

Steps to Review Submitted OLR Applications

Reviewing An Application:

Step 1: Navigate Infinite Campus from Index>Census>Online Registration>Staff Processing Staff Processing

The screenshot shows the 'Online Registration Search' interface. At the top, there are tabs for 'Online Registration Search' and 'Search Results'. Below this, there are several search criteria fields:

- Application Number:** A text input field with a yellow highlight.
- OR --**: A red separator.
- Student Number:** A text input field.
- Student First Name:** A text input field.
- Student Last Name:** A text input field.
- First Name:** A text input field.
- Last Name:** A text input field.
- Email Address:** A text input field containing 'user@example.com'.
- Application Start:** A date picker field showing 'month/day/year'.
- Application End:** A date picker field showing 'month/day/year'.
- Configuration Group:** A dropdown menu showing '2023'.
- School:** A dropdown menu showing 'Kemp Elementary' with a yellow highlight.
- Application Status:** A dropdown menu showing 'Submitted-New' with a yellow highlight.
- Application Type:** A dropdown menu showing 'All'.
- Address Status:** A dropdown menu.
- Max Applications Returned:** A dropdown menu showing 'All'.
- Exclude Posted Applications:** A checked checkbox.
- Only Applications with Health Conditions or Medications:** An unchecked checkbox.
- Include Unsubmitted Applications:** An unchecked checkbox.
- Application Queue:** A dropdown menu showing 'All'.

Counselors may review an application in multiple ways.

- Enter the application number the family provides
- Enter the School Name and Application Status to view all applications for the school
- Enter the parent email address used to complete the application

Step 2: Select "Search Applications" at the bottom left of the screen.

Search Applications

Step 3: When the search results appear, click on the application and select "Review Application" at the bottom left of the screen.

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Staff Processing

Online Registration Search
Search Results

Last Name ↑	First Name
Yamini	Zumariyah

+	App #	Name	Status	Type
+	95963	Yamini, Umar	Submitted-New	New
+	95960	Rose, Ranyce	Submitted-New	New
+	95955	Wright, Nickeisha	Submitted-New	New
+	95952	Dean, Sherrita	Submitted-New	New
+	95951	Thomas, Cynessa	Submitted-New	New
+	95946	Morgan, Niesha	Submitted-New	New
+	95941	Miranda, Cynthia	Submitted-New	New
+	95932	Wilkins, Amber	Submitted-New	New
+	95901	Baker, Dominique	Submitted-New	New
+	95898	Stalling, Shavon	Submitted-New	New
+	95874	Henderson, Donea	Submitted-New	New

Review Application

Print Application

Update Application

Step 4: Counselors are then able to view the application status, as well as review the Comment section for updates and needed documentation from the family.

Example Comments:

Comments
Missing two proof of residence and school records
Missing documentation; *(1) proof of residency- Gas, water, and lease or mortgage statement
Missing documentation; *The following documents uploaded are not legible for verification. Please upload a clear version of the document. *The students Birth Certificate *The Student Immunization *Parent Identification *Residential Affidavit is required due to the bills are not in the biological parents name.
Missing documentation; *(1) proof of residency- The signature page of the lease and also the lease agreement that shows the names of the tenants *Parent Identification of Bria Cargill wasnt able to access due to the format of the document. Please upload the identification in another format that is not .heic.