

Parent Information and Online Registration Student Tool Rights

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The Parent Information tool and the Online Registration Student tool list all applications submitted by the parent/guardian and applications linked to the student.

Parent Information

The Parent Information tool allows staff to find a parent/guardian and review all of the applications the guardian has ever completed. It also lists any students associated with that guardian or living in the same household as that guardian, and indicates whether a student would not be listed on that parent's application.

See the [Parent Information](#) article for information on using that tool.

Parent Information

Configuration *

2020 converted

Parent

Hiemstra, Chelsea

Person ID

14325

User Account

chelseashy85

Household Name

Lester

Household ID

5345

Household Override

No

Applications for the Lester Household

Application Number	Application Status	Type	Started By
6156	Approved/Posted	Annual Update	Lester, Scott

Status of Students for New Applications

Displays information regarding what will happen if the selected parent creates a new annual registration application. People not displayed are not recognized as students in the selected year.

Student Name	Grade	Included in New App?	Reason (if not included)	In Submitted Application?
Garrett Lester	02	No	In Application Number 6156	Yes
Treyten Lester	06	No	In Application Number 6156	Yes
Camden Best	07	No	Not in this Household	Yes
McKenzie Best	10	No	In Application Number 6156	Yes

Use the Create Link button to create a new application for the selected parent. The link to enter the new application is accessible through a process message in the parent portal. The application will be created for the selected configuration group and will not show up in the Application list above until the parent has started the application process.

Create New Student Link

Create Annual Update Link

OLR Parent Information tool

Available Tool Rights

R	W	A	D
• Access and view the Parent Information tool. • Select the desired Configuration year. • View the applications submitted by the parent. • Create a link that the parent can access in the Portal to submit applications for the next school year. • Create an annual update link that the parent can access to update the application in the Portal.	• N/A	• N/A	• N/A

Online Registration Student

The Online Registration Student tool provides a student-level view of a student's application data. Once an application is selected, an Online Registration Summary PDF displays, which can be printed.



Online Registration Student ☆

Student, Poppy

Student #: 421354
Grade: 04
DOB: 05/06/2016


GIFTED PROGRAM

[Census](#) > [Online Registration](#) > Online Registration Student

Application Number ↑	Config Name	Date Submitted	Type
137856	2023	05-24-2022 05:56 PM	New
138545	2023	06-09-2022 08:29 PM	New
182547	2024	07-08-2023 12:36 AM	Existing
239637	2025	08-06-2024 02:44 PM	Existing
260377	2026	07-09-2025 07:06 AM	Existing

Online Registration Student

Available Tool Rights

R	W	A	D
- Access and view the Online Registration Student tool. - Select the desired application from the list of new and existing applications. - View the Online Registration Summary for the selected application.	N/A	N/A	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.