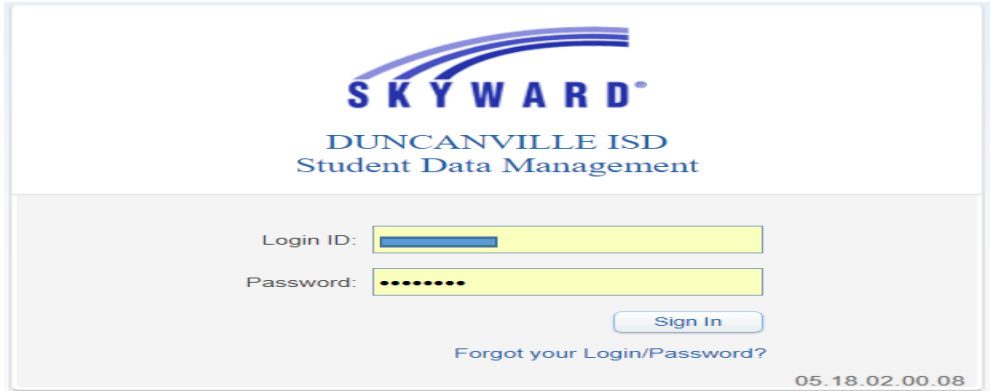


Monitor New and Returning Applications

Login to Skyward.

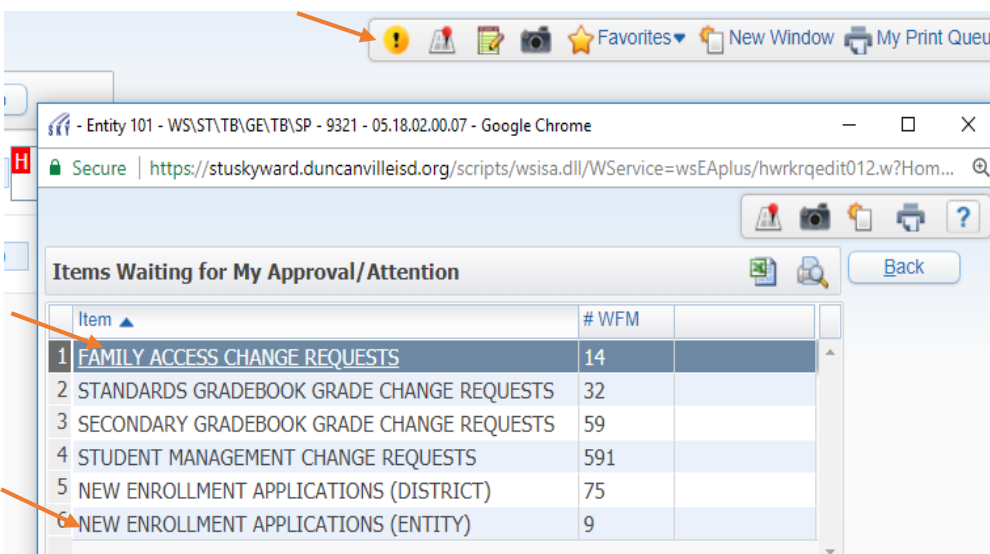


Go to: Students>Student Profile



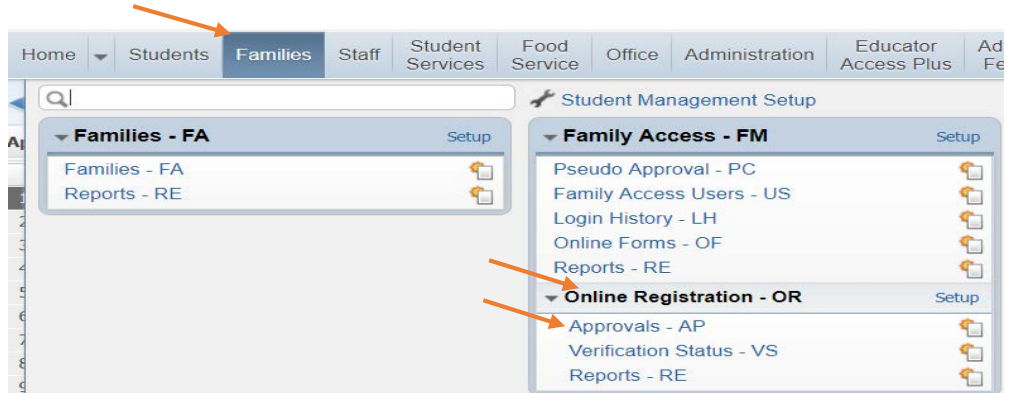
Click the exclamation icon to view how many items are waiting for approval.

- **Family Access change requests** are change request made through Family Access.
- **New enrollment applications** are all new to district student applications.



Monitor Returning Student Change Request

Go to Families>Online Registration>Approvals



Possible change requests:

- Address change
- Name change
- Add emergency contact or change order of sequence

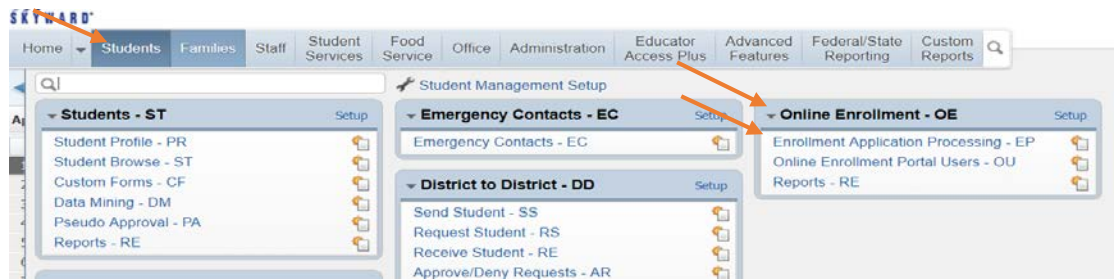
All of the above need to be approved by the campus registrar. In order to approve the request, the Guardian needs to bring in updated documentation for an address change or a name change. All requests need to be worked from **Waiting Approval** to **Complete**.

Approve Online Registration Request(s)

	Date ▼	Time	Last Name	First	Middle	Area	Requested By	Request Status
1	04/20/2018	10:16 am	DeLeon	Aracely		Student Information	Diana DeLeon	Waiting Approval
2	04/16/2018	2:27 pm	Mckinney	Matthew	Gregory	Family Information	Catherine Mckinney	Waiting Approval
3	04/09/2018	1:37 pm	Hill	Hannah	Morgan	Family Information	Richard Hill	Waiting Approval

Monitor New Enrollment Applications

Go to Students>Online Enrollment>Enrollment Application Processing



Set filter to view **All Available Application**. All new applications need to be viewed by registrar and placed in a stage. Once staged they are placed in WIP Status.

Enrollment Application Processing ☆

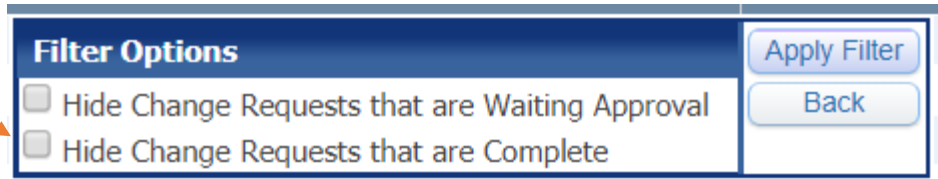
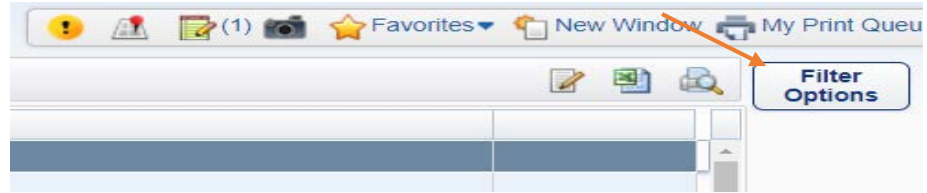
Views: Student Name ▾ Filters: *All Available Applications ▾

	Student Name ▲	Grade	Entity	Date Received	Time Received	Status*	Stage	CY/NY
1	[REDACTED]	09	001	01/27/2018	06:26 PM	WIP		NY
2	[REDACTED]	09	001	04/03/2018	02:00 PM	New		NY
3	[REDACTED]	09*	001	01/29/2018	08:59 PM	WIP		CY
4	[REDACTED]	09*	001	01/29/2018	08:44 PM	WIP		CY

Filters in Families

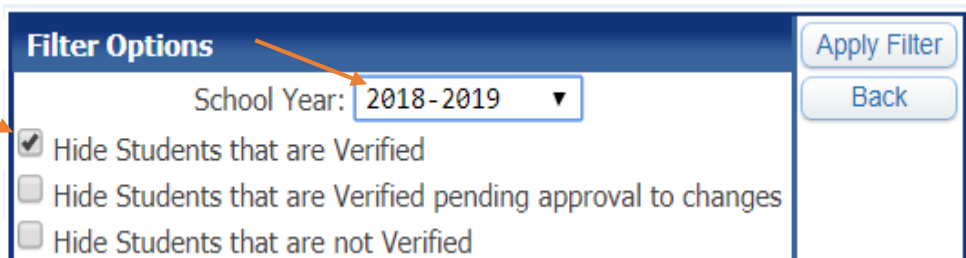
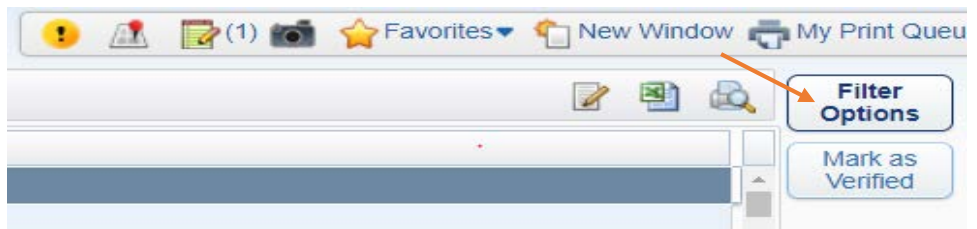
Filter options in Families>Approvals

- 1st: Select Filter Options.
- 2nd: Hide Change Request that are Complete.



Filter Options in Families>Verification Status

- 1st : Select Filter Options
- 2nd : Change the School Year to 2018-2019 and Hide all that are verifies





Filter in New Student Online Enrollment

Go to: **Students>Online Enrollment>Enrollment Application Processing**

Filter will need to be set to All Available Applications. Here you will see all New Applications, those will need to be staged and set to Work in Progress (WIP).

SKYWARD

Home ▾ Students Families Staff Student Services Food Service Office Administration

Enrollment Application Processing ☆

Views: Student Name ▾ **Filters:** *All Available Applications ▾

Student Name ▲	Grade	Entity	Date Received	Time Received	Status*
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