

Student Processing

Last Modified on 10/22/2022 9:45 am CDT

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.

Student Processing ☆ Census > Online Registration > Student Processing

Online Registration Search Search Results

Application Number

-- OR --

Student Number Student First Name Student Last Name

First Name Last Name Email Address

Application Start Application End Configuration Group

Student Grade School Application Status

Only Applications with Unprocessed Students Max Application Returned

[Search Applications](#)

Student Processing Tool in Campus

[Student\(s\) Primary Household](#)
[Parent/Guardian](#)
[Emergency Contact](#)
[Non-Enrolled Children](#)
[Student](#)

[Review](#)
[Staff Approval](#)
[Student Processing](#)

Student Review

All Student in App
 No School Selected

Name	DoB	Age	App Grade	Type	Processed?	Enrolled	Boundary	Assigned	School Choice
Adams, Aria	08/20/2009	12	07	New	No				

Current Student
 Adams, Aria No Comment
[Assign to School for Processing](#) [Edit Comment](#)

Recent Student Enrollments
 Grade Calendar Dates Service Type
 No Enrollments Found

Application Household Address
 9897 Maple Ct
 Blaine, MN 55432

School Boundary Schools
 No Boundary Schools found

School from Application
 Carter Middle

[Open Campus Enrollments](#)
[Flag Student as Processed](#)
[Print Application](#)

*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.

Online Registration Search Search Results

[Back to Search](#) [Refresh Search](#)

Students

Last Name ↑	First Name	Middle Name	DOB	Calendar	Grade	Type	Processed	Comments
Adams	Aria		08/20/2009	Carter Middle	07	New	No	

Online Registration Applications

App#	Name	Status	Type	Date Submitted	Modified by	Date Last Process...	Comments
+ 17	Adams, Emma	Approved/Posted	New	04/22/2022 02:27:00 PM	Demo Administrator	04/28/2022 01:41:00 PM	

1 - 1 of 1 items

[Review Application](#) [Print Application](#)

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: <table border="1" data-bbox="485 1014 1347 1854"> <thead> <tr> <th>Status</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Posted</td> <td>The application is posted.</td> </tr> <tr> <td>Denied</td> <td>The application is rejected by the district.</td> </tr> <tr> <td>Approved/Posted</td> <td>The application is approved and enrollment information is posted.</td> </tr> <tr> <td>Hold</td> <td>The application is in a hold status because of missing information or a missing district requirement.</td> </tr> <tr> <td>Submitted-New</td> <td>This status is assigned when a new parent submits an application.</td> </tr> <tr> <td>Submitted-New Student</td> <td>This status is assigned when an existing parent submits an application in the New Student mode. This typically happens during Kindergarten registration.</td> </tr> <tr> <td>Submitted Existing</td> <td>This status is assigned when an existing parent submits an annual update without adding a new student.</td> </tr> <tr> <td>Submitted-Existing with New Student</td> <td>This status is assigned when an existing parent submits an annual update and adds a new student.</td> </tr> <tr> <td>New</td> <td>This status is assigned when a new parent starts an application but does not submit it.</td> </tr> <tr> <td>Link Error</td> <td>This status is assigned when you manually mark applications with link errors.</td> </tr> </tbody> </table>	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.
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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: <ul style="list-style-type: none"> • 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 data.

Click on image to magnify.

Print Application Button on Search Results

Print Application Button on Student Review

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.

[Review](#)
[Staff Approval](#)
[Student Processing](#)

Student Review

All Student in App
No School Selected

Name	DoB	Age	App Grade	Type	Processed?	Enrolled	Boundary
Adams, Aria	08/20/2009	12	07	New	No		

Current Student
 Adams, Aria

 No Comment
[Assign to School for Processing](#)
[Edit Comment](#)

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](#)
[Parent/Guardian](#)
[Emergency Contact](#)
[Non-Enrolled Children](#)
[Student](#)

[Review](#)
[Staff Approval](#)
[Student Processing](#)

Student Review

All Student in App
No School Selected

Name	DoB	Age	App Grade	Type	Processed?	Enrolled	Boundary	Assigned	School Choice
Adams, Aria	08/20/2009	12	07	New	No				

Current Student
 Adams, Aria

 No Comment
[Assign to School for Processing](#)
[Edit Comment](#)

Recent Student Enrollments

Grade	Calendar	Dates	Service Type
No Enrollments Found			

Application Household Address

9897 Maple Ct
Blaine, MN 55432

School Boundary Schools

No Boundary Schools found

School from Application

Carter Middle

[Open Campus Enrollments](#)
[Flag Student as Processed](#)

Student Processing Census > Online Registration > Student Processing

Adams, Aria
 DOB: 08/20/2009 Gender: F

[District Assignments](#)
[FS Deposit](#)
[School Choice](#)
[Credentials](#)
[Overrides](#)
[Fees](#)
[ID H](#)

[Person Documents](#)
[Schedule](#)
[Payments](#)
[Impact Aid](#)
[Military Connections](#)
[SIF Person Da](#)

[Demographics](#)
[Identities](#)
[Households](#)
[Relationships](#)
[Enrollments](#)
[District Employment](#)

[New](#)
[Print Enrollment History](#)
[Notice of Change in Enrollment](#)
[New Enrollment History](#)

Enrollment Editor

Grade	Type	Calendar	Start Date	End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Flag Student as Processed

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

Online Registration - Mozilla Firefox
 https://10.200.20.11/coreOLR/olr2/coreOLR/portal/shell.xsl?applicationMode=admin&xc=olr2.coreOLR.Olr2Main-appli

Student Review

All Student in App
No School Selected

Name	DoB	Age	App Grade	Type	Processed?	Enrolled	Boundary
Bill	01/05/2001	15	09	New	No		

Current Student
 Bill [v] Central Office [v]
 Assign to School for Processing

Recent Student Enrollment
 Grade: 10, Calendar: 14-15, High School: [v]

Application Household
 125 Gorwin Dr
 Blaine, MN 55449

School Boundary Schools
 No Boundary Schools for [v]

School Choices
 School: High School [v]

Open Campus Enrollments
 Flag Student as Processed
 Print Application

The student has been processed. For a PDF copy of the submitted data, please click the link below.

[Application Summary PDF](#)

Flag Student as Processed