

Post Enrollments

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Tool Search: Post Enrollments

The Post Enrollments tool is used to create enrollments for Approved Applications en masse. Selecting a Template will apply the saved settings to the Post Enrollment filters and options.

| Post | Enrollments ☆ | Census > Open Enrollment > Post Enrollments Related Tools | |
|------|---------------------------------------|--|------------|
| Sele | cting a Template will apply the saved | settings to the Post Tool | |
| | Template Name ↑ | Group ↑ | Sequence ↑ |
| • | Group: High School | | |
| | High School Post | High School | |
| | | | |
| | | | |
| | | | |
| New | | | |

Creating a New Enrollments Post

| sponse 🤨 | Set Start Status (Requir | Set Start Status (Required) (1) | | Set Start Date (1) | | | |
|-------------------|------------------------------|---------------------------------|------|--------------------|-------------------|--|--|
| ades (Required) 🖪 | Flags (3) | Flags 3 | | | | | |
| Preferences | | | | | | | |
| Select All | Name ↑ | Program | | | Category | | |
| | | T | | Y | | | |
| | Arthur Elementary 1st-5th | Bilingual Sch | lool | | Elementary School | | |
| | Arthur Elementary KG | | | | KG Calendar | | |
| | Carter Middle School | | | | Middle School | | |
| | Cleveland Elementary 1st-5th | | | | Elementary School | | |
| \Box | Cleveland Elementary KG | | | | KG Calendar | | |
| | Fillmore Middle School | | | | Middle School | | |
| \square | Harrison High School | | | | High School | | |

Choose the filters and options to apply to the Post settings. Use the tool to create enrollments for eligible approved applications with the options chosen that meet the selected parameters.

1. Click New.



2. Select a **Response**.

• Only applications for the selected Responses will be included. If blank, all responses will be included.

3. Select a Set Start Status.

- The Set Start Status applies the selected value to the Start Status of the Enrollment that is created
- 4. Enter a Set Start Date.
 - This is the Start Date for the enrollments. If left blank, it will default to the Calendar Start Date.

5. Select Grades.

- Only applications for the selected Grades will be included. At least one Grade is required.
- 6. Select any of the available Flags.
 - If at least one Flag is selected, only applications for the selected Flags will be included.
 Flags are not required.
- 7. Select any **Preferences**.
 - Only applications for the selected Preferences will be included. At least one Preference is required.
- 8. Click **Preview** to run a mock post to ensure all the correct settings have been selected.
 The Preview list can be downloaded by clicking Export to PDF or Export Excel.

9. When everything is set, click **Post Records** and then **Run Post**.

• The application enrollments will appear on screen and can be downloaded using the export buttons.