Application Status

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

Report Logic | Report Editor | Generate the Application Status Report

Classic View: System Administration > School Choice > Reports > Application Status

Search Terms: Application Status

The Application Status Report lists any applications at the selected schools with the current status.

Application Status Report

Report Logic

The Application Status Report returns a list of those students who have submitted applications for School Choice. Students are included if their school choice application meets the selected options of the report.

Report Editor

The following fields are available for selection.

Field	Description
School Selection	Selection indicates which school is used to find applications. At least one school must be selected in order to generate the report. The school selection determines the calendars that can be selected.
Calendar Selection	Selection indicates which calendars are used to find applications. At least one calendar must be selected in order to generate the report. Calendars can be selected by the Next Year (where the applications exist), by School or by Year. The calendar selection determines the available grade levels.
Grade Level Selection	Selection indicates which grade levels are included in the report. This list is based on the selected calendar. Choosing a grade level is optional and not required for the report to generate; however, if multiple schools and calendars are selected, choosing grade levels will limit the results returned.
Application Status	Choosing an application status for the report is optional. Marked statuses are included. If no statuses are marked, any application meeting the other criteria will be included. Application Status is entered on the Census School Choice tool.
Acceptance Status	Choosing an acceptance status for the report is optional. Marked statuses are included. If no statuses are marked, any application meeting the other criteria will be included. Acceptance Status is entered on the Census School Choice tool.
Sort Options	Determines how the students are listed on the report: • By grade level, then Application Status, then Weight of School Choice Rules • By grade level, then Acceptance Status • By grade level, then Last/First/Middle Name
Report Format	The report can be generated in either PDF or DOCX format.

Generate the Application Status Report

1. Select the **Schools** to include in the report.
2. Select the **Calendars** for the selected schools to include in the report.
3. Select the **Grade Levels** to include in the report.
4. Select the appropriate **Application Status** to include by marking the appropriate checkbox.
5. Select the appropriate **Acceptance Status** to include by marking the appropriate checkbox.
6. Determine the sorting options of the report.
7. Select the desired **Report Format.**
8. Click the **Generate Report** button.

The report displays in a new window listing the students who have the selected application status

and acceptance status.

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Person Name	Grade	Approval Status	Acceptance Status	Weight	Posted
Student, Caryn #789102	09		A : Accepted	1.0000	
Student, Abby Jo #456789	10	APP : Approved	A : Accepted	1.0000	
Student, Bailey Nicholas #567891	11	PEN : Pending	P : Pending	1.0000	
Student, Dean #987654	09		A : Accepted	1.0000	
Student, Emma #234567	10	APP : Approved	A : Accepted	1.0000	
Student, Frank #890123	11	PEN : Pending	P : Pending	1.0000	

* = Student has a higher priority application in sequence. Application will not be processed.

Application Status Report