

Application Processing

Last Modified on 01/16/2026 2:31 pm CST

In December 2025, Infinite Campus transitioned away from the Classic Application Processing UI. Users are required to use the New Application Processing UI (OLR 6.4.0 released in April 2025) going forward.

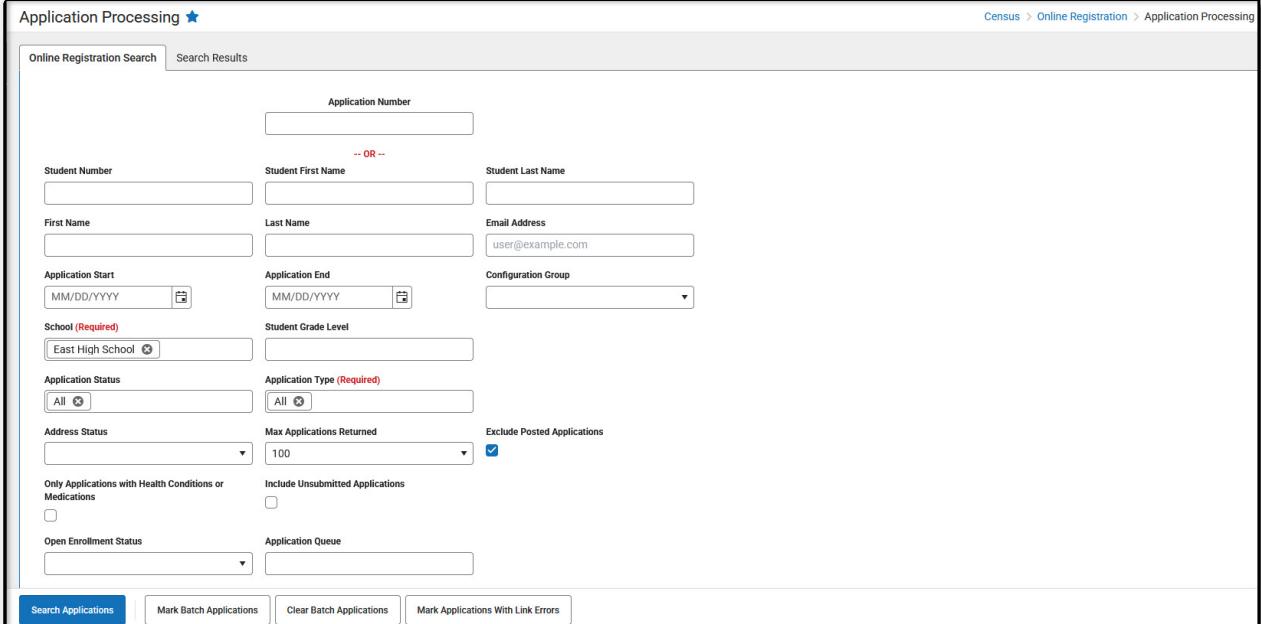
This documentation applies to both versions of Online Registration.

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.



The screenshot shows the 'Application Processing' search interface. At the top, there are tabs for 'Online Registration Search' and 'Search Results'. The 'Online Registration Search' tab is active. The search form includes fields for 'Application Number', 'Student Number', 'First Name', 'Last Name', 'Email Address', 'Application Start' and 'End' dates, 'School' (a dropdown menu with 'East High School' selected), 'Application Status' (a dropdown menu with 'All' selected), 'Address Status' (a dropdown menu with 'All' selected), 'Only Applications with Health Conditions or Medications' (a checkbox), 'Open Enrollment Status' (a dropdown menu with 'All' selected), and 'Application Type' (a dropdown menu with 'All' selected). There are also dropdowns for 'Configuration Group' and 'Max Applications Returned' (set to 100), and checkboxes for 'Exclude Posted Applications' and 'Include Unsubmitted Applications'. At the bottom of the form are buttons for 'Search Applications', 'Mark Batch Applications', 'Clear Batch Applications', and 'Mark Applications With Link Errors'.

Application Processing Tool

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 <input type="text"/>	Student First Name <input type="text"/>	Student Last Name <input type="text"/>
First Name <input type="text"/>	Last Name <input type="text"/>	Email Address <input type="text" value="user@example.com"/>
Application Start <input type="text"/> MM/DD/YYYY	Application End <input type="text"/> MM/DD/YYYY	Configuration Group <input type="text"/>
School (Required) <input type="text" value="East High School"/>	Student Grade Level <input type="text"/>	
Application Status <input type="text" value="All"/>	Application Type (Required) <input type="text" value="All"/>	
Address Status <input type="text"/>	Max Applications Returned <input type="text" value="100"/>	Exclude Posted Applications <input checked="" type="checkbox"/>
Only Applications with Health Conditions or Medications <input type="checkbox"/>	Include Unsubmitted Applications <input type="checkbox"/>	
Open Enrollment Status <input type="text"/>	Application Queue <input type="text"/>	

Search Applications Mark Batch Applications Clear Batch Applications Mark Applications With Link Errors

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.

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
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	<p>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.</p> <table border="1" data-bbox="562 565 1410 1949"> <thead> <tr> <th data-bbox="562 565 843 624">Status</th><th data-bbox="843 565 1410 624">Description</th></tr> </thead> <tbody> <tr> <td data-bbox="562 624 843 720">batch</td><td data-bbox="843 624 1410 720">The status assigned to applications when they are designated for batch posting.</td></tr> <tr> <td data-bbox="562 720 843 840">Failed Post</td><td data-bbox="843 720 1410 840">The application did not post successfully, and the district must address it.</td></tr> <tr> <td data-bbox="562 840 843 1125">link error</td><td data-bbox="843 840 1410 1125">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.</td></tr> <tr> <td data-bbox="562 1125 843 1183">Posted</td><td data-bbox="843 1125 1410 1183">The application is posted.</td></tr> <tr> <td data-bbox="562 1183 843 1242">Denied</td><td data-bbox="843 1183 1410 1242">The application is rejected by the district.</td></tr> <tr> <td data-bbox="562 1242 843 1383">Approved/Posted</td><td data-bbox="843 1242 1410 1383">The application is approved and information from the application is posted to Campus.</td></tr> <tr> <td data-bbox="562 1383 843 1525">Hold</td><td data-bbox="843 1383 1410 1525">The application is in a hold status because of missing information or a missing district requirement.</td></tr> <tr> <td data-bbox="562 1525 843 1621">Submitted-New</td><td data-bbox="843 1525 1410 1621">This status is assigned when a new parent submits an application.</td></tr> <tr> <td data-bbox="562 1621 843 1799">Submitted-New Student</td><td data-bbox="843 1621 1410 1799">This status is assigned when an existing parent submits an application in the New Student mode. This typically happens during Kindergarten registration.</td></tr> <tr> <td data-bbox="562 1799 843 1949">Submitted Existing</td><td data-bbox="843 1799 1410 1949">This status is assigned when an existing parent submits an annual update without adding a new student.</td></tr> </tbody> </table>	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.
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	Description
	Submitted-Existing with New Student New	<p>This status is assigned when an existing parent submits an annual update and adds a new student.</p> <p>This status is assigned when a new parent starts an application but does not submit it.</p>
Application Type Required	<p>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.</p>	<p>The Existing with Parent Removed Application Type indicates the parent is removed through relationships rather than households.</p>
Address Status	Indicates whether the address was changed.	
Max Application Returned	<p>This field can be used to reduce the number of returned applications in the search results area. Options include 100, 500, 1000, and all.</p>	
Exclude Posted Applications	<p>When marked, the search results return applications that have not posted.</p>	
Only Applications with Health Conditions or Medications	<p>When marked, only those applications that include health conditions or medications are returned.</p>	
Include Unsubmitted Applications	<p>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.</p>	
Use Enrolled School	<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 OLR System Settings tool. This option is selected by default when enabled.</p>

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

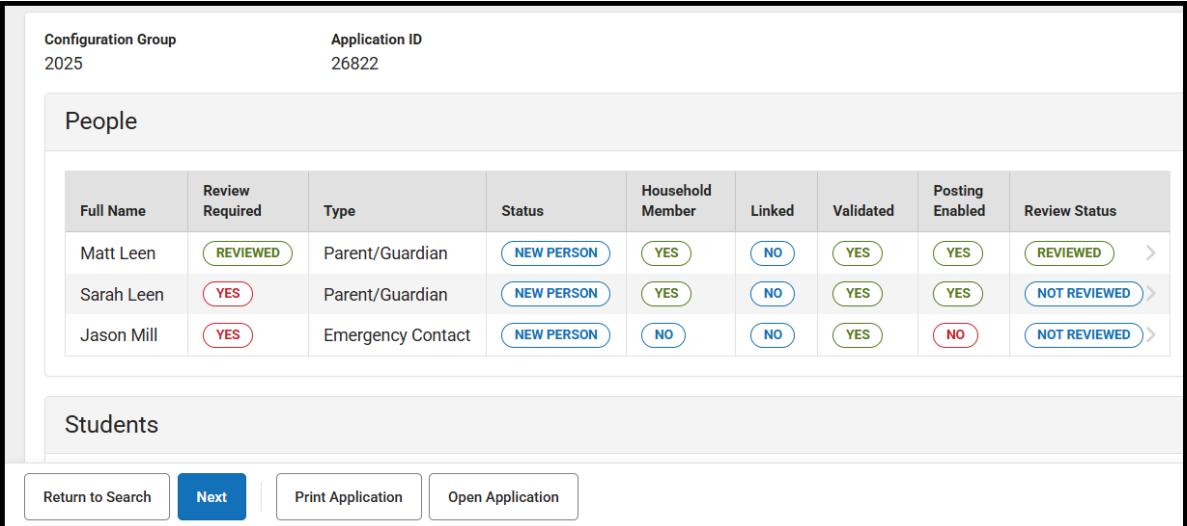
The Review process allows you to approve, hold, or deny an application.

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...](#)



The screenshot shows the Application Review interface. At the top, it displays 'Configuration Group: 2025' and 'Application ID: 26822'. The main content is divided into sections: 'People', 'Students', and 'Households'. The 'People' section contains a table with three rows:

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 >

The 'Students' section is currently empty. At the bottom of the screen are buttons for 'Return to Search', 'Next' (highlighted in blue), 'Print Application', and '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
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	<p>Status that states whether a review is required.</p> <p>A person record will be flagged as review required if any of the follow criteria are met:</p> <ul style="list-style-type: none"> • 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. <p>A household record will be flagged as review required if any of the following criteria are met:</p> <ul style="list-style-type: none"> • 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.

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	Application ID
24-25	24

People

Full Name	Review Required	Type	Status	Household Member	Linked	Validated	Posting Enabled	Review Status
Alberta Garrison	NO	Parent/Guardian	EXISTING PERSON	YES	YES	YES	YES	NOT REVIEWED >
Tait Garrison	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 Garrison	REVIEWED	Other Household	NEW PERSON	YES	NO	YES	YES	REVIEWED >

Students

Full Name ↑	Review Required	Application School	Status	Linked	Validated	Review Status
Khalil Garrison	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 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.

Application Processing ☆

Census > Online Registration > Application Processing

Review Information

Configuration Group 24-25	Application Number 24
------------------------------	--------------------------

Parent/Guardian Information

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

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

[Go Back](#) [Flag As Reviewed](#) [Disable Posting for Alberta Garrison](#) [Print Application](#) [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																																																											
<p>People</p> <table border="1"> <thead> <tr> <th>Full Name</th> <th>Review Required</th> <th>Type</th> <th>Status</th> <th>Household Member</th> <th>Linked</th> <th>Validated</th> <th>Posting Enabled</th> <th>Review Status</th> </tr> </thead> <tbody> <tr> <td>Alberta Garrison</td> <td>NO</td> <td>Parent/Guardian</td> <td>EXISTING PERSON</td> <td>YES</td> <td>YES</td> <td>YES</td> <td>YES</td> <td>NOT REVIEWED</td> </tr> <tr> <td>Tait Garrison</td> <td>NO</td> <td>Parent/Guardian</td> <td>EXISTING PERSON</td> <td>YES</td> <td>YES</td> <td>YES</td> <td>YES</td> <td>NOT REVIEWED</td> </tr> <tr> <td>Drew Kells</td> <td>YES</td> <td>Emergency Contact</td> <td>NEW PERSON</td> <td>NO</td> <td>NO</td> <td>YES</td> <td>YES</td> <td>NOT REVIEWED</td> </tr> <tr> <td>Helen Garrison</td> <td>REVIEWED</td> <td>Other Household</td> <td>NEW PERSON</td> <td>YES</td> <td>NO</td> <td>YES</td> <td>YES</td> <td>REVIEWED</td> </tr> </tbody> </table> <p>Students</p> <table border="1"> <thead> <tr> <th>Full Name ↑</th> <th>Review Required</th> <th>Application School</th> <th>Status</th> <th>Linked</th> <th>Validated</th> <th>Review Status</th> </tr> </thead> <tbody> <tr> <td>Khalil Garrison</td> <td>NO</td> <td>Harrison High</td> <td>EXISTING PERSON</td> <td>YES</td> <td>NO</td> <td>NOT REVIEWED</td> </tr> </tbody> </table> <p>Household</p> <p>HOUSEHOLD LINKED HOME ADDRESS LINKED</p> <p>Household Phone Number (763)555-2975</p> <p>Home Address 70 Bluff Rd E Blaine, MN 55449 AddressID: 2989</p> <p>Mailing Address No separate Mailing Address</p> <p>Review Household</p>		Full Name	Review Required	Type	Status	Household Member	Linked	Validated	Posting Enabled	Review Status	Alberta Garrison	NO	Parent/Guardian	EXISTING PERSON	YES	YES	YES	YES	NOT REVIEWED	Tait Garrison	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 Garrison	REVIEWED	Other Household	NEW PERSON	YES	NO	YES	YES	REVIEWED	Full Name ↑	Review Required	Application School	Status	Linked	Validated	Review Status	Khalil Garrison	NO	Harrison High	EXISTING PERSON	YES	NO	NOT REVIEWED
Full Name	Review Required	Type	Status	Household Member	Linked	Validated	Posting Enabled	Review Status																																																				
Alberta Garrison	NO	Parent/Guardian	EXISTING PERSON	YES	YES	YES	YES	NOT REVIEWED																																																				
Tait Garrison	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 Garrison	REVIEWED	Other Household	NEW PERSON	YES	NO	YES	YES	REVIEWED																																																				
Full Name ↑	Review Required	Application School	Status	Linked	Validated	Review Status																																																						
Khalil Garrison	NO	Harrison High	EXISTING PERSON	YES	NO	NOT REVIEWED																																																						

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	Application ID
24-25	24

People

Full Name	Review Required	Type	Status	Household Member	Linked	Validated	Posting Enabled	Review Status
Alberta Garrison	NO	Parent/Guardian	EXISTING PERSON	YES	YES	YES	YES	NOT REVIEWED
Tait Garrison	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 Garrison	REVIEWED	Other Household	NEW PERSON	YES	NO	YES	YES	REVIEWED

Students

Full Name ↑	Review Required	Application School	Status	Linked	Validated	Review Status
Khalil Garrison	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**

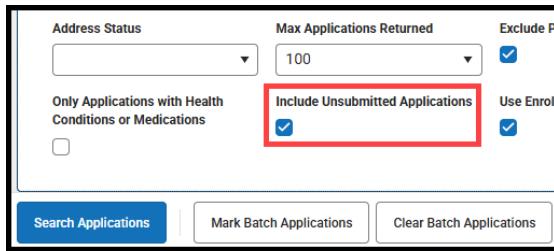
1. From the search results, select the application the student is in.
2. Click **Review Household** within the Household section.
3. Use the Link Household, Link Home Address, and Link Mailing Address buttons to link any addresses within the application, or expand one of the manual search linking fields 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.



The screenshot shows a search interface with the following fields and buttons:

- Address Status dropdown
- Max Applications Returned dropdown set to 100
- Exclude P checkbox (checked)
- Only Applications with Health Conditions or Medications checkbox (unchecked)
- Include Unsubmitted Applications** checkbox (checked and highlighted with a red box)
- Use Enrollment checkbox (checked)
- Search Applications button
- Mark Batch Applications button
- Clear Batch Applications button

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](#).

The screenshot shows the 'Application Processing' screen with a red box highlighting the 'Fields Flagged for Review' section. This section lists various fields with their current values, such as 'PreviousSchools > Behavior' set to 'No'. Below this is a 'Potential Person Matches' section, which is currently empty. At the bottom are buttons for 'Go Back', 'Flag As Reviewed' (which is blue and highlighted), 'Print Application', and 'Open Application'.

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

Section	Items to Review
Household	<ul style="list-style-type: none"> 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. <div style="border: 1px solid #f0e68c; padding: 10px; margin-top: 10px;"> <p>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.</p> </div> <ul style="list-style-type: none"> 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.

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](#)

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 | 24Modified By: Demo Administrator
Modified Date: 04/07/2025
Application End Year: 24-25Submission Date: 04/02/2025
Confirmation Number: # 24
Application Created By: Alberta Garrison

Household								Emergency Contact																																											
Home Phone Home Phone: (763)555-2975 <table border="1"> <thead> <tr> <th>High</th> <th>Emergency</th> <th>Priority</th> <th>Attendance</th> <th>Behavior</th> <th>General</th> <th>Service</th> <th>Teacher</th> <th>Private</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Phone: Voice</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td></td> </tr> <tr> <td>Text</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								High	Emergency	Priority	Attendance	Behavior	General	Service	Teacher	Private	Home									Phone: Voice	X	X	X	X	X	X	X		Text									Kells , Drew Gender: M Birthdate: 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							
High	Emergency	Priority	Attendance	Behavior	General	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								Parent/Guardian Carrison , Alberta Gender: F Birthdate: 05/18/1975 Contact Information Cell: (842)545-2121 Work: Other: Email: Secondary Email: <table border="1"> <thead> <tr> <th>High</th> <th>Emergency</th> <th>Priority</th> <th>Attendance</th> <th>Behavior</th> <th>General</th> <th>Service</th> <th>Teacher</th> <th>Private</th> </tr> </thead> <tbody> <tr> <td>Cell:</td> <td>Voice</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td></td> </tr> </tbody> </table>								High	Emergency	Priority	Attendance	Behavior	General	Service	Teacher	Private	Cell:	Voice	X	X	X	X	X	X																			
High	Emergency	Priority	Attendance	Behavior	General	Service	Teacher	Private																																											
Cell:	Voice	X	X	X	X	X	X																																												
Documents Uploaded: HomeAddress Test File.txt Proof of Residency								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...](#)

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

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**.

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

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.

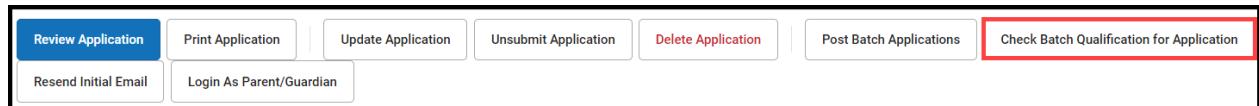
Post Batch Applications

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.



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.

