

# Registration Window by School (Prime)

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This documentation applies to the Online Registration Prime version.

**Classic Path:** [Census > Online Registration > OLR Set Up > Registration Window by School](#)

**Search Terms:** [Registration Window by School](#)

## [Update Registration Windows](#)

The Registration Window by School tab allows administrators to set registration windows for individual schools.

Registration Window By School

Configuration \*

2021

The option to use school registration windows for registration has not been enabled on the OLR System Settings tab. Changes made on this tab will not take effect if that option is not enabled.

School Annual Update Windows

School Name ↑	Start Date	End Date
Aurora Heights Elementary School		
Berg Elementary School		
Berg Middle School		
District		
Emerson Hough Elementary School		
Learning Opportunity Center		

*Registration Window by School*

If using registration windows, keep in mind that a date needs to be entered for every school. If OLR is only turned on for high school students, use active start and end dates. For all other schools, enter dates that are in the past.

OLR is a family based registration system.

When a family has a student in an active school and an inactive school, the application populates all students in the family even when one of the student's schools is not active.

## Update Registration Windows

1. Select a school from the **School Annual Update Windows**.

2. Enter a **Start Date** for the registration window for that school.
  3. Enter a **End Date** for the registration window for that school.
  4. Click **Save** when finished.
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