

OLR Application, Health, Student Processing Tool Rights

Last Modified on 07/17/2026 2:44 pm CDT

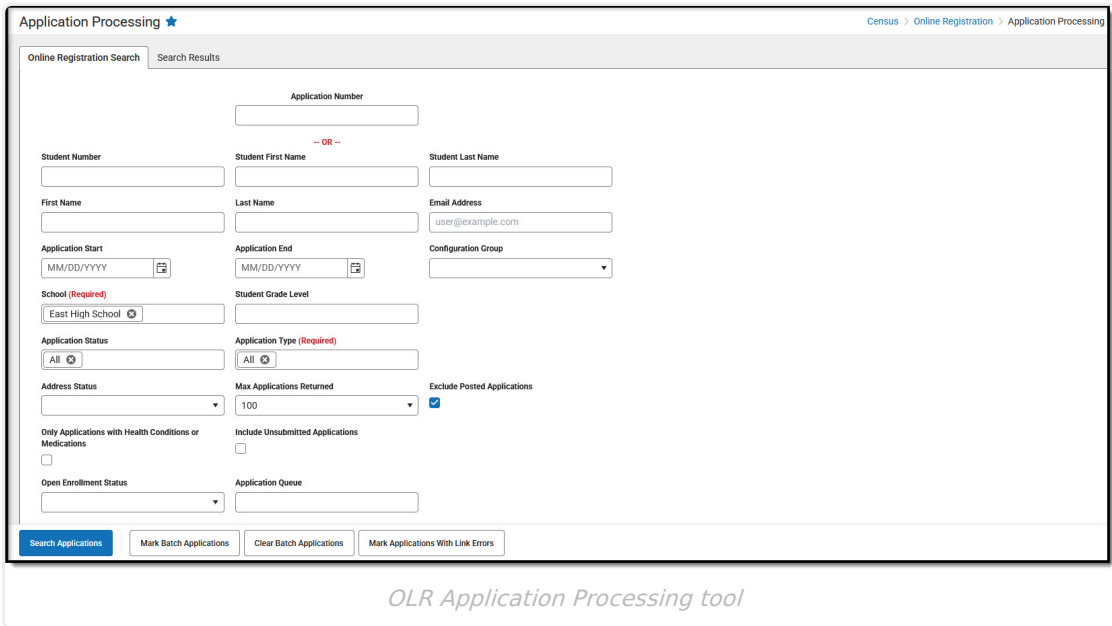
The Online Registration Application Processing tools - Application Processing, Health Processing, and Student Processing - provide a central place for staff to review and process applications entered by parents/guardians submitted via the Portal.

This article identifies the tool rights recommended for Application Processing, Health Processing, and Student Processing tools.

Application Processing

Once a parent/guardian submits an Online Registration application, staff can use the Application Processing tool to review it and enroll a student in a school.

See the [Application Processing](#) article for information on using that tool.



The screenshot shows the 'Application Processing' tool interface. At the top, there's a breadcrumb trail: 'Census > Online Registration > Application Processing'. Below this is a search bar with 'Online Registration Search' and 'Search Results' tabs. The main form area contains various input fields and filters:

- Application Number**: A text input field.
- Student Number**: A text input field.
- Student First Name**: A text input field.
- Student Last Name**: A text input field.
- First Name**: A text input field.
- Last Name**: A text input field.
- Email Address**: A text input field with the placeholder 'user@example.com'.
- Application Start**: A date picker with the format 'MM/DD/YYYY'.
- Application End**: A date picker with the format 'MM/DD/YYYY'.
- Configuration Group**: A dropdown menu.
- School (Required)**: A dropdown menu with 'East High School' selected.
- Student Grade Level**: A text input field.
- Application Status**: A dropdown menu with 'All' selected.
- Application Type (Required)**: A dropdown menu with 'All' selected.
- Address Status**: A dropdown menu.
- Max Applications Returned**: A dropdown menu with '100' selected.
- Exclude Posted Applications**: A checkbox that is checked.
- Only Applications with Health Conditions or Medications**: A checkbox that is unchecked.
- Open Enrollment Status**: A dropdown menu.
- Include Unsubmitted Applications**: A checkbox that is unchecked.
- Application Queue**: A text input field.

At the bottom of the form, there are four buttons: 'Search Applications', 'Mark Batch Applications', 'Clear Batch Applications', and 'Mark Applications With Link Errors'.

Below the screenshot, the text 'OLR Application Processing tool' is displayed in a light gray font.

Available Tool Rights

Subrights are in *italics*.

R	W	A	D
• Access and view the Application Processing tool. • Search for applications. • Mark applications with link errors. • Print the submitted application. • Resend the initial application.	• Review applications. • Change the status of an application. • Un-submit an application. • Update an application. • Disable posting for a person.	• Approve and post an application.	• Delete an application.
<i>OLR Application</i>			
• Log in as the parent/guardian to modify an in-progress application and generate a PDF of the application.	• N/A	• N/A	• N/A
<i>Batch Processing</i>			
• Mark applications for batch processing. • Clear batch applications processing. • Post batch applications. • Check Batch Qualifications for Applications.	• N/A	• N/A	• N/A

Student Processing

Student Processing assigns an application to a school, creates enrollment records for new students, and/or flags the student as processed.

See the [Student Processing](#) article for information on using the tool.

Student Information

Name

A Student

Date of Birth

01/01/2008

Age

18

Type

New

Assigned to School

High School

Application Grade Level

10

School From Application

School Boundary Schools For Student

Recent Student Enrollments

Grade ↑	Calendar	Dates	Service Types
No records available.			

Household Information

Application Household Address

123 N 1st St S
City, Minnesota 55000

School Boundary Schools For Address

Processing

Current School Assignment

High School

Application ID

1797

Configuration Group

2018 converted

School (Required)

High School

Remove School Assignment

Student Information for Selected School

Enrolled at School	Boundary at School	Assigned to School	Application School
NO	NO	YES	NO

Comment

Update Comment

Flag A Student As Processed

Go Back

Open Campus Enrollments

Print Application

Student Processing Tool

To view the student's enrollments (Open Campus Enrollment button), users must have at least Read rights to Student Enrollments (Student Information > General > Enrollment) or Census Enrollments (Census > People > Enrollments).

Available Tool Rights

R	W	A	D
• Access and view the Student Processing tool. • Search for and review applications. • Print applications. • Flag the application as processed. • Open the student's enrollment record.	• N/A	• N/A	• N/A

Health Processing

When health information, medications, and conditions are included on the application, health staff can review that information and assign medications or conditions to the student.

See the [Health Processing](#) article for information on using the tool.

Health Conditions

Non-linked Condition NOT in OLR - F41.9 : Anxiety disorder, unspecified

Infinite Campus Status: Not Resolved

Start Date: 11/01/2024

End Date: No End Date

Infinite Campus Comments:

Update Health Condition

REVIEWED New Condition in OLR - Other : Other

Comments: Anxiety

Will Post As: This condition is not set up to post to Infinite Campus Health

Remove Reviewed Flag

Linked Condition in OLR and Infinite Campus - T78.40XA : Allergy, unspecified, initial encounter

Condition Status: This condition IS NOT current

Infinite Campus Status: Not Resolved

Start Date: 10/30/2024

End Date: No End Date

Flag Student As Health Approved

Cancel

Print Application

Open Student Health Conditions

Open Student Medications

Health Processing Conditions, Medications List

To view student Health Conditions and Medications, users must have at least Read rights to Student Health Conditions (Student Information > Health > Conditions) and Student Health Medications (Student Information > Health > Medications).

R	W	A	D
• Access and view the Health Processing tool. • Search for and review applications. • Print applications.	• Flag the application as Health Approved. • Flag new health conditions as reviewed. • Flag new medications as health reviewed.	• Open Student Health Conditions. • Open Student Medications.	N/A

Suggested User Groups

- [Online Registration Administrators User Group](#)
- [Online Registration Registrars User Group](#)
- [Online Registration Health User Group](#)

See [User Groups and Suggested Roles](#) for more information.