☆
Census > Online Registration > Application Processing

Configuration Group  
24-25
Application ID  
24

### People

Full Name	Review Required	Type	Status	Household Member	Linked	Validated	Posting Enabled	Review Status
Alberta Carrison	NO	Parent/Guardian	EXISTING PERSON	YES	YES	YES	YES	NOT REVIEWED >
Tait Carrison	NO	Parent/Guardian	EXISTING PERSON	YES	YES	YES	YES	NOT REVIEWED >
Drew Kells	YES	Emergency Contact	NEW PERSON	NO	NO	YES	YES	NOT REVIEWED >
Helen Carrison	REVIEWED	Other Household	NEW PERSON	YES	NO	YES	YES	REVIEWED >

### Students

Full Name ↑	Review Required	Application School	Status	Linked	Validated	Review Status
Khalil Carrison	NO	Harrison High	EXISTING PERSON	YES	NO	NOT REVIEWED >

### Household

HOUSEHOLD LINKED
HOME ADDRESS LINKED

Household Phone Number  
(763)555-2975
Home Address  
70 Bluff Rd E  
Blaine, MN 55449  
AddressID: 2989
Mailing Address  
No separate Mailing Address

Review Household

Return to Search
Next
Print Application
Open Application

- From the search results, select the application the student is in.
- Click **Review Household** within the Household section.
- 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.
- When all linking is finished, click **Flag As Reviewed**.
- 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](#).

Application Processing ☆
Census > Online Registration > Application Processing

Fields Flagged for Review

PreviousSchools > Behavior

No

PreviousSchools > Last Year School

No saved value

PreviousSchools > Last year City

No saved value

PreviousSchools > Last Year State

No saved value

StudentServices > IEP

No

StudentServices > Plan 504

Yes

StudentServices > Gifted

No

Potential Person Matches

Go Back

Flag As Reviewed

Print Application

Open Application

## 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
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Section	Items to Review
<b>Household</b>	<ul style="list-style-type: none"> <li>• <b>Home Phone</b> - 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.</li> <li>• <b>Home Address</b> - 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 <b>Link Address</b> to search Campus to find a similar address.</li> </ul> <p>The Physical checkbox on the <a href="#">Household Address</a> is informational only and may be used in Ad Hoc reporting. The Online Registration tool does not use or update this field.</p> <ul style="list-style-type: none"> <li>• <b>Mailing</b> - 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.).</li> </ul>
<b>Parent/Guardian</b>	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 <b>Demographics, Contact Information, Migrant Worker</b> and <b>Impact Aid</b> editors using the <b>Next</b> and <b>Previous</b> buttons. When finished, click <b>Save</b> . When you are finished reviewing all parents, click <b>Save/Continue</b> .
<b>Emergency Contact</b>	Review the information by clicking on each name including existing emergency contacts. Move through the <b>Demographics, Contact Information,</b> and <b>Verification</b> editors using the <b>Next</b> and <b>Previous</b> buttons on the panels. When finished, click <b>Save</b> . When you are finished reviewing all emergency contacts, click <b>Save/Continue</b> .
<b>Other Household</b>	This section can be reworded in the Multi-Language Editor to record any younger siblings that are not yet in school.
<b>Student</b>	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 <b>Demographics, Language Information, Previous Schools, Tribal Enrollment, Relationships, Health Services</b> and <b>Release Agreement</b> editors using the <b>Next</b> and <b>Previous</b> buttons.. When you are finished, click <b>Save</b> . When you are finished reviewing all students, click the <b>Save/Continue</b> 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.

### Update Application

This tool will pull all Students, Parent/Guardians, and Emergency Contacts into the selected OLR application that currently qualify to be included in the OLR application but are not currently included.

**WARNING:** This tool will re-pull all data for fields set up in the OLR Builder tool to pull data from Campus. All OLR data for such fields will be deleted and replaced with the corresponding Campus values for this OLR application.

PERSON NAME	PERSON TYPE	GRADE	STUDENT NUMBER
Bob Anderson	Parent/Guardian		

Update Application

Close

- 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.

- 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.
- 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**

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**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	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	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...](#)

Application Number		
<input type="text"/>		
-- OR --		
Student Number	Student First Name	Student Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Last Name	Email Address
<input type="text"/>	<input type="text"/>	<input type="text" value="user@example.com"/>
Application Start	Application End	School
<input type="text" value="month/day/year"/>	<input type="text" value="month/day/year"/>	<input type="text" value="All School"/>
Configuration Group	Application Status	Application Type
<input type="text"/>	<input type="text" value="link error"/>	<input type="text" value="All"/>
Address Status	Max Application Returned	Exclude posted applications
<input type="text"/>	<input type="text" value="100"/>	<input checked="" type="checkbox"/>
Only Applications with Health Conditions or Medications	Include unsubmitted applications	
<input type="checkbox"/>	<input type="checkbox"/>	

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**.

Online Registration Search

Search Results

Back to Search

Refresh Search

Students

Last Name ↑	First Name	Middle Name	DOB
Hagmeyer	Kentaro	Andrew	09/17/2012

Online Registration Applications

	App #	Name	Status	Type
+	1960	Hagmeyer, Charlee	link error	New
+	1974	Lui, Ai	link error	New
+	1995	Detzeler, Sappho	link error	New
+	2114	Mountain, Gabi	link error	New
+	4400	James, Benjamin	link error	New
+	6747	Brayden, Cora	link error	New
+	6844	Winston, Duncan	link error	New
+	9181	Olson, Drew	link error	New

## 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.

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

Online Registration Applications					
	App #	Name	Status		Type
+	10531	Detzeler, Sappho	batch		Existing
+	11542	Mountain, Gabi	batch		Existing
<div> <span>◀</span> <span>▶</span> <span>1</span> <span>▶</span> <span>▶▶</span> </div>					

## 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**. 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**. 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.

<a href="#">Review Application</a>	<a href="#">Print Application</a>	<a href="#">Update Application</a>	<a href="#">Unsubmit Application</a>	<a href="#">Delete Application</a>	<a href="#">Post Batch Applications</a>	<a href="#">Check Batch Qualification for Application</a>
<a href="#">Resend Initial Email</a>	<a href="#">Login As Parent/Guardian</a>					

## 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**.
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