Open Enrollment - Start here

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Open Enrollment tools are used to create applications and manage a lottery to award available seats. Approved students receive notifications and are enrolled, while those not selected are placed on a waitlist. If additional seats become available, students on the waitlist are offered a seat based on district-defined options.

Tutorial

- Process Open Enrollment Applications Video
- Open Enrollment Processing Video

How-to guides

1. Process open enrollment applications
2. Set seats available for open enrollment
3. Run a lottery
4. Update applications using Batch Update
    A. Enable Allow Accept in OLR
    B. Show Results in OLR
    C. Set Application Status for Waitlisted applications (depending on policy and procedures)
    D. Lock Lottery Processing
5. Send status messages to parents
6. Manage waitlist
7. Create Enrollments for open enrollment students using Post Enrollments

Reference

- Open Enrollment Setup
- OLR Setup for Open Enrollment Video

Administrator Setup

- Open Enrollment Tool Rights