Open Enrollment Setup - Start here

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Open Enrollment helps users complete the annual tasks necessary for districts to enroll students who wish to attend schools in the upcoming year. During each Open Enrollment cycle, the district determines which schools, calendars, programs, and grade levels will be available for applicants. The number of spots for each option is based on the district's available resources, including capacity and staffing.

Tutorial

- Open Enrollment Setup Overview Video
- Yearly Setup Checklist

How-to guides

Create Open Enrollment Settings

- Create Open Enrollment Configuration
- Define grade levels for open enrollment
  - (Optional) Define grade level templates for multiple Open Enrollment configurations
- Create Rules
  - (Optional) Define rule templates for multiple Open Enrollment configurations
- (Optional) Create Open Enrollment Flags
  - (Optional) Define flag templates for multiple Open Enrollment configurations
- Create Schools/Programs for Open Enrollment (Preferences)

Set Processing Options

- Set Waitlist options
- Create Email templates for open enrollment messages
  - (Optional) Define email templates for multiple Open Enrollment configurations
- (Optional) Create templates for lottery processing
- (Optional) Create templates for application batch processing updates
- (Optional) Create templates for enrollment post-processing

Online Registration Setup for Open Enrollment

If desired, a short-form OLR application can be used to collect information for Open Enrollment.

- OLR Setup for Open Enrollment Video
- OLR Feeder Setup

Portal Translations

- Create a Portal Translation

Explanation

Settings (Open Enrollment Setup)

Reference

- Open Enrollment Application Processing
- Portal Preferences (Open Enrollment)

Administrator Setup

- Open Enrollment Setup Tools Tool Rights