



# Application

Last Modified on 07/11/2025 1:30 pm CDT

## 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.

## Search for Applications

The screenshot shows the 'Application' tool interface. At the top, there's a breadcrumb trail: 'Census > Open Enrollment > Application'. Below this is a 'Related Tools' link with an upward arrow. The main section is titled 'Open Enrollment Search' and 'Search Results'. It contains several search criteria fields: 'OLR Application Number' (text input), followed by '-- OR --', then 'Student Number', 'Student First Name', and 'Student Last Name' (all text inputs). Below these are 'Configuration' (dropdown with '2026'), 'Preference' (dropdown), and 'Student Grade' (dropdown). Further down are 'Application Status' (dropdown), 'Response' (dropdown), 'Priority' (dropdown), and 'Max Application Returned' (dropdown with '100'). At the bottom, there are two buttons: 'Create New Application' and 'Search Application'.

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.



Open Enrollment Search		Search Results						
<a href="#">Export to PDF</a>		<a href="#">Export to Excel</a>						
Year ↓ 1	Name ↑ 2	Preference	Grade	Seq ↑ 3	Status	App Date	Response	OLR App#
2026	Abegg, Dylan	Harrison High School	12	1	PEN	02/21/2025		19
2026	Abegg, Dylan	Van Buren High School	12	2	PEN	02/21/2025		19
2026	Abegg, Stella	Carter Middle School	06	1	PEN	02/21/2025		19
2026	Abegg, Stella	Taylor K-8	06	2	PEN	02/21/2025		19
2026	Alderman, Pawan	Cleveland Elementary 1st-5th	03	1	PEN	02/06/2025		
2026	Alderman, Pawan	Taylor K-8	03	2	PEN	02/10/2025		
2026	Cardinal, Peggy	Harrison High School	12	1	PEN	02/21/2025		19
2026	Cardinal, Peggy	Van Buren High School	12	2	PEN	02/21/2025		19
2026	Casten, Angelo	Harrison High School	11	1	PEN	02/04/2025		
<div>1 2 3 4</div>								1 - 25 of 100 items
<a href="#">Create New Application</a>								

## Field Descriptions

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



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

## 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
<b>Show Application Summary</b>	Shows a list of each submitted application for that student, which can be reviewed by selecting it from the list.
<b>OLR Info</b>	Shows a summary of the OLR information related to the application, such as the Household, student information, and sibling applications.
<b>Mailer History</b>	Shows a history of mail that has been sent related to this application.
<b>Send Email</b>	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.
<b>Lock Application</b>	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**.
-