Application (Open Enrollment)

Last Modified on 11/16/2026 2:00 pm CST

Tool Search: Application

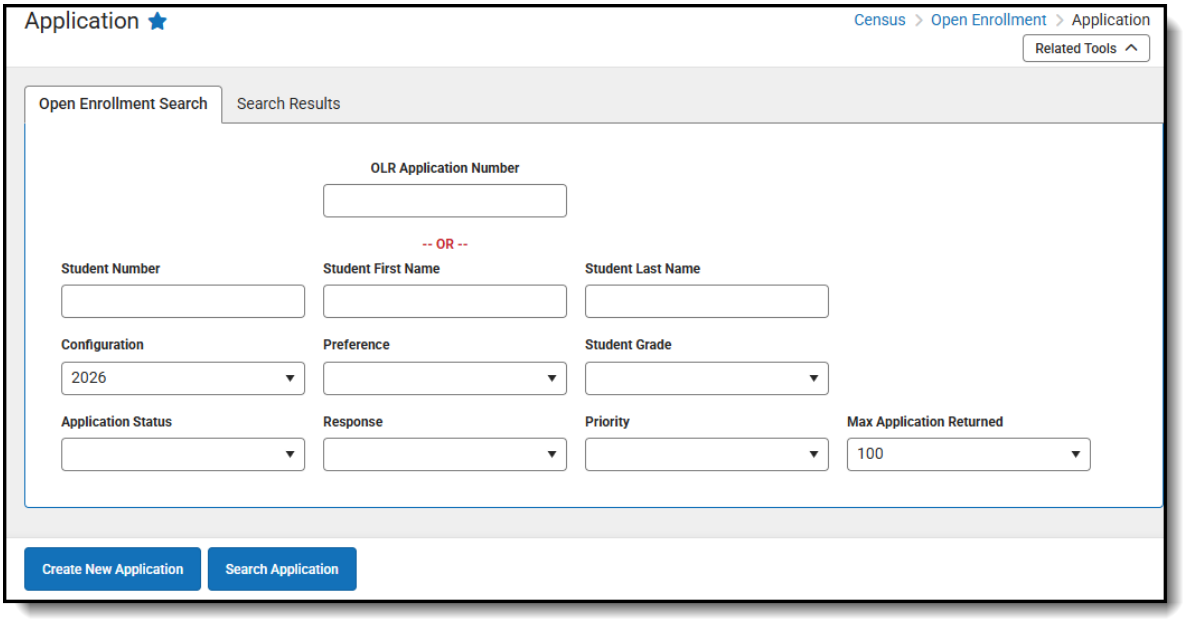
Applications are central to the Open Enrollment process. Parents or guardians of the students complete the applications, indicating their preferred choices for the student's school and ranking them from first to last choice.

Typically, a series of questions is asked for each choice to assist the district in determining which rules apply to that choice for the applicant. These responses are reviewed to ensure accuracy and to assign the appropriate weight to the applicant's answers.

Address information, parent contact details, and student demographics usually form part of the application. The district processes these applications and incorporates them into the application pool, awaiting the next step in the process, which is generally the Lottery.

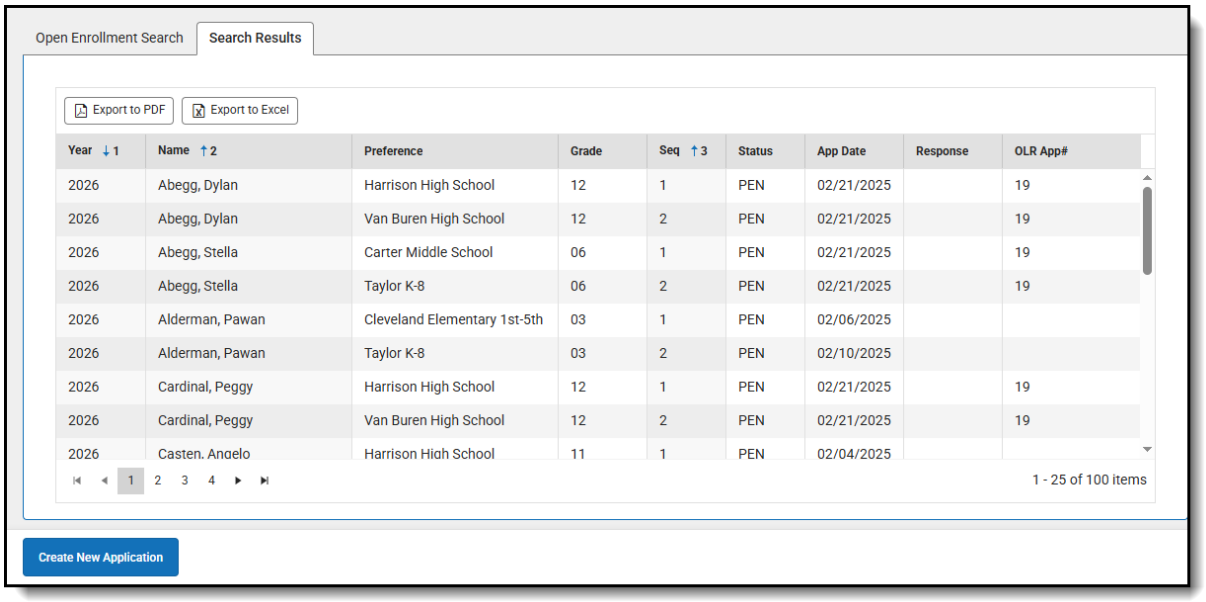
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Search for Applications



1. Search using OLR Application Number or other search criteria. You cannot use the OLR Application Number in conjunction with other criteria.
2. Click **Search Application**. The Search Results tool displays a list of applications matching the search criteria.

3. Select the application you want to process from the application menu. Search results can be exported by selecting either Export to PDF or Export to Excel.



Field Descriptions

Field	Description
OLR Application Number	System-assigned number associated with the OLR application.
Student Number	Locally assigned identification number for the student. This number is created when the student's initial enrollment is saved.
Student First Name **Student Last Name**	Legally recognized name of the student.
Configuration	The Open Enrollment Configuration used to find applications. If left blank, all Configurations will be included.
Preference	The Preference used to find applications. If left blank, all Preferences will be included.
Student Grade	The Grade used to find applications. If left blank, all Grades will be included.

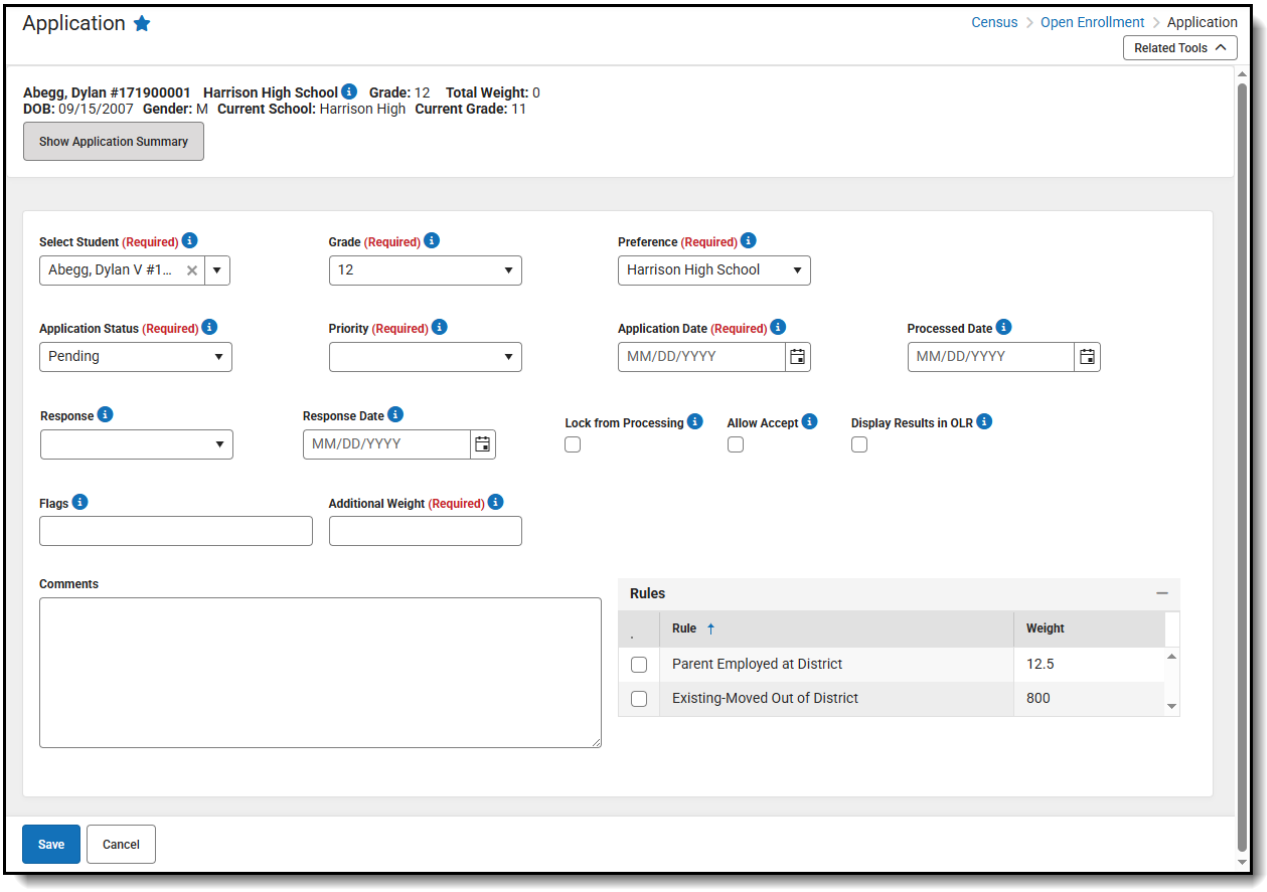
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Application Status</td><td>Indicates the status of the application. Status determines where the application is in the lottery process. If left blank, all statuses will be included.
<table>
<tr><th>Status</th><th>Description</th></tr>
<tr><td>Pending</td><td>The application is still in the initial decision process and hasn't been approved, denied, or waitlisted.</td></tr>
<tr><td>Approved</td><td>The application has been approved and a seat in the application calendar/grade is reserved.</td></tr>
<tr><td>Waitlist</td><td>The application was not approved, has been placed on a waitlist, and will be added to the school if a seat becomes available.</td></tr>
<tr><td>Denied</td><td>The application has been rejected by the district.</td></tr>
<tr><td>Deferred</td><td>The application has been postponed for review at a later time.</td></tr>
</table></td></tr>
<tr><td>Response</td><td>Indicates the response parents/guardians have provided for their application. If left blank, all Responses will be included.
<table>
<tr><th>Status</th><th>Description</th></tr>
<tr><td>Accepted</td><td>The parent/guardian has accepted their application and the seat their student received.</td></tr>
<tr><td>Declined</td><td>The parent/guardian has declined their application and the seat their student would have received.</td></tr>
<tr><td>Hold</td><td>The application is currently on Hold.</td></tr>
</table></td></tr>
<tr><td>Priority</td><td>The Priority used to find applications. If left blank, all priorities will be included.</td></tr>
<tr><td>Flags</td><td>The Flag used to find applications. If left blank, all flags will be included.</td></tr>
<tr><td>Max Application Returned</td><td>The maximum number of applications that can be seen from a search.</td></tr>
</table>

Editing an Application

After searching for an application, any of the results can be selected to edit the fields, rules, and weights within the application. Additional buttons appear, which can be used to toggle additional features in the application and send an email.

Button	Description
Show Application Summary	Shows a list of each submitted application for that student, which can be reviewed by selecting it from the list.
OLR Info	Shows a summary of the OLR information related to the application, such as the Household, student information, and sibling applications.
Mailer History	Shows a history of mail that has been sent related to this application.
Send Email	A button that can be used to send an email message to the user who submitted the application. Choose one of the options under "Select Mailer Option to Run" and click Send Email. **NOTE:** This button is only available when the application is created from OLR, and the OLR application has an email present. Any mailers set to trigger the feeder are only available if NO person or household included in the application has a previous Campus record.
Lock Application	Locks the application from being changed.

Create a New Application



If necessary, staff can create new open enrollment applications for existing students without needing the parents to fill out an OLR application.

1. Click **Create New Application**.
2. Select a student.
3. Select the grade the student is applying for. This field appears after a student is selected.
4. Select the preference the student is applying for. This field appears after a grade is selected.
5. Select an Application Status.
6. Select a Priority.
    - Priority determines if this application is the student's 1st choice, 2nd choice, etc.
7. Select an Application Date.
    - Application Date is when the application was received and determines whether the application is On-Time.
8. (*Optional*) Add a Processed Date.
    - The date the lottery was run for this application.
9. (*Optional*) Select a Response.
    - Parent response for an Approved application.
10. (*Optional*) Add a Response Date.
    - Date parent response sent.
11. (*Optional*) Check if the application will Lock from Processing.
    - Applications locked from processing will not be included when running the lottery process.
12. (*Optional*) Check if the application will Allow Accept.
    - This will allow a parent to send a response to an Approval offer through the OLR

Application.

13. (*Optional*) Check if the application will Display Results in OLR.
    - When checked, results and waitlist numbers will show in OLR.
14. (*Optional*) Choose Flags.
    - Apply flags to group applications or to find them with search filters.
15. Enter Additional Weight.
    - This field will add the specified weight to the application during the lottery.
16. (*Optional*) Enter any comments that will appear with the application.
17. (*Optional*) Select any rules to add additional weight to the application.
18. Click **Save**.