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](#)

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](#)