

OLR Reports Tool Rights

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Since generating a report doesn't add or change existing data, only **Read** rights are required for all OLR Reports. Write/Add/Delete rights, if granted, have no impact. This article includes screenshots of the OLR Reports and summaries of what each report is used for.

See the individual articles in [Online Registration Reports](#) to learn more about these reports and how to run them.

▼ Online Registration	☐ All	☒ Read	☐ Write	☐ Add	☐ Delete
Application Processing	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
OLR Application	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Batch Processing	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Student Processing	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Health Processing	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
OLR Dashboard	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Parent Information	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
OLR Queue Applications	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Online Registration Student	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
OLR Summary	☐ All	☒ Read	☐ Write	☐ Add	☐ Delete
OLR Email Log	☐ All	☒ Read	☐ Write	☐ Add	☐ Delete
OLR Application Statistics Report	☐ All	☒ Read	☐ Write	☐ Add	☐ Delete
Students without OLR Applications Report	☐ All	☒ Read	☐ Write	☐ Add	☐ Delete
Applications without Enrollments Report	☐ All	☒ Read	☐ Write	☐ Add	☐ Delete
Unsubmitted Applications Report	☐ All	☒ Read	☐ Write	☐ Add	☐ Delete
Students with submitted applications report	☐ All	☒ Read	☐ Write	☐ Add	☐ Delete

Online Registration Report

OLR Summary

The [OLR Summary](#) report provides an overview of the submitted application. Select which indexes/pleats are included in the report.

OLR Summary ☆

Census > Online Registration > OLR Summary

Configuration (Required)

25-26

Purpose

This report will batch print Online Registration applications for students with an enrollment in the selected calendar.

Which students would you like to include in the report?

☒ All Students
 ☐ Grade Level
 ☐ Ad Hoc Filter

Receipt Signature Included in Summary

☒

Start Student Records on Odd Numbered Pages (Double-Sided Printing)

☐

☒ Pleat Name

Emergency Contact

☒ Demographics
 ☒ Contact Information
 ☒ Verification

Household

☒ Home Phone

Generate Report

OLR Summary

OLR Email Log

The [OLR Email Log](#) report shows emails sent by Online Registration.

OLR Email Log

Purpose

This report shows emails that have been sent by Online Registration. It is designed primarily to help with troubleshooting.

Report Range Start Date

10/14/2021

Report Range End Date

10/14/2021

Email Type

All Email Types

Email Status

All

Application Number

Email Address

Report Format

PDF

Include Email Text

☐

Generate Report

OLR Email Log

OLR Application Statistics

The [OLR Application Statistics](#) report provides an overview of Online Registration applications, including application totals for submitted, not submitted, approved, and not approved applications, relative to the number of students in a school.

OLR Application Statistics

Configuration *

2021

Purpose

This report lists OLR applications based on the selected options. If dates are entered, only submitted applications will be included in the report.

Report Range Start Date ⓘ

month/day/year

Report Range End Date ⓘ

month/day/year

Which schools would you like to include?

☒ All Schools
 ☐ Choose From a List

Application Status

Include Applications With No Students

☐

Sort By

School

Report Format

PDF

Include Only Statistics, No Details

☐

OLR Application Statistics

Students without OLR Applications

The [Students without OLR Applications](#) report lists students from the selected year who have enrollment in the selected year but do not have an application in that year. Applications that have a status of Denied are not included in this report.

Students Without OLR Applications

OLR Configuration *

2021

Purpose

This report lists students from the selected year and school(s) who do not have a valid OLR application started. Applications with a status of 'Denied' are excluded.

Campus School Year for Enrollments *

21-22

Report Range Start Date ⓘ

10/14/2021

Report Range End Date ⓘ

10/14/2021

Which students would you like to include in the report?

☒ All Students
 ☐ Choose By Enrollment Grade Level
 ☐ Use Ad Hoc Filter

Active Students Only

☐

Which schools would you like to include?

☒ All Schools
 ☐ Choose From a List

Report Format

PDF

Students without OLR Applications Report

Applications without Enrollments

The [Applications without Enrollments](#) report lists new persons added to an application matching the selected status, but the person record does not have an enrollment record created.

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Applications Without Enrollments

Configuration *
2021

Purpose
This report lists students from the selected configuration who have an OLR application and a Person record in Campus, but do not have an enrollment record in the same year as the configuration's year.

Report Range Start Date ⓘ
10/14/2021

Report Range End Date ⓘ
10/14/2021

Application Status

Which students would you like to include in the report?
☒ All Students
☐ Choose By OLR Student Grade Level
☐ Use Ad Hoc Filter

Report Format
PDF

Applications without Enrollments Report

Unsubmitted Applications

The [Unsubmitted Applications](#) report lists individuals who created online applications but have not submitted them.

Unsubmitted Applications

Configuration *
2021

Purpose
This report lists OLR applications that have been started but have not yet been submitted.

Report Range Start Date ⓘ
10/14/2021

Report Range End Date ⓘ
10/14/2021

Which students would you like to include in the report?
☒ All Students
☐ Choose By OLR Student Grade Level
☐ Use Ad Hoc Filter

Active Students Only
☐

Which schools would you like to include?
☒ All Schools
☐ Choose From a List

Report Format
PDF

Unsubmitted Applications Report

Students with submitted applications

The [Students with Submitted Applications](#) report lists existing students who have completed their online registration applications and have an enrollment record in the selected school year.

Students With Submitted Applications

OLR Configuration *

2021

Purpose

This report lists students that have enrolled and completed their online registration application.

Campus School Year for Enrollments *

21-22

Report Range Start Date ⓘ

10/14/2021

Report Range End Date ⓘ

10/14/2021

Which students would you like to include in the report?

☒ All Students
 ☐ Choose By Enrolment Grade Level
 ☐ Use Ad Hoc Filter

Active Students Only

☐

Which schools would you like to include?

☒ All Schools
 ☐ Choose From a List

OLR Student Records to Include

All

Report Format

PDF

Students with Submitted Applications

Suggested User Groups

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

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