

Open Enrollment Tool Rights

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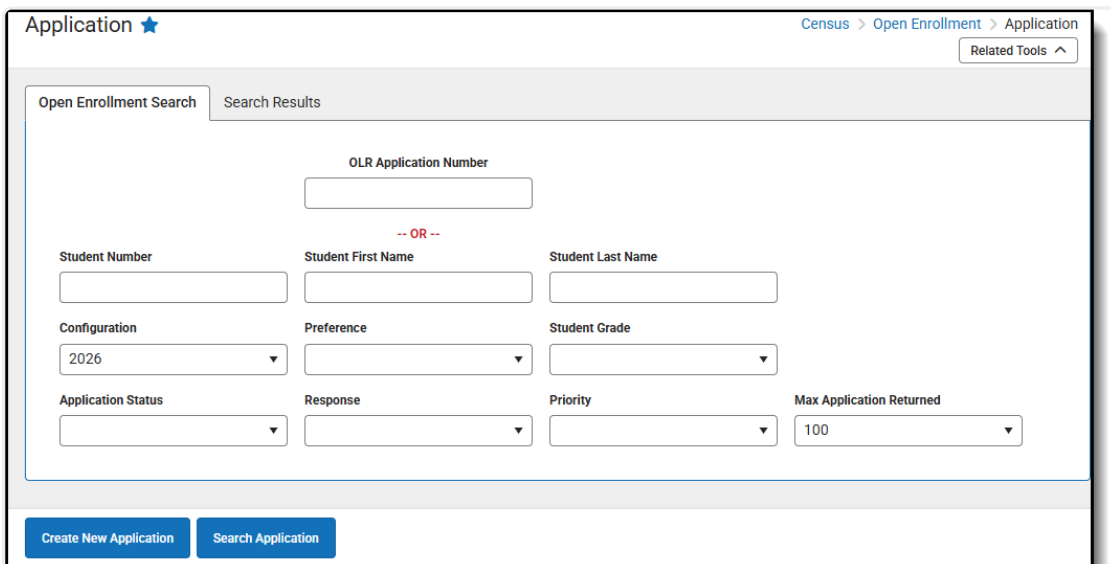
Open Enrollment Processing Tools are used to simplify the setup process of Open Enrollments. A brief explanation of each available template is included in this article, along with corresponding tool rights.

See the [Open Enrollment](#) article to learn about how these tools are used.

Lottery, Batch Updates, Post Enrollments, and Mailer are "run once" processing tools. Users need **Add** rights to these tools to have full access to them.

Application

[Applications](#) are central to the Open Enrollment process. Parents or guardians of the students complete the applications, indicating their preferred school choices and ranking them from first to last.



The screenshot shows the 'Application' tool interface. At the top, there is a breadcrumb trail: 'Census > Open Enrollment > Application'. Below this, there is a 'Related Tools' link with an upward arrow. The main section is titled 'Open Enrollment Search' and 'Search Results'. It contains several input fields and dropdown menus for searching applications:

- OLR Application Number**: A text input field.
- OR --**: A red separator.
- Student Number**, **Student First Name**, and **Student Last Name**: Text input fields.
- Configuration**: A dropdown menu with '2026' selected.
- Preference**: A dropdown menu.
- Student Grade**: A dropdown menu.
- Application Status**: A dropdown menu.
- Response**: A dropdown menu.
- Priority**: A dropdown menu.
- Max Application Returned**: A dropdown menu with '100' selected.

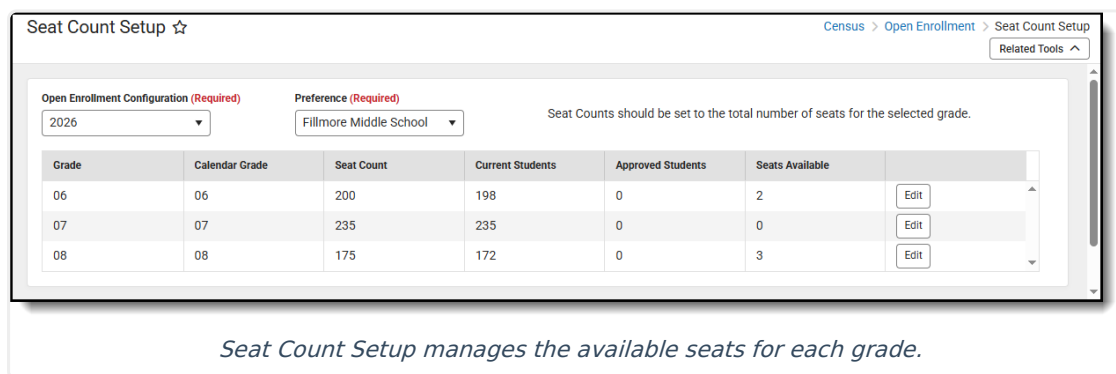
At the bottom, there are two buttons: 'Create New Application' and 'Search Application'.

Open Enrollment Application tool finds existing applications and provides a place to create new applications.

R	W	A	D
Access and view application data, search results, and summary grid.	Modify the existing non-locked application.	Create a new manual application.	Delete the non-locked application.
<i>Application Lock</i>			
N/A	Displays Lock Application checkbox and allows changes to be saved to a locked application.	N/A	N/A

Seat Count Setup

[Seat Count Setup](#) manages the number of seats available for each grade in a calendar year.



The screenshot shows the 'Seat Count Setup' interface. At the top, there's a breadcrumb trail: 'Census > Open Enrollment > Seat Count Setup'. Below this, there are two dropdown menus: 'Open Enrollment Configuration (Required)' set to '2026' and 'Preference (Required)' set to 'Fillmore Middle School'. A note states: 'Seat Counts should be set to the total number of seats for the selected grade.' Below the note is a table with columns: Grade, Calendar Grade, Seat Count, Current Students, Approved Students, Seats Available, and an Edit button. The table contains three rows for grades 06, 07, and 08.

Grade	Calendar Grade	Seat Count	Current Students	Approved Students	Seats Available	Edit
06	06	200	198	0	2	Edit
07	07	235	235	0	0	Edit
08	08	175	172	0	3	Edit

Seat Count Setup manages the available seats for each grade.

R	W	A	D
Access and view the seat count grid.	N/A	N/A	N/A

Lottery

Once the application deadline has passed and all the eligible applications are entered, the [Lottery](#) generally takes place.

Lottery ☆
Census > Open Enrollment > Lottery
Related Tools ^

Choose the filters and options to apply to the Lottery settings. Run the Lottery tool to determine which Open Enrollment Applications are approved for open seats.

Use Sequential Processing ⓘ
☐

Priority ⓘ

Set Unapproved Status To ⓘ

Processed Date ⓘ

Include only On-Time Applications ⓘ
☐

Grades (Required) ⓘ

Flags ⓘ

Weight Override Options ⓘ

Seat Count Override Options ⓘ

Preferences ⓘ

☐ Select All	Name ↑	Program	Category
☐	Arthur Elementary 1st-5th	Bilingual School	Elementary School
☐	Arthur Elementary KG		KG Calendar
☐	Carter Middle School		Middle School
☐	Cleveland Elementary 1st-5th		Elementary School
☐	Cleveland Elementary KG		KG Calendar
☐	Fillmore Middle School		Middle School
☐	Harrison High School		High School
☐	Taylor K-8		K-8 School
☐	Van Buren High School		High School

Run Lottery Preview Cancel

R	W	A	D
Access and view the lottery history grid and template selection.	N/A	Create a new lottery process.	N/A

Batch Updates

The [Batch Updates](#) tool is used to update Applications en masse. Selecting a Template will apply the saved settings to the Batch Tool.

Batch Updates ☆
Census > Open Enrollment > Batch Updates
Related Tools ^

Selecting a Template will apply the saved settings to the Batch Tool

↑ Group

Template Name ↑	Group ↑	Sequence ↑
▼ Group: Standard		
Lock Processing After Lottery	Standard	1
Set Waitlist Status After Lottery	Standard	2
Show Allow Accept Response for Parents	Standard	3
Show Results for Parents	Standard	4

New

Batch Update Tool with Templates

R	W	A	D
Access and view the batch update form, filters, and results grid.	N/A	Create a new batch update.	N/A

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 ^

Selecting a Template will apply the saved settings to the Post Tool

↑ Group

Template Name ↑	Group ↑	Sequence ↑
▼ Group: High School		
High School Post	High School	

New

Create enrollments for the approved Open Enrollments.

R	W	A	D
Access and view the Post Enrollment tool.	N/A	Add a new enrollments post.	N/A

Waitlist

The [Waitlist](#) tool is used to view and print the Waitlist for each Open Enrollment Configuration and Preference.

Waitlist ☆
Census > Open Enrollment > Waitlist
Related Tools ^

Waitlist by Preference.
Open Enrollment Configuration (Required) 2026
Preference (Required) Arthur Elementary 1st-5th
Grades

Export to PDF
Export to Excel

Seat	Preference	Grade	Student	Seq	Weight	On-Time	App Date
1	Arthur Elementary 1st-5th	02	Salwart, Leslie #129107	1	81.2500	X	02/22/2025
2	Arthur Elementary 1st-5th	02	Neukamm, Manas #124675	1	81.2500	X	02/22/2025
3	Arthur Elementary 1st-5th	02	Goodman, John	2	56.2500	X	02/25/2025
4	Arthur Elementary 1st-5th	02	Metz, Yuka #123716	2	56.2500	X	02/22/2025
5	Arthur Elementary 1st-5th	02	Rogers, Steve	1	56.2500	X	02/25/2025
6	Arthur Elementary 1st-5th	02	James, Bronny	2	56.2500	X	02/25/2025

1 - 6 of 6 items

R	W	A	D
View waitlist information.	N/A	N/A	N/A

Mailer

The [Mailer](#) tool is used to send emails to all recipients listed based on the selected filters and options.

Mailer ☆

[Census](#) > [Open Enrollment](#) > [Mailer](#)

Related Tools ^

Selecting a Template will apply the saved settings to the Mailer Tool

↑ Group

Template Name ↑	Group ↑	Sequence ↑
▼ Group: Elementary		
Feeder Letters for Arthur Elementary KG	Elementary	
Lottery Results for Arthur Elementary KG	Elementary	

New

Send emails to Open Enrollment participants using the Mailer tool.

R	W	A	D
View existing mailer configuration and template options.	N/A	Create and run new mailer job (New button is visible).	N/A

Process History

The Process History tool lists the Lottery, Batch Updates, and Post runs for the selected configuration.

R	W	A	D
View process history records.	N/A	N/A	N/A

Suggested User Groups

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

- [Open Enrollment Administrator](#)
- [Open Enrollment Processor](#)