

Student Processing

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This documentation applies to both versions of Online Registration.

Classic View: Census > Online Registration > Student Processing

Search Terms: Student Processing

Search for Applications | Print an Application | Assign to School for Processing | Open Campus Enrollments | Flag Student as Processed

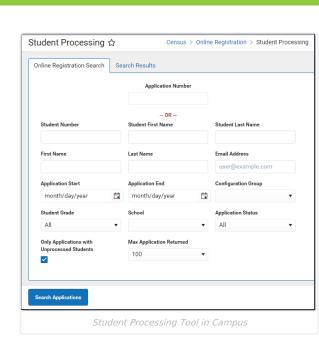
After a parent or guardian enters an online registration application through the Portal and the application is approved, you can use the Student Processing Tool to assign an application to a different school, open the Campus Enrollments tool and create enrollment records for new students, and/or flag the student as processed.

After a parent or guardian enters an online registration application through the Portal, you can use the Staff Processing tool or the Student Processing tool to review then approve, hold, or deny an application. See the Staff Processing article for more information about reviewing applications. This article only covers the following topics.

What can I do?

- Search for Applications
- Print an Application
- Assign to School for Processing
- Open Campus Enrollments
- Flag Student as Processed

Click image to magnify.



Infinite Campus

Student Revi	ew								
All Student No School Name Adams, Aria	Selected DoB		App Grade	Type New	Processed? No	Enrolled	Boundary	Assigned	School Choice
Current Stu	udent								
Adams, Aria	~			~	No Comm	ent			
	A	sign to S	School for Process	ing	Edit Commi	ant			
Grade Cale No	ndar Dates Enrollments	Found							
Grade Cale No Application 9897 Maple	ndar Dates Enrollments Household Ct	Found							
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Student Processing Tab on an Approved OLR Application

Search for Applications

- Click here to expand...
 - 1. Use the field descriptions found below in the **Search Field Descriptions** section to complete the fields on the Online Registration Search tab.
 - 2. Click Search Applications.
 - **Result**: The Search Results tab displays with a list of applications matching the search results.3. Select the application you want to process from the **Online Registration Applications**.
 - **Result**: The names of the student(s) in the application display at the top in the **Students** section.

Students								
Last Name †	First Name	Middle Name	DOB	Calendar	Grade	Туре	Processed	Comments
Adams	Aria		08/20/2009	Carter Middle	07	New	No	
Online Registrati	on Applications Name	Status	Туре	Date Submitted	Modified by	Da	te Last Process	Comments
+ 17	Adams, Emma	Approved/Posted	l New	04/22/2022 02:27:00 PM	Demo Administrato		/28/2022 :41:00 PM	
н н 1 ж ж								1 - 1 of 1 items



Search Field Descriptions

Option	Description					
Application Number	System-assigned number associated with the application.					
Student Number	Locally assigned identification number for the student. This number is created when the enrollment is saved.					
Student First and Last Name	Legally recognized name of the student.					
First and Last Name	Legally recognized name of the parent/guardian who entered the application.					
Email Address	Email address entered when the application was created, usually of the parent/guardian.					
Application Start and End	Date fields used as a range to return applications entered between the two dates.					
Configuration Group	The OLR Configuration Group.					
Student Grade	Indicates the grade level of enrollment for the registration.					
School	Lists the schools for which applications are returned.					
Application Status	Indicates the status of the application. This includes all core statuses, link errors, post errors and custom statuses. Core statuses are as follows:					
	Status	Description				
	Posted	The application is posted.				
	Denied	The application is rejected by the district.				
	Approved/Posted	The application is approved and enrollment information is posted.				
	Hold	The application is in a hold status because of missing information or a missing district requirement.				
	Submitted-New	This status is assigned when a new parent submits an application.				
	Submitted-New Student	This status is assigned when an existing parent submits an application in the New Student mode. This typically happens during Kindergarten registration.				
	Submitted Existing	This status is assigned when an existing parent submits an annual update without adding a new student.				
	Submitted- Existing with New Student	This status is assigned when an existing parent submits an annual update and adds a new student.				
	New	This status is assigned when a new parent starts an application but does not submit it.				
	Link Error	This status is assigned when you manually mark applications with link errors.				

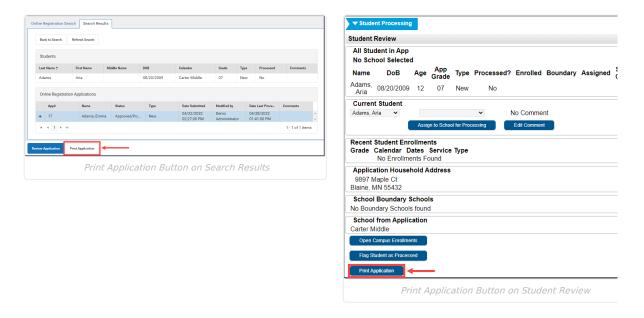


Option	Description
Undetermined Students Only	 When marked, only applications that could not be placed into one of the other options because of the following reasons are returned: A school boundary could not be identified for the school. The student does not have an enrollment anywhere. The student has not been manually assigned to a school. The student does not have any School Choice schools selected.
Only Applications with Unprocessed Students	When marked, the search results return applications that have been started but not completed. This option must be marked to include any unsubmitted applications in the results.
Max Application Returned	This field can be used to minimize a large number of returned applications in the search results area. Options include 100, 500, 1000 and all.

Print an Application

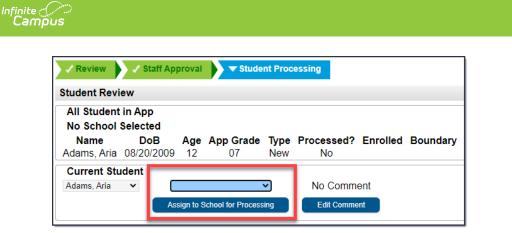
Use the **Print Application** button at the bottom of the search results screen or the **Print Application** button when reviewing an application to see a PDF Summary view of the entered date.

Click on image to magnify.



Assign to School for Processing

If an application must be processed by another school in the district, you can assign the application to that school. On the Student Processing screen, choose the appropriate school from the dropdown list then click the **Assign to School for Processing** button. The selected school is now responsible for completing the application.



Open Campus Enrollments

The **Open Campus Enrollments** button opens the student's Enrollment tab in Campus where you can create an enrollment record for a new student.

See the New Student Registration Workflow and the Enrollments article for more information about adding a new student in Campus.

Student(s) Primary Household	A Parent/Guardian A Emergency Contact A Non-Enrolled Children A Student
✓ Review ✓ Staff Approval	▼ Student Processing
Student Review	
All Student in App No School Selected Name DoB Age Adams, Aria 08/20/2009 12	App Grade Type Processed? Enrolled Boundary Assigned School Choice 07 New No
Current Student Adams, Aria 🗸	 No Comment
Assign to S	chool for Processing Edit Comment
Recent Student Enrollments Grade Calendar Dates Serv No Enrollments Found	ісе Туре
Application Household Addre	SS
9897 Maple Ct Blaine, MN 55432	Student Processing * Census > Online Registration > Student Processing
School Boundary Schools	Adams, Aria
No Boundary Schools found	DOB: 08/20/2009 Gender: F
School from Application	District Assignments FS Deposit School Choice Credentials Overrides Fees ID H Person Documents Schedule Payments Impact Aid Military Connections SIF Person Da
Carter Middle	Demographics Identities Households Relationships Enrollments District Employment
Open Campus Enrollments Flag Student as Processed	New 🖶 Print Enrollment History Notice of Change in Enrollment New Enrollment History Do
	Enrollment Editor
	Grade Type Calendar

Flag Student as Processed

Click the **Flag Student as Processed** button to complete the application and display an option to print the Application Summary.

Infinite Campus	
	gistration - Mozilla Firefox ss://10.200.20.11/coreOLR/olr2/coreOLR/portal/shell.usl?applicationMode=admin&x=olr2.coreOLR.Olr2Main-applic ident Keview III Student in App Io School Selected Name DoB Age App Grade Type Processed? Enrolled Boundary Bill 01/05/2001 15 09 New No Furrent Student Bill Central Office
Gi A Bi S No	cent Student Enroll Calen 10 14-15 High Sch pplication Househol The student has been processed. For a PDF copy of the submitted data, please click the link below. 125 Gorwin Dr Application Summary PDF aine, MN 55449 Application Summary PDF o Boundary Schools fo For a PDF copy of the submitted data, please click the link below.
	chool Choices School ligh School Open Campus Entrollments Flag Student as Processed Print Application