

# Online Registration Guide

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## About This Manual

Edupoint Educational Systems, LLC. develops software with multiple release dates for the software and related documentation. The documentation is released in multiple volumes to meet this commitment.

This document serves as a reference for Edupoint's recommendations and Best Practices for Synergy processes. Due to the complex nature and myriad configurations possible within the Synergy software, it is not feasible to include every possible scenario within this guide.

## Conventions Used in This Manual

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- **Bold** indicates user interactions such as a button or field on the screen.
- *Italics* indicate the option to select or text to enter.
- Notes, Tips, References, and Cautions appear in the margin to provide additional information.



Notes provide additional information about the subject.



Tips suggest advanced options or other ways of approaching the subject.



References list another source of information, such as another manual or website.



Cautions warn of potential problems. Take special care when reading these sections.

## Before You Begin

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Before installing any of the Edupoint family of software products, be sure to review the system requirements and make sure the district's computer hardware and software meet the minimum requirements.

## Software and Document History

Document Version	Release Date	Software Release	Description
7.0	May 2017	2018	<p>Updates:</p> <ul style="list-style-type: none"> <li>• Revised TOC and guide organization</li> <li>• Added Caution under Registration Enabled option in Online Registration Setup</li> <li>• Added Mail Merge Name and Registration Accept Options to Online Registration Setup</li> <li>• Added Notify and Parent/Guardian Security sections in Parent/Guardian module in Online Registration Setup</li> <li>• Updated Parent/Guardian module minimum and maximum contacts in Online Registration Setup</li> <li>• Added new options for the School Selection module in Online Registration Setup</li> <li>• Added Parent Screen in Reviewing Registrations</li> <li>• Added Custom Grids information and View Change limitations note in Customizing Online Registration</li> <li>• Added Customizing Module Pages</li> <li>• Added Parent Limited Registration Rights</li> <li>• Added Mail Merge Documents</li> <li>• Added Verify Reenrollment</li> <li>• Added Google Address Validation Opt Out</li> <li>• Added Address Autocomplete</li> <li>• Updated screen options in Google Maps API Key Setup and Address Setup</li> </ul>
8.0	Dec 2017	-	<ul style="list-style-type: none"> <li>• Updated images for quality and consistency</li> </ul>



Document Version	Release Date	Software Release	Description
9.0	Dec 2017	2018.01	<p>Updates:</p> <ul style="list-style-type: none"> <li>• Added Customizing Parent Registration Options</li> <li>• Added Setting Visibility Based on Student Enrollment</li> <li>• Added ParentVUE Account Creation Options</li> <li>• Added Comparing Emergency Contacts</li> <li>• Added Field Security</li> <li>• Removed Translation screen setup information from Translation Setup. This content is available in the System Administration Guide.</li> <li>• Updated Uploading Policy Documents with new options in ParentVUE Setup</li> <li>• Added Registering Parent Name to History tab section, Not Returning icon in Reenroll column, and highlighted changes to individuals in Registration Queue</li> <li>• Added note for Document Visibility options, new Home Address Verification validation options, Show Student Not Returning option, and note for student Contact Info page in Setting Up Registration Modules</li> <li>• Added description of Immunization and Immunization Status pages to Setting Up Registration Modules</li> <li>• Added View Only for Reenrollment option to Address Setup</li> <li>• Added note on label priority for fields in Customizing Online Registration</li> <li>• Added Creating Document Translations and Enabling Other Languages in OLR to Translation Setup</li> <li>• Added Prevent Acceptance for Inactive Students to Registration Queue Setup</li> <li>• Added signature match note, Primary Address note, and info not required for new parents note to Create Account (see Parent Instructions)</li> <li>• Added Force Registration option, Reenroll Filter option, note for Verification Process Enabled, Show Student Not Returning Option, and Automatically exclude re-enrolling students on registration option in Online Registration Setup</li> <li>• Added Not Returning to District option to Verifying Reenrollment</li> </ul>
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Document Version	Release Date	Software Release	Description
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Document Version	Release Date	Software Release	Description
11	Dec 2018	2019.01	<p>Updates:</p> <ul style="list-style-type: none"> <li>• Corrected Business Option in Reference Note in Managing the Registration Queue</li> <li>• Updated Google Maps API Key Setup</li> <li>• Added Defining Emergency Contact Order</li> <li>• Updated Setting Up Registration Modules for Military Status</li> <li>• Updated Grade Validation Setup for excluding grades</li> <li>• Added a note in Using School Setup for hiding the School Selection Override section</li> <li>• Updated <b>Options</b> Tab for Student Summary</li> <li>• Added Defining Custom Condition Library</li> <li>• Updated Adding Custom Documents and Setting Up Registration Modules for Conditions</li> <li>• Added Restrict Editing Existing Student Phone Numbers in Setting Visibility Based on Student Enrollment Status</li> <li>• Added Excluding Document Categories in Creating Custom Student Documents</li> <li>• Added steps and examples for changed data highlighted in yellow and blue and tooltip for changes made by the enrolling parent or registrar in Reviewing Online Registrations</li> <li>• Added a note for accepting pending registrations that have custom student documents attached in Accepting Online Registrations</li> <li>• Added a note for registration count in Registrations with No Changes, Viewing the Registrations Tab, and History Tab in Managing the Registration Queue, and Students Tab and History Tab in Reviewing Registrations</li> <li>• Updated Student-Specific Enrollment Modules and Security Definition for Months Non-US School Attendance</li> <li>• Updated Viewing Changes and Critical Changes for Registration Flags</li> <li>• Added Hide Emergency Contact Demographic in PAD Security</li> <li>• Added PVUE user Security Definition for Emergency Contact fields and Parent Guardian Phone Numbers</li> <li>• Added Hiding the Condition Snapshot in More Security Definitions</li> </ul>

Document Version	Release Date	Software Release	Description
12	Jun 2019	2020	<p>Updates:</p> <ul style="list-style-type: none"> <li>Added <a href="#">Automatically Updating Task Notifications</a></li> <li>Added <a href="#">Defining Receiving Schools</a></li> <li>Added <a href="#">Using Synergy SIS Query to Create a Condition</a></li> <li>Added <a href="#">Setting Up Auto-Accept</a></li> <li>Added <a href="#">Setting Up Pathways for School Selection</a></li> <li>Added <b>Require home address to be inside district boundary</b> and <b>Require at least one row in the Military Status grid to</b> <a href="#">Non-Student Enrollment Modules</a></li> <li>Added <a href="#">Import/Export Online Registration Setup</a></li> <li>Added <a href="#">Overriding Account Information</a></li> <li>Added <a href="#">Using Mobile Devices for Online Registration</a></li> <li>Added <a href="#">Refreshing All Modules</a></li> <li>Added <a href="#">Hiding Buttons in OLR Student Health Module</a></li> <li>Added content for <b>Focus Filter</b> in <a href="#">Displaying Tasks for OLR User Groups</a></li> </ul>

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# Chapter 1: Overview

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## Overview of Synergy Online Registration (OLR)

This guide describes the setup and configuration of Synergy Online Registration (OLR). The OLR module allows districts to control and manage registration in Synergy, reducing processing times, eliminating paper forms, and ensuring data accuracy.

With OLR, districts define a multi-lingual, self-service parent portal for online student registration. OLR handles the registration events of students new to the district and the registration events of already enrolled students, such as the annual updating of student information.

### Optional Functionality

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Optional functionality includes:

- Custom email messages to parents regarding registration
- Allowing a student to register in a different school than the one assigned during the New Year Rollover process
- Address validation, including stopping registration if home is outside of boundary and showing multiple schools for selection
- Showing tasks on the home screen for school personnel to review and approve registration
- Controlling the number of student's registered for a grade
- Excluding schools from selection

### Enrollment Options

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Online registration allows for the following enrollment options:

- Allow new enrollments and re-enrollments (Default)
  - This is the default setting for Online Registration. The system uses this option if left blank.
  - Allows parents to re-enroll existing students and add new students.
- Do not allow new enrollments
  - Allows parents to re-enroll existing students but not add new students. The **Add New Student** option is hidden from view.
- Only allow new enrollments
  - Allows parents to enroll new students but not register existing students.

## ParentVUE Information

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When parents/guardians register their children using the Synergy Online Registration process:

- Existing parents in the school district log on to their ParentVUE account to enroll their children using online registration.
- New parents to the school district use the district site for online registration to enroll their children. The online registration uses a different login screen. **/Login\_parent\_OEN.aspx**.

See the following for more information:



- *[Online Registration for Parents New to District](#)*
- *[Online Registration for Parents with ParentVUE Accounts](#)*

## Implementation Considerations

Online Registration Setup is district-wide setup with optional school settings. There are various options to configure OLR to function appropriately for your district.

### ***Setting up user groups***

- Define a [user group](#) to control registration.
- Consider a separate user group for users assigned the tasks for online registration records review.
- Use Task Definition to notify user groups of online registration tasks on the Synergy home screen

### ***Setting up schools for online registration***

- Do you want to control [grade capacity](#)?
- Do you want to [exclude some schools](#) from selection during online registration?
- Do you want to [include only a small number of schools](#) that use online registration?

### ***Notifying parents***

- After parents submit a new account application, the system sends a system-default confirmation message to their email account to complete account creation. See [OLR Registration Notifications](#) and [New Account Email](#) to create a custom message.
- Will parents receive a [ParentVUE message](#) to notify them that online registration is available?

### ***Using addresses in online registration***

- Do you want to use [drop-downs for address selection](#)?
- Do you want to [authenticate addresses against address grid definitions](#)?
- Do you want to [allow multiple schools be listed for an address grid](#)?
- Will [online registration stop](#) if the family lives outside of the school boundaries?

### ***Limiting online registration based on student type***

- Do you want to [allow online registration for all new and existing students](#)?
- Do you want to allow parents to edit, exclude, or delete existing students?

## Before Starting

- You must complete the set up process for ParentVUE.



See the *ParentVUE and StudentVUE Administrator Guide*.

- You must enable Email in System Configuration.



See the *Synergy SIS – System Administrator Guide*.

## Chapter 2: Setup

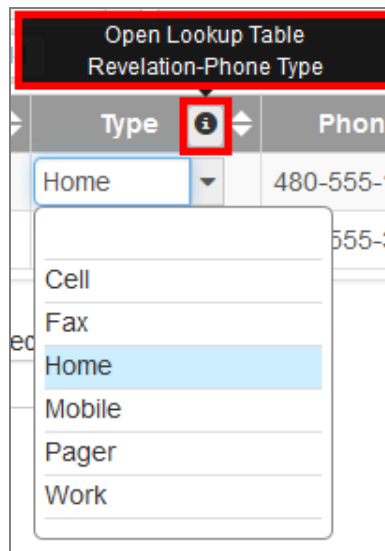
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## Lookup Table Setup

Some drop-downs and checkbox lists use values configured in lookup tables. Hover over a field to view a tooltip icon that indicates which table controls the field.



*Lookup Table Values Example*

Product-owned lookup tables use hard-coded values that are core to the programming and cannot be changed. You can customize other lookup tables to match district specifications and state reporting needs.



Consult the list of lookup tables for your state in the appropriate State Reporting Guide to identify tables that require a specific value.




The **Name** of the table is listed and the **Namespace** lists the business object the table belongs to at the top of the table. The **Locked** value indicates if the table is locked and product-owned.

Name: **Dwelling Type** Namespace: **K12.Demographics** Locked: **No**

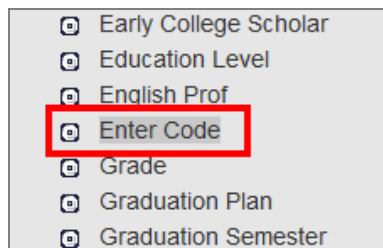
*Dwelling Type Lookup Table*

## Add Values to Lookup Tables



Hover over the field and click the tooltip icon  to open the Lookup Table screen in a new window for editing. This allows you to quickly edit values. Refresh the original Synergy SIS screen after modifying values in lookup tables to view changes.

1. Navigate to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. Locate the desired table.



*PAD Tree*

Namespace: K12 Name: **Enter Code** Locked: N

☐ Use Code as the State Code

All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values + Add

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Ed-Fi Code	Federal Code	Status
										Year Start / Year End
1	0	E1	New to District							
2	0	E2	Re-Enter							
3	0	R1	Previously In School							
4	0	R2	Return from Last Year							

*Enter Code Lookup Table*

3. Click **Add** in the Lookup Values section to add a new line.
4. Enter a **ListOrder** to display the list in a specific order, if needed.
5. Enter a **Code**. This value must be unique.
6. Enter a **Description**. This information displays as an option in the drop-down.



The lookup values are sorted by **ListOrder** first, then by **Code**, and then by **Description**.

7. Enter the **Other SIS** code to import data during the conversion process from another student records system.
8. Enter the **State Code**, if assigned.
9. Enter the **Alt Code 3** and **Alt Code SIF** if used for reporting or system interoperability purposes, if needed.
10. Enter the **Ed-Fi Code** if your district is part of the Ed-Fi Alliance, if needed.



See your State Reporting Guide to identify if there is a specific code required.

11. Enter a **Year Start** and/or **Year End** date to activate or deactivate the code, if appropriate.



Inactive codes show in historical data but are not available for selection for new records.

12. Click **Save**.

## Assign a State Reporting Code to an Existing Lookup Table Value



See your State Reporting Guide for more information.

1. Navigate to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. Locate the desired table.
3. Enter the appropriate state reporting **Code**, **State Code**, or **Alt Code 3** on a populated Lookup Value line.

Namespace: K12 Name: Enter Code Locked: N  
☐ Use Code as the State Code  
All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values									
	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Status	
								Year Start	Year End
	1	0	E1	New to District					
	2	0	E2	Re-Enter					
	3	0	R1	Previously In School					
	4	0	R2	Return from Last Year					

*Enter Code Lookup Table*

4. Click **Save**.

## Deactivate a Lookup Table Value

This procedure describes how to deactivate a lookup table value containing codes that are no longer valid. Deactivated values are no longer available for selection but remain in Synergy SIS for historical reporting purposes.



Do not modify or delete lookup table values that contain outdated state reporting codes. These are still used for historical reporting purposes. Instead, deactivate the value and then add a new lookup table value that contains the updated state reporting codes.

1. Navigate to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. Locate the desired table.
3. Remove the text in **State Code** on the lookup value line.

4. Select the last year the lookup table value is valid in the **Status Year End** field.

Namespace: K12 Name: Enter Code Locked: N

☐ Use Code as the State Code

All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values + Add

* -	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Status	Year Start	Year End
	1	0	E1	New to District						
	2	0	E2	Re-Enter						
	3	0	R1	Previously in School						
	4	0	R2	Return from Last Year						

Enter Code Lookup Table

5. Click **Save**.

## Sort Lookup Values

Click the up and down arrows in any column heading to temporarily change the sort order of the Lookup Values section.

Namespace: K12 Name: Enter Code Locked: N

☐ Use Code as the State Code

All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values + Add

* -	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Status	Year Start	Year End
	1	0	E1	New to District						
	2	0	E2	Re-Enter						
	3	0	R1	Previously in School						
	4	0	R2	Return from Last Year						

Enter Code Lookup Table

Change the **ListOrder** to permanently modify the sort order.

Namespace: K12 Name: Enter Code Locked: N

☐ Use Code as the State Code

All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values + Add

* -	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Status	Year Start	Year End
	1	0	E1	New to District						
	2	0	E2	Re-Enter						
	3	0	R1	Previously in School						
	4	0	R2	Return from Last Year						

Enter Code Lookup Table

## Lookup Table Definitions



\* Indicates there are specific entries required for these lookup tables. Click the lookup table name to be redirected to these specific entries.

^ Indicates there might be state-specific entries required for these lookup tables. Reference your state reporting guide for these values.

Lookup Table	Purpose	Screen	Page	Module	Field
<b>K12.Demographics</b>					
Deny Photo Interview	Allows parents/guardians to deny photos and/or interviews of the students to be released	Online Registration	Students	Information Release	Allow for the release of student photo or interview
Family Code	Allows parents/guardians to indicate their family status or code. Online Registration pulls the student data for Family Code during reenrollment. (Ex. <i>Single-parent family, Foster family</i> )	Online Registration	Students	Demographics	Family Code
Internet Authorization	Allows parents/guardians to deny access to internet sites for students	Online Registration	Students	Information Release	Authorization to use the internet
Lookup Table	Purpose	Screen	Page	Module	Field
<b>K12.ProgramInfo</b>					
Frm Code	Allows parents/guardians to indicate eligibility for free or reduced meals. Online Registration pulls the student data for FRM Code during reenrollment.	Online Registration	Students	Demographics	Eligible for free or reduced meals?
Lookup Table	Purpose	Screen	Page	Module	Field
<b>K12.TransportationInfo</b>					
Transportation Requirement	Allows parents/guardians to indicate special transportation requirements for students (Ex. <i>Wheelchair ramp, A/C</i> )	Online Registration	Students	Transportation	Special Transportation Requirement

Lookup Table	Purpose	Screen	Page	Module	Field
Revelation					
Attach Doc Category	Allows parents/guardians to select the category of documentation for identity and birth validation (Ex. <i>Birth certificate, Medical records</i> )  NOTE: You must include lookup entries for <i>Birth Certificate</i> and <i>Special Education Documents</i> .	Online Registration	Students	Demographics	Birth verification document type
<a href="#">Country</a> ^	Allows parents/guardians to indicate the student's country of birth	Online Registration	Students	Demographics	Student's birth country
<a href="#">Phone Type</a> *	Allows parents/guardians to indicate the type of phone number in contact information	Online Registration	Parent/Guardian	Demographics > Contact Info	Type
<a href="#">State</a> ^	Allows parents/guardians to indicate the student's state of birth	Online Registration	Students	Demographics	Student's birth state

## Country

If the highlighted fields display after selecting another birth country in Online Registration (OLR), they are required by your state and additional setup is necessary.



Online Registration, Students Tab, Additional Information Page

The Lookup Table is found at **Revelation > Country**.



You must include lookup entries for *Canada* and *Mexico* if your state requires additional information for students who were born in Canada or Mexico.

Namespace: <b>Revelation</b> Name: <b>Country</b> Locked: <b>N</b>								
<input type="checkbox"/> Use Code as the State Code								
All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a								
Lookup Values <span>+ Add</span>								
<div> <span>&lt;</span> <span>1</span> <span>2</span> <span>3</span> <span>&gt;</span> </div>								
×	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	
	1	1	US	United States of America				
	2	2	AD	Andorra				
	3	2	AE	United Arab Emirates				
	4	2	AF	Afghanistan				
	5	2	AG	Antigua and Barbuda				
	6	2	AI	Anguilla				
	7	2	AL	Albania, People's Socialist Republic of				

Country Lookup Table

## Phone Type

The Lookup Table is found at **Revelation > Phone Type**.

You must set the phone types used for contact information.

Code	Description
H	Home
C	Cell
W	Work
M	Message



While you must use *H*, *C*, *W*, and *M* as the **Code** values, you can enter other values for the **Description**. For example, *H* must be used for home phone, but the description may be *Home* or *Home Phone*.

Namespace: <b>Revelation</b> Name: <b>Phone Type</b> Locked: <b>N</b>								
<input type="checkbox"/> Use Code as the State Code								
All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a								
Lookup Values <span>+ Add</span>								
×	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code	
	1	0	C	Cell				
	2	0	F	Fax				
	3	0	H	Home				
	4	0	M	Mobile				
	5	0	P	Pager				
	6	0	W	Work				

*Phone Type Lookup Table*



## State

The Lookup Table is found at **Revelation > State**.



You must include lookup entries for all provinces for Canada and all states for Mexico if your state requires additional information for students who were born in Canada or Mexico.

Namespace: <b>Revelation</b> Name: <b>State</b> Locked: <b>N</b>								
<input type="checkbox"/> Use Code as the State Code								
All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a								
Lookup Values <span>+ Add</span>								
×	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code	
	1	0	AA	Armed Forces Americas excl Canada				
	2	0	AB	Alberta				
	3	0	AE	Armed Forces Eur, Mid East, Africa, C				
	4	0	AGS	Aguascalientes				
	5	0	AK	Alaska				
	6	0	AL	Alabama				
	7	0	AP	Armed Forces Pacific				
	8	0	AR	Arkansas				
	9	0	AS	American Samoa				
	10	0	AZ	Arizona				
	11	0	BC	British Columbia				
	12	0	BC-MX	Baja California				

*State Lookup Table*

## User Groups

### Define OLR User Groups

Define additional User Groups for specific users of the online registration process.



See the *Synergy SIS – System Administrator Guide* for more information on creating User Groups.

### Displaying Tasks for OLR User Groups

1. Navigate to **Synergy SIS > System > Setup > Task Definition**.

a. Select the **Enable** option for the following OLR modules:

- **OEN Approval**
- **Registration**

**Task Definition**

Menu | Save | Undo

Task Definition | User Defined Task Modules

**Task Process**

Task Execution Time: 5:07 PM

Run Task Process Immediately

**Options**

☐ Generate Task For Entire Day

If Generate Task For Entire Day is selected then the task list will be built for the entire day. This is applicable only if the user clicks Run Task Process Immediately.

Once enabled, a task can be subscribed by Users or User Groups via the POV tab on the respective screens.

Line	Enabled	On Start	On Complete	Module	Description	Task Update Type	Focus Filter
16	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Incident Referral	referral. This task will be removed when a disposition is added	Manual	
17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Intervention Transfer	Transfer student has an active MTSS Plan.	Manual	
18	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OEN - Data Review	There are accepted registrations requiring review	Automatic	
19	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OEN - Registration Approval	Pending Submitted Registrations	Manual	User Focus
20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PVUE Attendance Approval	Parent submitted attendance approval	Manual	

Task Definition Screen

b. Select a **Focus Filter** to indicate the organizations and years for the Online Registrations waiting for approval that display for the user.

- *User Focus* or *Blank* – Displays tasks that match the user's focus organization and year
- *All Organizations* – Displays tasks for all organizations that match the user's current focus year
- *All Years* – Displays tasks for all years that match the user's current focus organization

- *All Organizations and Years* – Displays all tasks, regardless of the user's current focus, organization, or year

*User Focus* is used by default, if no option is selected.

This option is only available for the *OEN – Registration Approval Module*.



The Registration Queue screen opens from the Tasks section on the Synergy SIS screen and is not dependent on the current focus.

Task Definition

Menu

Save

Undo

Task Definition

User Defined Task Modules

Task Process

Task Definition

Line	Enabled	Email		Module	Description	Task Update Type	Focus Filter
		On Start	On Complete				
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incident Discipline	A disposition has been added to a student.	Manual	
13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incident Referral	A teacher has submitted an incident referral. This task will be removed when a	Manual	
14	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OEN - Data Review	There are accepted registrations requiring review	Automatic	
15	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OEN - Registration Approval	Pending Submitted Registrations	Manual	<div>User Focus All Organizations All Years All Organizations and Years</div>
16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PVUE Attendance Approval	Parent submitted attendance approval		
17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PVUE Update	PVUE Updates		

Task Definition Screen

- c. Click **Save**.


2. Navigate to **Synergy SIS > System > User > User Groups**.

- a. Select the **POV** tab.
- b. Select **Yes** from the **Show Task List** to display new enrollment requests in Tasks on the Synergy SIS homescreen.
- c. Select the appropriate OLR Task Module:
  - **OEN – Data Review** – Select for user groups to be notified AFTER a student is accepted. This is the user group for the [User Group to Notify](#) for modules.
  - **OEN – ELL Registration** – Select to notify user groups of a new English Language Learner student.
  - **OEN – Registration Approval** – Select to notify user a new registration is in the queue waiting for acceptance/denial.
- d. Click **Save**.

The screenshot shows the 'User Groups' configuration screen. At the top, the 'User Group Name' is 'Role - Registrar'. Below this, there are tabs for 'Members', 'Organizations', 'Navigation Menu', 'Options', 'Security Settings', 'POV', and 'Accessibility'. The 'POV' tab is selected and highlighted with a red box. In the 'Task Setup' section, the 'Show Task List' dropdown is set to 'Yes' and is also highlighted with a red box. Below this, a list of task modules is shown with checkboxes. Three modules are checked and highlighted with a red box: 'OEN - Data Review', 'OEN - ELL Registration', and 'OEN - Registration Approval'. Other unchecked modules include 'Electronic Student Record', 'Family Changes', 'Health', 'Incident Discipline', 'Incident Referral', 'PVUE Update', 'Request for Assistance', 'Routing - Transportation', 'School Workflow', 'Student', 'Student Concurrent Enrollment', 'Student Workflow', 'Teacher - Transportation', and 'Transport - Transportation'.

*User Groups Screen, POV Tab*

- e. Repeat the steps for each additional user group.

- Click  to display all tasks related to the *OEN – Registration Approval*.



*Synergy Title Bar*

Tasks





Home

Action Items

Show Detail

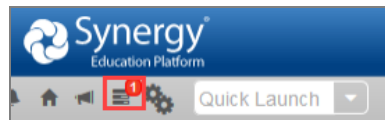
Line	Create Date	Due Date	Description	Assigned in Meeting	Created By	Close Action Item
------	-------------	----------	-------------	---------------------	------------	-------------------

Tasks

Task Date/Time	Name	Description	Organization	Year	Action
02/15/2019 4:26 PM	 Online Registration	2 updates are pending review	Kennedy High School	2018-2019	✓
05/08/2019 12:08 PM	 Online Registration	3 updates are pending review	Hope High School	2019-2020	✓
05/15/2019 8:58 AM	 Online Registration	1 update is pending review	Hope High School	2018-2019	✓
05/17/2019 11:45 AM	 Online Registration	2 updates are pending review	Roosevelt Middle School	2019-2020	✓

*Synergy SIS Home Screen*

The Tasks count reflects the correct value only when you log back in or refresh the page.



*Synergy Title Bar*



*Synergy Title Bar*

## Automatically Updating Task Notifications



Users need to be subscribed to the OLR Review Task on the Task Definition screen to receive task notifications.

1. Navigate to **Synergy SIS > System > Setup > Task Definition**.
2. Select **Enabled** and **On Start** for **OEN – Data Review**.
3. Click **Save**.

**Task Definition**

Menu ▾ | Save | Undo

Task Definition | User Defined Task Modules

**Task Process**

Task Execution Time: 4:11 PM | Run Task Process Immediately

**Options**

☒ **Generate Task For Entire Day**  
If Generate Task For Entire Day is selected then the task list will be built for the entire day. This is applicable only if the user clicks Run Task Process Immediately. Once enabled, a task can be subscribed by Users or User Groups via the POV tab on the respective screens.

**Task Definition**

Line	Enabled	Email		Module	Description	Task Update Type
		On Start	On Complete			
					Incident Approval Queue	Manual
14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incident Discipline	An incident has been reviewed and demoted to minor from the Incident Approval Queue	Manual
15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incident Referral	A teacher has submitted an incident referral. This task will be removed when a disposition is added	Manual
16	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OEN - Data Review	There are accepted registrations requiring review	Automatic
17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OEN - Registration Approval	Pending Submitted Registrations	Manual

Task Definition Screen

## Defining Receiving Schools

The Receiving Schools section in OLR allows a school district to define a central enrollment to review and process (manually or through a custom program) all registrations to determine a student's enrollment.



Online Registration Setup is year-specific. Focus to the school year that the enrollment options affect.



Inadequate setup of School Selection and Receiving School may cause the parent/guardian to receive an error upon Review/Submit if there is no option for a student to automatically be automatically assigned to a school or has an option for school selection. The error indicates that there is no receiving school for that student.

If you do not want to display the central enrollment school option on the School Selection screen in OLR, ensure that the **Exclude From Online Registration** option on the School Setup screen is selected.



## Receiving Schools



Schools must be Live in Synergy SIS and must have the School Setup complete, including the grade selection.

The **Receiving Schools** section overrides the selections made by the parent/guardian on the School Selection screen in OLR.

The order of the receiving schools is important as each student is processed in the order entered in the **Receiving Schools** section.

1. Navigate to **Synergy SIS > Online Registration > Setup > Online Registration Setup**.
2. Click **Add** in the Receiving Schools section.
3. Click  to select an OLR condition or select  to create a new OLR condition.
4. Select the **Receiving School**.



The *Student's School of Enrollment* evaluates the student's latest enrollment school and grade level for that registration year and displays it in the list of **Receiving Schools**. This option automatically places the re-enrolling student in their latest school of enrollment.

5. Click **Save**.

## Online Registration Setup

Menu Save Undo

Configuration for the System Year: **2018-2019**

Options Registration Modules Module Tree

School Year:  Extension: Regular

Custom Student Documents + Add

Document Categories to Exclude from Saving to the Student Screen + Add

Receiving Schools + Add

X	Line	Order	Condition	Receiving School
	1	1	Native American <span>+</span>	Central Enrollment
	*	2	New ELL <span>+</span>	Hope High School
	*	3	New <span>+</span>	Real Edupoint Middle School
	*	4	Re-enrolling Students <span>+</span>	Student's School of Enrollment

### Online Registration Setup Screen

## School Selection











1. Navigate to **Synergy SIS > Online Registration > Setup > Online Registration Setup**.
2. Select the **Registration Module** tab.
3. Select the *School Selection Module* in the Student-Specific Enrollment Modules section.
4. Click **Show Detail**.
5. Enter the **Maximum** number for school choices up to 999.
6. Click **Save**.

# Online Registration Setup

Menu ▾

✓ Save

↶ Undo



Configuration for the System Year: 2018-2019

Options

Registration Modules

Module Tree

School Year 2018

Extension

Regular ▾

Student-Specific Enrollment Modules

+ Add

Hide Detail

Line	Module ▾
1	Demographics
2	Relationships
3	Ethnicity and Race
4	School Selection

Options

Pages

Property Override

Notify

Auto Accept Changes

▾

User group to notify for this module once a student is accepted at a given school

▾

Conditions

Grade

☐

K

☐

01

☐

02

☐

03

☐

04

☐

05

☐

06

☐

07

☐

08

☐

09

☐

10

☐

11


☐

12

☐

12+

Condition



+ Add New

School Options

Instructions

Number of School Choices

Minimum

Maximum

50



Online Registration Setup Screen, Registration Modules Tab, Student-Specific Enrollment Modules Detail

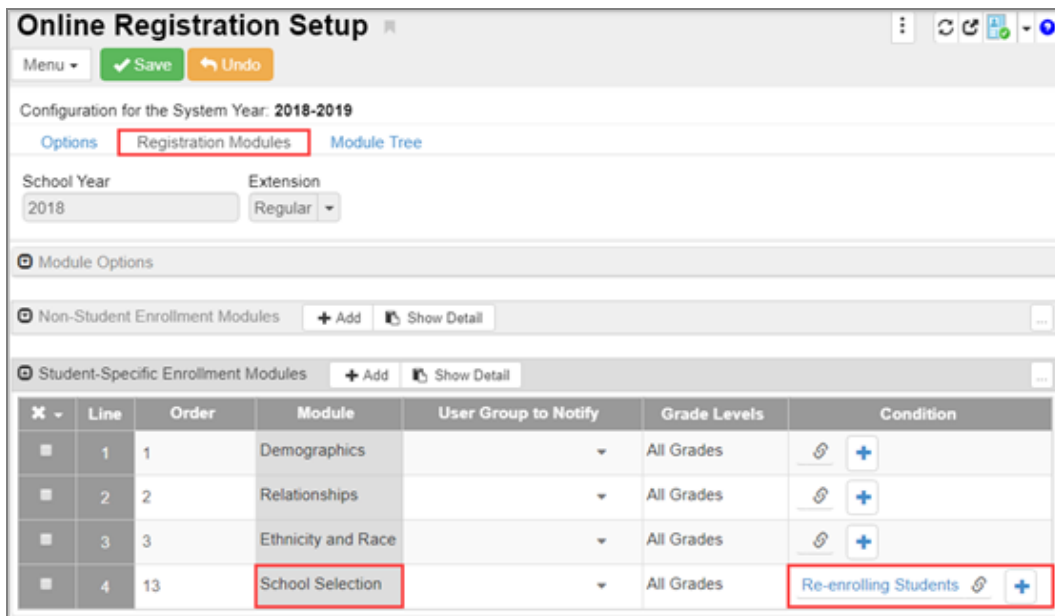


## Hiding the School Selection Module



All student registration types must either have a receiving school or school selection before hiding the school selection option in OLR.

1. Navigate to **Synergy SIS > Online Registration > Setup > Online Registration Setup**.
2. Select the **Registration Modules** tab.
3. Click  in **Condition** to create an OLR section.
4. Click  for the **School Selection Module** to select the **Condition**.
5. Click **Save**.



**Online Registration Setup**

Menu

Configuration for the System Year: **2018-2019**





[Options](#) **[Registration Modules](#)** [Module Tree](#)

School Year: 2018 Extension: Regular

**Module Options**

**Non-Student Enrollment Modules**

**Student-Specific Enrollment Modules**

✕	Line	Order	Module	User Group to Notify	Grade Levels	Condition
<input type="checkbox"/>	1	1	Demographics	▼	All Grades	 <input type="button" value="+"/>
<input type="checkbox"/>	2	2	Relationships	▼	All Grades	 <input type="button" value="+"/>
<input type="checkbox"/>	3	3	Ethnicity and Race	▼	All Grades	 <input type="button" value="+"/>
<input type="checkbox"/>	4	13	<b>School Selection</b>	▼	All Grades	<b>Re-enrolling Students</b>  <input type="button" value="+"/>

Online Registration Setup Screen, Registration Modules Tab

## Selecting Schools

The School Selection(s) column displays the first school selection. Hover the mouse on the column to list additional school selections if there are any for that student.

1. Navigate to **Synergy SIS > Online Registration > Registration Queue**.

**Registration Queue**

School: Washington Elementary School Year: 2018

Registrations: [History](#)

Accepted Enrollment Options

Enter Date: 07/02/2018 Enter Code: E1 FTE: 1.00

Total Pending Registrations: 1

Registrations waiting to be processed [Show Detail](#)

Line	Registration Date	Student	Grade Totals			Registering Parent	Note	School Selection(s)	In Boundary	Disc
			Grade	Currently Enrolled	Max					
1	05/22/2019	Abbott, Bobby	08	0		Abbott, Mary	<a href="#">Enter a Note</a>	Washington Elemen...		

1. Washington Elementary  
2. Truman Middle School  
3. Jefferson Elementary  
4. Roosevelt Middle School  
5. Hope High School  
(12 more)

Registration Queue Screen

## School Selection in Review/Submit

The Review/Submit screen displays many schools for selection.

1. Log in to OLR.
2. Select **Review/Submit**.
3. Click the *Show All* link in the **School Selection(s)** column to display all the schools selected for that student.



This column initially lists the first five schools selected.

**Online Registration**

2018-2019

[Introduction](#) [Family](#) [Parent/Guardian](#) [Emergency](#) [Students](#) [Documents](#) **[Review/Submit](#)**

**REVIEW/SUBMIT**

[Review](#)

Review allows you to confirm all data entered during the registration process to ensure accuracy. When complete, press Submit below:

Status	Student	Grade Level	School Selection	Comments
<a href="#">Ready To Submit</a>	Bobby Abbott	08	1. Washington Elementary 2. Truman Middle School 3. Jefferson Elementary 4. Roosevelt Middle School 5. Hope High School <a href="#">Show All 17</a>	
<a href="#">Ready To Submit</a>	Buddy Abbott	02	1. Adams Elementary 2. Grant Elementary 3. Washington Elementary	

Online Registration, Review/Submit Screen

- Click the *Show Fewer* link to display the initial five schools selected.

**REVIEW/SUBMIT** 2018-2019

[Review](#)

Review allows you to confirm all data entered during the registration process to ensure accuracy. When complete, press Submit below:

Status	Student	Grade Level	School Selection	Comments
Ready To Submit	Bobby Abbott	08	<ol style="list-style-type: none"> <li>1. Washington Elementary</li> <li>2. Truman Middle School</li> <li>3. Jefferson Elementary</li> <li>4. Roosevelt Middle School</li> <li>5. Hope High School</li> <li>6. Adams Elementary</li> <li>7. Continuation High School</li> <li>8. Lincoln K-12</li> <li>9. Grant Elementary</li> <li>10. Test Authority 1</li> </ol>	

[Show Fewer](#)

Online Registration, Review/Submit Screen



The enrolling parent/guardian may receive an error upon Review/Submit indicating students who have no receiving school. This error cannot be translated to another language.

**Online Registration**

- [Introduction](#)
- [Family](#)
- [Parent/Guardian](#)
- [Emergency](#)
- [Students](#)
- Review/Submit**

**REVIEW/SUBMIT** 2019-2020

No receiving school for Billy Abbott.

[Print](#)

**Family**

[Edit](#) Home Address

Online Registration, Review/Submit Screen

## Status Screen

The OLR Status screen displays differently to the parent/guardian depending on the setup completed for Receiving Schools and School Selection. This screen currently displays only the schools that are not overridden by the Receiving Schools, which makes the receiving school process seamless to the enrolling parent/guardian.

The screenshot shows the 'Online Registration' interface for the 2018-2019 school year. It includes a 'Review' button and a submission timestamp of 5/22/2019 11:31 AM. Below this is a table with the following data:

Status	Last Name	First Name	Grade	School Name	Comments
Waiting	Abbott	Bobby	08	Washington Elementary: Waiting	
Waiting	Abbott	Buddy	02		

Online Registration, Review/Submit Screen

## Google Maps API Key Setup

You can use Google Maps to:

- Validate OLR address fields
- Provide a map of the route from the student's home to the selected school on the OLR School Selection page are already documented:

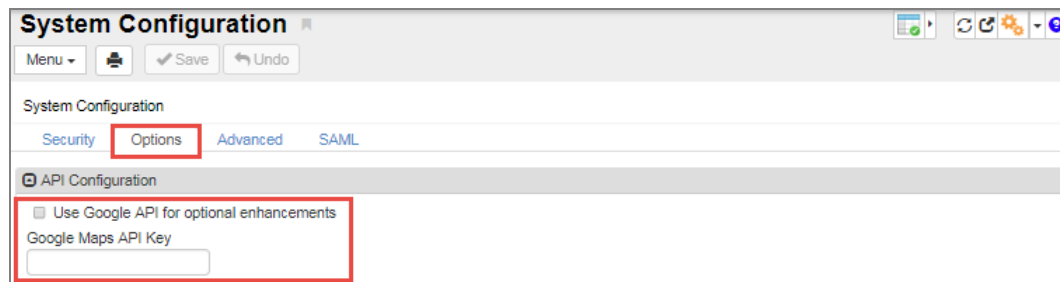


See the following sites for details on acquiring a Google Maps API key (Standard or Premium) and usage limits:

- <https://cloud.google.com/maps-platform/products/>
- <https://cloud.google.com/maps-platform/places/>

1. Navigate to **Synergy SIS > System > Setup > System Configuration**.
2. Select the **Options** tab.

3. Clear the **Use Google API for optional enhancements** option in the API Configuration section.
4. Clear the **Google Maps API Key** field.



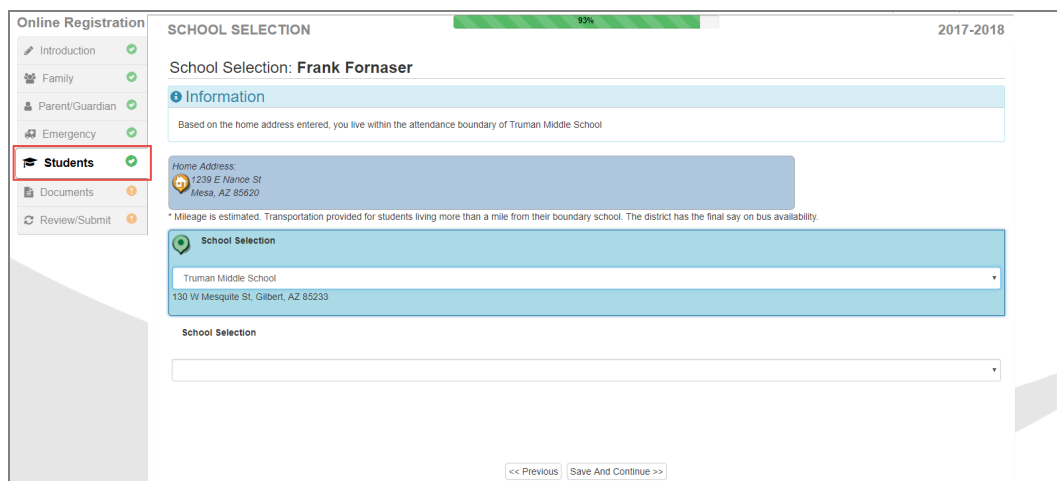
The screenshot shows the 'System Configuration' interface with the 'Options' tab selected. Under the 'API Configuration' section, the checkbox for 'Use Google API for optional enhancements' is unchecked, and the 'Google Maps API Key' text field is empty. A red rectangular box highlights these two elements.

System Configuration Screen, Options Tab

5. Click **Save**.

## Viewing School Selection Page with Google Maps Disabled

1. Open OLR as a Parent.
2. Select the School Selection screen. With the option disabled:
  - The map no longer displays.
  - Address fields in OLR are not autocompleted.
  - **Family Home Address** can be autocompleted when the district uses **Address Grid Definitions**.

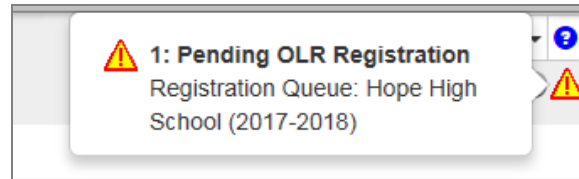


The screenshot displays the 'SCHOOL SELECTION' page for the 2017-2018 school year. The left sidebar shows the 'Students' tab selected. The main content area is titled 'School Selection: Frank Fornaser'. Under the 'Information' section, it states 'Based on the home address entered, you live within the attendance boundary of Truman Middle School'. The 'Home Address' field is filled with '1239 E Nance St, Mesa, AZ 85620'. Below this, the 'School Selection' dropdown menu is open, showing 'Truman Middle School' as the selected option. The address '130 W Mesquite St, Gilbert, AZ 85233' is visible below the dropdown. At the bottom, there are navigation buttons: '<< Previous', 'Save And Continue >>', and a 'Review/Submit' button.

Online Registration, Students School Selection Screen

## Creating Person Notification Codes

You can create a Person Notification Code to identify students with pending registrations in Online Registration. These notifications display on student-specific screens and contain the school name and school year for the pending registration. Clicking **Accept** or **Deny** on the Registration Queue screen removes the notification.



Student Screen

## Adding Person Notification Codes

1. Navigate to **Synergy SIS > System > Setup > Person Notification Codes**.
2. Click **Add** in the Notifications section to add a new line.
3. Enter the **Order**, **Short Description**, and **Description**.
4. Select the **Display Icon** to appear next to the notification. A sample image displays in the **Icon** column.

Person Notification Codes

Menu

Save

Undo

Add

Delete

Notification Setup

Notifications

Add

	Line	Order	Short Description	Description	Display Icon	Icon	View Name
<input type="checkbox"/>	1	1	Health	Medical Alert - Life threatening peanut allergy	SIS_Notification_Mt		
<input type="checkbox"/>	2	2	Enroll	Custody Issues - No contact permitted for student's father	Default		
<input type="checkbox"/>	3	3	Safety	Discipline Issues - Chronic Offender	Default		
<input type="checkbox"/>	4	4	Special Ed	Receiving Special Education Services	SIS_Notification_Sp		
<input type="checkbox"/>	5	5	ELL	English Language Learner	SIS_Notification_EL		
<input type="checkbox"/>	6	6	Allergy Bee	Medical Alert - Allergic to bee stings.	SIS_Notification_Mt		
<input type="checkbox"/>	7	7	Pending	Pending OLR Registration	Default		

Person Notification Codes Screen

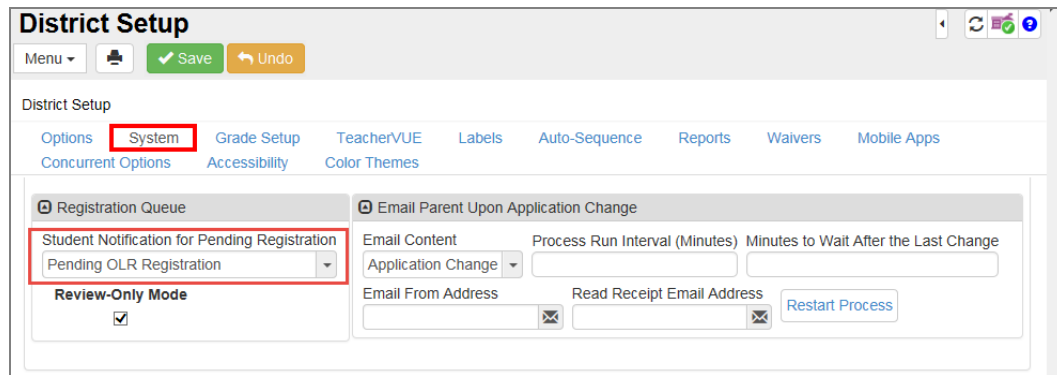
5. Click **Save**.



See the *Synergy SIS – System Administrator Guide* for more information on creating Person Notification Codes.

## Assigning Student Notifications for Pending Registration

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **System** tab.
3. Select the created person notification code created for **Student Notification for Pending Registration** in the Registration Queue section.



**District Setup**

Menu ▾ Save Undo

District Setup

Options **System** Grade Setup TeacherVUE Labels Auto-Sequence Reports Waivers Mobile Apps

Concurrent Options Accessibility Color Themes

**Registration Queue**

Student Notification for Pending Registration  
Pending OLR Registration ▾

**Review-Only Mode**  
☒

**Email Parent Upon Application Change**

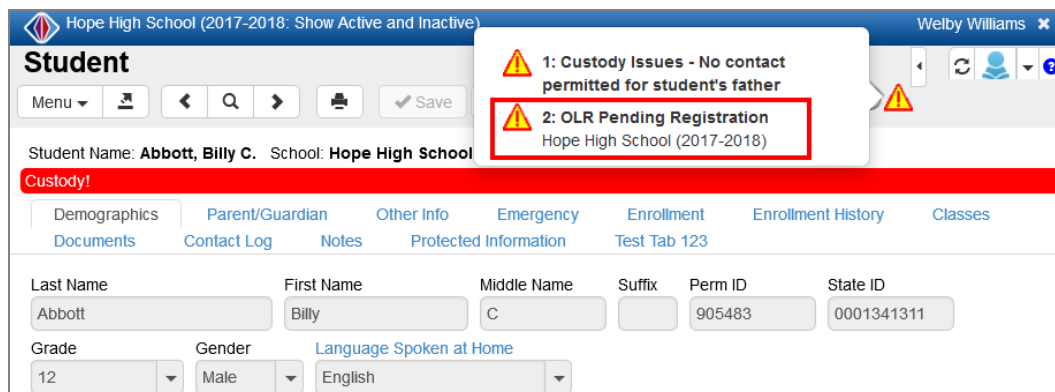
Email Content: Application Change ▾ Process Run Interval (Minutes):  Minutes to Wait After the Last Change:

Email From Address:  Read Receipt Email Address:

*District Setup Screen, System Tab*

4. Click **Save**.

The following example displays an OLR Pending Registration notification on the Student screen:



Hope High School (2017-2018: Show Active and Inactive) Welby Williams ✕

**Student**

Menu ▾ Save

Student Name: **Abbott, Billy C.** School: **Hope High School**

**Custody!**

Demographics Parent/Guardian Other Info Emergency Enrollment Enrollment History Classes

Documents Contact Log Notes Protected Information Test Tab 123

Last Name: Abbott First Name: Billy Middle Name: C Suffix: Perm ID: 905483 State ID: 0001341311

Grade: 12 Gender: Male Language Spoken at Home: English

*Student Screen*

## Chapter 3: District and School Setup

---

Disabling Links between OLR and ParentVUE .....	45
Defining Emergency Contact Order .....	47
Grade Validation Setup .....	53
Grade Capacity .....	56
Address Setup .....	57
No Show Setup .....	63
Excluding Schools from Online Registration .....	65

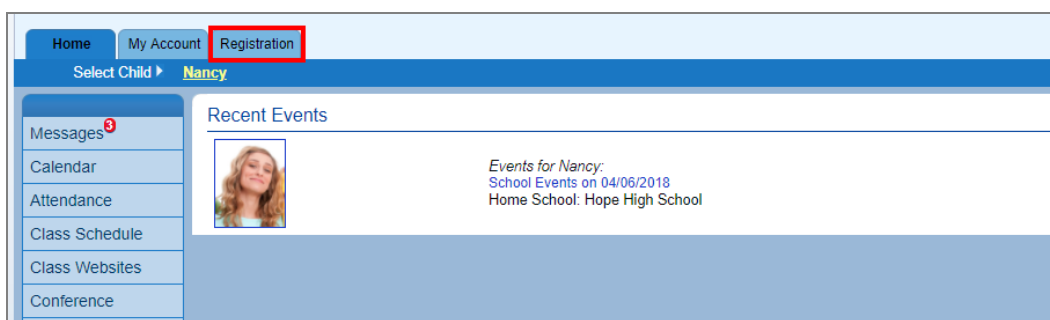


## Disabling Links between OLR and ParentVUE

Users can navigate between Online Registration (OLR) and ParentVUE. The links between applications display automatically for districts licensed for OLR that also use ParentVUE. Synergy SIS enables these links by default, but you can disable them.

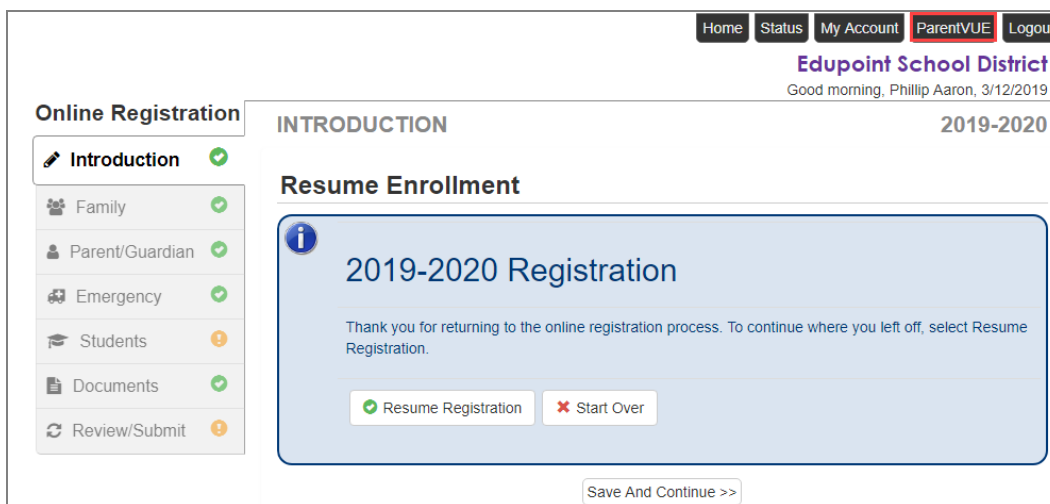
The **Registration** tab displays on the ParentVUE home screen for parents with enrolled children. Parents automatically log in to OLR when selecting the tab.

- The **Registration** tab is hidden if OLR is not open for any school year.
- If the parent does not have any enrolled children, they automatically redirect to OLR after logging in to ParentVUE so they can enroll a new student.



ParentVUE 1.0 Home Screen, Registration Tab

The **ParentVUE** tab displays on the OLR home screen for parents with enrolled children. Parents automatically log in to ParentVUE when selecting the tab. The **ParentVUE** tab does not display in OLR if the parent does not have any enrolled children.



Online Registration Home Screen, ParentVUE Tab

You can hide the tabs that link between OLR and ParentVUE on the District Setup screen.

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **System** tab.
3. Select Yes for **Hide OLR Link in ParentVUE** in the Online Enrollment Options section to disable the link to OLR from ParentVUE.



The option defaults to *No* if left blank.

4. Select Yes for **Hide the link to PXP from within OLR** to disable the link to ParentVUE from OLR.



The option defaults to *No* if left blank.

**District Setup**

Menu ▾ Save Undo

District Setup

Options **System** Grade Setup TeacherVUE Labels Auto-Sequence Reports Waivers Mobile Apps

Concurrent Options Accessibility Color Themes

Online Enrollment Options

Email Content for Self Registration Notification

Exclude All Schools Include All Schools

Registration Queue Email Parent Upon Application Change

Hide OLR Link in ParentVUE Hide the link to PXP from within OLR

Yes Yes

*District Setup Screen, System Tab*

5. Click **Save**.

## Defining Emergency Contact Order

You can define what numbers display in the Order column in the Parent/Guardian, Emergency Contacts, and Emergency Contact Order sections on the Student screen. The order is based on the Emergency Contact Order from Online Registration (OLR).

### District Setup

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **System** tab.
3. Select the options in the Emergency Contact and Parent/Guardian Orders section.



The Order does not change if no option is selected. The numbers are as entered on the Student screen.

- **On Accept, Synchronize Emergency Contact and Parent/Guardian Orders with Emergency Call Order** – The Contact Order for Parent/Guardian and Emergency Contacts change to match the Contact Order entered by the parent in Online Registration. The number in the Order column on the **Parent/Guardian** tab and **Emergency Contacts** tab is the Contact Order entered by the parent in Online Registration.
- **When Synchronizing, Renumber Emergency Contact and Parent/Guardian Orders Beginning with 1** – The Contact Order for Parent/Guardian and Emergency Contacts change to match the Contact Order entered by the parent in Online Registration, but each section starts with the number 1.



You are required to select the first option for changes to occur.

The screenshot shows the 'District Setup' window with the 'System' tab active. A red box highlights the 'System' tab in the top navigation bar. Another red box highlights the 'Emergency Contact and Parent/Guardian Orders' section, which contains two radio button options. The first option, 'On Accept, Synchronize Emergency Contact and Parent/Guardian Orders with Emergency Call Order', is selected.

*District Setup Screen, System Tab*

4. Click **Save**.

## Example 1 – No Option Selected

The administrator does not select an option.

**District Setup**

Menu ▾ Save Undo

District Setup

Options System Grade Setup TeacherVUE Labels Auto-Sequence Reports Waivers Mobile Apps

Concurrent Options Accessibility Color Themes

Emergency Contact and Parent/Guardian Orders

☐ On Accept, Synchronize Emergency Contact and Parent/Guardian Orders with Emergency Call Order

☐ When Synchronizing, Renumber Emergency Contact and Parent/Guardian Orders Beginning with 1

*District Setup Screen, System Tab*

Parent enters the Emergency Contact Order on the Students Relationships screen.

Home Status My Account Logout

**Edupoint School District**

Good morning, Alice Abbott, 7/11/2018

2018-2019

**RELATIONSHIPS** 88%

Emergency Contact Order: **Tanner Abbott**

**Instructions**

Drag and drop the contacts below in the order in which they should be contacted in the event of an emergency:

- 1 Alice Abbott (Biological Mother)
- 2 Paul Abbott (Step-Father)
- 3 Bethann Lowell (Relative) Home Phone: 555-123-8204
- 4 Sandee Martin (Relative) Home Phone: 555-123-4682
- 5 Renee Phillips (Relative) Home Phone: 555-123-9648
- 6 Bob Butler (Biological Father)

<< Previous Save And Continue >>

*Online Registration, Students Relationships Screen*

The **Call Order** on the **Emergency Contacts** tab of the Student screen displays the order entered by the parent during Online Registration.

Contact Order			
Line	Call Order	Relationship	Name
1	1	Biological Mother	Abbott, Alice
2	2	Step-Father	Abbott, Paul
3	3	Relative	Bethann Lowell
4	4	Relative	Sandee Martin
5	5	Relative	Renee Phillips
6	6	Biological Father	Butler, Bob
7		Self	Abbott, Tanner A.

*Student Screen, Emergency Contacts Tab*

The **Order** column does not change on the **Parent/Guardian** tab.

Parents and Guardians <span>+ Add</span> <span>Show Detail</span>					
	Line	Order	Lives With	Relation	Parent Name
<input type="checkbox"/>	1		<input checked="" type="checkbox"/>	Biological Mother	Abbott, Alice <span>🔗</span> <span>✉</span>
<input type="checkbox"/>	2		<input checked="" type="checkbox"/>	Step-Father	Abbott, Paul <span>🔗</span> <span>✉</span>
<input type="checkbox"/>	3		<input type="checkbox"/>	Biological Father	Butler, Bob <span>🔗</span> <span>✉</span>

Student Screen, Parent/Guardian Tab

The **Order** column does not change on the **Emergency Contacts** tab.

Emergency Contacts <span>+ Add</span> <span>Show Detail</span>				
	Line	Order	Relationship	Name
<input type="checkbox"/>	1		Relative	Bethann Lowell
<input type="checkbox"/>	2		Relative	Renee Phillips
<input type="checkbox"/>	3		Relative	Sandee Martin

Student Screen, Emergency Contacts Tab

## Example 2 – First Option Selected

The administrator selects the first option.

### District Setup

Menu
Print
Save
Undo

District Setup
Options
System
Grade Setup
TeacherVUE
Labels
Auto-Sequence
Reports
Waivers
Mobile Apps
Concurrent Options
Accessibility
Color Themes

Emergency Contact and Parent/Guardian Orders

☒ On Accept, Synchronize Emergency Contact and Parent/Guardian Orders with Emergency Call Order
☐ When Synchronizing, Renumber Emergency Contact and Parent/Guardian Orders Beginning with 1

District Setup Screen, System Tab

Parent enters the Emergency Contact Order on the Students Relationships screen.

Home Status My Account ParentVUE Logout  
**Edupoint School District**  
 Good morning, Alice Abbott, 7/11/2018

**Online Registration**

- Introduction ✓
- Family ✓
- Parent/Guardian ✓
- Emergency ✓
- Students** ✓
- Documents ⚠
- Review/Submit ⚠

**RELATIONSHIPS** 88% 2018-2019

**Emergency Contact Order: Tanner Abbott**

**Instructions**

Drag and drop the contacts below in the order in which they should be contacted in the event of an emergency:

- 1 Alice Abbott (Biological Mother)
- 2 Paul Abbott (Step-Father)
- 3 Bethann Lowell (Relative) Home Phone: 555-123-8204
- 4 Sandee Martin (Relative) Home Phone: 555-123-4682
- 5 Renee Phillips (Relative) Home Phone: 555-123-9648
- 6 Bob Butler (Biological Father)

<< Previous Save And Continue >>

Online Registration, Students Relationships Screen

The **Call Order** on the **Emergency Contacts** tab of the Student screen displays the order entered by the parent during Online Registration.

Contact Order			
Line	Call Order	Relationship	Name
1	1	Biological Mother	Abbott, Alice
2	2	Step-Father	Abbott, Paul
3	3	Relative	Bethann Lowell
4	4	Relative	Sandee Martin
5	5	Relative	Renee Phillips
6	6	Biological Father	Butler, Bob
7		Self	Abbott, Tanner A.

Student Screen, Emergency Contacts Tab

The **Order** on the **Parent/Guardian** tab displays the order entered by the parent during Online Registration.

Parents and Guardians				
+ Add Show Detail				
Line	Order	Lives With	Relation	Parent Name
1	1	<input checked="" type="checkbox"/>	Biological Mother	Abbott, Alice
2	2	<input checked="" type="checkbox"/>	Step-Father	Abbott, Paul
3	6	<input type="checkbox"/>	Biological Father	Butler, Bob

Student Screen, Parent/Guardian Tab

The **Order** on the **Emergency Contacts** tab displays the order entered by the parent during Online Registration.

Emergency Contacts				
+ Add Show Detail				
	Line	Order	Relationship	Name
<input type="checkbox"/>	1	3	Relative	Bethann Lowell
<input type="checkbox"/>	2	4	Relative	Sandee Martin
<input type="checkbox"/>	3	5	Relative	Renee Phillips

Student Screen, Emergency Contacts Tab

### Example 3 – First and Second Option Selected

The administrator selects the first and second option.

**District Setup**
Menu
 Save
 Undo

District Setup
 Options
 **System**
 Grade Setup
 TeacherVUE
 Labels
 Auto-Sequence
 Reports
 Waivers
 Mobile Apps
 Concurrent Options
 Accessibility
 Color Themes

Emergency Contact and Parent/Guardian Orders
 ☒ On Accept, Synchronize Emergency Contact and Parent/Guardian Orders with Emergency Call Order
 ☒ When Synchronizing, Renumber Emergency Contact and Parent/Guardian Orders Beginning with 1

District Setup Screen, System Tab

Parent enters the Emergency Contact Order on the Students Relationships screen.

Home
 Status
 My Account
 ParentVUE
 Logout
 Edupoint School District
 Good morning, Alice Abbott, 7/11/2018

**Online Registration**
 Introduction
 Family
 Parent/Guardian
 Emergency
 **Students**
 Documents
 Review/Submit

**RELATIONSHIPS**
 88%
 2018-2019
 Emergency Contact Order: **Tanner Abbott**

**Instructions**
 Drag and drop the contacts below in the order in which they should be contacted in the event of an emergency:

1 Alice Abbott (Biological Mother)
 2 Paul Abbott (Step-Father)
 3 Bethann Lowell (Relative) Home Phone: 555-123-8204
 4 Sandee Martin (Relative) Home Phone: 555-123-4682
 5 Renee Phillips (Relative) Home Phone: 555-123-9648
 6 Bob Butler (Biological Father)

<< Previous
 Save And Continue >>

Online Registration, Students Relationships Screen

The **Call Order** on the **Emergency Contacts** tab of the Student screen displays the order entered by the parent during Online Registration.

Contact Order			
Line	Call Order	Relationship	Name
1	1	Biological Mother	Abbott, Alice
2	2	Step-Father	Abbott, Paul
3	3	Relative	Bethann Lowell
4	4	Relative	Sandee Martin
5	5	Relative	Renee Phillips
6	6	Biological Father	Butler, Bob
7		Self	Abbott, Tanner A.

*Student Screen, Emergency Contacts Tab*

The **Order** on the **Parent/Guardian** tab changes and starts with the number 1.

Parents and Guardians					
+ Add Show Detail					
Line	Order	Lives With	Relation	Parent Name	
1	1	<input checked="" type="checkbox"/>	Biological Mother	Abbott, Alice	
2	2	<input checked="" type="checkbox"/>	Step-Father	Abbott, Paul	
3	3	<input type="checkbox"/>	Biological Father	Butler, Bob	

*Student Screen, Parent/Guardian Tab*

The **Order** on the **Emergency Contacts** tab changes and starts with the number 1.

Emergency Contacts				
+ Add Show Detail				
Line	Order	Relationship	Name	
1	1	Relative	Bethann Lowell	
2	2	Relative	Sandee Martin	
3	3	Relative	Renee Phillips	

*Student Screen, Emergency Contacts Tab*



## Grade Validation Setup

Select the grade levels or schools to be excluded for Online Registration (OLR) and define the age restrictions for each grade level.



This setup affects [Student Demographic Validation Options](#).

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **Grade Setup** tab.
3. Deselect the **Available for Online Registration** option for those grades you want to exclude from Online Registration. Any grade level not selected for **Available for Online Registration** no longer forces the parent into Online Registration.
4. Define the age limits in the **Age for Online Registration** column for each grade selected.
  - **Minimum Year** – Enter the minimum age year.
  - **Minimum Month** – Enter the minimum age month.
  - **Maximum Year** – Enter the maximum age year.
  - **Maximum Month** – Enter the maximum age month.



Validation does not occur for a selected grade level that has no age restrictions defined.

5. Click **Save**.

**District Setup**

Menu Save Undo

District Setup

Options System **Grade Setup** TeacherVUE Labels Auto-Sequence Reports **Waivers** Mobile Apps Concurrent Options

Accessibility Color Themes

Graduation Grade  
12

Graduation Requirements Year Calculation Method  
Use Expected Graduation Year

Grades

Line	Grade	Next Grade	Years Until 9th Grade	Years Until Graduation	ADA Group	Available for Online Registration	Age for Online Registration			
							Minimum Year	Minimum Month	Maximum Year	Maximum Month
1	PS	K	9	13		<input type="checkbox"/>				
2	K	01		12	K	<input type="checkbox"/>				
3	01	02		11	01-03	<input type="checkbox"/>				
4	02	03		10	01-03	<input type="checkbox"/>				
5	03	04		9	01-03	<input type="checkbox"/>				
6	04	05		8	04-06	<input type="checkbox"/>				
7	05	06		7	04-06	<input type="checkbox"/>				
8	06	7	2	6	04-06	<input type="checkbox"/>	11	5	12	4
9	7	8	1	5	07-08	<input checked="" type="checkbox"/>	12	5	13	4
10	8	9	0	4	07-08	<input checked="" type="checkbox"/>	13	5	14	4

District Setup Screen, Grade Setup Tab

## Online Registration

Grade validation validates the **Entering Grade** and **Birth Date** based on the age restrictions set in District Setup and the selected **As Of** date in Online Registration Setup. Validation occurs when selecting the **Entering Grade** on the Demographics screen of Online Registration.



Synergy SIS pulls the options for **Entering Grade** from the grade levels selected in the Grades section on the District Setup screen.

### Invalid Age Message

**Online Registration**

- Introduction
- Family
- Parent/Guardian
- Emergency
- Students**
- Documents
- Review/Submit

**DEMOGRAPHICS** 4% 2018-2019

Demographics: **New Student**

**Instructions**

Please enter all relevant information for this student:

**First Name \***

**Middle Name \***

**No Middle Name** ☒

**Last Name \***

**Suffix**

**Gender \***

**Birth Date \***

**Entering Grade \***

**Invalid Age Entered for Grade 06!**

For grade 06, minimum age is 11 years 5 months and max is 12 years 4 months as of 09/01/2018

Online Registration – Demographics Screen

### Valid Age Message – Age Restriction Specified

Online Registration	DEMOGRAPHICS	2018-2019
<ul style="list-style-type: none"> <li>Introduction </li> <li>Family </li> <li>Parent/Guardian </li> <li>Emergency </li> <li><b>Students</b> </li> <li>Documents </li> <li>Review/Submit </li> </ul>	<p>Demographics: <b>New Student</b></p> <p><b>Instructions</b></p> <p>Please enter all relevant information for this student:</p> <p>First Name* <input type="text" value="Harry"/></p> <p>Middle Name* <input type="text"/></p> <p>No Middle Name <input checked="" type="checkbox"/></p> <p>Last Name* <input type="text" value="Aaron"/></p> <p>Suffix <input type="text"/></p> <p>Gender* <input type="text"/></p> <p>Birth Date* <input type="text" value="04/04/2006"/> </p> <p>Entering Grade* <input type="text" value="06"/></p> <p><b>Invalid Age Entered for Grade 06!</b> For grade 06, minimum age is 11 years 5 months and max is 12 years 4 months as of 09/01/2018 </p>	

Online Registration – Demographics Screen

### Valid Age Message – Age Restriction Not Specified

Online Registration	DEMOGRAPHICS	2018-2019
<ul style="list-style-type: none"> <li>Introduction </li> <li>Family </li> <li>Parent/Guardian </li> <li>Emergency </li> <li><b>Students</b> </li> <li>Documents </li> <li>Review/Submit </li> </ul>	<p>Demographics: <b>New Student</b></p> <p><b>Instructions</b></p> <p>Please enter all relevant information for this student:</p> <p>First Name* <input type="text" value="Harry"/></p> <p>Middle Name* <input type="text"/></p> <p>No Middle Name <input checked="" type="checkbox"/></p> <p>Last Name* <input type="text" value="Aaron"/></p> <p>Suffix <input type="text"/></p> <p>Gender* <input type="text"/></p> <p>Birth Date* <input type="text" value="09/10/1958"/> </p> <p>Entering Grade* <input type="text" value="KG"/></p> <p><b>Valid Age Entered for Grade KG!</b> For grade KG, minimum age is (not specified) and max is (not specified) as of 08/16/2017 </p>	

Online Registration – Demographics Screen

## Grade Capacity

Complete the following setup to control the maximum number of students to allow for each grade.



Grade Capacity does not limit acceptance. It is a visual tool to show the total enrollment to date for the grade level of the enrolling student.

1. Navigate to **Synergy SIS > System > Setup > School Setup**.
2. Click **Add**.
3. Select a **Grade**.
4. Enter a number for the **Max Grade Capacity**.

**School Setup** Menu Save Undo

School Name: **Hope High School** School Year: **2017-2018**

Basic Info Options SIS Data Options Labels TeacherVUE Mobile Apps

Grade Level Max Enrollments + Add Show Detail

Line	Grade	Max Grade Capacity
1	10	1100
2	11	900
3	12	900
Total		2900.00

*School Setup Screen*

5. Click **Save**.

## Address Setup

### District Setup

Options you select when defining address options for enrolling students affect how online registration works.



See the *Synergy SIS – Student Management Administrator Guide* for more information.

### Address Completion and Validation



You must set up Address Grid Definitions.

- Select *Normal Address Validation* as the **Address Validation Type**.
- Select **Use Street Ranges Instead of Individual Streets in Grid Definition**.
- Allow Alternate Schools, if needed.

See the *Synergy SIS – Student Management Administrator Guide* for more information.

Online registration allows for address completion. During the registration process, the address validates after the parent enters the home address and clicks **Save and Continue**. The parent receives the message [defined in the Family module](#) and selects **Change Address** or **Logout** if the address is outside of the district boundary.

Online Registration	FAMILY	2018-2019
<ul style="list-style-type: none"><li>Introduction </li><li><b>Family</b> </li><li>Parent/Guardian </li><li>Emergency </li><li>Students </li><li>Documents </li><li>Review/Submit </li></ul>	<div>50%</div> <h3>Home Address</h3> <div> <b>Instructions</b></div> <div>Please enter your home address below:</div> <div>1356 N Alton Street Ct Phoenix, AZ 85206</div> <div>Home Address Is Out Of District Boundary Your address is outside the school boundary. You must come to the district office at 123 Main St. to register your student.</div> <div><a href="#">Change Address</a> <a href="#">Logout</a></div>	

Online Registration, Family Screen

## Require Home Inside of District Boundary

1. Navigate to **Synergy SIS > Online Registration > Setup > Online Registration Setup**.
2. Select the **Registration Modules** tab.
3. Select the *Family Module* click **Show Detail** in the Non-Student Enrollment Modules section.
4. Select **Require home address to be inside district boundary**.
5. Enter a **Message to display if outside of district**.



The address validates against the Address Grid Definition in the enrollment year with **Normal Address Validation** and **Require home address to be inside district boundary** selected.

Non-Student Enrollment Modules

Line	Module
1	Family
2	Parent/Guardian
3	Emergency

Options: Pages Reenroll Property Override

**Notify**

User group to notify for this module once a student is accepted at a given school

**In Boundary**

☐ Do not use Google address validation

☒ **Require home address to be inside district boundary.**

Message to display if outside of district.

The address entered does not fall within school boundaries. Please modify the address, select a different school, or contact the school to register the student in person.

Online Registration Setup Screen, Registration Modules Tab, Non-Student Enrollment Modules Detail

6. Click **Save**.

## Include Additional Schools to School Selection

Allow parents to select more than one school for a grid by adding additional schools to the Address Grid Definition and including *Any School Within District* for the School Selection process in Online Registration.

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **System** tab.
3. Select **Enable School Grid Code by Grade Level Override** in the Address Options section.

**District Setup**

Menu ▾ | Save | Undo

District Setup

Options | **System** | Grade Setup | TeacherVUE | Labels | Auto-Sequence | Reports | Waivers | Mobile Apps | Concurrent Options

Accessibility | Color Themes

**Address Options**

- ☒ Allow to prompt user to synchronize address and/or phone number changes for all family members living together when one member's address and/or phone number is changed
- ☒ Allow user to change a sibling address and/or phone number even though the user may not have organizational access to do so
- ☒ Track student, parent and staff address changes (Address, City, State, Zip Code)
  - ☐ Track all address fields (Grid Code, District of Residence by Address, County by Address)
  - ☐ Require address change date when student home address is changed
- ☒ **Enable School Grid Code By Grade Level Override**

Validate Address By  
School Type (Default) ▾

Address Validation Type  
Normal Address Validation ▾

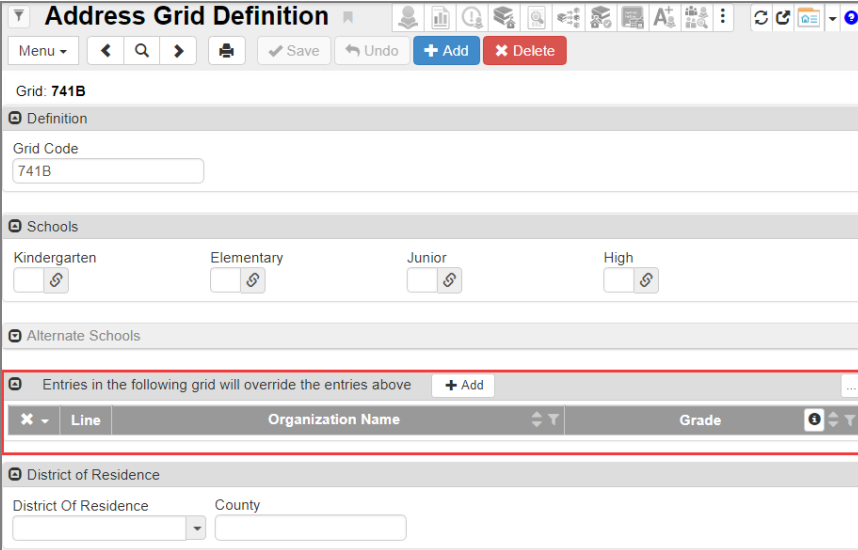
- ☐ Enforce Validation on +4 Portion of Zip Code
- ☐ Disable clean/parse and address validation for home addresses

School Of Residence Option  
Default School of Residence from Grid Code; allow manual override ▾

- ☐ Require Attendance Reason Code if School of Residence does not Match School of Attendance
- ☐ Require School of Residence
- ☐ Clear School of Residence on launch of Student Add view
- ☐ Do Not Clear School of Residence Attendance Reason Code and Date on Address Change
- ☒ Enable Address AutoComplete for Home and Mail Address Fields
- ☒ Use Street Ranges Instead of Individual Streets in Grid Definition

*District Setup Screen, System Tab*


Selecting this option adds the 'Entries in the following grid will override the entries above' section on the Address Grid Definition screen.

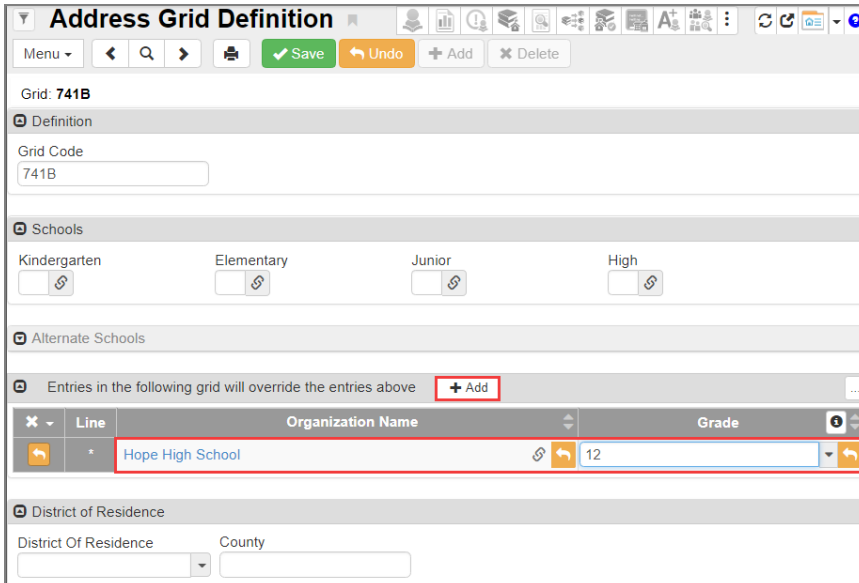


The screenshot shows the 'Address Grid Definition' screen. The 'Grid: 741B' is selected. The 'Definition' section shows 'Grid Code' as '741B'. The 'Schools' section has checkboxes for Kindergarten, Elementary, Junior, and High, each with a link icon. The 'Alternate Schools' section is empty. The 'Entries in the following grid will override the entries above' section is highlighted with a red box and contains a '+ Add' button. Below this is a table with columns: Line, Organization Name, and Grade. The 'District of Residence' section has dropdowns for 'District Of Residence' and 'County'.

Address Grid Definition Screen

Navigate to **Synergy SIS > System > Setup > Address Grid Definition**.

- d. Click **Add** to add a new line.
- e. Click  in **Organization Name** to select the school.
- f. Select the **Grade** level.



The screenshot shows the 'Address Grid Definition' screen after adding a new entry. The 'Grid: 741B' is selected. The 'Definition' section shows 'Grid Code' as '741B'. The 'Schools' section has checkboxes for Kindergarten, Elementary, Junior, and High, each with a link icon. The 'Alternate Schools' section is empty. The 'Entries in the following grid will override the entries above' section is highlighted with a red box and contains a '+ Add' button. Below this is a table with columns: Line, Organization Name, and Grade. A new entry has been added with 'Line' as '\*', 'Organization Name' as 'Hope High School' (with a link icon), and 'Grade' as '12'. The 'District of Residence' section has dropdowns for 'District Of Residence' and 'County'.

Address Grid Definition Screen

- g. Add additional schools and grades as desired.
- h. Click **Save**.



### Select the Additional Schools to Allow

1. Navigate to **Synergy SIS > Online Registration > Setup > Online Registration Setup**.
2. Select the **Registration Modules** tab.
3. Click **Show Detail** for the *School Selection Module*.
  - a. Select *Any School within District* for **Schools to allow**.
  - b. Click **Save**.

The screenshot shows the 'School Selection Detail' form in the 'Online Registration Setup, Registration Modules Tab'. On the left is a sidebar with a 'Module' dropdown set to 'Selection' and a list of modules numbered 6 to 13. The main content area includes a grid of checkboxes for modules 02 through 12+. Below this is the 'School Options' section, which contains an 'Instructions' field, a 'Number of School Choices' section with 'Minimum' (1) and 'Maximum' (3) input fields, and a 'Schools to allow' dropdown menu. The dropdown is currently set to 'Any School within District' and is highlighted with a red rectangular box. Below the dropdown are two checkboxes: 'Show "Mileage is Estimated" Message' (checked) and 'Add student's last enrolled school options' (set to 'Always add last enrolled school'). At the bottom, there is an unchecked checkbox for 'Only show student's last enrolled school (only takes effect if an option above is selected)'.

*Online Registration Setup, Registration Modules Tab, School Selection Detail*

## Address Change

You can choose to display an **Effective Date** and **Change Date** on the Student screen when the address changed during reenrollment using Online Registration.



Synergy SIS updates the **Change Date** on the Student screen only if the change date is required in Online Registration.

**Student**

Student Name: **Abbott, Billy C.** School: **Hope High School** Homeroom: **403** Teacher: **Andrews, M.**

Demographics Parent/Guardian Other Info Emergency Enrollment Enrollment History Classes Documents Contact Log

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483** State ID: **0001341311** Grade: **12** Gender: **Male** Language Spoken at Home: **English**

**Home Address**

Address: **1955 S Val Vista Dr** Effective Date: **12/01/2017** **Validate**

**Change Date** **Mail same as Home Address** **Map it!** **Schools**

City: **Mesa** State: **AZ** ZIP Code: **85204**

+4 **Map it!**

Grid Code: **741B** District of Residence by Address:

County By Address:

**Mail Address**

Address: **1955 S Val Vista Dr**

City: **Mesa** State: **AZ** ZIP Code: **85204**

+4 **Map it!**

Student Screen

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **System** tab.
3. Select **Require address change date when student home address is changed**.

**District Setup**

Menu **Save** **Undo**

District Setup

Options **System** Grade Setup Teacher/VUE Labels Auto-Sequence Reports Waivers Mobile Apps

Concurrent Options Accessibility Color Themes

**Address Options**

☒ Allow to prompt user to synchronize address and/or phone number changes for all family members living together when one member's address and/or phone number is changed

☒ Allow user to change a sibling address and/or phone number even though the user may not have organizational access to do so

☒ Track student, parent and staff address changes (Address, City, State, Zip Code)

☐ Track all address fields (Grid Code, District of Residence by Address, County by Address)

☒ **Require address change date when student home address is changed**

☒ Enable School Grid Code By Grade Level Override

Validate Address By: **School Type (Default)**

Address Validation Type: **Normal Address Validation**

District Setup Screen, System Tab

4. Click **Save**.

## No Show Setup

The district can allow a student to register in a different school than the one assigned during the New Year Rollover process using Online Registration. A setup option allows the student to No Show at the school they were assigned during New Year Rollover and enroll in the school they registered at using Online Registration. The student is skipped at the original school during future New Year Rollover processes for the year.

During the acceptance process, when a student is marked as No Show:



- The No Show Date is the current date if the date is prior to the start of the school calendar.
- The No Show Date is calculated to one day prior to the start of the school calendar if the date is after the start of the school calendar.

## No Show Options for Re-registration

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **System** tab.
3. Make the following selections:
  - **Allow “No Show”** – Select the option.
  - **Require Summer Withdrawal Code/Date for “No Show”** – Select to display the required Default Summer Withdrawal Code on the Online Registration Setup screen, if needed.
  - **Require Withdrawal Reason Code** – Select to display the required Default Summer Withdrawal Reason Code on the Online Registration Setup screen, if needed.



A warning displays during the acceptance process if these options are selected and no code is selected on the Online Registration Setup screen for the required fields.

**District Setup**

Menu ▾ Save Undo

District Setup

Options **System** Grade Setup Teacher/VUE Labels Auto-Sequence Reports Waivers Mobile Apps Concurrent Options

Accessibility Color Themes

**Enrollment Options**

New Student Add Type Permanent ID Update Type  
 Synergy Genesis update of permanent ID

☒ **Allow "No Show"**

☒ **Disable "No Show" Outstanding Fee Error**

☒ **Require Summer Withdrawal Code/Date For "No Show"**

☒ **Do Not Clear Summer Withdrawal Code and Date**

Default value for preserving student classes on no-show / inactivation  
 Preserve student schedule data on no-show / inactivation

Default value for restoring student classes on activation  
 Prompt to Restore Student Schedule

☐ Show Enrollment Detail

☐ Show SASix Enrollment History

☐ Validate SASix Enrollment History

☒ **Show Emergency Contact as Lookup**

☒ **Show User Code As Lookup**

☒ **Show User Num As Lookup**

☒ **Show Advanced Options On Inactivate Student**

☒ **Delete Course Requests on No Show and Inactivate**

☐ Delete Grading Records on No Show

☒ **Delete New Year Enrollment on No Show of Student in Current Year**

☐ Do Not Allow "No Show" or Inactivate If Student has Active Concurrent Enrollment

☒ **Keep Concurrent Enrollment On Inactivate Student**

☒ **Allow Pre-Kindergarten Activity Code Override On Inactive Students**

☒ **Require Withdrawal Reason Code**

☐ Show Withdrawal Reason Code

Open Program Exit Codes View

Enrollment Date Validation  
 Must be within school calendar (excluding weekends and holidays as valid days)

NOTE: All enrollment and attendance dates are validated at runtime by all reports and processes that require the school calendar. Changes to this field do not initiate a retroactive validation.

☐ Use Grid For Transportation Requirements

☒ **Force one race to be selected even if Hispanic**

☒ **Show District Of Residence as Lookup**

☒ **Show County as Lookup**

☐ Show Non-District School Lookup As A Find View

Require Find before Adding New Parents

Find Required when Adding Parent from Student View

☐ Require Enrolling Parent Validations

☒ **Show Extended Other Enrollment Information**

*District Setup Screen, System Tab*

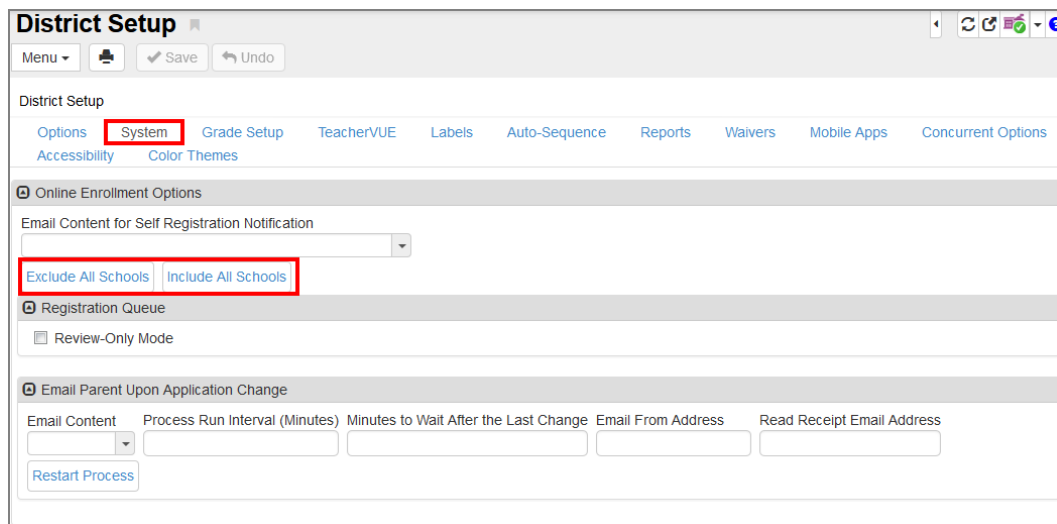
4. Click **Save**.

## Excluding Schools from Online Registration

There are two methods to use when excluding schools from online registration:

- District Setup – Use to exclude or include all schools in the district. For example, to include all schools that were previously set to exclude.
- School Setup – Use to exclude or include a single school or limit grades available for online registration.

### Using District Setup



The screenshot shows the 'District Setup' window with the 'System' tab selected. The 'Online Enrollment Options' section contains a dropdown menu for 'Email Content for Self Registration Notification' and two buttons: 'Exclude All Schools' and 'Include All Schools'. The 'Exclude All Schools' button is highlighted with a red box. Below this is the 'Registration Queue' section with a 'Review-Only Mode' checkbox. At the bottom is the 'Email Parent Upon Application Change' section with fields for 'Email Content', 'Process Run Interval (Minutes)', 'Minutes to Wait After the Last Change', 'Email From Address', and 'Read Receipt Email Address', along with a 'Restart Process' button.

*District Setup Screen, System Tab*

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **System** tab.
3. Click one of the following options in the Online Enrollment Options section:

- **Exclude All Schools**



Select **Exclude All Schools** to include a small number of schools in online registration. Then set the schools to be included on the School Setup screen.

- **Include All Schools**



Use to set all schools to be included after some were set to be excluded on the School Setup screen.

4. Click **Save**.

## Using School Setup

1. Navigate to **Synergy SIS > System > Setup > School Setup**.
2. Select one of the following:
  - Select **Exclude From Online Registration** to exclude the whole school.



**Selecting Exclude From Online Registration** hides the School Selection Override section.

- Select based on grade:
  - a. Click **Add** in the School Selection Override section to add a new line.
  - b. Select the **Grade Level**.
  - c. Select an option to **Exclude or Include**:
    - *Exclude*
    - *Include*
    - *Include only if outside of district boundary*
  - d. Enter additional information to display for the school in ParentVUE.

**School Setup**

Menu Save Undo

School Name: **Hope High School** School Year: **2017-2018**

Basic Info Options SIS Data Options Labels TeacherVUE Mobile Apps

Line	Description	Detail
1	Language Arts (Verbal) Giftedness	Show Detail

**Mailing Permit Setup**

Permit City Permit State Permit Number

**Online Registration**

☒ Exclude From Online Registration

Overrides will include or exclude this school for the corresponding grade, regardless of boundary.

**School Selection Override** + Add

Line	Grade Level	Exclude or Include
1	10	Include only if outside of district boundary
2	12	Include

Additional information to display for school (shown on the Open Schools introduction page)

*School Setup Screen*

3. Click **Save**.

## Chapter 4: Messaging and Document Setup

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## Email Setup

### Online Registration Notifications

Use the Email Content screen to create custom emails for an acceptance, denial, retraction, or application change and to use a custom email that notifies parents/guardians that online registration is available using ParentVUE.

1. Navigate to **Synergy SIS > System > Setup > Email Content**.
2. Click **Add** to open the Email Content (Add) screen.

*Email Content Screen*

3. Enter the **Content Namespace**.
  - Enter *PXP* for the acceptance, denial, or retraction email.
  - Enter *OLR* for the application change email.
4. Enter the **Content Key**.
  - Enter *Accept* or *Acceptance* for the acceptance email.
  - Enter *Deny* or *Denial* for the denial email.
  - Enter *Retract Reason* for the retraction email.
  - Enter *Application Change* for the application change email.
  - Use a term that specifically identifies this notification for the custom district notification email.



**Content Namespace and Content Key** are used to identify Email Content on other screens.

Synergy SIS supports multiple denial emails. For example, out-of-boundary, not accepting new registrations, requires school with unique programs, and so on.

5. Select the **Default Language**.



6. Select the **Content Type**.

- Select *Online Registration – Accepted* for the acceptance email.
- Select *Online Registration – Denied* for the denial email.
- Select *Online Registration – Retract* for the retraction email.
- Select *Online Registration – Application Change* for the application change email.
- Select *ParentVUE* for the custom district notification email.

The 'Email Content' screen has a title bar with 'Save' and 'Close' buttons. Below the title bar, there are four input fields: 'Content Namespace' with the value 'PXP', 'Content Key' with the value 'Accept', 'Default Language' with a dropdown menu showing 'English', and 'Content Type' with a dropdown menu showing 'Online Registration - Accepted'.

Email Content (Add) Screen

7. Click **Save**.

8. Click **Add** in the Content Sections section to open the Email Content Detail screen.



You can configure multiple languages for each type of email message. The Student's **Home Language** determines the language used for email sent.

The 'Email Content Detail' screen has a title bar with 'Save' and 'Close' buttons. Below the title bar, there are two input fields: 'Language' with a dropdown menu showing 'English', and 'Email Subject' with the value 'Registration Accepted'. The top of the screen also displays the content details: 'Content Namespace: PXP', 'Content Key: Accept', 'Default Language: English', and 'Content Type: Online Registration - Accepted'.

Email Content Detail Screen

9. Select the **Language**.

10. Enter the **Email Subject**. Anything similar to the example in the above screen is acceptable.

11. Click **Save**.

12. Select a line and click **Show Detail** to add a message body.

The Message body may be uploaded from either an existing HTML document, or an existing text document. An uploaded HTML document can be edited directly in Synergy SIS, using the built-in HTML editor.

## Upload Existing HTML Document

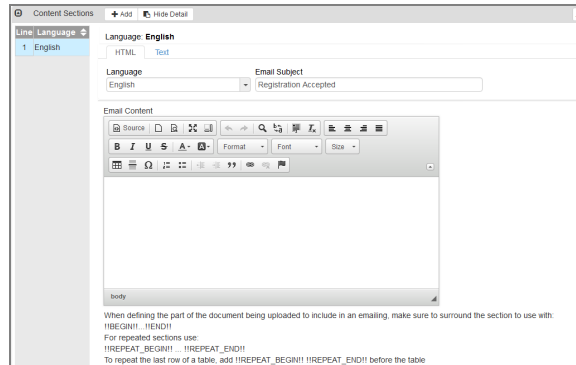
The screenshot shows the 'Email Content' application window. At the top, there's a 'Content' tab and a toolbar with buttons for Menu, Save, Undo, Add, and Delete. Below this, there are fields for 'Content Namespace' (set to PXP), 'Content Key' (set to Accept), 'Default Language' (set to English), and 'Content Type' (set to Online Registration - Accepted). The main section is titled 'Content Sections' and contains a table with columns 'Line' and 'Language'. The first row is selected, showing '1' in the Line column and 'English' in the Language column. To the right of the table, there are tabs for 'HTML' and 'Text'. Below these, there are fields for 'Language' (set to English) and 'Email Subject' (set to Registration Accepted). A large text area labeled 'Email Content' is present, with a 'body' label at the bottom. At the bottom of the screen, there is a red box highlighting the 'Attach HTML Document' link. Below the link, there is instructional text: 'When defining the part of the document being uploaded to include in an emailing, make sure to surround the section to use with: !!BEGIN!!...!!END!! For repeated sections use: !!REPEAT\_BEGIN!! ... !!REPEAT\_END!! To repeat the last row of a table, add !!REPEAT\_BEGIN!! !!REPEAT\_END!! before the table'.

*Email Content Screen, Content Sections Detail*

1. Click **Attach HTML Document** to upload an existing HTML document.
  - The document must be in an email HTML format, not web page format.
  - Indicate beginning and ending of message with the tags **!!BEGIN!!** and **!!END!!**.
  - The beginning and ending of a section that repeats, such as a table of attendance information, must be marked with **!!REPEAT\_BEGIN!!** and **!!REPEAT\_END!!**.
2. Click **Browse**.
3. Select the document to upload.
4. Click **Upload**.
5. Click **OK**.


## Editing Messages in the HTML Editor

1. Click the drop-down on the right side of the silver bar. The HTML Editor tools display. **!!BEGIN!!...!!END!!** tags are not shown in WYSIWYG (What You See Is What You Get) editor window.



*Email Content Screen, Content Sections Detail*

2. Edit the Message in HTML Code.

Click  to toggle between the HTML editor and the WYSIWYG editor.

The following is an example of HTML code for Email Content for an application change email.

```
<p>Hello @PARENT_NAME@,</p>
<p>The OLR application for student @STUDENT_NAME@ has
changed.</p>
<p>!!REPEAT_BEGIN!! !!REPEAT_END!!</p>
<table border="1" cellpadding="1" cellspacing="1"
style="width:500px">
<tbody>
<tr>
<td style="text-align: center;">Module</td>
<td style="text-align: center;">Page</td>
<td style="text-align: center;">Difference</td>
</tr>
<tr>
<td>@MODULE@</td>
<td>@PAGE@</td>
<td>@DETAILED_DESCRIPTION@</td>
</tr>
</tbody>
</table>
<p>For more info, please contact @SCHOOL_NAME@</p>
<p><br />
```

3. Click **Save** when finished.

## Upload Existing Text Document

**Email Content**

Menu < > Save Undo + Add x Delete

Content

Content Namespace: PXP Content Key: Accept Default Language: English Content Type: Online Registration - Accepted

Content Sections + Add Hide Detail

Line	Language
1	English

Language: English

HTML Text

Language: English Email Subject: Registration Accepted

Attach Text Document

When defining the part of the document being uploaded to include in an emailing, make sure to surround the section to use with:  
!!BEGIN!!...!!END!!  
For repeated sections use:  
!!REPEAT\_BEGIN!! ... !!REPEAT\_END!!

Email Content Screen, Content Sections Detail, Text Tab

1. Select the **Text** tab.
2. Click **Attach Text Document** to upload existing text document to be sent in text format. The Text Document screen displays.
  - The document must be in text format.
  - Indicate beginning and ending of message with tags **!!BEGIN!!** and **!!END!!**.
  - Beginning and ending of a section that repeats, such as a table of attendance information, must be marked with **!!REPEAT\_BEGIN!!** and **!!REPEAT\_END!!**.
3. Click **Browse**.
4. Select the document to upload.
5. Click **Upload**.

## Add Messages in Multiple Languages

1. Click **Add** in the Content Sections section to open the Email Content Detail screen.

**Email Content**

Menu ▾ ◀ 🔍 ▶ 📄 ✓ Save ↶ Undo + Add ✖ Delete

Content

Content Namespace: K12.OEN Content Key: Out Of Boundary Default Language: English Content Type: Online Registration - Denied

Content Sections + Add Show Detail

✖	Line	Language	Email Subject
📄	1	English	@SCHOOL_NAME@ Registration Update

Email Content Screen

2. Select the desired **Language**.
3. Enter the **Email Subject**.

**Email Content Detail**

Content Namespace: K12.OEN Content Key: Out Of Boundary Default Language: English Content Type: Online Registration - Denied

✓ Save ✖ Close

Language: Spanish Email Subject: @SCHOOL\_NAME@ Actualización de Registro

Email Content Detail Screen

4. Click **Save**.

5. Select the line and click **Show Detail** to add a message body.



Upload the Message body from either an existing HTML document or an existing Text document. An uploaded HTML document can be edited directly in Synergy SIS, using the built-in HTML editor.

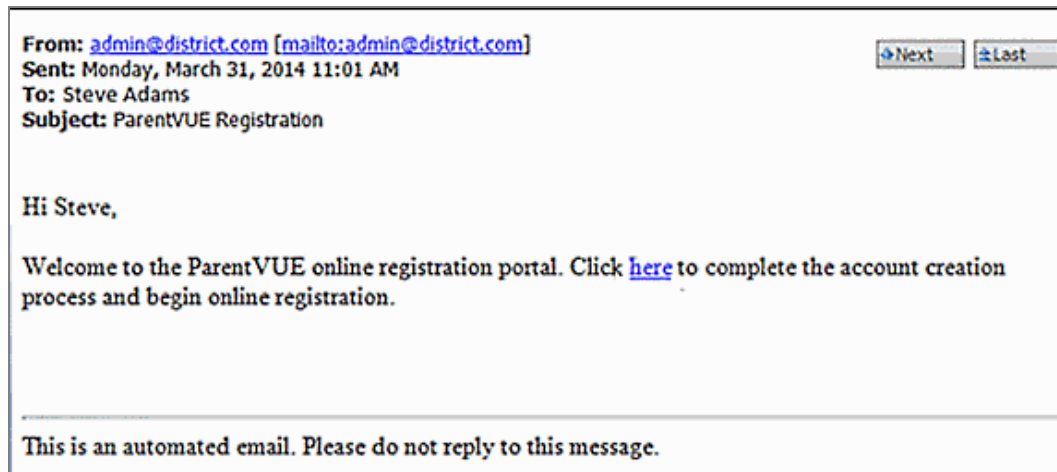
Follow the instructions under [Upload Existing HTML Document](#) or [Upload Existing Text Document](#) to complete the denial notification.

The screenshot displays the 'Email Content' interface. At the top, there's a header with 'Email Content' and a menu. Below the header, there are fields for 'Content Namespace' (K12.OEN), 'Content Key' (Out Of Boundary), 'Default Language' (English), and 'Content Type' (Online Registration - Denied). A 'Content Sections' tab is active, showing a list of sections. Section 2, 'Spanish', is selected. The 'Language' is set to 'Spanish'. The 'Email Subject' is '@SCHOOL\_NAME@ Actualización de Registro'. The 'Email Content' section is empty, with a 'body' label at the bottom. A note at the bottom states: 'When defining the part of the document being uploaded to include in an emailing, make sure to surround the section to use with: !!BEGIN!!...!!END!!'.

*Email Content Screen, Content Sections Detail*

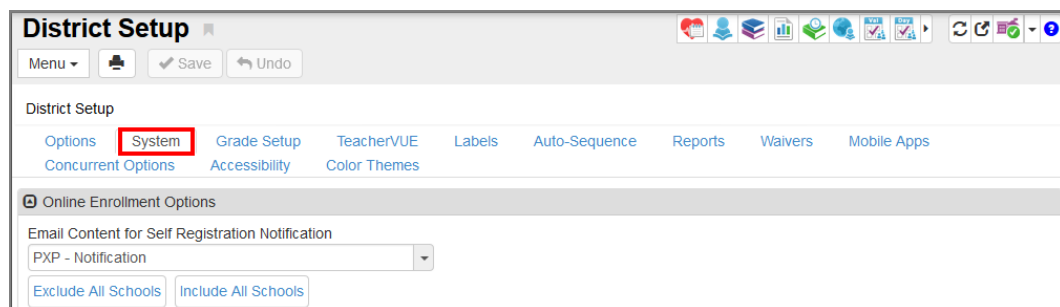
## New Account Email

The system sends a confirmation message to the parent's email account that contains a link that allows them to complete the account creation process after they submit a new account application. Below is an example of the default email message. The district has the option to customize this message. See [Online Registration Notifications](#) to override the default confirmation message.



Account Creation Confirmation Message Example

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **System** tab.
3. Select a new message from **Email Content for Self Registration Notification**.



District Setup Screen, System Tab

4. Click **Save**.

## Emptying the Email Queue

Records of the changes are automatically added to a database table when changes are made to OLR applications in the Registration Queue. Synergy SIS can send these past notifications after you enable the option to send email application change notifications to parents in District Setup. The **Empty Email Queue** option on the District Setup screen deletes all prior application change notifications in the database.

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **System** tab.
3. Click **Empty Email Queue**.

The screenshot shows the 'District Setup' window with the 'System' tab selected. Under the 'Email Parent Upon Application Change' section, the 'Empty Email Queue' button is highlighted with a red box. Other visible elements include the 'Registration Queue' section with 'Student Notification for Pending Registration' set to 'Application Change', and the 'Email Content' dropdown set to 'Application Change'.

*District Setup Screen, System Tab*

4. Click **Yes** in the Confirm window.

The 'Confirm' dialog box contains the text: 'This action will permanently delete all entries in the changes email queue. Are you sure?'. At the bottom right, there are two buttons: 'Yes' (highlighted in green) and 'No'.

*Confirm Window*

Synergy SIS displays a message indicating the number of records deleted from the email queue.

The 'Deletion Message' dialog box contains the text: 'This site says... The email queue has been emptied. 7 item(s) have been deleted.' At the bottom center, there is an 'OK' button.

*Deletion Message*



## Application Change Email Settings

Synergy SIS can send email notifications automatically to parent/guardians when changes are made to the Online Registration application in the Registration Queue.



Click **Empty Email Queue** before entering content in the Email Parent Upon Application Change section and clicking **Save** or **Restart Process**. This prevents Synergy SIS from sending past notification to parents. See [Emptying the Email Queue](#) for more information.

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **System** tab.
3. Enter the following required values in the Email Parent Upon Application Change section:
  - **Email Content** – Select *Application Change* from the list.
  - **Process Run Interval** – The number of minutes between sending email notifications.
  - **Minutes to Wait After the Last Change** – The number of minutes to wait after the last change to a specific application before creating another email notification.
  - **Email From Address** – The email address that displays in the **From** field of the email notification.
4. Enter the **Read Receipt Email Address**, if needed. This is the email address that a read receipt email is sent to if the recipient of the email notification answers Yes to 'Do you want to send a receipt?'.



Clearing the value from any of the required fields above disables emailing of OLR application changes to parent/guardians.

The screenshot shows the 'District Setup' interface with the 'System' tab selected. The 'Email Parent Upon Application Change' section is highlighted with a red box. It contains the following fields and controls:

- Email Content:** A dropdown menu with 'Application Change' selected.
- Process Run Interval (Minut):** A text input field with the value '30'.
- Minutes to Wait After the Last Char:** A text input field with the value '5'.
- Email From Address:** A text input field with the value 'olr@demodistrict.edu'.
- Read Receipt Email Addr:** A text input field with the value 'olr@demodistrict.edu'.
- Buttons:** 'Restart Process' and 'Empty Email Queue'.

District Setup Screen, System Tab

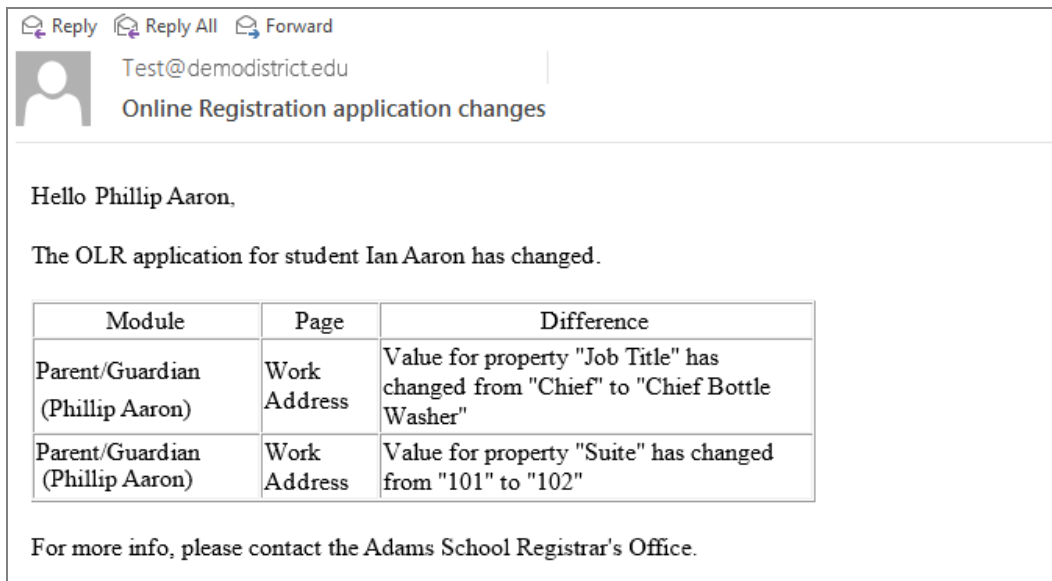
5. Click **Save** to start the clock for the Process Run Interval.



Click **Restart Process** at any time to restart the Process Run Interval clock.

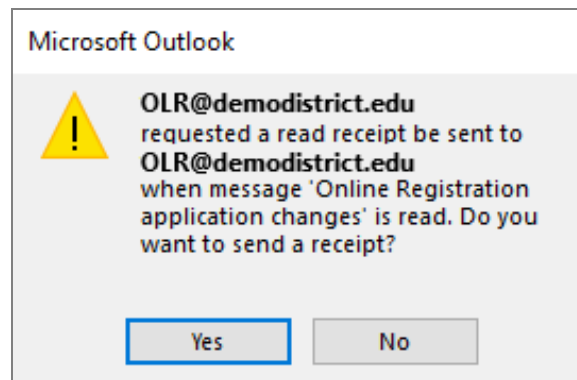
## Sending Application Change Notifications

Synergy SIS automatically sends the email to the parent/guardian according to the schedule defined in the District Setup.



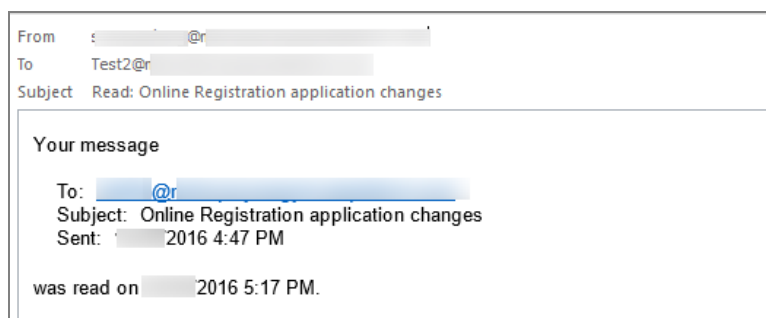
*Parent Email Notification*

A request for permission to send a read receipt displays when the parent/guardian closes the email.



*Read Receipt Request*

The receipt email sends to the **Read Receipt Email Address** specified in District Setup when the parent/guardian clicks **Yes**.



*Read Receipt Email*

Synergy SIS removes the OLR application changes logged in the Email Queue when sending the email.

**Registration Queue**

Menu Save Undo

School: **Hope High School** School Year: **2018**

Registrations History

Accepted Enrollment Options

Enter Date: 07/02/2018 Enter Code: E1 FTE: 1.00

Total Pending Registrations: 6

Registrations waiting to be processed Hide Detail

Line	Registration Date
1	10/22/2013 21:40:00
2	11/01/2013 12:47:00
3	11/01/2013 12:47:00
4	11/10/2013 19:17:00
5	11/10/2013 19:22:00
6	05/19/2016 19:31:00

Changes History Email Queue

Changes that Haven't Yet Been Emailed to the Parent

Line	Change Timestamp	Change Made By	Difference Summary	View Original Data	View Updated Data
1	08/23/2017 17:01:42	Wilson, Rob	Module: Students > Transportation (Russell Zipperer) Page: N/A Description: Russell Zipperer was added	View Original Data	View Updated Data

Registration Queue Screen, Registrations Waiting To Be Processed Detail, Email Queue Tab

## Emailing Notification of Missing Parent Email Address

Synergy SIS sends application change notifications to parents/guardians using the first email address found in Synergy SIS in the order shown below. Synergy SIS looks for one in the next field, and so on if there is no email address in the first field.

1. **Parent > Parent > Demographics tab > Email field**
2. **Parent > Parent > ParentVUE tab > Email 1 field**
3. **Parent > Parent > ParentVUE tab > Email 2 field**
4. **Parent > Parent > ParentVUE tab > Email 3 field**
5. **Parent > Parent > ParentVUE tab > Email 4 field**
6. **Parent > Parent > ParentVUE tab > Email 5 field**

Synergy SIS sends a notification email to the address in the **Read Receipt Email Address** field in District Setup if no email address is found for the parent/guardian in any of the six locations.

Reply Reply All Forward

Wed 5/30/2018 8:54 AM

DistrictEmailAddress@mail.qasynergylocalqa05vm.com

**Error: OLR Application Change**

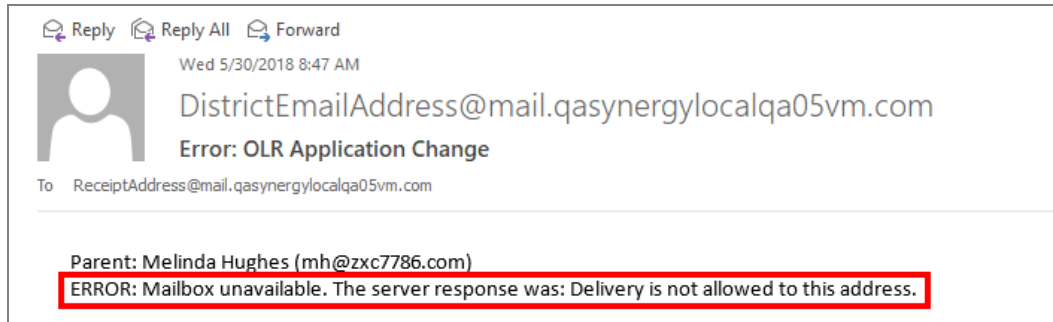
To: ReceiptAddress@mail.qasynergylocalqa05vm.com

Parent: Melinda Hughes ()  
**ERROR: ERROR: Missing Email.**

Email Notification

## Emailing Notification of Invalid Parent Email Address

Synergy SIS sends an email to the **Read Receipt Email Address** indicating that the email address attempted is invalid if the first email address found is invalid. Synergy SIS does not attempt to send an email to a different email address if the first one it sends to is invalid.



Email Notification

## Sample Email Content

Certain email tokens are only available for specific message types.

Message Type	Sample Message Content
K12.OEN/Application Accepted	<p><i>Dear @PARENT_NAME@,</i></p> <p><i>Your student @STUDENT_FIRSTNAME@ @STUDENT_LASTNAME@ has been successfully enrolled in @SCHOOL_NAME@ for the @SCHOOL_YEAR@ school year. Please contact the school for further information: @SCHOOL_NAME@ at @SCHOOL_PHONE@.</i></p> <p>NOTE: The following email tokens are available for the Application Accepted message:</p> <p>@SCHOOL_NAME@          @SCHOOL_YEAR@          @SCHOOL_PHONE@          @SCHOOL_PHONE2@          @SCHOOL_EMAIL@          @STUDENT_NAME@          @STUDENT_FIRSTNAME@          @STUDENT_LASTNAME@          @STUDENT_PRONOUN@          @PARENT_NAME@          @URL@</p>

Message Type	Sample Message Content
K12.OEN/Application Denied	<p><i>Dear @PARENT_NAME@,</i></p> <p><i>We are unable to enroll @STUDENT_FIRSTNAME@ @STUDENT_LASTNAME@ in @SCHOOL_NAME@ for the @SCHOOL_YEAR@ school year. The application has been passed to the next preferred school, @NEXT_SCHOOL_NAME@. Please contact the school for further information: @SCHOOL_NAME@ at @SCHOOL_PHONE@. You may review your application online at @URL@.</i></p> <p>NOTE: The following email tokens are available for the Application Denied message:</p> <p>@SCHOOL_NAME@            @SCHOOL_YEAR@            @SCHOOL_PHONE@            @SCHOOL_PHONE2@            @SCHOOL_EMAIL@            @STUDENT_NAME@            @STUDENT_FIRSTNAME@            @STUDENT_LASTNAME@            @STUDENT_PRONOUN@            @PARENT_NAME@            @URL@            @NEXT_SCHOOL_NAME@</p>
K12.OEN/Capacity Exceeded	<p><i>Dear @PARENT_NAME@,</i></p> <p><i>Due to size constraints we are not able to enroll @STUDENT_FIRSTNAME@ @STUDENT_LASTNAME@ at @SCHOOL_NAME@ for the @SCHOOL_YEAR@ school year. You may review your application online at @URL@</i></p> <p><i>If you have any questions please call @SCHOOL_NAME@ at @SCHOOL_PHONE@.</i></p>
K12.OEN/Discipline	<p><i>Dear @PARENT_NAME@,</i></p> <p><i>Due to the disciplinary action indicated on your registration, we are not able to enroll @STUDENT_FIRSTNAME@ @STUDENT_LASTNAME@ at @SCHOOL_NAME@ for the @SCHOOL_YEAR@ school year. You may review your application online at @URL@</i></p> <p><i>If you have any questions please call @SCHOOL_NAME@ at @SCHOOL_PHONE@.</i></p>
K12.OEN/Out of Boundary	<p><i>Dear @PARENT_NAME@,</i></p> <p><i>We are unable to enroll @STUDENT_FIRSTNAME@ @STUDENT_LASTNAME@ in @SCHOOL_NAME@ for the @SCHOOL_YEAR@ school year. The address provided is outside of our school boundary. You may review your application online at @URL@</i></p> <p><i>If you have any questions please call @SCHOOL_NAME@ at @SCHOOL_PHONE@.</i></p>

Message Type	Sample Message Content
K12.OEN/Retract	<p><i>Dear @PARENT_NAME@,</i></p> <p><i>The registration for @STUDENT_FIRSTNAME@ @STUDENT_LASTNAME@ in @SCHOOL_NAME@ for the @SCHOOL_YEAR@ school year has been reopened for review by @RETRACT_SCHOOL_NAME@. Please contact the school for further information: @SCHOOL_NAME@ at @SCHOOL_PHONE@. You may review your application online at @URL@</i></p> <p>NOTE: The following email tokens are available for the Retract message:</p> <p>@SCHOOL_NAME@  @SCHOOL_YEAR@  @SCHOOL_PHONE@  @SCHOOL_PHONE2@  @SCHOOL_EMAIL@  @STUDENT_NAME@  @STUDENT_FIRSTNAME@  @STUDENT_LASTNAME@  @STUDENT_PRONOUN@  @PARENT_NAME@  @URL@  @CURRENT_SCHOOL_NAME@  @RETRACT_SCHOOL_NAME@</p>
K12.OEN/Submit	<p><i>Dear @PARENT_NAME@,</i></p> <p><i>The registration(s) for @STUDENT_NAMES@ have been successfully submitted for review. Please contact your student's school if you have any questions regarding the application review and approval process.</i></p> <p>NOTE: The following email tokens are available for the Submit message:</p> <p>@PARENT_NAME@  @STUDENT_NAMES@</p>

## Mail Merge Documents

You can define and use a mail merge document with Online Registration. This allows the Parent/Guardian to print a mail merge document containing registration information directly from the Online Registration Review/Submit screen, sign it, and submit it to the district if necessary.

### Creating a Mail Merge Definition



See the Address Options chapter in the *Synergy SIS – Mail Merge 2.0 Guide* for more information.

1. Navigate to **Synergy SIS > System > Setup > Mail Merge District Definition**.
2. Click **Add** to open the Mail Merge District Definition (Add) window.
3. Enter the **Name**, **Type**, **Default Language**, and **Mail Merge Version**.


Mail Merge District Definition (Add) Screen

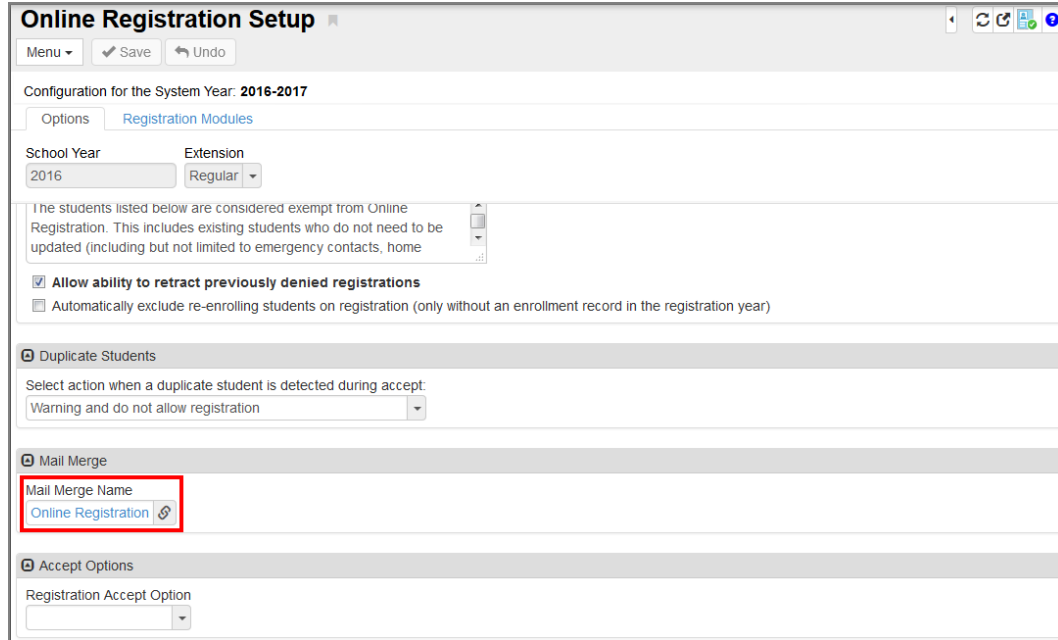
4. Click **Save**.
5. Click **Add** in the Mail Merge Documents section to add a new line.
6. Select the mail merge document created for Online Registration.
7. Click **OK** on the Upload Successful message.
8. Select the **Language** for the document.

Mail Merge District Definition Screen

9. Click **Save**.

## Linking a Mail Merge Document

1. Navigate to **Synergy SIS > Online Registration > Setup > Online Registration Setup**.
2. Click  in the **Mail Merge Name** field and select the created mail merge definition.



**Online Registration Setup**

Menu Save Undo

Configuration for the System Year: **2016-2017**

Options Registration Modules

School Year: 2016 Extension: Regular

The students listed below are considered exempt from Online Registration. This includes existing students who do not need to be updated (including but not limited to emergency contacts, home

☒ Allow ability to retract previously denied registrations

☐ Automatically exclude re-enrolling students on registration (only without an enrollment record in the registration year)


**Duplicate Students**

Select action when a duplicate student is detected during accept:

Warning and do not allow registration

**Mail Merge**

Mail Merge Name

Online Registration 

**Accept Options**

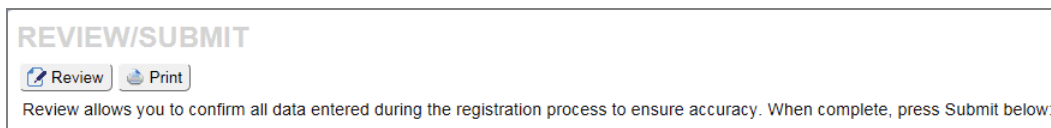
Registration Accept Option

Online Registration Setup Screen



3. Click **Save**.

## Online Registration Review/Submit

Clicking **Review** on the Review/Submit screen displays the registration form for review. Clicking **Print** on the registration form prints the registration in the mail merge format selected in the Online Registration Setup. The **Print** option prints the review document in its original format if no mail merge definition is selected.



**REVIEW/SUBMIT**

Review allows you to confirm all data entered during the registration process to ensure accuracy. When complete, press Submit below:

Online Registration, Review/Submit Screen



## School Selection Message Setup

You can customize the messages that display on the OLR School Selection screen.

### OLR Not Allowed for Students Inside School Boundary

You can create a message that indicates OLR is not available for students with a home address inside the school's boundary.

1. Navigate to **Synergy SIS > System > Setup > Property Override**.
2. Navigate to **K12 > K12.OnlineEnrollmentInfo > K12.OnlineEnrollmentInfo.Setup > OENYearStudentModuleSchoolSelection > Message\_OLRNotAllowedForStuInSchBoundary**.
3. Enter the desired message in **Label**. For example, *OLR not allowed – home within school boundary*.

The screenshot shows the 'Property Override' window. On the left is a tree view of properties, with 'OENYearStudentModuleSchoolSelection' expanded and 'Message\_OLRNotAllowedForStuInSchBoundary' selected. The main area is divided into 'Current' and 'Override' sections. The 'Current' section shows the property details: Type is String, Label is 'OLR is not allowed for students in the residential boundary of [NAME]', Short Label is empty, Display Length is 5000, Default Value is empty, and Mandatory is NO. The 'Override' section shows the 'Label' field with the text 'OLR not allowed - home within school boundary' entered, highlighted by a red box. Other fields in the 'Override' section (Short Label, Display Length, Default Value, Mandatory) are empty. A checkbox for 'Property is used in state reporting' is also present and unchecked.

Property Override Screen

- Click **Save**. The message displays at the top of the School Selection screen and **School Selection** list does not include the school as an option in OLR.

The screenshot shows the 'Online Registration' sidebar on the left with sections for 'Introduction', 'Family', 'Parent/Guardian', 'Emergency', 'Students', 'Documents', and 'Review/Submit'. The 'Students' section is highlighted. The main area is titled 'SCHOOL SELECTION' with a 44% progress bar. Below the title is the student's name 'Ian Aaron'. An 'Information' section states 'OLR is not allowed - home within school boundary'. The 'Home Address' is listed as '1955 S Val Vista Dr, Mesa, AZ 85204'. A note explains that mileage is estimated and transportation is provided for students living more than a mile from their boundary school. The 'School Selection' dropdown menu is open, showing 'Grant Elementary', 'Jefferson Elementary', and 'Lincoln K-12'. A map is visible on the right side of the screen.

**Online Registration**

- Introduction
- Family
- Parent/Guardian
- Emergency
- Students**
- Documents
- Review/Submit

**SCHOOL SELECTION** 44%

School Selection: **Ian Aaron**

**Information**

OLR is not allowed - home within school boundary

Home Address:  
1955 S Val Vista Dr  
Mesa, AZ 85204

\* Mileage is estimated. Transportation provided for students living more than a mile from their boundary school. The district has the final say on bus availability.

**School Selection**

- Grant Elementary
- Jefferson Elementary
- Lincoln K-12

Map

Online Registration – School Selection Screen

## OLR Not Allowed for Previous Attendance Reason Code

This message displays if a student is enrolled with an **Attendance Reason Code** (Reason for Attendance) selected in the School Selection module's Reenroll Options section.

1. Navigate to **Synergy SIS > System > Setup > Property Override**.
2. Navigate to **K12 > K12.OnlineEnrollmentInfo > K12.OnlineEnrollmentInfo.Setup > OENYearStudentModuleSchoolSelection > Message\_OLRNotAllowedForPrevAttReasCode**.
3. Enter the desired message in the **Label** field. (For example, *OLR is not allowed for this student at [NAME] because of the Attendance Reason Code. Synergy SIS automatically reenrolls the student at this school unless you change enrollment to a different school.*)

The screenshot shows the 'Property Override' window. On the left is a tree view of properties. The 'OENYearStudentModuleSchoolSelection' property is expanded, showing a list of sub-properties. The 'Message\_OLRNotAllowedForPrevAttReasCode' property is selected. On the right, the 'Current' and 'Override' tabs are visible. The 'Override' tab is active, showing the 'Label' field with the text: 'OLR is not allowed for this student at [NAME] because of the Attendance Reason Code. The student will automatically be reenrolled at this school unless you change enrollment to a different school.' The 'Short Label' field is empty, and the 'Display Length' field is set to 5000. The 'Default Value' field is empty, and the 'Mandatory' checkbox is checked. The 'Property is used in state reporting' checkbox is unchecked.

Property Override Screen

- Click **Save**. The message displays at the top of the School Selection screen and the **School Selection** list does not include the school as an option in OLR.

The screenshot shows the 'Online Registration' interface for a student named Ian Aaron. On the left is a sidebar with navigation links: Introduction (checked), Family (checked), Parent/Guardian (checked), Emergency (checked), **Students** (active), Documents, and Review/Submit. The main content area is titled 'SCHOOL SELECTION' with a 44% progress bar and a step indicator '2'. Below the title, the student's name 'Ian Aaron' is displayed. An 'Information' section contains a message: 'OLR is not allowed for this student at King because of the Attendance Reason Code. The student will automatically be enrolled at this school unless you change enrollment to a different school.' The 'Home Address' is listed as '1955 S Val Vista Dr, Mesa, AZ 85204'. A note states: '\* Mileage is estimated. Transportation provided for students living more than a mile from their boundary school. The district has the final say on bus availability.' Below this is a 'School Selection' dropdown menu. To the right is a map showing the location of the home address in Mesa, AZ, with labels for 'VAL VISTA LAKES' and 'Rinarian'.

Online Registration – School Selection Screen

## Estimated Mileage

You can customize the mileage message through Property Override.

1. Navigate to **Synergy SIS > System > Setup > Property Override**.
2. Navigate to **K12 > K12.OnlineEnrollmentInfo > K12.OnlineEnrollmentInfoSetup > OENYearStudentModuleSchoolSelection > Message\_EstimatedMileage**.
3. Enter your customized message in the **Label** field in the Override section.
4. Click **Save**.

The screenshot shows the 'Property Override' window. On the left is a tree view of properties. The 'Current' section on the right shows details for 'Message\_EstimatedMileage', including its type (String), label, and default value. The 'Override' section, highlighted with a red box, allows for a custom label. The custom label entered is: '\* Mileage is estimated. Transportation provided for students living more than a mile from their boundary school. The district has the final say on bus availability.'

Property Override Screen

The customized mileage message displays on the School Selection screen in OLR.

The screenshot shows the 'Online Registration - School Selection' screen. It displays the user's home address (1955 S Val Vista Dr, Mesa, AZ 85204) and the assigned school (Adams Elementary). A red box highlights the message: 'School Transportation is based on availability. Mileage is estimated.' A map on the right shows the location of the school relative to the user's home.

Online Registration – School Selection Screen

## Translation Setup

You can provide translated policy documents based on the preferred language that the user selects within OLR. You can also translate text on the OLR screen, including field names, buttons, and drop-down fields.



See the *Synergy SIS – System Administrator Guide* for more information on creating translations.

1. Navigate to **Synergy SIS > System > Setup > Translation**.

The following example displays setup for the Spanish translation of the Family module screens.

**Translation**

Menu ▾ Save Undo

Reports Business Objects Lookup **Views** Master Data

Translation Language: Spanish ▾

Set the following dropdown and click the Create Default Translation button to create a default translation in the language you have specified. This translation is accomplished with a computerized engine and will not have the accuracy of a human translator. The translation will be applied to all tabs that have filter criteria set.

Translator Engine Language: Spanish ▾ [Create Default Translation](#)

Translation Conditions Summary

[Refresh Condition Status](#) ☐ Reports ☐ BO ☐ Lookup ☐ View ☐ Master Data

**Filter Options**

Namespace: K12.OnlineEnrollmentInfo.NonStudentModule ▾ View Name: Family ▾ [Filter](#)

**View**

Line	Control Type	ID	Label	Translation	Lock	Translate
1	Title		Family	Familia	<input type="checkbox"/>	<a href="#">Translate</a>
2	Tab	670A004C-346E-4BFC-91D3-BF1F82050BEC	Home Address	Domicilio	<input type="checkbox"/>	<a href="#">Translate</a>
3	Tab	EBA59CE1-4BAC-480A-8444-B6BC4128E984	Mail Address	Dirección de correo	<input type="checkbox"/>	<a href="#">Translate</a>

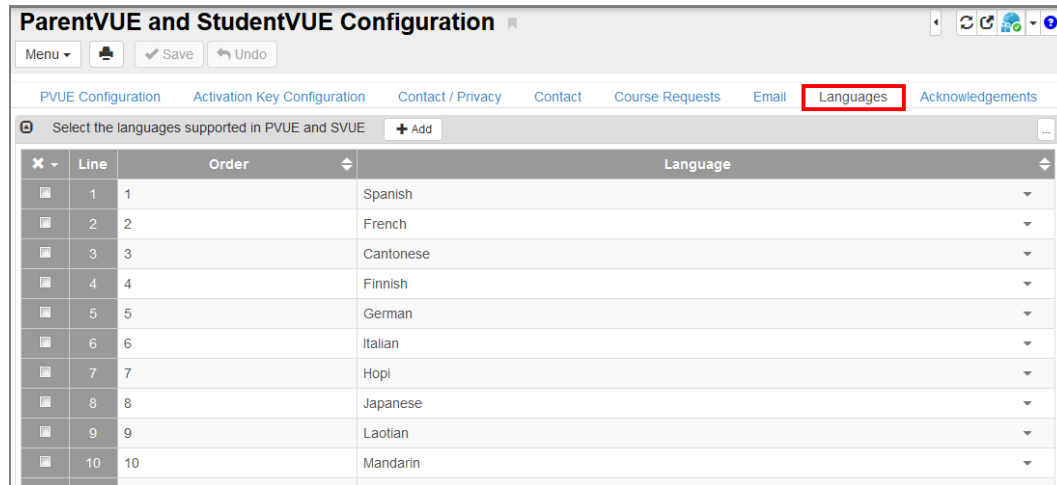
Translation Screen, Views Tab



You must manually translate messages associated with some OLR screens and fields. The text of the message displays in OLR in the language entered in Online Registration Setup no matter what language you select in OLR. Therefore, Edupoint recommends entering the message in both English and Spanish if parents use OLR in Spanish. See [School Selection Message Setup](#) for more information.

## Enabling Other Languages in OLR

1. Navigate to **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration**.
2. Select the **Languages** tab.



**ParentVUE and StudentVUE Configuration**

Menu ▾ Save Undo

PVUE Configuration Activation Key Configuration Contact / Privacy Contact Course Requests Email **Languages** Acknowledgements

Select the languages supported in PVUE and SVUE + Add

× <th>Line</th> <th>Order</th> <th>Language</th>	Line	Order	Language
☐	1	1	Spanish
☐	2	2	French
☐	3	3	Cantonese
☐	4	4	Finnish
☐	5	5	German
☐	6	6	Italian
☐	7	7	Hopi
☐	8	8	Japanese
☐	9	9	Laotian
☐	10	10	Mandarin

ParentVUE And StudentVUE Configuration Screen, Languages Tab

3. Click **Add**.
4. Select the **Language** users can select for OLR.
5. Click **Save**.

## Creating Document Translations

You can save the text of an OLR Policy in multiple documents in a different language on the ParentVUE and StudentVUE Configuration screen.

1. Navigate to **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration**.
2. Select the **Acknowledgements** tab.
3. Select an existing acknowledgement in the Acknowledgements section or add a new acknowledgement.

Line	Display Order	Inactive	Name	Content	Document File Name
1	1	<input checked="" type="checkbox"/>	Edupoint School Distric	Please take a moment to read through the Edupoint School District's Uniform Code of Conduct. Parent's are	Code of Conduct.docx
2	2	<input checked="" type="checkbox"/>	ConscientiousObjection	No student is required to have an immunization that is contrary to the conscientiously held beliefs of his/her	ConscientiousObjection.docx
3	3	<input checked="" type="checkbox"/>	338064 AdminVUE ger	I	338064 AdminVUE generates error when ampersand is
4	4	<input type="checkbox"/>	OLR Policy.docx	Online Registration policies for Edupoint School District.	OLR Policy.docx

*ParentVUE And StudentVUE Configuration Screen, Acknowledgements Tab*

4. Select an acknowledgement and click **Show Detail**.
5. Click **Add** in Other Languages.
6. Upload the document written in another language.



7. Select the **Language**.



You must create a separate document for each translation. You can translate documents using Google Translate or some other translation tool.

Line	Name
1	Edupoint School District Code of Conduct
2	ConscientiousObjection.docx
3	338064 AdminVUE generates error when ampersand is
4	OLR Policy.docx

**Grade Levels**

Applicable Grade Levels

☐ PS ☐ K ☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08 ☐ 09 ☐ 10 ☐ 11 ☐ 12 ☐ 12+

**Content**

Name: OLR Policy.docx Display Order: 4 Inactive: ☐

Content Header:

Content: Online Registration policies for Edupoint School District.

**Document**

Document File Name: OLR Policy.docx

Select Document View Document

Require Download: ☐

**Other Languages** + Add

Line	Language	Doc File Name	View
1	Spanish	OLR Policy.docx	

*ParentVUE And StudentVUE Configuration Screen, Acknowledgements Tab, Acknowledgements Detail*

8. Click **Save**.

Users can click **View** on the Policies screen to see the policy document in their preferred language.



You must enable the Policy module in Online Registration Setup to allow users to view policy documents.

Registro en línea	POLÍTICAS DE	2019-2020
<ul style="list-style-type: none"><li>Introducción ✓</li><li>Familia ✓</li><li>Padre o tutor ✓</li><li>Emergencia ✓</li><li><b>Estudiantes</b> ⓘ</li><li>Documentos</li><li>Revisión/prese...</li></ul>	<div>63%</div> <h3>Políticas de: Mary Aaron</h3> <p>Debe comprobar y de acuerdo a las siguientes políticas:</p> <div><input type="checkbox"/> Code of conduct = Tómese un momento para leer el Código de conducta uniforme del Distrito escolar de Edupoint. Se anima a los padres a discutir los contenidos con sus hijos para asegurar que los estudiantes entiendan las expectativas de comportamiento.</div> <p>Estas pautas están sujetas a cambios. Se les pedirá a los padres que revisen el Código de conducta y lo acepten cada año. Si tiene alguna pregunta, comuníquese con el director de su escuela.</p> <div><a href="#">&lt; Anterior</a> <a href="#">Guardar y continuar &gt;</a></div>	

Online Registration, Policies Screen

## Chapter 5: OLR Setup Options

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## Defining Custom Condition Library

You can define, store, locate, and use conditions in Online Registration (OLR) using the OLR Condition screen or in the Student-Specific Enrollment Modules on the Online Registration Setup screen.

You use OLR conditions to customize the content the parent sees during registration. Following are a few examples to explain how conditions can be used:

- Display a page with questions related to a sport. For example, show a page with questions related to football if the student is interested in football.
- Display a module based on information in Synergy SIS. For example, display a module with military if the parent has a military status in Synergy SIS.
- Display different Demographics questions based on the student being registered. For example, show a page with elementary school information if the student is registering for elementary school.
- Ask the parent to upload different documents based on a condition. For example, ask for a birth certificate if the student is registering for school for the first time.



Conditions created within OLR for modules and pages automatically display on the OLR Condition screen.

Focus to the school year that affects the enrollment options for Online Registration Setup.

1. Navigate to **Synergy SIS > Online Registration > Setup > OLR Condition**.

OLR Condition Screen

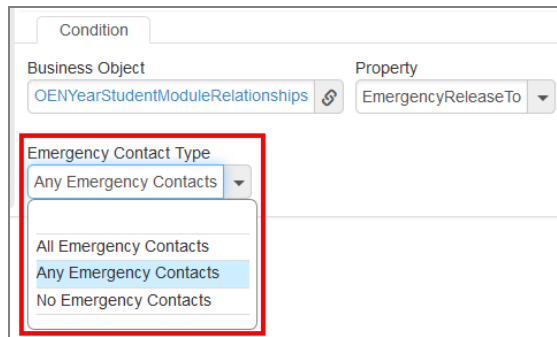
2. Click **Add** to open the OLR Condition (Add) screen.

OLR Condition (Add) Screen

3. Enter a **Name** for the condition.
4. Enter a **Description**
5. Click **Save** to display additional fields.
6. Perform the following in the Conditions section to define a new condition:
  - a. Click **All are True** in the Conditions section.
  - b. Change the **Type**, if needed.
    - Select *All are True* for an AND condition.
    - Select *Any Are True* for an OR condition.
  - c. Select an option in the **Actions** menu to add additional condition info.
    - *Add Container to...* – Adds an *All are True/Any are True* option to the conditions tree

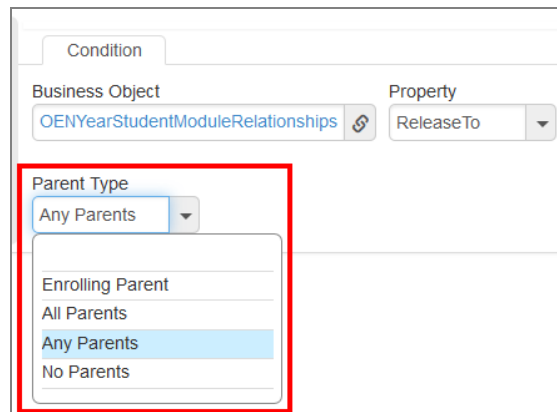
- *Add Property Condition to...* – Adds a property condition to the Conditions tree. For example, only students graduating in a certain class year.

Additional options display when selecting Parents or Emergency Contacts for the **Business Object** of a Property Condition. These additional options allow you to define the **Emergency Contact Type** and **Parent Type**.



The screenshot shows the 'Property Condition Screen' with the 'Condition' tab selected. The 'Business Object' is set to 'OENYearStudentModuleRelationships' and the 'Property' is 'EmergencyReleaseTo'. The 'Emergency Contact Type' dropdown menu is open, showing options: 'Any Emergency Contacts' (selected), 'All Emergency Contacts', 'Any Emergency Contacts', and 'No Emergency Contacts'.

*Property Condition Screen*



The screenshot shows the 'Property Condition Screen' with the 'Condition' tab selected. The 'Business Object' is set to 'OENYearStudentModuleRelationships' and the 'Property' is 'ReleaseTo'. The 'Parent Type' dropdown menu is open, showing options: 'Any Parents' (selected), 'Enrolling Parent', 'All Parents', 'Any Parents', and 'No Parents'.

*Property Condition Screen*

- *Add Special Condition to...* – Adds a condition for *Address Changed* or *Immunization Changed* as the **Special Condition Type**
- *Add Enrolling Status Condition to...* – Adds a condition for *New*, *Reenrolling*, or *Returning* students to the Conditions tree

- d. Click **Simplify Conditions** after entering all your conditions. Selecting this option organizes the conditions so that you can easily read and verify the conditions set for the custom document.

The screenshot shows the 'OLR Condition' window. At the top, there's a menu bar with 'Menu', 'Save', 'Undo', and 'Close'. Below that, it displays 'Name: Condition 5', 'School Year: 2019-2020', 'Condition Count: 3', and 'Usage Count: 0'. There are tabs for 'Condition' and 'XML'. The 'Condition' tab is active, showing a list of conditions: 'All are True', 'MedName not equal to "Tylenol"', 'Any are True', 'Immunization Changed', and 'HealthMedicationApproval not equal to "Yes"'. Below the list, there are two buttons: 'Simplify Conditions' (highlighted with a red box) and 'Delete Conditions'. At the bottom, there's a 'Description' field and a table for 'Locations this condition is being used' with columns 'Line', 'Type', and 'Location'.

OLR Condition Screen

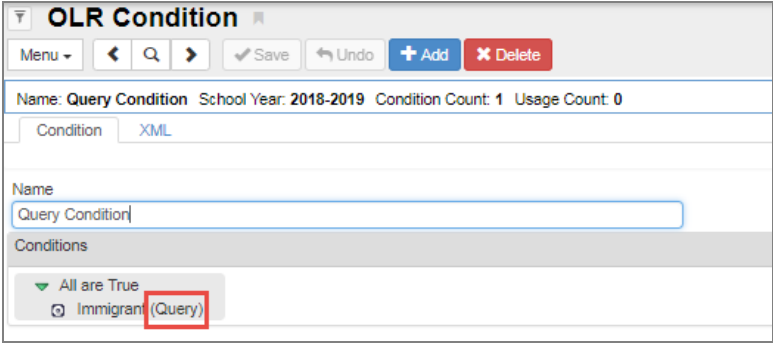
7. Click **Save**. The **Conditions XML** tab displays the XML for the conditions. You can copy these conditions and use them in the **Conditions XML** tab for other documents.

The screenshot shows the 'OLR Condition' window with the 'XML' tab selected. The 'XML' tab is highlighted with a red box. The XML code is displayed in a text area, showing the structure of the conditions. The code includes elements like 'OLRConditionContainer', 'ChildConditions', 'OLRCondition', 'PropertyConditionType', 'BodObjectGU', 'BodObjectProp', 'ConditionInverter', 'ConditionType', and 'ConditionValue'. The XML is organized into two main containers, one with an 'AND' operator and another with an 'OR' operator.

OLR Condition Screen, XML Tab

## Using Synergy SIS Query to Create a Condition

When using the Query Condition option, the current data in the Synergy SIS database is referenced. These conditions include (Query) in the name in the Conditions tree.

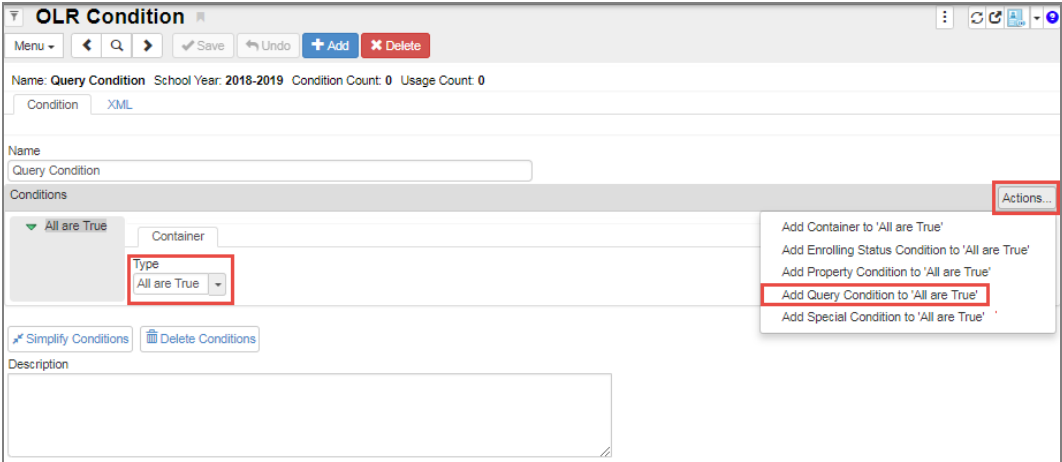


The screenshot shows the 'OLR Condition' window. At the top, there's a header bar with 'Menu', navigation arrows, 'Save', 'Undo', 'Add', and 'Delete' buttons. Below this, a status bar shows 'Name: Query Condition', 'School Year: 2018-2019', 'Condition Count: 1', and 'Usage Count: 0'. There are tabs for 'Condition' and 'XML'. A 'Name' field contains 'Query Condition'. Below it, the 'Conditions' section shows a tree with 'All are True' expanded, and 'Immigrant (Query)' selected, which is highlighted with a red box.

OLR Condition Screen

When using the other OLR condition types, the current registration data in OLR is referenced.

1. Navigate to **Synergy SIS > Online Registration > Setup > OLR Condition**.
2. Click **Add** to create a new condition.
3. Enter the **Name**.
4. Click **Save**.
5. Select **All are True** in the Conditions tree.
6. Change the **Type**, if needed.
  - Select *All are True* for an AND condition.
  - Select *Any are True* for an OR condition.
7. Select *Add Query Condition to...* from **Actions....**



This screenshot shows the 'OLR Condition' window with the 'Actions...' menu open. The 'Name' field contains 'Query Condition'. In the 'Conditions' section, 'All are True' is selected, and its 'Type' dropdown is set to 'All are True'. The 'Actions...' menu is open, showing options like 'Add Container to All are True', 'Add Enrolling Status Condition to All are True', 'Add Property Condition to All are True', 'Add Query Condition to All are True' (highlighted with a red box), and 'Add Special Condition to All are True'. The 'Type' dropdown and the 'Add Query Condition...' menu item are both highlighted with red boxes.

OLR Condition Screen

8. Enter the **Name** of the query in the Query Condition window.



9. Copy and paste an existing Synergy SIS query into **Query** or click **Query Designer** to build a new condition in the Query (Designer) window.

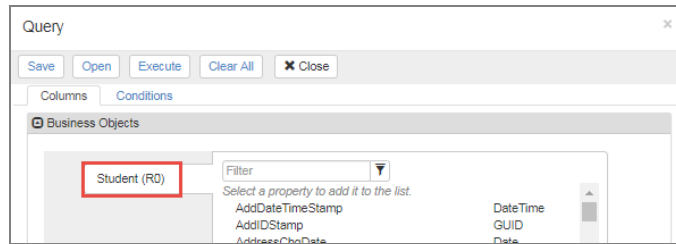
Query Condition Builder

Query (Designer) Window



See the *Synergy SIS – Query and Reporting Guide* for information on *Defining the Content*.

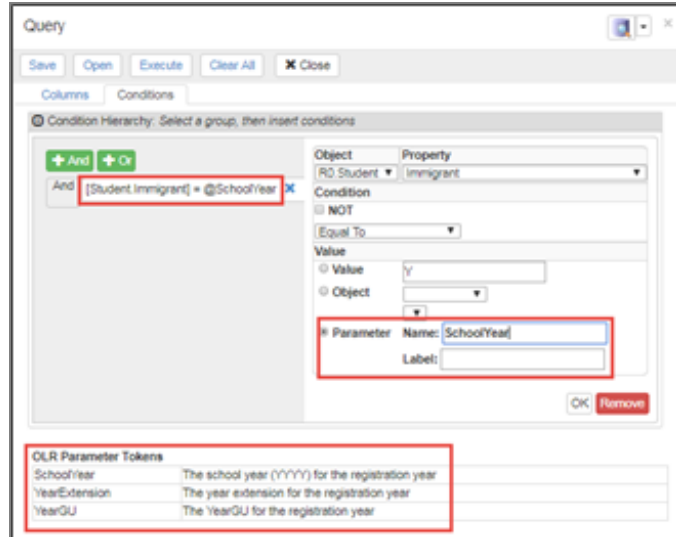
The query must contain a Student data object so the correct student can be referenced in the database.



Query (Designer) Window

Enter a Parameter **Name** from the listed OLR Parameter Tokens to insert tokens into the query if you want to evaluate the students for current OLR registration year. The Query checks all years if you do not use one of these parameters. The parameters tokens are case sensitive.

- *SchoolYear* – Use to search for a specific year (for example, 2018).
- *YearExtension* – Use to search for an extension (for example, Regular).
- *YearGU* – Use to search for a specific year and extension (for example, 2018 Regular).



Query (Designer) Window

10. Save the query.
11. Click **Validate**.

The 'Query Condition' dialog box has a 'Save' button (checked) and a 'Close' button. Below the buttons is a 'Condition' tab. The 'Inverter' dropdown is set to 'None'. The 'Name' field contains 'Migrant Students'. The 'Description' field is empty. The 'Query' field contains the following text:
 

```
Student.RD
COLS RD StudentGU
If RD.Migrant=""
```

 To the right of the 'Query' field are two buttons: 'Query Designer' and 'Validate'. The 'Validate' button is highlighted with a red rectangle.

Query Condition Screen



The tokens display if the query is used.

This is a zoomed-in view of the 'Query' field from the previous screen. The text inside is:
 

```
Student.RD
COLS RD StudentGU
If RD.Immigrant =@SchoolYear
```

 The line 'If RD.Immigrant =@SchoolYear' is highlighted with a red rectangle. The 'Validate' button is visible to the right.

Query Condition Screen

3. Click **Save**. The Synergy SIS query displays as a condition.

The 'OLR Condition' dialog box shows a saved condition. At the top, it says 'Name: Student is a migrant School Year: 2018-2019 Condition Count: 1 Usage Count: 0'. Below this is a 'Condition' field with the value 'XML'. The 'Name' field contains 'Student is a migrant'. Under the 'Conditions' section, there is a list with 'All are True' and 'Migrant (Query)'. The 'Migrant (Query)' item is highlighted with a red rectangle. To the right of this list is a 'Container' field and a 'Type' dropdown set to 'All are True'. At the bottom are buttons for 'Simplify Conditions' and 'Delete Conditions'.

OLR Condition Screen

## Enabling Online Registration



Do not select **Registration Enabled** until all of the information is completed on both tabs of the Online Registration Setup screen.

1. Navigate to **Synergy SIS > Online Registration > Setup > Online Registration Setup**.

**Online Registration Setup**

Menu Save Undo

Configuration for the System Year: **2018-2019**

Options **Registration Modules**

School Year: 2018 Extension: Regular

**Status**

Registration Close Date represents the last date a new registration can be started. Final Submit Date represents the last date a started registration can be submitted. If Final Submit Date is empty, the Close Date will be used for both

☒ **Registration Enabled**

Registration Open Date: 07/08/2017 Registration Close Date: 07/06/2019 Final Submit By Date:

Force Registration:

Only enable the verification process if you use New Year Rollover to create student enrollment records. Verification process will only allow parents to verify existing enrollment records.

☒ **Verification Process Enabled**

Online Registration Setup Screen

2. Select **Registration Enabled**.
3. Click **Save**.



The option automatically disables and must be selected again if you make any registration changes that result in an error inside Synergy SIS after selecting **Registration Enabled**.

## Online Registration Setup

The Online Registration Setup screen contains the configuration options for Online Registration (OLR) enrollment and messages.



Online Registration Setup is district-wide.

Select a user group for enrollment management.

Online Registration Setup is year-specific. Focus to the school year that the enrollment options affect. This is typically the next school year after the current year.

1. Navigate to **Synergy SIS > Online Registration > Setup > Online Registration Setup**.

Online Registration Setup Screen

2. Ensure the appropriate **School Year** and **Extension** (Focus year and extension type) display.
3. Enter the following in the Status section:

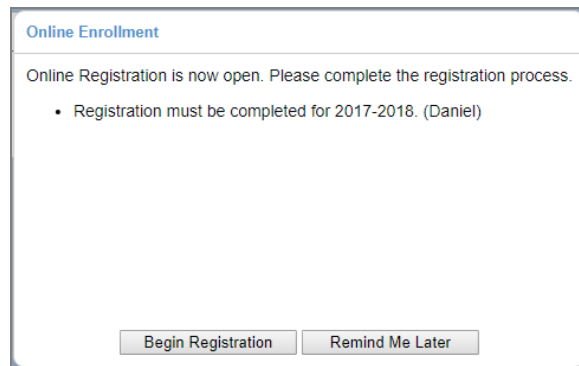


Do not select **Registration Enabled** until all of the information is completed on both tabs of the Online Registration Setup screen.

- **Registration Open Date** – The first available date of registration. Online Registration is not available prior to this date. Synergy SIS requires this date to enable registration.
- **Registration Close Date** – The last date available to start a new registration. Synergy SIS requires this date to enable registration.
- **Final Submit By Date** – The last available date to submit a started registration. Synergy SIS applies the **Registration Close Date** as the **Final Submit By Date** if you leave this field blank.

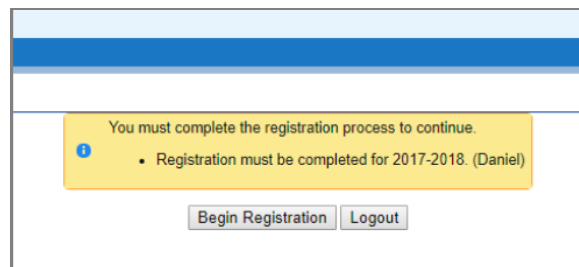
- **Force Registration** – Forces ParentVUE users to complete online registration by a *Login Count* or *Date*. After meeting this limit, users are redirected to the Online Registration screen until an application for approval is submitted.
  - The **Login Threshold** field displays after selecting *Login Count*. Enter a numeric value.
  - The **Date Threshold** field displays after selecting *Date*. Enter the date.

The following image displays the warning message when parents approach the force registration threshold. Clicking **Begin Registration** opens OLR and clicking **Remind Me Later** continues the parent to ParentVUE.



ParentVUE 1.0 Screen

The following image displays the redirect message when parents meet the force registration threshold. Clicking **Begin Registration** opens OLR and clicking **Logout** closes ParentVUE.



ParentVUE 1.0 Screen

4. Select **Verification Process Enabled** to verify reenrollment for students.



See [Verifying Reenrollment](#) for more information.

5. Select the Default No Show Options if you enabled specific options in [District Setup](#):

**Default No Show Options**

The following No Show (Summer Withdrawal) options will be used for any accepted enrollments in the new year, where the student has an active enrollment in a school different from the school where the registration is being accepted.

Default Summer Withdrawal Code:  Default Summer Withdrawal Reason Code:

Online Registration Setup Screen

- **Default Summer Withdrawal Code** – Required if **Require Summer Withdrawal Code/Date for “No Show”** is selected on the District Setup screen or if using the Verify Reenrollment process.
- **Default Summer Withdrawal Reason Code** – Required if **Require Withdrawal Reason Code** is selected on District Setup screen.

6. Complete the Student Summary section:

**Online Registration Setup**

Menu Save Undo

Configuration for the System Year: **2019-2020**

Options Registration Modules

School Year: 2019 Extension: Regular

**Student Summary**

☒ **Enable Student Summary**

**Student Summary Message**

Below is a list of students included in your online registration process along with the registration current status. Please review before continuing. If there are any questions or concerns, please contact the school the student is enrolled in.

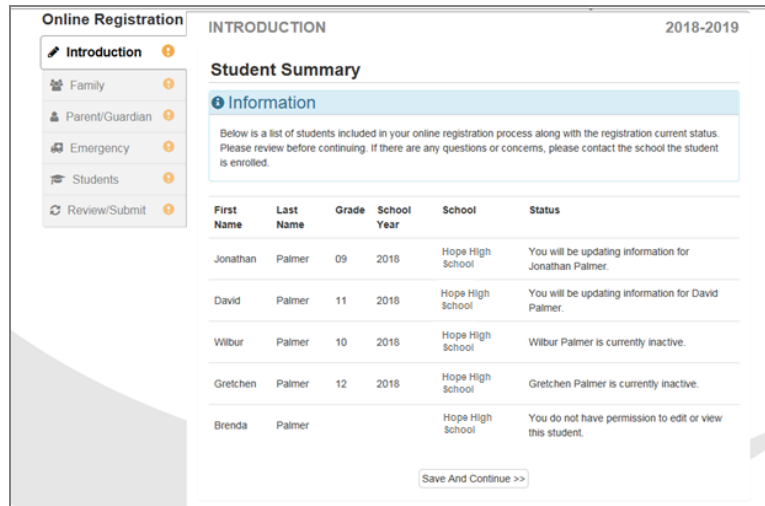
**Student Summary No Students Message**

There are no students currently connected to your parent record. Please contact the school of enrollment if you are an existing parent and have students currently enrolled in this district.

Online Registration Setup Screen

- Deselect the **Enable Student Summary** option to not display the students related to enrolling parents on the Student Summary screen on the Introduction page of Online Registration (OLR). This option is enabled by default.
- Enter text in the **Student Summary Message** and the **Student Summary No Students Message** fields.
  - The **Student Summary Message** displays for parents with students listed in the summary.
  - The **Student Summary No Students Message** displays for parents with no students listed in the summary.

The Student Summary message is included on the OLR Introduction page prior to the Signature. This page is read-only.



The screenshot shows the 'Online Registration' interface for the '2018-2019' school year. The left sidebar contains navigation links: Introduction (selected), Family, Parent/Guardian, Emergency, Students, and Review/Submit. The main content area is titled 'INTRODUCTION' and 'Student Summary'. Under the 'Information' section, a message states: 'Below is a list of students included in your online registration process along with the registration current status. Please review before continuing. If there are any questions or concerns, please contact the school the student is enrolled.' Below this is a table with columns: First Name, Last Name, Grade, School Year, School, and Status. The table lists five students: Jonathan Palmer (Grade 09), David Palmer (Grade 11), Wilbur Palmer (Grade 10), Gretchen Palmer (Grade 12), and Brenda Palmer. The status for Jonathan and David is 'You will be updating information for [Name]'. The status for Wilbur and Gretchen is 'currently inactive'. The status for Brenda is 'You do not have permission to edit or view this student.' A 'Save And Continue >>' button is at the bottom right.

First Name	Last Name	Grade	School Year	School	Status
Jonathan	Palmer	09	2018	Hope High School	You will be updating information for Jonathan Palmer.
David	Palmer	11	2018	Hope High School	You will be updating information for David Palmer.
Wilbur	Palmer	10	2018	Hope High School	Wilbur Palmer is currently inactive.
Gretchen	Palmer	12	2018	Hope High School	Gretchen Palmer is currently inactive.
Brenda	Palmer			Hope High School	You do not have permission to edit or view this student.

Online Registration, Introduction Screen

You can translate the Student Summary fields and messages through Translation.



7. Enter the messages that display in the parent portal during various stages of the registration in the Messages shown to parent/guardian during various stages of registration section.

**Online Registration Setup**

Menu Save Undo

Configuration for the System Year: **2018-2019**

Options Registration Modules

School Year: 2018 Extension: Regular

**Messages shown to parent/guardian during various stages of registration**

**Message Online Registration Introduction**

Thank you for using the Edupoint School District online registration portal. You will need to complete all of the required information throughout the information entry process in order for the enrollment to be processed. The registration

**Message Online Registration Successful Completion - This is the heading message and each module will append appropriate content**

Thank you for completing and submitting your registration online. Our site staff will review the registration and update the status during the review process.

**Message Online Registration Incomplete Enrollment (school district might have follow-up, students might be waitlisted etc.). This is the main heading of the message and each module will append any appropriate content**

The student information entered must be reviewed.

**Message shown when registration is not enabled**

The registration portal is not currently available. Please check back later.

☐ Show the OLR enabled schools page during introduction

**Message shown when OLR enabled school list page is shown**

Online Registration Setup Screen

- **Message Online Registration Introduction**

**Example:**

Thank you for using the Edupoint School District online registration portal. You will need to complete all of the required information throughout the information entry process in order for the enrollment to be processed. The registration process is self-guided and informs you of any missing or incorrect information.

- **Message Online Registration Successful Completion**

**Example:**

Thank you for completing and submitting your registration online. Our site staff will review the registration and update the status during the review process.

- **Message Online Registration Incomplete Enrollment**

**Example:**

The student information entered must be reviewed.

- **Message shown when registration is not enabled**

**Example:**

The registration portal is not currently available. Please check back later.

- **Show the OLR enabled schools page during introduction** – Selecting this option results in the following:



You must first identify the schools eligible for online enrollment for the [School Selection](#) module on the **Registration Modules** tab for this feature to work.

- Displays the schools in the School Category Include for Online Registration
- Identifies the schools in the School Category Only Allow Students From Inside School Boundary with the Restrictions message: 'Must live within school boundary.'
- Identifies the schools in the School Category OLR Not Allowed for Students Inside School Boundary with the Restrictions message: 'Must live outside school boundary for Online Registration.'

School Name	Grade	Additional Information	Restrictions
Adams Elementary	PS, K, 01, 02, 03, 04, 05, 06		Must live within school boundary.
Bilingual Magnet School	09, 10, 11, 12		
Eisenhower Middle School	07, 08, 09		Must live within school boundary.
Grant Elementary	PS, K, 01, 02, 03, 04, 05, 06		Must live within school boundary.
Hope High School	09, 10, 11, 12		Must live within school boundary.
Jefferson Elementary	PS, K, 01, 02, 03, 04, 05, 06		Must live within school boundary.
Kennedy High School	09, 10, 11, 12		Must live within school boundary.
King High School	09, 10, 11, 12		Must live within school boundary.
Lincoln K-12	PS, K, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12		Must live within school boundary.

Online Registration – Introduction Screen

- **Message shown when OLR enabled school list page is shown**

**Example:**

Schools open for online enrollment

8. Do the following in the Enrollment Management section:

- Select the appropriate **User group that will be notified and control student enrollment**. This user group:
  - Is notified of OLR tasks by emails and in the task bar
  - Has the authority to approve or deny student enrollment in their assigned school

- b. Select **Allow Registration Queue to override the school to receive the registration request if denying the enrollment request, and there are no additional requested schools** to forward a denied student's registration to another school in the district.
- c. Select *Allow new enrollments and re-enrollments* (Default setting), *Do not allow new enrollments*, or *Only allow new enrollments* as the **Enrollment Options**.
- d. Select the **Reenroll Filter**:
  - *Only allow one online registration per school and year* – Restricts online registration of a student to only once per school and year. If a registration for the student already exists in OLR at the current school, parents can only use OLR again in the same year if the student transfers to a different school.
  - *Only allow one online registration per year* – Excludes the student from reenrollment for the same school year
  - *Unlimited (default)* – Allows parents to reenroll the student any number of times to any of the schools in the district defined in Online Registration Setup
- e. Enter a **Message displayed above list of enrolling students**.
- f. Enter a **Message displayed above list of non-enrolling students**.
- g. Select **Allow ability to retract previously denied registrations**, if needed. See [Retracting a Denied Registration](#) and [Email Content Notifications](#).

The screenshot shows the 'Online Registration Setup' interface. At the top, there's a title bar with 'Online Registration Setup' and a menu icon. Below it are 'Menu', 'Save', and 'Undo' buttons. The main section is titled 'Configuration for the System Year: 2018-2019'. Under 'Options', the 'Registration Modules' tab is selected. The 'School Year' is set to '2018' and the 'Extension' is 'Regular'. The 'Enrollment Management' section is expanded, showing a dropdown for 'Role - Registrar' set to 'Registrar'. A checkbox labeled 'Allow Registration Queue to override the school to receive the registration request if denying the enrollment request, and there are no additional requested schools' is checked. Below this, 'Enrollment Options' is set to 'Allow new enrollments and re-enrollments (Default)' and 'Reenroll Filter' is set to 'Unlimited (default)'. There are two text areas for messages: 'Message displayed above list of enrolling students' and 'Message displayed above list of non-enrolling students'. At the bottom, a checkbox 'Allow ability to retract previously denied registrations' is checked. Below it, there's a note 'Automatically exclude re-enrolling students on registration (only without an enrollment record in the registration year)' and a dropdown set to 'Show all active and inactive students in the included grid (default)'.

Online Registration Setup Screen

- h. Select **Automatically exclude re-enrolling students on registration (only without an enrollment record in the registration year)**, if needed to determine how OLR handles inactive, no-showed, or graduated students:
- *Exclude students that are not active in the OLR year allow parent to include students* – Any students that are re-enrolling and have no enrollment record in the registration year display in the Students to exclude section in OLR. Parents can **View** or **Include** these students.

Online Registration, Students Screen

- *Exclude students that are not active in the OLR year do not allow parent to include the student* – Inactive students display in the Students to exclude section. Parents can only **View** these students.
- *Show all active and inactive students in the included grid (default)* – All students display in the Students to enroll section, except graduated or aged-out students. These students display in the Students to exclude section. Parents can **View** or **Include** graduated or aged-out students.



You can define the criteria for Graduated and Aged-out students on the **Grade Setup** tab at **Synergy SIS > System > Setup > District Setup**. See [Grade Validation Setup](#) for more information.

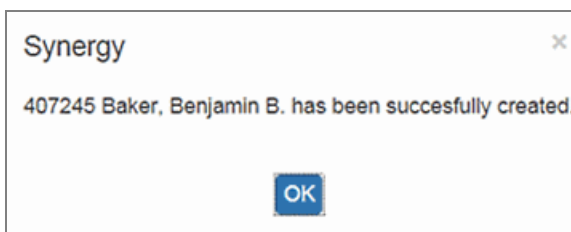
- i. Select an option from **Select action when a duplicate student is detected during accept:** to determine what Actions are available to all students on the Registration Queue screen in the Duplicate Students section.



The option only checks the student being processed during the Accept process.

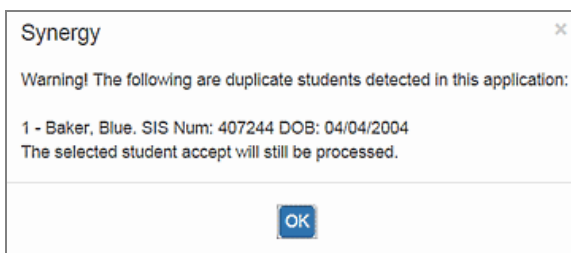
Online Registration Setup Screen

- **No warning and allow registration** – Available Actions for all students in the Registration Queue include: *Review*, *Find*, *Accept*, and *Deny*. Select to have no warning display during Accept. Synergy SIS enrolls students with duplicates.



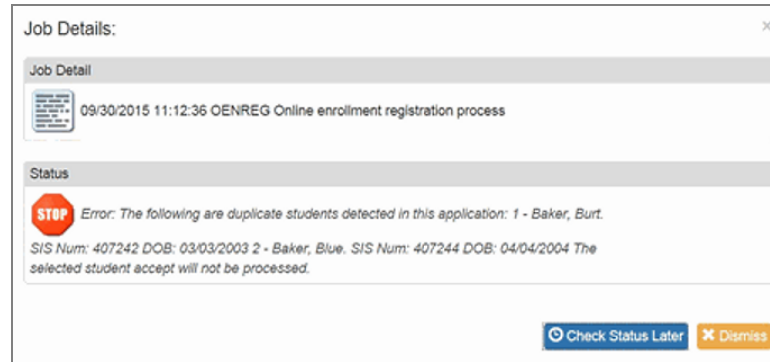
Synergy Window

- **Warning and allow registration** – Available Actions for all students in the Registration Queue include: *Review*, *Find*, and *Deny*. Select to have a warning display for each duplicate student registered and accepted for enrollment. This warning informs of possible duplication of students and allows the student enrollment. This is the default option.



Synergy Window

- **Warning and do not allow registration** – Available Actions for all students in the Registration Queue include: *Review*, *Find*, and *Deny*. Select to have a warning display for each duplicate student registered. Synergy SIS does not permit enrollment.



Job Details Window

9. Click the link for **Mail Merge Name** to link a Mail Merge document with online registration.



See [Mail Merge Documents](#) for more information.

10. Deselect **Require Review Before Submit**, if necessary. Synergy SIS enables this by default so that parents must review all information in their application before submitting the registration.

The Review/Submit screen displays only **Review** with **Require Review Before Submit** enabled. This forces the enrolling parent to review the registration prior to submission.

The Review/Submit screen displays only **Review** with **Require Review Before Submit** enabled and **Verification Process Enabled**.



After reviewing, parents must select **I have reviewed all registration data and verified that it is correct** at the bottom of the review screen in order to display **Submit**.

 A screenshot of a form section. It contains a checked checkbox with the text "I have reviewed all registration data and verified that it is correct". Below the checkbox are two buttons: "<< Previous" and a green "Submit" button.

Online Registration Review/Submit Screen

11. Enter the **Registration Accept Option**.

- **Clear settings after accept** – The **Enter Date**, **Enter Code**, and **FTE** fields clear, requiring the user to input these values for each Accept action in the Registration Queue and when using the **Find** option.

- *Default to first day of school and default enter code and FTE* – The **Enter Date** defaults to the first school day in the focus school year calendar. Selecting this option displays the **Default Enter Code** and **Default FTE** options.
- *Remember settings by user (default)* – This option saves the Accepted Enrollment Options set by each user. The **Enter Date**, **Enter Code**, and **FTE** fields remain the same as set by each user.

The screenshot shows the 'Online Registration Setup Screen' with three main sections:

- Mail Merge:** Includes a 'Mail Merge Name' field with a link icon.
- Review Options:** Includes a checked checkbox for 'Require Review Before Submit', a label 'Require Administrator Review Before Accept', and a dropdown menu currently set to 'Only For Critical Changes'.
- Accept Options:** Includes a 'Registration Accept Option' dropdown set to 'Default to first day of school and default enter code and FTE', a 'Default Enter Code' dropdown set to 'E1', a 'Default FTE' dropdown set to '1.00: Student qualifies for full ADM funding', and an 'Action to perform when student is not active in the OLR year' dropdown.

Online Registration Setup Screen

12. Click **Save**.

## Setting Up Auto-Accept

The auto-accept feature allows you to process registrations parents submit. The **Module Tree** tab allows you to select the modules for auto-accept and the modules that need to be processed manually. You can also:

- Define the changes for auto-accept
- Define the changes that must be denied for each module or page
- Access the options for each module or page
- Access the Property Override read-only options
- View the properties on each OLR page
- Drag and drop modules and pages to change the display order


The screenshot shows the 'Online Registration Setup' window with the 'Module Tree' tab selected. The top bar includes 'Menu', 'Save', 'Undo', and 'Preview' buttons. Below the tabs, it shows 'Configuration for the System Year: 2019-2020' and 'Registration Enabled: Yes'. The 'School Year' is set to '2019' and the 'Extension' is set to 'Regular'. The 'Registration Modules' section on the left lists various modules under 'Online Registration' and 'Students'. The 'All Modules' section on the right shows 'Auto Accept Changes' and a checkbox for 'Require user to review each page'.

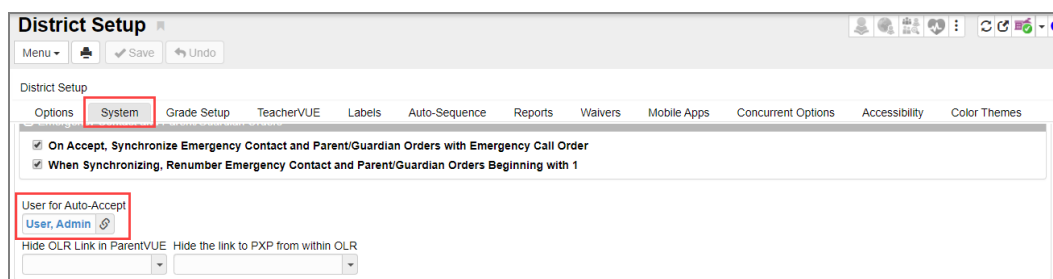
Online Registration Setup Screen, Module Tree Tab

## Selecting the User for Auto-Accept



You must select a user in **User for Auto-Accept** for the auto-accept feature to work.

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **Systems** tab.
3. Click  in **User for Auto-Accept** to select the Synergy SIS user's name that displays as having processed the registration.



**District Setup**

Menu ▾ Save Undo


District Setup

Options **System** Grade Setup TeacherVUE Labels Auto-Sequence Reports Waivers Mobile Apps Concurrent Options Accessibility Color Themes

☒ On Accept, Synchronize Emergency Contact and Parent/Guardian Orders with Emergency Call Order

☒ When Synchronizing, Renumber Emergency Contact and Parent/Guardian Orders Beginning with 1

User for Auto-Accept

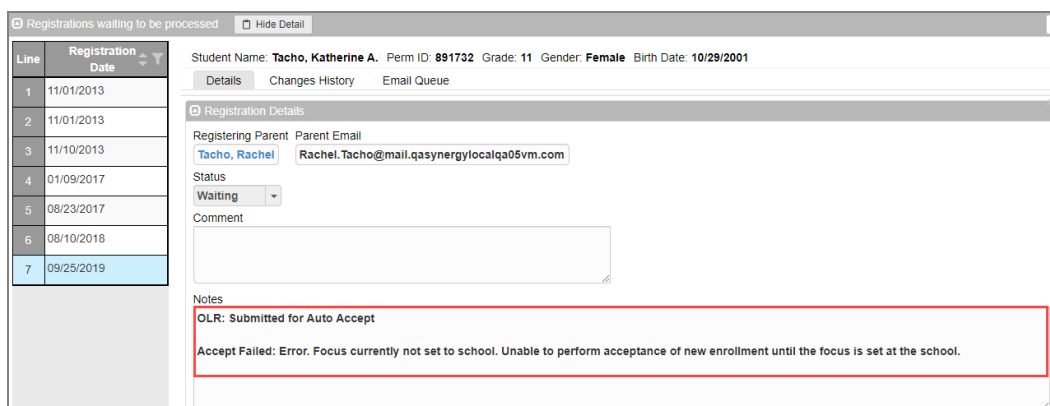
User, Admin 

Hide OLR Link in ParentVUE Hide the link to PXP from within OLR

*District Setup Screen, System Tab*



The user selected must have the rights to update the OLR year and OLR schools. If the user does not have the rights, auto-accept does not work and the reason displays in **Notes** on the Registration Queue screen.



Registrations waiting to be processed Hide Detail

Line	Registration Date
1	11/01/2013
2	11/01/2013
3	11/10/2013
4	01/09/2017
5	08/23/2017
6	08/10/2018
7	09/25/2019

Student Name: **Tacho, Katherine A.** Perm ID: **891732** Grade: **11** Gender: **Female** Birth Date: **10/29/2001**

Details Changes History Email Queue

Registration Details

Registering Parent Parent Email

**Tacho, Rachel** Rachel.Tacho@mail.qasynergylocalqa05vm.com

Status

Waiting

Comment

Notes

OLR: Submitted for Auto Accept

Accept Failed: Error. Focus currently not set to school. Unable to perform acceptance of new enrollment until the focus is set at the school.

*Registration Queue Screen, Registrations Waiting To Be Processed Detail*

2. Click **Save**. The registrations processed using auto-accept display as processed by the selected user on the Job Queue Admin Viewer window.



## Auto-Accept or Deny Changes



Online Registration Setup is year-specific. Focus to the school year that the enrollment options affect.

1. Navigate to **Synergy SIS > Online Registration > Setup > Online Registration Setup**.

Online Registration Setup Screen

2. Select the **Enable Auto Accept** option to enable auto-accept for re-enrolling students. Additional fields display when this option is selected.
3. Deselect **Allow Auto Accept For Returning Students** to disable auto-accept for returning students, if needed.



This option is selected by default.

4. Deselect **Allow Auto Accept For New Students** to disable auto-accept for new students, if needed.



This option is selected by default.

5. Select the default enter code for re-enrolling, returning, and new students depending on the options selected in the above steps.



If the student already has an SSY record in the focus school or year, the student's **Enter Code** and **Enter Date** do not change.

The **Enter Date** for auto-accept always defaults to the first day of school. After the first day of school, the default **Enter Date** updates to the date auto-accept processes the student's registration.

Online Registration Setup Screen

6. Select the **Module Tree** tab.
7. Select the Registration Module you want to set auto-accept for.
8. Select an option for **Auto Accept Changes**.
  - a. *Allow* – Auto-accepts if changes are made
  - b. *Deny* – Does not auto-accept if changes are made

Online Registration Setup Screen, Module Tree Tab

If **Auto Accept Changes** is blank for any node, it defaults to the value selected in the node above it.

The **Auto Accept Changes** option also displays on the **Registration Modules** tab.



**Online Registration Setup**

Menu ▾ Save Undo Preview

Configuration for the System Year: **2019-2020** Registration Enabled: **Yes**

Options **Registration Modules** Module Tree Lottery

School Year: **2019** Extension: **Regular**

Module Options

Auto Accept Changes: **Allow**

☐ Require user to review each page

Online Registration Setup Screen, Registration Modules Tab

- Parents who submit a registration that meets the defined criteria for auto-accept receive only the 'Online Registration – Accepted' email content and not the 'Online Registration – Submitted' email content.
- Duplicate students are processed with auto-accept unless *Warning and do not allow registration* is selected for the **Select action when a duplicate student is detected during accept:** option on the **Options** tab.

**Duplicate Students**

Select action when a duplicate student is detected during accept:

**Warning and do not allow registration**

Online Registration Setup Screen

## Auto-Accept Setup Example

In this example, auto-accept is set up to automatically accept re-enrolling and returning students unless there was an address change, an additional parent added, or a change in the student's Demographic information. In that case, the registration must be processed manually.

1. Navigate to **Synergy SIS > Online Registration > Setup > Online Registration Setup**.



Verify that the **Enable Auto Accept** and **Allow Auto Accept for Returning Students** options are selected and the **Allow Auto Accept for New Students** option is not selected on the **Options** tab of the Online Registration screen.

Verify that the enter codes for re-enrolling and returning students are selected.

Online Registration Setup Screen

2. Select the **Module Tree** tab.
3. Click the **Online Registration** module.
4. Select **Allow** for **Auto Accept Changes**.

Online Registration Setup Screen, Module Tree Tab

5. Expand the **Family** module and select the **Family Home Address** module.
6. Select **Deny** for **Auto Accept Changes** to not auto-accept address changes.

Online Registration Setup Screen, Module Tree Tab

7. Select **Deny** for **Auto Accept Changes** for the **Parent/Guardian** module to not auto-accept the registration if a parent is added.

The screenshot shows the 'Online Registration Setup' window with the 'Module Tree' tab active. In the tree, 'Online Registration' is expanded, and 'Parent/Guardian' is selected. On the right, the 'Options' tab for 'Parent/Guardian' is shown. The 'Auto Accept Changes' dropdown is set to 'Deny'. Below it, there is a text field for 'User group to notify for this module once a student is accepted at a given school'.

Online Registration Setup Screen, Module Tree Tab



If you want to accept any of the parent changes, you can individually select the Parent page and select **Allow** for **Auto Accept Changes**. You can then select the **Auto Accept Changes** option for individual fields.

8. Repeat the same for **Emergency** and **Students** modules.



Registrations submitted by parents are automatically processed. If a registration is not auto-accepted, the reason displays in **Notes** in the 'Registrations waiting to be processed' detail on the Registration Queue screen.

The screenshot shows the 'Registrations waiting to be processed' screen. It lists two registrations. The first registration is for 'Folds, Benjamin B. Jr.' with a registration date of 05/31/2019. The 'Details' tab is selected, showing the 'Registration Details' for the parent 'Folds, Ben'. The 'Status' is 'Waiting'. The 'Notes' section is expanded, showing the following text: 'OLR: Auto Accept Prevented. Value for 'Exp/Enr' set to 'Yes'. Value for 'Student Home Address' changed from 'Ben Folds<br>555 58th ST NW <br> Albuquerque, NM 87105' to 'Ben Folds<br>55 58th ST NW <br> Albuquerque, NM 87105'. Value for 'Student Mail Address' changed from 'Ben Folds<br>555 58th ST NW <br> Albuquerque, NM 87105' to 'Ben Folds<br>55 58th ST NW <br> Albuquerque, NM 87105'. Value for 'Suffix' set to 'Jr.'. Added Regina Spektor (Self) to Parent/Guardian Relationships: Relationship: 'Self', First Name: 'Regina', Last Name: 'Spektor', Lives With: 'Yes', Contact Allowed: 'No', Ed Rights: 'No', Has Custody: 'No', Mailings Allowed: 'No', Release To: 'No', Financial Resp: 'No'. Value for 'Emergency Contact Order' changed from 'Ben Folds, Regina Spektor, Tammy Folds' to 'Ben Folds, Regina Spektor, Tammy Folds, Regina Spektor'. Value for 'Mail Address' changed from '555 58th ST NW <br> Albuquerque, NM 87105' to '55 58th ST NW <br> Albuquerque, NM 87105'. Value for 'Home Address' changed from '555 58th ST NW <br> Albuquerque, NM 87105' to '55 58th ST NW <br> Albuquerque, NM 87105'.

Registration Queue Screen, Registrations Waiting To Be Processed Detail

## Setting Up Pathways for School Selection

Parents/guardians can select a pathway for each school selection on the School Selection screen in OLR.

### Lookup Table Setup

- 1. Navigate to **Synergy SIS > System > Setup > Lookup Table Definition**.
- 2. Navigate to the **K12.Enrollment > Pathway** lookup table.
- 3. Click **Add** to add pathways used within the district.

Namespace: **K12.Enrollment** Name: **Pathway** Locked: **N**  
☐ Use Code as the State Code  
All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

☒ Lookup Values **+ Add**

* Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF
1	1	CA	SDC - Transition Program (CAT)				
2	2	CB	Chinese Bilingual				
3	3	CE	Chinese Immersion (Non-Native; Alice				
4	4	CN	Chinese Immersion (Cantonese Speak				

Pathway Lookup Table

- 4. Click **Save**.

## Changing Labels in Property Override

You can change the label for the **Pathways** column in the Grade Level Max Enrollment detail on the School Setup screen using Property Override.

The screenshot shows the 'School Setup' interface for 'Hope High School' in the '2018-2019' school year. The 'Options' tab is selected. Under 'Grade Level Max Enrollments', the 'Max Grade Capacity: 1000' is shown. A table lists grade levels (09, 10, 11, 12). The 'Pathways' section is expanded, showing a table with columns: Line, Pathways, and Max Capacity. The 'Pathways' column is highlighted with a red box.

Line	Pathways	Max Capacity
1	Chinese Bilingual	3
2	Mandarin Immersion (Non-Native)	2
3	Test 1A	1

*School Setup Screen, Grade Level Max Enrollment Detail*

1. Navigate to **Synergy SIS > System > Setup > Property Override**.
2. Navigate to **K12 > K12.Setup > LanguagePathwayCap > LanguagePathway**.
3. Enter the **Label**.

The screenshot shows the 'Property Override' interface. The left sidebar lists various properties, with 'LanguagePathway' selected. The right pane shows the 'Current' and 'Override' details for 'LanguagePathway'. The 'Label' field in the 'Override' section is highlighted with a red box.

Type	Lookup Table	Display Type	Lookup Type
Lookup	K12.Enrollment.PATHWAY	Description/Description	LOOKUP_TABLE

Label	Display Length	Short Label	Default Value	Mandatory
Language Pathway	42	Language Pathway		No

Property is used in state reporting: NO

**Override**

**Label**:

Short Label:  Display Length:

Default Value:  Default value not set for this field: ☐

Lookup Name:  Lookup Display Type:  Mandatory: ☐

☐ Property is used in state reporting

*Property Override Screen*

4. Click **Save**.

## Adding Pathways in School Setup

You can add pathways for each grade level defined in the Grade Level Max Enrollments detail in School Setup.



School Setup is year specific. Focus to the school year the options affect.

1. Navigate to **Synergy SIS > System > Setup > School Setup**.
2. Select a **Grade** in the Grade Level Max Enrollments section.
3. Click **Show Detail**.
4. Click **Add** in the Pathways section to add a new line.
5. Select the **Pathway**.
6. Enter the **Max Capacity** up to 9999.

Line	Grade	Pathways	Max Capacity
1	09		
2	10		
3	11		
4	12		
		Total	6.00

*School Setup Screen, Grade Level Max Enrollment Detail*

7. Click **Save**.



## Enabling Pathway Selection in Online Registration Setup



School Setup is year specific. Focus to the school year the options affect.

1. Navigate to **Synergy SIS > Online Registration > Setup > Online Registration Setup**.
2. Select the **Registration Modules** tab.
3. Select the **School Selection Module** in the Student-Specific Enrollment Modules section.
4. Click **Show Detail**.
5. Select **Show Pathways** to enable the option in OLR.

The screenshot shows the 'Online Registration Setup' interface. The 'Registration Modules' tab is active. In the left sidebar, the 'School Selection' module is highlighted. The main content area shows the 'School Options' section, where the 'Show Pathways' checkbox is checked. Other options include 'Number of School Choices' (Minimum and Maximum), 'Schools to allow' (Any School within District), and 'Add student's last enrolled school options'.

Online Registration Setup Screen, Registration Modules Tab, Student-Specific Enrollment Modules Detail

6. Click **Save**.

## Selecting Pathways in Online Registration

The **Pathway** option on the School Selection screen in OLR allows selecting pathways.

1. Log in to OLR.
2. Navigate to the School Selection screen.
3. Select the **Pathway**.

Online Registration School Selection Screen

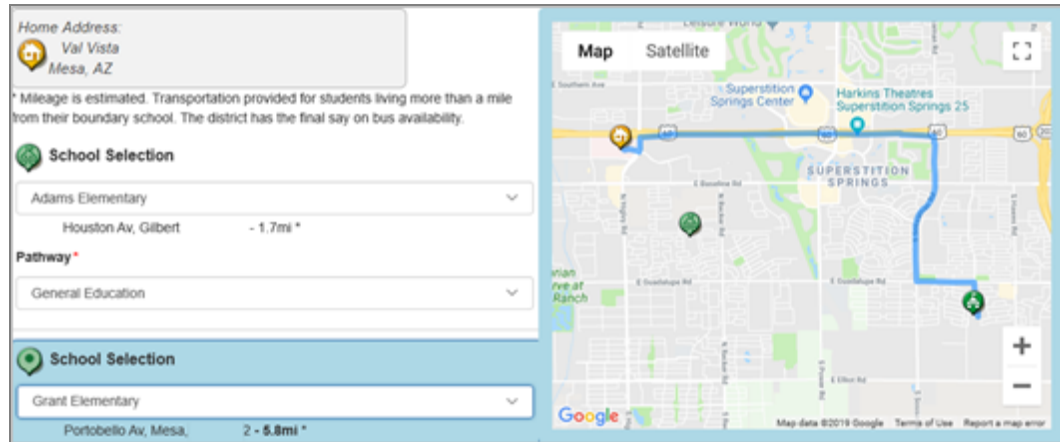


This option displays when the option is selected in Online Registration Setup and a school has pathways related to that school and student grade level.

This is a required field.

The map on the School Selection screen displays the school location when highlighted if the Google Maps API Key is in use.

Online Registration School Selection Screen



Home Address:  
Val Vista  
Mesa, AZ

\* Mileage is estimated. Transportation provided for students living more than a mile from their boundary school. The district has the final say on bus availability.

**School Selection**

Adams Elementary  
Houston Av, Gilbert - 1.7mi \*

**Pathway\***

General Education

**School Selection**

Grant Elementary  
Portobello Av, Mesa, 2 - 5.8mi \*

Map Satellite

Superstition Springs Center  
Harkins Theatres Superstition Springs 25  
SUPERSTITION SPRINGS

Map data ©2019 Google Terms of Use Report a map error

Online Registration School Selection Screen

4. Select **Review/Submit**. The Review/Submit screen displays the pathway chosen for each school selected.



The first five schools selected display in **School Selection**.  
The pathways display below the selected school.

REVIEW/SUBMIT					2019-2020
<a href="#">Review</a> Review allows you to confirm all data entered during the registration process to ensure accuracy. When complete, press Submit below:					
Status	Student	Grade Level	School Selection	Comments	
Ready To Submit	Ben Hopper	01	1. Adams Elementary (General Education) 2. Adams Elementary (General Education) 3. Grant Elementary 4. Jefferson Elementary 5. Washington Elementary 6. Lincoln K-12 <a href="#">Show Fewer</a>		
Ready To Submit	Caleb Hopper	10	1. Hope High School (General Education) 2. Hope High School (Resource Specialist Program) 3. King High School 4. Kennedy High School		

Online Registration Review/Submit Screen

5. Click the *Show All* link in the School Selection column to display all the schools selected for that student.



The Show All link displays if there are more than five schools.  
 The column initially lists the first five schools selected.

**REVIEW/SUBMIT** 2019-2020

[Review](#)

Review allows you to confirm all data entered during the registration process to ensure accuracy. When complete, press Submit below.

Status	Student	Grade Level	School Selection	Comments
Ready To Submit	Ben Hopper	01	1. Adams Elementary (Test 1A) 2. Adams Elementary (General Education) 3. Grant Elementary 4. Jefferson Elementary 5. Washington Elementary <a href="#">Show All</a>	
Ready To Submit	Caleb Hopper	10	1. Hope High School (Test 1A) 2. Hope High School (Resource Specialist Program) 3. King High School 4. Kennedy High School	

Online Registration Review/Submit Screen

6. Click the *Show Fewer* link to display the initial five schools selected.

**REVIEW/SUBMIT** 2019-2020

[Review](#)

Review allows you to confirm all data entered during the registration process to ensure accuracy. When complete, press Submit below.

Status	Student	Grade Level	School Selection	Comments
Ready To Submit	Ben Hopper	01	1. Adams Elementary (Test 1A) 2. Adams Elementary (General Education) 3. Grant Elementary 4. Jefferson Elementary 5. Washington Elementary 6. Lincoln K-12 <a href="#">Show Fewer</a>	
Ready To Submit	Caleb Hopper	10	1. Hope High School (Test 1A) 2. Hope High School (Resource Specialist Program) 3. King High School 4. Kennedy High School	

Online Registration Review/Submit Screen

## Viewing School Selections in Registration Queue

The **School Selection(s)** column displays the first school selection. The Pathway displays below the selected school. Hover the mouse on the column to list additional selections when there are additional school selections for that student.

1. Navigate to **Synergy SIS > Online Registration > Registration Queue**.

**Registration Queue**

Menu Save Undo

School: **Adams Elementary** School Year: **2019**

Registrations History

Accepted Enrollment Options

Enter Date: 06/28/2019 Enter Code: E1 FTE: 1.00

Total Pending Registrations: 3

Registrations waiting to be processed Show Detail

Line	Registration Date	Student	Grade Totals			Registering Parent	Note	School Selection(s)	In boundary
			Grade	Currently Enrolled	Max				
1	10/20/2013	Lonsome, Kyle	04	125	200	Lonsome, Ted	Enter a Note	Adams Elementary ✓ In School Boundary	
2	10/23/2013	Danial, Sam	06	126	200	Danial, Gary	Enter a Note	1. Adams Elementary ✓ In School Boundary 2. Grant Elementary 3. Lincoln K-12	✓
3	10/23/2013	Danial, Sunny	04	125	200	Danial, Gary	Enter a Note	✓ In School Boundary	✓

Registration Queue Screen

## Address Autocomplete

Address Autocomplete can use either Address Grid Definitions or Google Maps to find and map an address to the appropriate Home, Mail, Work, or Transportation address fields in Online Registration.



See [Address Setup](#) for more information on Address Grid Definitions.  
See [Google Maps API Key Setup](#) for more information on Google Maps.

## Online Registration Setup

1. Navigate to **Synergy SIS > Online Registration > Setup > Online Registration Setup**.
2. Select the **Registration Modules** tab.

Line	Order	Module	User group to notify
1	1	Family	
2	2	Parent/Guardian	
3	3	Emergency	

Online Registration Setup Screen, Registration Modules Tab

3. Select the **Family Module** in the Non-Student Enrollment Modules section and click **Show Detail**.
4. Select **Require home address to be inside district boundary** to use Address Grid Definitions for autocomplete.



The autocomplete address option uses Google Maps for autocomplete instead of Address Grid Definitions if not enabled.

5. Enter a message in **Message to display if outside of district** to appear in Online Registration if the address is outside of the boundary.

**Online Registration Setup**

Menu Save Undo

Configuration for the System Year: **2018-2019**

Options **Registration Modules**

School Year: 2018 Extension: Regular

Module Options

☐ Require user to review each page

Non-Student Enrollment Modules + Add Hide Detail

Line	Module	Options	Pages	Reenroll Property Override
1	Family	Notify		
2	Parent/Guardian			
3	Emergency			

**Require home address to be inside district boundary.**

Message to display if outside of district.

The address entered does not fall within school boundaries. Please modify the address, select a different school, or contact the school to register the student in person.

Online Registration Setup Screen, Registration Modules Tab, Non-Student Enrollment Modules Detail

6. Click **Save**.

## Autocomplete Results

The Address field lists a selection of addresses when entering information in Online Registration. Users can click the correct address to complete the process.

### Home Address

**Online Registration**

Introduction Family Parent/Guardian Emergency Students Documents Review/Submit

**FAMILY**

2018-2019

**Home Address**

**Instructions**

Please enter your home address below.

☒ Check here if your address has changed.

Date of the address change

MM/DD/YYYY

1955 S

1955 S Country Club, Newport Beach, CA 92661

1955 S Greenfield, Foothill Ranch, CA 92610

1955 S MacDonald, Newport Beach, CA 92661

1955 S Old Greenfield Rd, Foothill Ranch, CA 92610

1955 S Talbot Cr, Newport Beach, CA 92660

City: Mesa State: Zip Code: +4

Online Registration, Family Screen

## Mail Address

Mail address information uses Google Maps.

Online Registration, Family Screen

## Work Address

Online Registration, Parent/Guardian Screen



## Transportation Address

**Online Registration**

- Introduction
- Family
- Parent/Guardian
- Emergency
- Students**
- Documents
- Review/Submit

**TRANSPORTATION** 48% 2019-2020

**Transportation: Ian Aaron**

☒ **Student Bus Transportation Needed**

Pick-up  
Responsible Person

Phone

☐ **Pick-up address same as home address**

1850 E

1850 East Main Street Mesa, AZ, USA

1850 East Baseline Road Mesa, AZ, USA

1850 East Southern Avenue Mesa, AZ, USA

1850 East Hampton Avenue Mesa, AZ, USA

1850 East Broadway Road Mesa, AZ, USA

powered by Google

Online Registration, Transportation Screen

## Google Address Validation Opt Out

You can set Online Registration to opt out of using Google Address Validation. This option hides the address validation indicator next to the addresses.

Online Registration, Family Screen

1. Navigate to **Synergy SIS > Online Registration > Setup > Online Registration Setup**.
2. Select the **Registration Modules** tab.

×	Line	Order	Module	User group to notify
	1	1	Family	
	2	2	Parent/Guardian	
	3	3	Emergency	

Online Registration Setup Screen, Registration Modules Tab

3. Select the **Family Module** in the Non-Student Enrollment Modules section and click **Show Detail**.
4. Select **Do not use Google address validation**.

**Online Registration Setup**

Menu Save Undo

Configuration for the System Year: 2018-2019

Options Registration Modules

School Year: 2018 Extension: Regular

Non-Student Enrollment Modules + Add Hide Detail

Line	Module	Options	Pages	Reenroll Property Override
1	Family			
2	Parent/Guardian			
3	Emergency			

**Notify**  
User group to notify for this module once a student is accepted at a given school

**In Boundary**  
☒ **Do not use Google address validation**  
☒ **Require home address to be inside district boundary.**  
 Message to display if outside of district.  
 The address entered does not fall within school boundaries. Please modify the address, select a different school, or contact the school to register the student in person.

Online Registration Setup Screen, Registration Modules Tab

5. Click **Save**.

## Additional Setup for Districts not Using Grid Codes

To use online registration in school districts that do not have grid codes defined, the list of schools for the Online Registration School Selection is based on the **Entering Grade** for the student along with the list of schools in the district that have that grade selected in School Setup.

**School Selection: Andrew Acevedo**

**Instructions**  
Based on the home address entered, you live outside our school boundaries.

Based on the home address entered, you live outside our school boundaries.

**Home Address:**  
4263 E Princess St  
Mesa, AZ 85606

\* Mileage is estimated. Transportation provided for students living more than a mile from their boundary school. The district has the final say on bus availability.

**School Selection**  
 Hope High School  
 Kennedy High School  
 King High School

Map Satellite  
Map data ©2018 Google Terms of Use Report a map error

<< Previous Save And Continue >>

Online Registration, Demographics School Selection Screen

School districts with no Grid Codes defined need to complete the following Online Registration Setup:

1. Navigate to **Synergy SIS > Online Registration > Setup > Online Registration Setup**.
2. Select the **Registration Modules** tab.
3. Select the line for *Family* and click **Show Detail** in the Non-Student Enrollment Modules section.
4. Verify that **Require home address to be inside district boundary** is not selected.

Online Registration Setup Screen, Registration Modules Tab

5. Click **Save**.
6. Select the line for **School Selection** and click **Show Detail** in Student-Specific Enrollment Modules section.

7. Select **Any School within District** for the **Schools to allow** option.

**Online Registration Setup**

Menu

Configuration for the System Year: **2018-2019**

Options **Registration Modules**

School Year: 2018 Extension: Regular

Student-Specific Enrollment Modules

Line	Module	Options	Pages	Property Override
1	Demographics			
2	Ethnicity and Race			
3	Language			
4	Survey			
5	School Selection			
6	Transportation			
7	UD Special Transportation			
8	Approval - Internal Use			
9	Relationships			
10	Information Release			
11	Policy			
12	Previous Schools Attended			
13	Health			

**Notify**

User group to notify for this module once a student is accepted at a given school

Grade ☐ PS ☐ K ☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08 ☐ 09 ☐ 10 ☐ 11 ☐ 12 ☐ 12+

**School Options**

**Instructions**

Number of School Choices

Minimum: 1 Maximum: 3

**Schools to allow**

Any School within District

☒ Show "Mileage is Estimated" Message

Online Registration Setup Screen, Registration Modules Tab

8. Click **Save**. The **Registration Enabled** option becomes available on the **Options** tab of the Online Registration Setup screen.

**Online Registration Setup**

Menu

Configuration for the System Year: **2018-2019**

Options **Registration Modules**

School Year: 2018 Extension: Regular

**Status**

Registration Close Date represents the last date a new registration can be started. Final Submit Date represents the last date a started registration can be submitted. If Final Submit Date is empty, the Close Date will be used for both

☒ **Registration Enabled**

Registration Open Date: 07/08/2017 Registration Close Date: 07/06/2019 Final Submit By Date:

Force Registration:

Only enable the verification process if you use New Year Rollover to create student enrollment records. Verification process will only allow parents to verify existing enrollment records.

☒ **Verification Process Enabled**

Online Registration Setup Screen

## Enabling Administrator Review

The **Changes** column on the Registration Queue screen indicates when parents make modifications to a student's registration record. You can require staff to review application changes made before accepting the student's registration. Selecting this option affects all existing student registrations currently in the Registration Queue. See [Viewing Changes and Critical Changes](#) for more information.



Online Registration Setup is year-specific. Focus to the school year that the enrollment options affect. This is typically the next school year after the current year.

1. Navigate to **Synergy SIS > Online Registration > Setup > Online Registration Setup**.
2. Select an option for **Require Administrator Review Before Accept**:

The screenshot shows the 'Online Registration Setup' interface. At the top, there's a 'Menu' dropdown, 'Save', and 'Undo' buttons. Below, it says 'Configuration for the System Year: 2018-2019'. There are tabs for 'Options' and 'Registration Modules'. Under 'Options', 'School Year' is set to '2018' and 'Extension' is 'Regular'. The 'Review Options' section has a checked 'Require Review Before Submit' checkbox. Below it, the 'Require Administrator Review Before Accept' dropdown is highlighted with a red box, showing a list with 'Only For Critical Changes' selected. Other visible options include 'Default Enter Code' (E1) and 'Default FTE' (1.00: Student qualifies for full ADM funding).

Online Registration Setup Screen

- *No* – Registrations do not require review prior to acceptance. This is the default option.
- *Only For Critical Changes* – Administrators only need to review the registration prior to acceptance if the parent made a critical change. A reminder message displays at the top of the 'Registrations waiting to be processed' section on the Registration Queue screen.

The screenshot shows the 'Registration Queue' interface for 'Hope High School' in the '2017' school year. At the top, there are buttons for 'Menu', 'Save', 'Undo', and 'Clear Filters'. Below this, the school and year are displayed, followed by 'Registrations' and 'History' tabs. A red box highlights a green message bar that reads 'Review Required Prior to Accept for Any Registrations with Critical Changes'. Below the message bar, there is a section titled 'Registrations waiting to be processed' with a 'Show Detail' button. A table follows, listing two registrations with their dates, student names, grades, and enrollment totals.

Line	Registration Date	Student	Grade Totals			Registering Parent Name
			Grade	Currently Enrolled	Max	
1	10/22/2013	Dawson, Sarah	10	1057	1050	Dawson, Ted
2	11/01/2013	Fransome, Kris	11	870	871	Fransome, Jerry

Registration Queue Screen

- *Yes* – Administrators must review the registration prior to acceptance if the parent made any change. A reminder message displays at the top of the 'Registrations waiting to be processed' section on the Registration Queue screen.

This screenshot is identical to the previous one, showing the 'Registration Queue' interface. However, the red box highlights a different green message bar that reads 'Review Required Prior to Accept'.

Line	Registration Date	Student	Grade Totals			Registering Parent Name
			Grade	Currently Enrolled	Max	
1	10/22/2013	Dawson, Sarah	10	1057	1050	Dawson, Ted
2	11/01/2013	Fransome, Kris	11	870	871	Fransome, Jerry

Registration Queue Screen

3. Click **Save**.

## Chapter 6: Registration Modules Setup

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## Setting Up Registration Modules

The **Registration Modules** tab on the Online Registration Setup screen contains configuration options for screens in OLR and determines how Synergy SIS processes module-specific information.



You must list Online Registration Modules in a specific order. Synergy SIS disables registration and an error message displays when the setup requirements are not met if the module order is not correct.

Parents must complete the Non-Student Enrollment Modules prior to Student Specific Enrollment modules.



Focus to the school year that affects the enrollment options for Online Registration Setup.

1. Navigate to **Synergy SIS > Setup > Online Registration > Online Registration Setup**.
2. Select the **Registration Modules** tab.

**Online Registration Setup**

Menu Save Undo

Configuration for the System Year: **2018-2019**

Options **Registration Modules**

School Year: 2018 Extension: Regular

Module Options

☐ Require user to review each page

Non-Student Enrollment Modules + Add Show Detail

Line	Order	Module	User group to notify
1	1	Family	
2	2	Parent/Guardian	
3	3	Emergency	

Student-Specific Enrollment Modules + Add Show Detail

Line	Order	Module	Grade Levels	User group to notify
1	1	Demographics	All Grades	Role - Clerk

Online Registration Setup Screen, Registration Modules Tab

3. Select **Reset Registration Modules to Default Settings** from the **Menu** to display the modules available for Non-Student Enrollment Modules and Student Specific Enrollment Modules.

**Online Registration Setup**

Menu Save Undo

**Reset Registration Modules to Default Settings**

View Audit Detail For Online Registration Setup

Open Data Warehouse...

**Utilities**

Export OEN Definition

Import OEN Definition

Online Registration Setup Screen, Registration Modules Tab

4. Select **Require user to review each page** in the Modules section to require parents to click **Save and Complete** on every student and parent screen in OLR to submit an application. Non-reviewed Students and Parents display as *In Progress* instead of *Complete*.





Use this option to force users with reenrolling students or returning students to review existing information.

5. Select the **User group to notify** when parents submit information for those modules.



You can notify selected user groups through Tasks on the homescreen and by email once the school accepts and enrolls the student. These are typically users responsible for the information in the selected module.

6. Add conditions to student-specific enrollment modules.

- Click  in the **Condition** column to find and select an existing condition.
- Click  in the **Condition** column to open the OLR Condition window where you can define a new condition.

**Online Registration Setup**

Menu Save Undo

Configuration for the System Year: **2019-2020**

Options **Registration Modules**















School Year: 2019 Extension: Regular

☐ **Require user to review each page**

**Non-Student Enrollment Modules** + Add Show Detail

Line	Order	Module	User Group to Notify
1	1	Family	
2	2	Parent/Guardian	
3	3	Emergency	

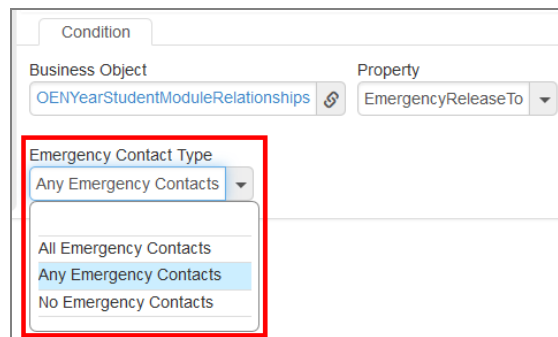
**Student-Specific Enrollment Modules** + Add Show Detail

Line	Order	Module	User Group to Notify	Grade Levels	Condition
1	10	Demographics	Role - Clerk	All Grades	 
2	20	Ethnicity and Race		All Grades	 
3	21	UD.Pick A Sport		All Grades	 
4	22	UD.Baseball		All Grades	Baseball Condition  
5	23	UD.Football		All Grades	Football Condition  
6	24	UD.Soccer		All Grades	Soccer Condition  
7	30	Language Survey	Role - ELL Department	All Grades	 

Online Registration Setup Screen, Registration Modules Tab

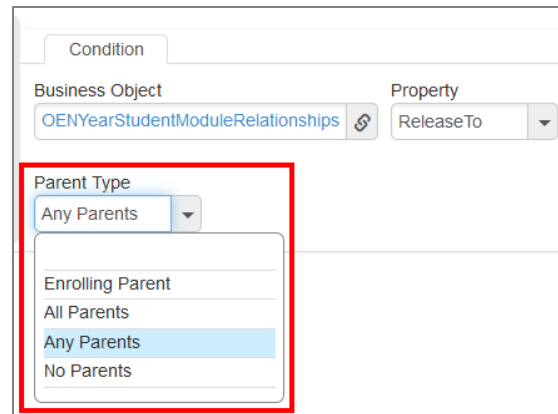
- a. Click **All are True** in the Conditions section.
- b. Change the **Type**, if needed.
  - Select *All are True* for an AND condition.
  - Select *Any Are True* for an OR condition.
- c. Select an option in the **Actions** menu to add additional condition info.
  - *Add Container to...* – Adds an *All are True/Any are True* option to the conditions tree
  - *Add Property Condition to...* – Adds a property condition to the Conditions tree. For example, only students graduating in a certain class year.

Additional options display when selecting Parents or Emergency Contacts for the **Business Object** of a Property Condition. These additional options allow you to define the **Emergency Contact Type** and **Parent Type**.



The screenshot shows the 'Condition' tab in the 'Property Condition Screen'. The 'Business Object' is set to 'OENYearStudentModuleRelationships' and the 'Property' is 'EmergencyReleaseTo'. The 'Emergency Contact Type' dropdown menu is open, showing options: 'Any Emergency Contacts' (selected), 'All Emergency Contacts', 'Any Emergency Contacts', and 'No Emergency Contacts'.

Property Condition Screen



The screenshot shows the 'Condition' tab in the 'Property Condition Screen'. The 'Business Object' is set to 'OENYearStudentModuleRelationships' and the 'Property' is 'ReleaseTo'. The 'Parent Type' dropdown menu is open, showing options: 'Any Parents' (selected), 'Enrolling Parent', 'All Parents', 'Any Parents', and 'No Parents'.

Property Condition Screen

- *Add Special Condition to...* – Adds a condition for *Address Changed* or *Immunization Changed* as the **Special Condition Type**
- *Add Enrolling Status Condition to...* – Adds a condition for *New*, *Reenrolling*, or *Returning* students to the Conditions tree

- d. Click **Simplify Conditions** after entering all your conditions. Selecting this option organizes the conditions so that you can easily read and verify the conditions set for the custom document.

OLR Condition Screen

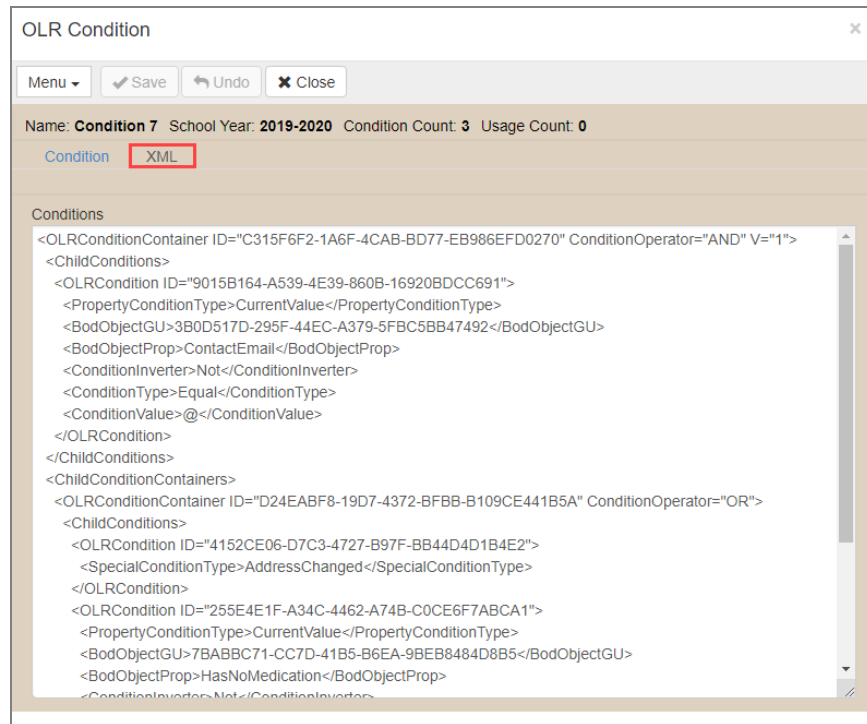
Hovering your mouse on the **Condition** column displays the OLR Condition snapshot. The snapshot displays the condition name, description, condition tree, and the usage count.

The condition snapshot displays by default. You can hide it on the Security Definition screen.

Line	Order	Module	User Group to Notify	Grade Levels	Condition
1	10	Demographics	Role - Clerk	All	
2	20	Ethnicity and Race		All	
3	21	UD Pick A Sport		All	
4	22	UD Baseball		All	
5	23	UD Football		All	
6	24	UD Soccer		All Grades	Soccer Condition
7	30	Language Survey	Role - ELL Department	All Grades	

Online Registration Setup Screen, Registration Modules Tab

7. Click **Save**. The **Conditions XML** tab displays the XML for the conditions. You can copy these conditions and use them in the **Conditions XML** tab for other documents.



OLR Condition Screen, XML Tab

## Non-Student Enrollment Modules



Only [one custom defined module](#) is allowed under Non-Student Enrollment Modules in addition to Family, Parent/Guardian, and Emergency modules.

1. Click **Show Detail**.
2. Define the Family options in the Family module:
  - In Boundary:
    - a. Select an option for **Require home address to be inside district boundary**.
      - **Yes** – Enrolling parent/guardian must live within the district boundary. Parents living outside the district boundary cannot proceed after the Home Address page within OLR.
      - *Yes, unless enrolling parent/guardian has any active students* – Enrolling parent/guardian must live within the district boundary unless the parent/guardian has active students within the district.
      - *No (default)* – Enrolling parent/guardian does not need to live within the district boundary.



Active students are re-enrolling and returning students.

- b. Enter a **Message to display if outside of district**, if desired.



Address Grid Definition must be setup and Normal Address Validation must be selected in District Setup for this option to function. See the *Synergy SIS – Student Management Administrator Guide* for more information.

The screenshot displays the 'Non-Student Enrollment Modules' setup screen. A table on the left lists modules: 1 Family, 2 Parent/Guardian, and 3 Emergency. The 'Family' module is selected. The main area shows configuration options for the selected module. Under the 'In Boundary' section, there is a checkbox for 'Do not use Google address validation' (unchecked), a dropdown for 'Require home address to be inside district boundary' (set to 'Yes'), and a text area for 'Message to display if outside of district' containing the text: 'The address entered does not fall within school boundaries. Please modify the address, select a different school, or contact the school to register the student in person'.

Online Registration Setup Screen, Registration Modules Tab

- **Documents** – Select **Do not show document upload prompts** to not include documents in the registration process.



Do not select Home Address Verification options in later steps if you select this option.

Online Registration Setup Screen, Registration Modules Tab

- **Student IEP Documents**
  - **Do Not Show Student IEP Document Upload Prompts** – Select this option to not include documents specific to Special Education in the registration process.
  - **Student IEP Document Category** – Select a document category to identify the uploaded document for Special Education.



Select the Special Education module in Student Specific Enrollment Modules. The option to upload the Student IEP document only displays for those students marked as having an IEP in the Special Education module during Online Registration.

Online Registration Setup Screen, Registration Modules Tab

- **Miscellaneous Documents**
  - **Do Not Show Miscellaneous Document Upload Prompts** – Select this option to hide miscellaneous documents from registration
    - Add any document categories that can be uploaded in Online Registration.
    - Do not include Birth Certificate in this grid.
    - Add any additional Special Education documents.
    - Use a Category multiple times with a different description.

To add documents:

- Click **Add** to add a new line.
- Select the **Category**. This is the document category description from the Lookup Table.
- Enter the **Short Description** that displays in Online Registration and the **Doc Comment** on the **Documents** tab of the Student screen.

- d. Enter the **Long Description**.
- e. Select the **Student Type**, **Visibility Type**, and **Required Type** to indicate when users can view or update documents, as needed.



See [Setting Document Visibility](#) for more information.

- f. Click **Save**.

Miscellaneous Documents

☐ Do Not Show Miscellaneous Document Upload Prompts

Miscellaneous Documents + Add

* v	Line	Category v	Short Description v	Long Description v	Student Types v	Visibility Type v	Required Type v
	1	Individualized Healthcare I v	Individualized Healthcare Plan	If your child has special health needs, please upk	v	v	v
	2	Immunization Card v	Immunization Card	State law requires parents to upload a copy of the	v	v	v
	3	Custodial Release Forms v	Custodial Release Forms	If your student has custodial issues that the distri	v	v	v
	4	District Athletics Waiver v	District Athletics Waiver	If your student intends to participate in a district s	v	v	v

Online Registration Setup Screen, Registration Modules Tab

- Home Address Verification – Primary Document
  - **Require upload of primary document for validation of home address –**  
Select this option if a document is required for proof of address validation
    - *Do not require* – Default option
    - *Always require* – Users must upload this documentation every registration year
    - *Require if address has changed* – Users only need to upload this if their address has changed
    - *Require if school has changed* – Users only need to upload this if submitting registration to a new school
    - *Require if school or address has changed*
  - **Upload document types allowed for primary form of address validation –**  
Select the document types allowed for proof of address validation

Home Address Verification - Primary Document	
Require upload of primary document for validation of home address	
Always require	
Upload document types allowed for primary form of address validation	
<input type="checkbox"/> Bank statement <input type="checkbox"/> Consent Form <input type="checkbox"/> Custodial Information <input checked="" type="checkbox"/> <b>Deed to home</b> <input type="checkbox"/> Do Not Release To <input checked="" type="checkbox"/> <b>Escrow papers for new home</b> <input type="checkbox"/> Immunization Card <input checked="" type="checkbox"/> <b>Military orders</b> <input type="checkbox"/> Other legal document establishing home address <input checked="" type="checkbox"/> <b>Property tax receipt</b> <input type="checkbox"/> Rent receipt <input type="checkbox"/> Report Card	<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Current bill from utility company, including cable TV <input type="checkbox"/> Custodial Release Forms <input type="checkbox"/> District Athletics Waiver <input type="checkbox"/> Electronic Cumulative Folder <input type="checkbox"/> IEP Documentation <input type="checkbox"/> Individualized Healthcare Plan <input checked="" type="checkbox"/> <b>Mortgage payment receipts</b> <input type="checkbox"/> Personal Document <input type="checkbox"/> Receipt for deposit with local utility company, including cable TV <input checked="" type="checkbox"/> <b>Rental agreement</b> <input type="checkbox"/> School Project

Online Registration Setup Screen, Registration Modules Tab



- Home Address Verification – Secondary Documents
  - **Require upload of secondary document for validation of home address** – Select this option if a secondary validation of home address is necessary
    - *Do not require (Default)* – Not required
    - *Always require* – Users must upload this documentation every registration year
    - *Require if address has changed* – Users only need to upload this if their address has changed
    - *Require if school has changed* – Users only need to upload this if submitting registration to a new school
    - *Require if school or address has changed*
  - **Required number of secondary forms for address verification** – The number of forms parents must upload for secondary address verification. There is no minimum requirement if left blank.



If **Required number of secondary forms for address verification** is blank, parents must still upload at least one secondary verification document if the **Require upload of secondary document for validation of home address** option is any value except *Do not require (Default)* or blank.

- **Upload document types allowed for secondary form of address validation** – Select the document types allowed for proof of address validation

Online Registration Setup Screen, Registration Modules Tab

3. Click **Save**.

Any documents deleted from Online Registration delete only from Online Registration. Synergy SIS does not delete documents uploaded and posted to the Student record.

The **Documents** tab on the Student screen contains the documents uploaded for the family and for the individual student after the parent/guardian clicks **Accept** in Online Enrollment. Click the **Doc Type** icon to view the document.

## 4. Define the Parent/Guardian Options in the Parent/Guardian module:

- Select the notification options, if necessary.
- Select the **Maximum number of parents/guardians per student** a parent can enter. This limits the number of parents/guardians users can select as having a relationship with the student on each student's Parent/Guardian Relationships screen.
  - An error message displays at the bottom of the screen and the parent cannot proceed to the next screen until they remove the number of parents/guardians over the maximum number allowed if users exceed that number.
  - There is no limit if left blank.
- Select the **Allow Editing Other Parents** option to determine if parents can make edits to data for other parents/guardians of the student.
  - *Always* – Allows parents to edit all parent/guardian information. Synergy SIS does not secure this data from other parents/guardians. This is the default option.
  - *If Home Address Matches* – Parents can edit existing parent/guardian data if the individual shares the same home address as the enrolling parent. Other parents/guardians display only a **Name**, and parents cannot view or edit their data.

- *Never* – Parents cannot edit existing parent/guardian information, including student address or relationship information, other than their own. This does not include the **Lives With** option for the enrolling parent.

The parent/guardian who does not have security rights to other parent/guardians can only view the parents' **First Name**, **Last Name**, and **Gender** on the Parent/Guardian screen. These parents do not display on the Review screen.



The **Edit** and **Delete** options remain available for the parents/guardians that the enrolling parent/guardian has access rights to. These parents/guardians also display on the Review screen.

Student data that pertains to the restricted parent/guardian data, such as a home or mail addresses, is hidden. This includes the Student Demographics, School Selection, and Review screen.

- Select the **Require an Email Address for Parents** option:
  - *Parent email addresses are optional (default)* – Users can select **Parent/Guardian does not have an email address** for any parent/guardian at the time of registration.
  - *Enrolling parent must have an email address specified* – OLR hides the **Parent/Guardian does not have an email address** option for the enrolling parent only.
  - *All parents must have an email address specified* – OLR hides the **Parent/Guardian does not have an email address** option for all parent/guardians entered.
- Select **Do not show employment information** if employment information should not display.
- Select the **Require at least one row in the Military Status** grid option to automatically add a blank line to the Military Status section on the Parent/Guardian Military Status screen in OLR if no line already exists.
  - No line is added when the parent already has a line.
- Select any User Defined views to display, if needed.
  - Select the **Namespace.Name** you created in the View Changes screen for the Non-Student in the User Data screen – **Internal Only** list in the User Defined section.

5. Click **Save**.

6. Select the **Pages** tab to map additional pages for the parent.

For example, you can map the OLR Military Status screen in the Parent/Guardian module in OLR to the Military Status section on the **Demographics** tab of the Synergy SIS Parent screen.

- Click **Add** in the Pages section.
- Enter an **Order** number.
- Select *Parent Military Status* in **Page**.

**Online Registration Setup**

Configuration for the System Year: 2018-2019

Options: **Registration Modules**

School Year: 2018 Extension: Regular

Module Options: ☐ Require user to review each page

Non-Student Enrollment Modules: **Parent/Guardian**

Pages:

Line	Order	Page
1	1	Parent Demographics
2	2	Parent Address
3	3	Parent Mail Address
4	4	Parent Work Address
5	5	Parent Contact Info
6	6	Parent Military Status

*Online Registration Setup Screen, Registration Modules Tab, Non-Student Enrollment Modules Detail*

- Click **Save**.

The values in the Military Status grid on the **Demographics** tab of the Parent screen map to the Military Status screen in OLR when the registration starts.

The parent can add new rows, delete existing rows, and edit the data in the cells when there are no restrictions on the grid. The Military Status on the **Demographics** tab of the Parent screen updates when the registration is accepted.

Online Registration

PARENT/GUARDIAN 85% Good evening, David Ceja, 9/27/2018 2018-2019

Military Status: David Ceja

Instructions

Provide the following Military information for the parent/guardian you want to enter:

Line	Start Date	Military Service	End Date
1	03/05/2002	Active	04/17/2010
2	04/18/2010	Reserve	MM/DD/YYYY

Add New

<< Previous Save And Continue >>

Online Registration, Parent/Guardian Screen

In this example,



- The existing values are grayed out and read-only.
- The delete line checkboxes are removed from those rows.
- The parent can edit the **End Date** on Line 2 because it has no value.
- The **Add New** button is enabled so the parent can add new rows to the grid.

Online Registration

PARENT/GUARDIAN 85% 2018-2019

Military Status: David Ceja

Instructions

Provide the following Military information for the parent/guardian you want to enter:

Line	Start Date	Military Service	End Date
1	03/05/2002	Active	04/17/2010
2	04/18/2010	Reserve	MM/DD/YYYY

Add New

<< Previous Save And Continue >>

Online Registration Screen, Parent/Guardian Screen

The parent cannot make any changes or additions to the grid when the **Override Value Read Only** is selected in OLR Setup. All of the fields, including empty fields, are read-only and the **Add New** button does not display.

- e. Select the **Reenroll Property Override** tab to make existing Military Status, parent and student phone numbers, and user-defined grid information read-only in OLR.



The Existing Read Only and Read Only override values behave the same in User-Defined (UD) grids in OLR.

- f. Click **Add**.
- g. Select *Grid: Military Status (K12.ParentGuardianInfo.ParentMilitaryStatus)* or *Grid: Phone Numbers (Revelation.RevPersonPhone)* in **Property**.
- h. Select *Existing Read Only* in **Override Value**.

Line	Module	Property	Override Value
1	Family		
2	Parent/Guardian	Grid: Phone Numbers (Revelation.RevPersonPhone)	Existing Read Only
3	Emergency	Grid: Military Status (K12.ParentGuardianInfo.ParentMilitaryStatus)	Existing Read Only

Online Registration Setup Screen, Registration Modules Tab, Non-Student Enrollment Modules Section, Reenroll Property Override Tab

- i. Click **Save**.
7. Click **Save**.
8. Define the Emergency Contact Options from the Emergency module:
- Select **Minimum required Emergency Contacts per student**. This is also the minimum required for the parent's family.



An option allowing the parents or guardians to decline adding emergency contacts displays if the value is set to *0* or *Blank*.

Online Registration, Emergency Screen

- Select **Maximum amount of Emergency Contacts per student**. This must be larger than the minimum selection. The maximum defaults to 10 if left blank.

- Select **Make gender an optional field**, if desired.
- Select **Do not separate first and last name** if you do not want them separated in the grid.



See [Comparing Emergency Contacts](#) for more information on how emergency contacts display in Synergy SIS.

Non-Student Enrollment Modules

Options Pages Reenroll Property Override

Line	Module
1	Family
2	Parent/Guardian
3	Emergency

**Emergency Contact Options**

Minimum required emergency contacts per student: 1

Maximum amount of emergency contacts per student: 5

☒ **Make gender an optional field**

☐ **Do not separate first and last name**

Online Registration Setup Screen, Registration Modules Tab

9. Click **Save**.

## Student Specific Enrollment Modules

The Demographics module must be listed before the following modules:



- School Selection
- Relationships
- Immunizations
- Health Information

1. Select which modules to display:
  - Select **X** and click **Save** to remove a module and make it unavailable for online registration.

The following modules are required:



- Demographics
- Ethnicity and Race
- Relationships
- School Selection

- Add additional modules:



Multiple [custom defined modules](#) are allowed under Student Enrollment Modules in addition to the provided modules.

- Click **Add** in the Student Specific Enrollment Modules section to display a new line.
  - Enter the **Order** to display the module in the parent portal.
  - Select the desired **Module**. Select the **Namespace.Name** you created in the View Changes screen for the student if you created a custom module.
  - Select the **User Group to Notify**.
  - Click **Save**.
- Click **Show Detail**.
  - Select the **Grades** for each module.

Online Registration Setup Screen, Registration Modules Tab



Only select the grades that your school accepts and uses in Online Registration.

Selecting a grade ensures that the module displays when registering a student for that selected grade level.

Blank is the default. This selects all grade levels and makes the module visible for all student grade levels while registering.

Select all grades eligible for Online Registration in the School Selection module.



4. Select the Demographics options:

- **Enable grade level validation based on student's age** and **As of:** – Select to enable grade-level validation based on student age for Online Registration. This validation is based on the student's birth date as of a district selected date.

**Online Registration Setup**

Configuration for the System Year: **2018-2019**

Options **Registration Modules**

School Year: 2018 Extension: Regular

Student-Specific Enrollment Modules + Add Hide Detail

Line	Module	Options	Pages	Property Override
1	Demographics	<p><b>Notify</b></p> <p>User group to notify for this module once a student is accepted at a given school</p> <p>Role - Clerk</p> <p>Grade <input type="checkbox"/> PS <input type="checkbox"/> K <input type="checkbox"/> 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 12+</p> <p><b>Validation Options</b></p> <p><input checked="" type="checkbox"/> <b>Enable grade level validation based on student's age</b></p> <p>As of: 09/01/2017</p>		
2	Ethnicity and Race			
3	Language Survey			
4	Special Education			
5	School Selection			
6	Transportation			
7	UD Special Approval - Internal Use			
8	Relationships			
9	Information Release			

Online Registration Setup Screen, Registration Modules Tab



See [Grade Validation Setup](#) for required setup.

- Select **Show Student Not Returning Option** to allow parents to indicate if their student is not returning to the district.
  - Enter the **Last date for student not returning option to be shown**. This is the No Show Date and defaults to the first day of the District Calendar.



You must change it to a date prior to the start of the District Calendar.

- Select the **Pages** tab and add Contact Info to allow student contact information to be stored in OLR.

Online Registration, Students Demographics Screen

- Select the **Pages** tab and add the Demographics Continued page to display the **Student's birthplace** and **Months Non-US School Attendance** fields in OLR.

Line	Module
1	Demographics
2	Ethnicity and Race
3	Language Survey
4	Special Education
5	School Selection
6	Transportation
7	UD.Special Transportation Approval - Internal Use

Line	Order	Page	Condition
1	1	Demographics	
2	2	Demographics Continued	
3	3	McKinney Vento	
4	4	Contact Info	

Online Registration Setup Screen, Registration Modules Tab, Student-Specific Enrollment Modules Detail, Pages Tab

- Make the **Months Non-US School Attendance** field mandatory.
  - a. Navigate to **Synergy SIS > System > Setup > Property Override**.
  - b. Navigate to **K12 > K12.OnlineEnrollmentInfo > K12.OnlineEnrollmentInfo.Setup > OENYearStudentModuleDemographics > MonthsNonUSAttendance**.
  - c. Select **Mandatory**.

The screenshot shows the 'Property Override' interface. On the left is a list of properties, including 'MonthsNonUSAttendance'. The right pane shows the configuration for this property. Under the 'Current' tab, the 'Type' is 'Numeric', 'Length' is '4', and 'Precision' is '0'. The 'Label' is 'Months Non-US School Attendance'. Under the 'Override' tab, the 'Mandatory' checkbox is checked, which is highlighted with a red box. Other fields like 'Label', 'Short Label', 'Display Length', 'Default Value', 'Max Length', and 'Decimal Precision' are also visible.

Property Override Screen

- d. Click **Save**. The new **Months Non-US School Attendance** field displays on the Students Demographics, Additional Information screen only when the **Student's birth country** is not **USA**.

The screenshot shows the 'Online Registration' interface for 'Students Demographics'. The 'Additional Information' section for 'Jacob Williams' is active. The 'Student's birth country' dropdown is set to 'Aruba'. Below it, the 'Student's birthplace' field is highlighted with a red box. Other fields include 'Date the student entered the U.S.', 'Date the student first attended school in the U.S.', and 'Student has attended school in the U.S. for less than 3 cumulative years'. At the bottom, the 'Months Non-US School Attendance' field is also highlighted with a red box.

Online Registration, Students Demographics Screen



The parent can enter 0-9999.

The input is not validated in OLR when the parent makes the entry. However, an error occurs if the value is more than 4 digits when the registration is accepted on the Registration Queue screen.

The Review screen in Online Registration displays the new field.

Student's birth country: Aruba  
 Date the student entered the U.S.: 12/06/2017  
 Date the student first attended school in the U.S.:  
 Student has attended school in the U.S. for less than 3 cumulative years:  
**Months Non-US School Attendance: 24**  
 Student's birthplace:  
 Birth verification document type: Birth Certificate or Affidavit  
 Eligible for free or reduced meals:  
 Family Code:

Online Registration, Review/Submit Screen

5. Select the Health Information options:

- **Do not show Aspirin tab** – Select to hide the Advil/Tylenol questions.

94%

**HealthInfoAspirin: Ian Aaron**

Please indicate if you will allow the school to provide the following to your student:

Acetaminophen (Tylenol) \* ☐ No ☒ Yes  
 Ibuprofen (Advil) \* ☐ No ☒ Yes

Online Registration, Students Health Info Screen

Student-Specific Enrollment Modules + Add Hide Detail

Line	Module	Options	Pages	Property Override
1	Demographics	<input checked="" type="checkbox"/> Notify User group to notify for this module once a student is accepted at a given school Role - Nurse		
2	Ethnicity and Race			
3	Language Survey			
4	Special Education	Grade <input type="checkbox"/> PS <input type="checkbox"/> K <input type="checkbox"/> 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 12+		
5	School Selection			
6	Transportation			
7	UD Special Transportation			
8	Approval - Internal Use	<input checked="" type="checkbox"/> Health Options <input checked="" type="checkbox"/> Do not show Aspirin tab		
9	Relationships			
10	Information Release			
11	Policy			
12	Previous Schools Attended			
13	Health Information			
14	UD Medication			
15	Approval -			

Online Registration Setup Screen, Registration Modules Tab

6. Select the Language Survey options:

- **No School Selection for non-English Language survey responses** – Select to deny school selection for non-English language survey students.
- **School Designated to Receive all ELL Students** – Select from the list the school designated for ELL students.
- **Special Instructions to Parents of ELL Students** – Complete this only if you selected the option of **No School selection for non-English Language survey responses** above. Enter the instructions to parents.
- **User Group to notify if no school selection is allowed** – Select from the list the user group to be notified for special processing due to ELL status.

Online Registration Setup, Registration Modules Tab

7. Select the Immunization options:

- Click the **Pages** tab to select which type of immunization screen displays.
- **Immunization** – Displays each immunization type with dates for each dose received. Parents enter the date that the student received each dose.
- **Immunization Status** – Displays immunizations, dates, and status as read-only. Parents indicate whether a student is compliant for each immunization type.



You can only add one of these screens. An error displays if you attempt to add both.

8. Upload a **Policy** document.



All [policies and parent acknowledgments defined in ParentVUE and StudentVUE Configuration](#) are shown to the parent during the online registration process. Synergy SIS stores responses on the Parent screen in the **ParentVUE** tab.

Online Registration skips the Policy module if Synergy SIS does not have a policy document defined.

9. Select the School Selection options. Additional [message](#) options are available for this screen as well. The School Selection options display on the School Selection screen in Online Registration.

- School Options grid
  - **Number of School Choices** – Select the number of schools the parent can choose from the **Minimum** and **Maximum** lists.
  - **Schools to Allow** – Select from the list.
  - **Show "Mileage is Estimated" Message** – Select to display the default message: 'Mileage is estimated and transportation has the final say on bus availability.'



You can [customize](#) this message.

- **Add student's last enrolled school options** – Allows the district to choose the reenrollment option for the **School Selection** list in Online Registration.
  - *Blank* – Does not include the student's school of attendance
  - *Add last enrolled school only if Reason for Attendance Code is set* – Includes the student's school of attendance if the Reason for Attendance on the Student screen has a value

**Student**

Menu | Save | Undo | Add | Delete

Student Name: **Abbott, Billy C.** School: **Hope High School** Homeroom: **403** Teacher: **Andrews, M.**

Demographics | Parent/Guardian | Other Info | Emergency | Enrollment | Enrollment History | Classes | Documents

Contact Log | Notes

Last Name: Abbott First Name: Billy Middle Name: C Suffix: Perm ID: 905483 State ID: 0001341311 Grade: 12 Gender: Male

Language Spoken at Home: English

**Home Address**

Address: 1955 S Val Vista Dr Effective Date: 12/01/2017 Validate

Change Date: City: Mesa State: AZ ZIP Code: 85204

+ 4: Grid Code: 741B District of Residence by Address: County By Address:

Map it! Schools

**Mail Address**

Address: 1955 S Val Vista Dr City: Mesa State: AZ ZIP Code: 85204

+ 4: Map it!

School of Residence: Reason for Attendance: **H: School of Choice** Reason for Attendance Date: 11/19/2016

Student Screen

- *Always add last enrolled school* – Adds last enrolled school regardless of the Reason for Attendance setting

- **Only show student's last enrolled school** – Available only if you select a last enrolled school option

The **School Selection** list includes the student's school of residence regardless of which last enrolled school option you select. No school of residence displays if the student's home address has no grid assignment.

The student's school of attendance is also included when it is different from the school of residency if you select an appropriate last enrolled school option.

When you select both *Add last enrolled school only if Reason For Attendance code is set* and **Only show student's last enrolled school** when no Reason For Attendance value exists, the school of residence displays in the **School Selection** list, if valid.

The screenshot shows the 'School Options' section of the 'Registration Modules Tab' in the 'Online Registration Setup Screen'. The left sidebar lists various modules, with 'Approval - Internal Use' selected. The main content area is titled 'School Options' and contains the following settings:

- Instructions:**
  - Number of School Choices:** Minimum: 1, Maximum: 3.
  - Schools to allow:** Any School within District (dropdown menu).
  - ☒ **Show "Mileage is Estimated" Message**
  - Add student's last enrolled school options:** Always add last enrolled school (dropdown menu).
  - ☐ **Only show student's last enrolled school** (only takes effect if an option above is selected).

Online Registration Setup Screen, Registration Modules Tab

- **Reenroll Options** – Select the Reason for Attendance codes to deny Online Registration reenrollment for, if necessary.

The screenshot shows the 'Reenroll Options' section of the 'Registration Modules Tab' in the 'Online Registration Setup Screen'. The left sidebar lists various modules, with 'Discipline' selected. The main content area is titled 'Reenroll Options' and contains the following settings:

- OLR is not allowed for reenroll at the same school when the student was previously enrolled with one of the following attendance reason codes:**
  - ☐ Central Enrollment
  - ☐ Invalid Address
  - ☐ Inter-District: Child Care
  - ☐ Inter-District: Parent Employment
  - ☐ Inter-District: General Reasons
  - ☐ Resident Student
  - ☐ Paired School
  - ☐ Student Assignment
  - ☒ **Magnet**
  - ☐ Alt Course of Study
  - ☒ **Special Transfer**
  - ☒ **GATE**
  - ☒ **School of Choice**
  - ☐ Administrative Transfer
  - ☐ Disciplinary Transfer
  - ☐ RIA Transfer
  - ☐ Special Education

Online Registration Setup Screen, Registration Modules Tab

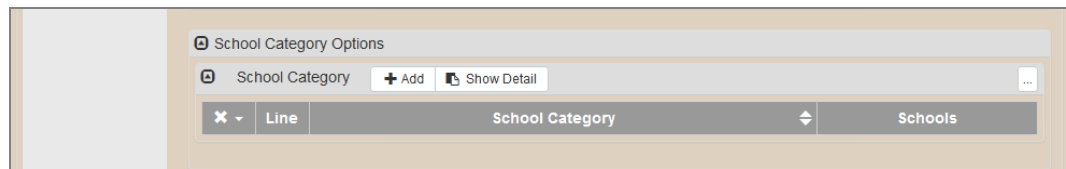
- School Category Options section



Adding schools here enables you to indicate schools allowing online registration, schools only accepting students living in the school's boundary, schools not allowing students already enrolled there to reenroll using OLR (Synergy SIS automatically reenrolls the student), and Attendance Reason Codes that prevent students who have it in their student record from reenrolling at the same school via OLR.

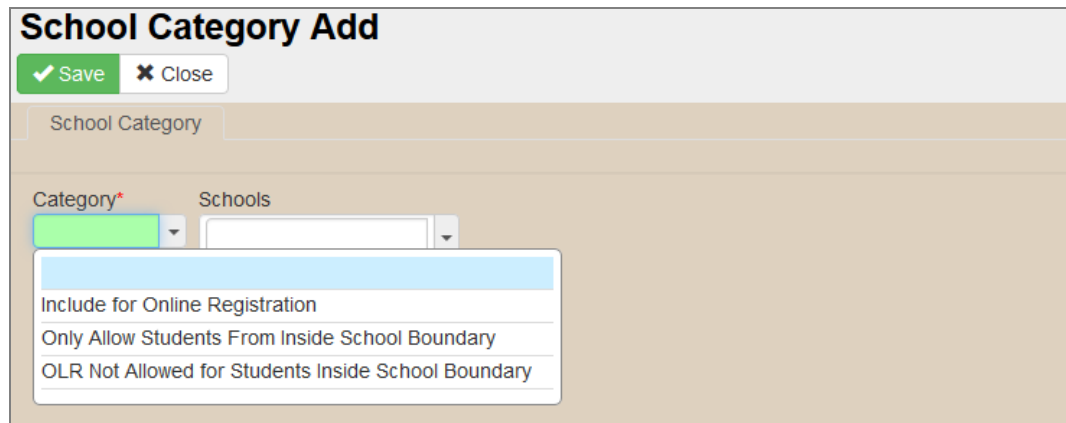
You can also [exclude schools and grade levels from Online Registration](#).

- Click **Add** to open the School Category Add screen.



Online Registration Setup Screen, Registration Modules Tab

- Select **Include for Online Registration** for **Category**.



School Category Add Screen

- Select all the magnet schools allowing OLR in **Schools**.
- Click **Save**.
- Click **Add** in the School Category section.
- Select **Only Allow Students From Inside School Boundary** for **Category**.
- Select all of the magnet schools in the **Schools** list that only allow the registration of students whose home address is in the schools' boundaries (paired magnets) to enroll.
- Click **Save**.
- Click **Add** in the School Category section.



- j. Select *OLR Not Allowed for Students Inside School Boundary* for **Category**.  
(Synergy automatically reenrolls students enrolled in those magnet schools who live in the school boundary.)
- k. Select all of the magnet schools that do not allow students whose home address is in the schools' boundaries (neighborhood magnets) to enroll using OLR in the **Schools** list.
- l. Click **Save**.

Line	School Category	Schools
1	Include for Online Registration	Eisenhower Middle School, Grant Elementary, Hope High School, Jefferson Elementary, Kennedy High School, King High School, Lincoln Elementary, Roosevelt Middle School, Truman Middle School, Washington Elementary
2	Only Allow Students From Inside School Boundary	Adams School, Bilingual Magnet School, STEM Magnet School
3	OLR Not Allowed for Students Inside School Boundary	Continuation High School

Online Registration Setup Screen

- m. Select the desired attendance reason codes to restrict students from reenrolling at the same school using OLR when they have a specialized Attendance Reason Code in the Reenroll Options section in the School Selection module.

**Online Registration Setup**

Configuration for the System Year: **2018-2019**

Options: **Registration Modules**

School Year: 2018 Extension: Regular

**Reenroll Options**

OLR is not allowed for reenroll at the same school when the student was previously enrolled with one of the following attendance reason codes:

- ☐ Central Enrollment
- ☐ Invalid Address
- ☐ Inter-District: Child Care
- ☐ Inter-District: Parent Employment
- ☐ Inter-District: General Reasons
- ☐ Resident Student
- ☐ Paired School
- ☐ Student Assignment
- ☒ **Magnet**
- ☐ Alt Course of Study
- ☒ **Special Transfer**
- ☒ **GATE**
- ☒ **School of Choice**
- ☐ Administrative Transfer
- ☐ Disciplinary Transfer
- ☐ RIA Transfer
- ☐ Special Education

Online Registration Setup Screen, Registration Modules Tab

The **Reason for Attendance** field displays on the Student screen.



The screenshot shows the 'Student' screen for Aaron, Ian at Adams School. The 'Home Address' section is expanded, showing fields for Address, City, State, ZIP Code, Grid Code, and District of Residence by Address. At the bottom, the 'School of Residence' is set to Adams School, and the 'Reason for Attendance' dropdown is highlighted with a red box, showing 'Magnet School (In-District)' as the selected option.

*Student Screen*

10. Add User Defined Data, if needed.



Multiple [view change types](#) are allowed, if needed.



See the *Synergy SIS – System Administrator Guide* for more information on adding user-defined data.

11. Click **Save**.

## Customizing Online Registration

You can add custom modules (views) and fields to the online registration process.



Online Registration displays field labels with the following priority:

1. Translation
2. View Change
3. Property Override
4. User Defined Data

For example, if you use Property Override to change a field name that has a translation in the user's preferred language, the translated field name always displays.

1. Use the View Change screen in Synergy SIS to add custom modules.
  - *Online Enrollment Student* – Multiple custom modules are allowed.
  - *Online Enrollment Non-Student* – Only custom modules are allowed.
  - *Online Enrollment Non-Student Internal Only* – Internal fields in the Parent/Guardian module.
  - *Online Enrollment Student Internal Only* – Internal fields in the Students module.
2. [Set up the custom module or fields](#) on the **Registration Modules** tab of the Online Registration Setup screen.



The following options have specific limitations for Online Registration:

- **Suppress Label** suppresses all labels for the field, whether the label is defined in View Change, Property Override, and/or specific field definition. However, labels display on the Review/Submit page.
- Label information uses the hierarchy of View Change, Property Override, then field definition.
- **Label Orientation** works only for *Left* and *Top*.
- **Static Text** displays on the specified module pages, but not on the Review/Submit page.



See the *Synergy SIS – System Administrator Guide* for more information on using the View Change screen.

## Customizing Grids

Adding grids follows the same rules as adding other user defined fields.



Grids are only available for the **K12.Student** and **K12.ParentGuardianInfo** Parent Object Relation properties.

You can add custom grids to Online Registration modules and existing Synergy SIS screens. The following examples show grids added on the **Parent/Guardian** tab of the Student screen and on the **Children** tab of the Parent screen.

**Student**

Student Name: Sample, Jonathan J. School: Homeroom: Teacher: Currently Enrolled At: Enroll Date: 03/22/2017 Case Manager:

Demographics **Parent/Guardian** Other Info Emergency Enrollment Enrollment History Classes Documents Student Contact Log Notes

Legal Last Name: Sample Legal First Name: Jonathan Middle Name: John Suffix: Perm ID: 303088 Grade: 01 Gender: Male Counselor Name:

**Parents and Guardians** + Add Show Detail

Line	Order	Lives With	Relation	Parent Name	Type	Phone	Contact Allowed	Parental Rights	Has Custody	Mailings Allowed	Release To
1	1	<input checked="" type="checkbox"/>	Mother	Sample, Jane	Home	555-555-5555	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Siblings**

Line	Student Name	Gender	Street Address	City	Grade	School
1	Sample, Jonathan J.	Male				

**Siblings Younger than Pre K** + Add

Line	Sibling's Birth Date	Sibling's First Name	Sibling's Last Name	Sibling's Gender	Will this sibling attend Pre K in the future?
1	12/16/2014	James	Sample	Male	Undecided

Student Screen, Parent/Guardian Tab

**Parent**

Parent Name: Sample, Jane

Demographics **Children** Parent/VUE Parent Contact Survey 308756

Last Name: Sample First Name: Jane Middle Name: Suffix: Title:

**Related Children** Chooser Show Detail

Line	Relation Type	Student Name	School Name	Contact Allowed	Parental Rights	Has Custody	Lives With	Mailings Allowed	Attendance	Release To
1	Mother	Sample, Jonathan J.	Demo Elementary School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Children Younger than Pre K** + Add

Line	Child's Age	Child's birth date	Child's first name	Child's last name	Child's Gender	Will the child attend Pre-K?
1		12/16/2014	James	Sample	Male	UNDECIDED

Parent Screen, Children Tab



See the *Synergy SIS – System Administrator Guide* for more information.

## Adding Custom Grids to Non-Student Enrollment Modules

1. Navigate to **Synergy SIS > Online Registration > Setup > Online Registration Setup**.
2. Select the **Registration Modules** tab
3. Select *Parent/Guardian* in the Non-Student Enrollment Modules section and click **Show Detail**.

**Online Registration Setup**

Configuration for the System Year: 2016-2017

Options **Registration Modules**

School Year: 2016 Extension: Regular

**Non-Student Enrollment Modules** + Add Show Detail

Line	Order	Module	User group to notify
1	1	Family	
2	2	Parent/Guardian	
3	3	Emergency	

Online Registration Setup Screen, Registration Modules Tab

4. Select the user-defined option for **User Data View**.

**Online Registration Setup**

Configuration for the System Year: 2016-2017

Options **Registration Modules**

School Year: 2016 Extension: Regular

**Non-Student Enrollment Modules** + Add Hide Detail

Line: 1 Family 2 Parent/Guardian 3 Emergency

Options Pages Reenroll Property Override

**Notify**

User group to notify for this module once a student is accepted at a given school

**Parent/Guardian Options**

Maximum amount of Parent/Guardians a user can enter: 4

☐ Do not show employment information

**User Defined**

User Data View: UD.Children Outside of District

User Data View - Internal Only

Online Registration Screen, Registration Modules Tab, Non-Student Enrollment Modules Detail

5. Click **Save**.

The following image shows the user-defined grid in the Online Registration process.

Online Registration, Parent/Guardian Screen

## Adding Custom Grids to Student Modules

1. Navigate to **Synergy SIS > Online Registration > Setup > Online Registration Setup**.
2. Select the **Registration Modules** tab.
3. Click **Add** in the Student Specific Enrollment Modules section to add a new line.

Online Registration Setup Screen, Registration Modules Tab

4. Enter the **Order**.
5. Select the user-defined option for **Module**.

Online Registration Setup Screen, Registration Modules Tab

6. Select any additional settings.

Student Specific Enrollment Modules						+ Add	Show Detail	...
	Line	Order	Module	Grade Levels	User group to notify			
	1	1	Demographics	All Grades				
	2	3	Ethnicity and Race	All Grades				
	3	4	Health Information	All Grades				
	4	4	Immunization	All Grades				
	5	8	Previous Schools Attended	All Grades				
	6	9	Relationships	All Grades				
	7	10	Special Education	All Grades				
	8	11	Discipline	All Grades				
	9	13	School Selection	All Grades				
	10	2	UD.PRE K Siblings					

Online Registration Setup Screen, Registration Modules Tab

7. Click **Save**.

The following image shows the user-defined grid in the Online Registration process.

**Online Registration**

- Introduction ✓
- Family ✓
- Parent/Guardian ✓
- Emergency ✓
- Students** ⚠
- Documents ✓
- Review/Submit ⚠

STUDENT SIBLINGS 100% 2018-2019

Student Siblings: Ian Aaron

Sibling Information

Line	Sibling's Birth Date	First Name	Last Name	Gender	Will this sibling attend Pre K in the future?
1	MM/DD/YYYY	Peter	Aaron	Male	Undecided

Add New

<< Previous

Save And Continue >>

Online Registration, Students Student Siblings Screen

## Customizing Module Pages

Online Registration modules contain a **Pages** tab in the detail view. You can edit existing pages or add custom pages to modules. You can also set the visibility based on the enrollment scenario and include additional instructions or warning messages.



The **Page** tab is not available for user-defined modules. However, you can add user-defined content as a new page for an existing module.

## Managing Pages

1. Navigate to **Synergy SIS> Online Registration > Setup > Online Registration Setup**.
2. Select the **Registration Modules** tab.

**Online Registration Setup**

Menu ▾ Save Undo

Configuration for the System Year: **2016-2017**

Options **Registration Modules**

School Year: 2016 Extension: Regular ▾

**Non-Student Enrollment Modules** + Add Show Detail ...

×	Line	Order	Module	User group to notify
☐	1	1	Family	OLR Approval
☐	2	2	Parent/Guardian	OLR Approval
☐	3	3	Emergency	OLR Approval

**Student Specific Enrollment Modules** + Add **Show Detail** ...

×	Line	Order	Module	Grade Levels	User group to notify
☐	1	1	Demographics	All Grades	Role - Clerk
☐	2	2	Ethnicity and Race	All Grades	OLR Approval
☐	3	3	Language Survey	All Grades	
☐	4	6	Relationships	All Grades	OLR Approval
☐	5	7	Health Information	All Grades	
☐	6	8	UD Student Medication	All Grades	

Online Registration Setup Screen, Registration Modules Tab

3. Select the module to modify.
4. Click **Show Detail**.



5. Select the **Pages** tab.

The screenshot shows the 'Student Specific Enrollment Modules' window. On the left, a list of modules is shown: 1 Demographics, 2 Ethnicity and Race, 3 Language Survey, 4 Relationships, and 5 Health. The 'Pages' tab is selected and highlighted with a red box. The main area displays a table of pages for the selected module.

Line	Module	Order	Page
1	Demographics	1	Demographics
2	Ethnicity and Race	2	Demographics Continued
3	Language Survey	3	UD Children Outside of District

Online Registration Setup Screen, Registration Modules Tab, Student Specific Enrollment Modules Detail, Pages Tab



Click the **X** to remove a page. You cannot remove pages that contain information critical to adding a new student to Synergy SIS, such as the Demographics screen.

6. Click **Add**.



The StudentPageAdd screen displays if adding to a Student Specific Enrollment module. The NonStudentPageAdd screen displays if adding to a Non-Student Enrollment module.

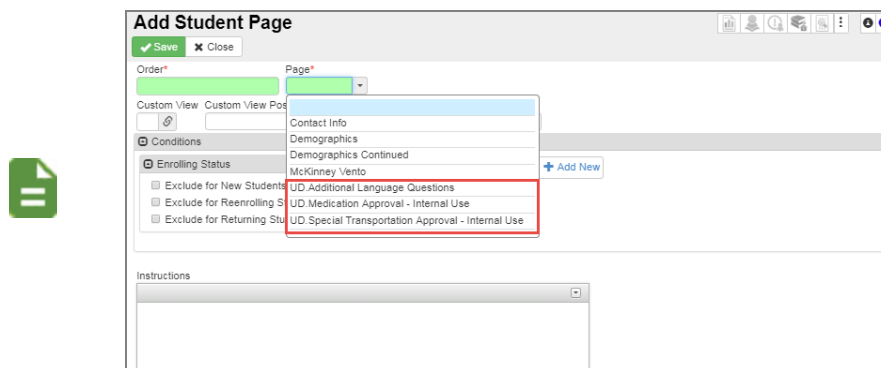
The screenshot shows the 'NonStudentPageAdd' screen. It has a title bar with 'NonStudentPageAdd' and standard window controls. Below the title bar are buttons for 'Save' (with a green checkmark) and 'Close'. The form contains several fields: 'Order\*' (a green input field), 'Pages\*' (a dropdown menu), 'Custom View' (a checkbox), 'Custom View Position (Default is below)' (a dropdown menu), and 'Page Name' (a text input field). There are also two large text areas labeled 'Instructions' and 'Warning Message'.

NonStudentPageAdd Screen

7. Enter the **Order**. This is the order in which the view is ranked in the module's pages.

8. Select the **Page** to add.

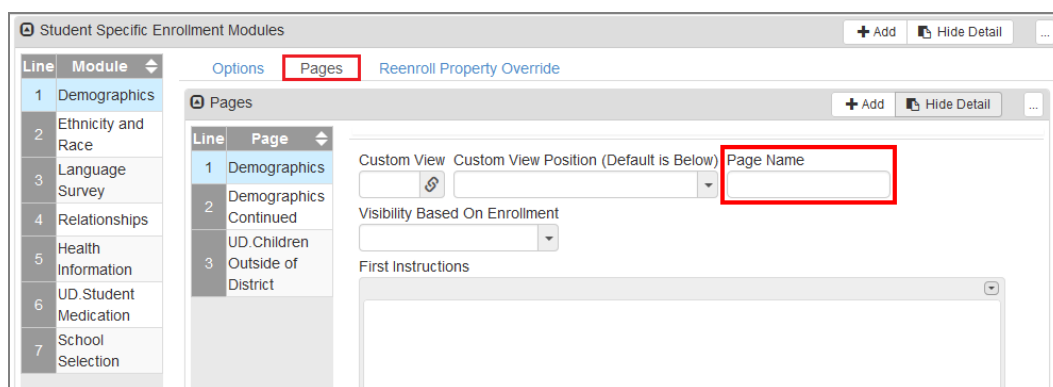
You can only add user defined pages to Student Specific Enrollment modules, not to any other module type. User-defined pages begin with **UD**.



Add Student Page Screen

If the user-defined page has multiple tabs, they display as multiple pages in OLR.

9. Click **Save** after entering the necessary information.
10. Select a page and click **Show Detail** to modify settings.
11. Rename the page by entering a **Page Name**. You can enter hyphens (-) and forward slashes (/) in the name.



Online Registration Screen, Registration Modules Tab, Student Specific Enrollment Modules Detail, Pages Tab, Pages Detail


12. Click **Save**.

The following example shows the Military Status page added to the Parent/Guardian module.

Online Registration Screen, Parent/Guradian Military Status Screen

## Adding Custom Views

Custom views allow you to add user defined pages to an existing page and module. You must add fields to the custom views on the View Change screen for them to display on the page

1. Select a page and click **Show Detail**.
2. Click  in **Custom View** to locate the user defined view to add.

Online Registration Setup Screen, Student Specific Enrollment Modules Detail, Pages Tab, Pages Detail



You can only add views with the Online Enrollment Student View Change Type. See [Customizing Online Registration](#) for more information.

3. Select the **Custom View Position (Default is Below)**.
  - **Below Existing Fields** – The user defined field displays below existing content. This is the default option.
  - **Above Existing Fields** – The user defined field displays above existing content
4. Click **Save**.

The user defined view added to an existing view seamlessly displays on the existing page. The following example uses new fields on the Demographics page.

Online Registration, Students Demographics Page

## Enrollment Visibility

You can set Student Enrollment Module pages to display based on student enrollment. The pages display for new students and re-enrolling students by default.

1. Select a page and click **Show Detail**.
2. Select the **Visibility Based on Enrollment** option.
  - **Both re-enrolling and new students (Default)** – Page displays for all students being enrolled
  - **New students only** – Page displays if the student is a new student
  - **Re-enrolling students only** – Page displays if the student is re-enrolling

Online Registration Setup Screen, Student Specific Enrollment Modules Detail, Pages Tab, Pages Detail

3. Click **Save**.

First Instructions display at the top of the page and allow you to add instructions for the parent/guardian. This text overwrites the default text displayed.

- Line

Module

1

Demographics

2

Ethnicity and Race

3

Language Survey

4

Relationships

5

Health Information

6

UD Student Medication

7

School Selection

Options

Pages

Reenroll Property Override

Pages

+ Add

Hide Detail

Line

Page

1

Demographics

2

Demographics Continued

3

UD Children Outside of District

Custom View

Custom View Position (Default is Below)

Page Name

Visibility Based On Enrollment

First Instructions

Source

Format

Font

Size

body

3. Click **Save**.

**Policies: Johnathan Sample**

**i** Additional forms required for the completion of this registration can be found on our website at [www.edupoint.com](http://www.edupoint.com). Select the folder, Online Registration Forms, to print, complete, and sign the remaining forms. You will have the option to upload these forms prior to submitting the registration or you can choose to hand deliver to the school directly.

You must check and agree to the following policies:

☐ District Policy [\[View\]](#)

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## Warning Messages

Warning messages display in the footer section above **Save and Continue** in Online Registration. These provide any warnings or additional notes to users before they proceed to the next page.

1. Select a page and click **Show Detail**.
2. Click the arrow in **Warning Message** to display a text editor. This allows HTML and various font and formatting styles.

The screenshot shows the 'Online Registration Setup Screen, Student Specific Enrollment Modules Detail, Pages Tab, Pages Detail'. On the left, there is a list of modules: 1 Demographics, 2 Ethnicity and Race, 3 Language Survey, 4 Relationships, 5 Health Information, 6 UD.Student Medication, and 7 School Selection. The 'Pages' tab is selected, and the 'Warning Message' section is visible. The 'Warning Message' section has a red box around the 'Show Detail' button.

Online Registration Setup Screen, Student Specific Enrollment Modules Detail, Pages Tab, Pages Detail

3. Click **Save**.

The following example displays a warning message for address verification.

The screenshot shows a warning message in a red-bordered box with a red background. The text reads: "Stop! Did your address change? Please note that you will be asked to submit updated proof of residence forms before submitting this registration. If you are unable to upload the appropriate documentation when submitting this registration, please select the option to hand deliver the necessary documentation." Below the message is a "Save And Continue >>" button.

Online Registration, Warning Message

## Setting Visibility Based on Student Enrollment Status

You can set visibility for student-specific pages in registration modules to exclude them for new, re-enrolling, and/or returning students. You can also enter property override values for specific items on pages to make them be read-only for re-enrolling or returning students. You can modify the settings on the **Registration Modules** tab of the Online Registration Status screen.

### Setting Visibility for Pages

1. Navigate to **Synergy SIS > Online Registration > Setup > Online Registration Setup** screen.
2. Select the **Registration Modules** tab.
3. Click **Show Detail** for a module in the Student-Specific Enrollment Modules section.
4. Select the **Pages** tab.
5. Click **Show Detail** for a page to modify.
6. Select one or more of the following:
  - **Exclude for New Students** – Hides the page for newly enrolling students
  - **Exclude for Reenrolling Students** – Hides the page for reenrolling students with a continuous enrollment record
  - **Exclude for Returning Students** – Hides the page for returning students re-entering the district after being previously inactive

The screenshot displays the 'Online Registration Setup' interface. At the top, it shows 'Configuration for the System Year: 2018-2019' with tabs for 'Options' and 'Registration Modules'. Below this, 'School Year' is set to '2018' and 'Extension' is 'Regular'. The main section is titled 'Student-Specific Enrollment Modules' and contains a table with columns 'Line' and 'Module'. The table lists six modules: 1 Demographics, 2 Ethnicity and Race, 3 Language Survey, 4 Special Education, 5 School Selection, and 6 Transportation. The 'Immunization' module (Line 1) is selected. To the right of the table, there are tabs for 'Options', 'Pages', and 'Property Override'. The 'Pages' tab is active, showing a table with columns 'Line' and 'Page'. The 'Immunization' page (Line 1) is selected. To the right of the 'Pages' table, there is a section titled 'Enrolling Status' with three checkboxes: 'Exclude for New Students', 'Exclude for Reenrolling Students', and 'Exclude for Returning Students'. The 'Enrolling Status' section is highlighted with a red box.

Online Registration Setup Screen, Registration Modules Tab, Student-Specific Enrollment Modules Detail, Pages Tab

7. Click **Save**.

## Setting Document Visibility

---

Documents previously uploaded in OLR for Family or Students pre-populate when reenrolling students. You can set document visibility and requirements based on student enrollment type, when addresses update, or when immunization records update. You can define these options for each document type in the Family module on the Online Registration Setup screen.

1. Navigate to **Synergy SIS > Online Registration > Setup > Online Registration Setup**.
2. Select the **Registration Modules** tab.
3. Select the **Family Module** and click **Show Detail**.
4. Select the **Student Type** in the Miscellaneous Documents section:
  - *All Students (default)* – Upload prompt for the document displays for all students in the registration process
  - *New Students* – Upload prompt for the document only displays for new students
  - *Reenrolling Students* – Upload prompt for the document only displays for reenrolling students with a continuous enrollment record
  - *Returning Students* – Upload prompt for the document only displays for students reentering the district after being previously inactive
5. Select the **Visibility Type**:
  - *Address Changed* – Users can only see the upload prompt for the document if their address has changed since the last registration
  - *Always* – Users can always see the upload prompt for the document
  - *Immunization Changed* – Users can only see the upload prompt for the document if their student's immunization record has changed since the last registration
  - *Never* – Users do not see the upload prompt
6. Select the **Required Type**:
  - *Address Changed* – Users only need to upload the document if their address has changed since the last registration
  - *Always* – Users must always upload the document



Do not use *Never* as the **Visibility Type** if you select this option.

- *Immunization Changed* – Users only need to upload the document if their student's immunization record has changed since the last registration



- **Never** – Users are not required to upload the document

Line	Category	Short Description	Long Description	Student Types	Visibility Type	Required Type
1	Individualized Healthcare Plan	Individualized Healthcare Plan	If your child has special health needs, please upk			
2	Immunization Card	Immunization Card	State law requires parents to upload a copy of the			
3	Custodial Release Forms	Custodial Release Forms	If your student has custodial issues that the distri			
4	District Athletics Waiver	District Athletics Waiver	If your student intends to participate in a district s			

Online Registration Setup Screen, Registration Modules Tab, Non-Student Enrollment Modules Detail

7. Click **Save**.

## Setting Visibility for Properties

You can set specific visibility overrides for properties in both Non-Student Enrollment Modules and Student-Specific Enrollment Modules on the Online Registration Setup screen.

### Editing Non-Student Enrollment Module Properties

1. Navigate to **Synergy SIS > Online Registration > Setup > Online Registration Setup** screen.
2. Select the **Registration Modules** tab.
3. Click **Show Detail** for a module in the Non-Student Enrollment Modules section.
4. Select the **Reenroll Property Override** tab.
5. Click **Add** to add a new line.
6. Select the **Property** associated with the module.
7. Select **Read Only** for the **Override Value** to prevent users from changing the value when reenrolling students. The default value allows users to update the value if left blank.

Online Registration Setup

Configuration for the System Year: 2018-2019

Options Registration Modules

School Year: 2018 Extension: Regular

Module Options

Require user to review each page

Non-Student Enrollment Modules

Line Module

1 Family

2 Parent/Guardian

3 Emergency

Reenroll Property Override

Line	Property	Override Value
1	OENYearModuleFamily.HomeAddress (Home Address)	Read Only

Online Registration Setup Screen, Registration Modules Tab, Non-Student Enrollment Modules Detail, Reenroll Property Override Tab

8. Click **Save**.

## Editing Student-Specific Enrollment Module Properties

1. Navigate to **Synergy SIS > Online Registration > Setup > Online Registration Setup** screen.
2. Select the **Registration Modules** tab.
3. Click **Show Detail** for a module in the Student-Specific Enrollment Modules section.
4. Select the **Property Override** tab.
5. Click **Add** to add a new line.
6. Select the **Property** associated with the module.
7. Select **Read Only** for **Reenrolling Students** to prevent users from changing the value when reenrolling students. If left blank, the default value allows users to update the value.
8. Select **Read Only** for **Returning Students** to prevent users from changing the value for reentering students. The default value allows users to update the value if left blank.

The screenshot shows the 'Online Registration Setup' interface. At the top, there's a 'Menu' dropdown, 'Save', and 'Undo' buttons. Below this, it says 'Configuration for the System Year: 2018-2019'. There are two tabs: 'Options' and 'Registration Modules' (highlighted with a red box). Under 'Registration Modules', there are fields for 'School Year' (2018) and 'Extension' (Regular). Below this is a section for 'Student-Specific Enrollment Modules' with '+ Add' and 'Hide Detail' buttons. A list of modules is shown: 1 Demographics, 2 Ethnicity and Race, 3 Language Survey, 4 Special Education, 5 School Selection, and 6 Transportation. The 'Demographics' module is selected. Below the list, there are tabs: 'Options', 'Pages', and 'Property Override' (highlighted with a red box). Under 'Property Override', there's a '+ Add' button and a table with two rows of property overrides.

Line	Property	Reenrolling Students	Returning Students
1	OENYearStudentModuleDemographics.BirthDate (Birth Date)		Read Only
2	OENYearStudentModuleDemographics.Gender (Gender)		Read Only

Online Registration Setup Screen, Registration Modules Tab, Student-Specific Enrollment Modules Detail, Property Override Tab

9. Click **Save**.

The reenroll properties set to *Read Only* in Online Registration Setup display in Online Registration as read-only.

**Online Registration**

Introduction ✓  
Family ✓  
Parent/Guardian ✓  
Emergency ✓  
**Students** ⓘ  
Documents ⓘ  
Review/Submit ⓘ

**DEMOGRAPHICS: IAN AARON** 4% 2018-2019

**Instructions**

Please enter all relevant information for this student:

**First Name \*** Ian

**Middle Name \*** Isaac

**No Middle Name** ☐

**Last Name \*** Aaron

**Suffix**

**Gender \*** Male

**Birth Date \*** 06/10/2009

**Entering Grade \*** 02

**Valid Age Entered for Grade 02!**  
For grade 02, minimum age is 7 years 5 months and max is 8 years 4 months as of 09/01/2017

Online Registration, Students Demographics Screen

## Restrict Editing Existing Student Phone Numbers

You can make values in grids that map to existing values in Synergy SIS read-only. Parents can edit the existing cells that have no value entered and create new rows that they can edit or delete.

1. Select the **Demographic** module in the Student-Specific Enrollment Modules section and click **Show Detail**.
2. Select the **Property Override** tab.
3. Click **Add**.
4. Select *Grid: Phone Numbers (Revelation.RevPersonPhone) Property*.

5. Select *Existing Read Only* in **Reenrolling Students** and/or **Returning Students**.

The screenshot shows the 'Online Registration Setup' application window. The 'Registration Modules' tab is selected. Under 'Module Options', the 'Require user to review each page' checkbox is unchecked. The 'Non-Student Enrollment Modules' section lists three modules: Family (Line 1), Parent/Guardian (Line 2), and Emergency (Line 3). The 'Student-Specific Enrollment Modules' section is expanded, showing a list of modules on the left: Demographics (Line 1), Ethnicity and Race (Line 2), Language Survey (Line 3), Relationships (Line 4), and School Selection (Line 5). The 'Demographics' module is selected, and the 'Property Override' tab is active. It shows two property overrides: 'Grid: Phone Numbers (Revelation.RevPersonPhone)' and 'Grid: Previous Schools Attended (UD.UdStuOtm)', both set to 'Existing Read Only' for both 'Reenrolling Students' and 'Returning Students'.

Online Registration Setup Screen. Registration Modules Tab, Student-Specific Enrollment Modules Detail, Property Override Tab

6. Click **Save**.

## Configuration Examples

### Hide Birth Verification Document Type and Uploads for Reenrolling and Returning Students

Set the *OENYearStudentModuleDemographics.BirthVerifyDocGU* and *OENYearStudentModuleDemographics.DTBirthVerifyDocGU* properties to *Read Only* in the Demographics module.

This screenshot is a closer view of the 'Property Override' tab for the 'Demographics' module. It shows two property overrides: 'OENYearStudentModuleDemographics.BirthVerifyDocGU (Select birth verification document to t...' and 'OENYearStudentModuleDemographics.DTBirthVerifyDocGU (Birth verification document type)'. Both properties are set to 'Read Only' for both 'Reenrolling Students' and 'Returning Students'.

Online Registration Setup Screen, Registration Modules Tab, Student-Specific Enrollment Modules Detail, Property Override Tab

### Hide Address Change Confirmation Option for Reenrolling Students

Set the *OENYearModuleFamily.HasAddrChanged* property to *Read Only* in the Family module.

This screenshot shows the 'Reenroll Property Override' tab for the 'Family' module. It displays one property override: 'OENYearModuleFamily.HomeAddress (Home Addr...' set to 'Read Only' for 'Reenrolling Students'.

Online Registration Setup Screen, Registration Modules Tab, Non-Student Enrollment Modules Detail, Property Override Tab



See [Address Setup](#) to make address information view only.

## Parent and Student Phone Numbers Example

They phone numbers are located in:

- Parent/Guardian Contact Information
- Student Contact Information

In these examples:

- The existing values are grayed out and read-only.
- The delete line checkboxes are removed from those rows.
- The parent can edit the **Extension** fields because they have no value.
- The **Add New** button is enabled so the parent can add new rows to the grid.

**Online Registration** PARENT/GUARDIAN 71% 2018-2019

Introduction ☒ Family ☒ **Parent/Guardian** ☒ Emergency ☒ Students ☒ Documents ☒ Review/Submit ☒

Contact Information: **David Ceja**

**Instructions**  
Enter the contact information for this parent/guardian:

Line	Primary	Type	Phone	Extension
1	<input checked="" type="checkbox"/>	Home	( 480 ) 555 - 1830	
2	<input type="checkbox"/>	Work	( 480 ) 555 - 3832	

[Add New](#)

Email Address\* staffdemo@mail.qasynergylocalqa05vm.com

Online Registration, Parent Guardian Screen

**Online Registration** DEMOGRAPHICS 27% 2018-2019

Introduction ☒ Family ☒ Parent/Guardian ☒ Emergency ☒ **Students** ☒ Documents ☒ Review/Submit ☒

Contact Information: **Harold Ceja**

**Instructions**  
Enter the contact information for this student.

☐ Student has no phone numbers.

Line	Primary	Type	Phone	Extension
1	<input type="checkbox"/>	Home	( 480 ) 555 - 1830	

[Add New](#)

Email\* staffdemo@mail.qasynergylocalqa05vm.com

- OR -  
☐ Student has no email address.

<< Previous Save And Continue >>

Online Registration, Demographics Screen

## Creating Custom Student Documents

You can create custom student documents using mail merge. Synergy SIS generates the documents using the data entered in Online Registration (OLR). Parents and guardians can review, download, print, and submit these documents through OLR. The School personnel can view these documents in the Registration Queue. Synergy SIS posts these documents on the **Documents** tab of the Student screen after accepting the student's registration. See [Viewing Data Imported from Online Registration](#) for more information.

When you define custom student documents, Synergy SIS uses the data previously provided in the registration process to update the student registrations currently in the Registration Queue by adding these documents to the Review screen. You must create mail merge documents that display system properties and user-defined properties used in Online Registration.

### Mail Merge District Definition Setup

You must create and add a mail merge document to the Mail Merge District Definition screen for every custom document.

1. Navigate to **Synergy SIS > System > Setup > Mail Merge District Definition**.
2. Click **Add** to open the Mail Merge Definition (Add) screen.

Mail Merge Definition Screen

3. Enter the **Name**, **Type**, **Default Language**, and **Mail Merge Version**.
4. Click **Save**.

Mail Merge Definition (Add) Screen

5. Click **Add** in the Mail Merge Documents section to select the mail merge document created for Online Registration custom student documents.

6. Select the **Language** the document is in.

**Mail Merge District Definition**

Menu

Name: **OLR New Family/Student** Type: **General** Default Language: **English**

Documents

Name:  Type:  Default Language:  Report Name:  Mail Merge Version:

Mail Merge Documents

<input type="checkbox"/>	Line	Language	Revision	Document	Add Date Time Stamp
<input type="checkbox"/>	1	Spanish			05/16/2018 08:35:00
<input type="checkbox"/>	2	Vietnamese			05/16/2018 08:35:00
<input type="checkbox"/>	3	Cantonese			05/16/2018 08:35:00
<input type="checkbox"/>	4	Pilipino (Tagalog)			05/16/2018 08:35:00
<input type="checkbox"/>	5	English			05/04/2018 08:47:00

*Mail Merge District Definition Screen*

7. Click **Save**.

## Online Registration Setup



Online Registration is year specific. Focus to the school year the enrollment options affect.

- You must define document categories for the mail merge documents in the Revelation. Attach Doc Category lookup table. See [Lookup Table Definitions](#) for more information.
- You can enable the option to require a parent/guardian to download each document.
- The Custom Student Documents section overrides the document options selected in the Family module. The **Documents** tab in OLR displays only the documents defined in the Custom Student Documents section when you select **Do not show document upload prompts**.

**Online Registration Setup**

Menu Save Undo

Configuration for the System Year: **2017-2018**

[Options](#) **Registration Modules**

School Year: 2017 Extension: Regular

**Non-Student Enrollment Modules** + Add Hide Detail

Line	Module	Options	Pages	Reenroll Property Override
1	Family	<p><b>Notify</b></p> <p>User group to notify for this module once a student is accepted at a given school</p> <p><input type="text"/></p> <p><b>In Boundary</b></p> <p><input type="checkbox"/> Do not use Google address validation</p> <p><input type="checkbox"/> Require home address to be inside district boundary.</p> <p>Message to display if outside of district.</p> <p>Your address is outside the school boundary. You must come to the district office at 123 Main St. to register your student.</p> <p><b>Documents</b></p> <p><input checked="" type="checkbox"/> Do not show document upload prompts</p>		
2	Parent/Guardian			
3	Emergency			

Online Registration Setup Screen, Registration Modules Tab, Non-Student Enrollment Modules Detail

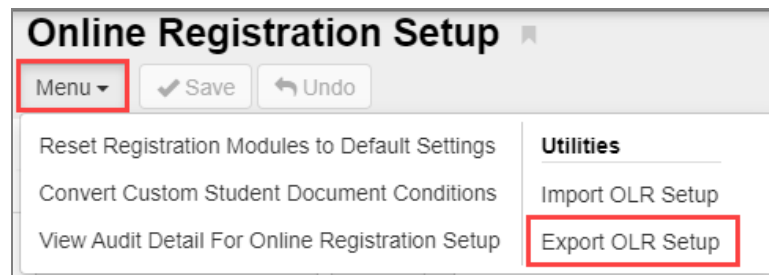


## Import/Export Online Registration Setup

You can copy the OLR setup from one year to another and import/export the OLR setup from one environment to another.

### Export Online Registration Setup

1. Navigate to **Synergy SIS > Online Registration > Setup > Online Registration Setup**.
2. Select *Export OLR Setup* from the **Menu** to create a zip file containing the OLR Setup files for your focus year.



Online Registration Setup Screen

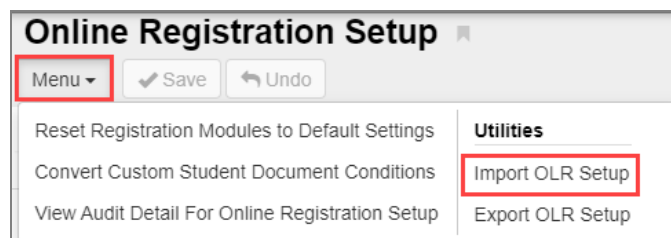
### Import Online Registration Setup

1. Navigate to **Synergy SIS > Online Registration > Setup > Online Registration Setup**.
2. Copy an existing setup or import from a file.
  - **Copy Existing Setup**

This option copies the OLR setup from one school year to another school year within the same environment.

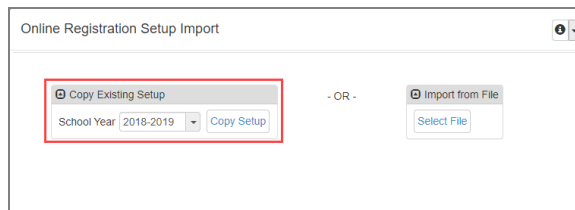


- a. Change the focus to the school year to copy the OLR setup to.
- b. Select *Import OLR Setup* from the **Menu** to open the Online Registration Setup Import window.



Online Registration Setup Screen

- c. Select the **School Year** to copy the setup from.
- d. Click **Copy Setup**.

The screenshot shows a window titled "Online Registration Setup Import". It contains two main sections separated by "- OR -". The left section, "Copy Existing Setup", is highlighted with a red box. It includes a "School Year" dropdown menu set to "2018-2019" and a "Copy Setup" button. The right section, "Import from File", contains a "Select File" button.

Online Registration Setup Import Window

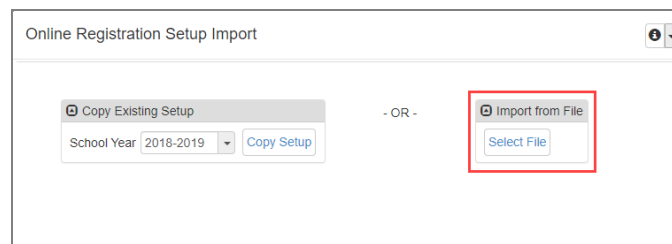
- **Import from File**

This option copies the OLR setup from one school year from one site or environment to another.



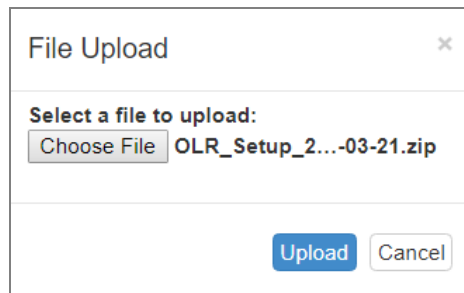
You must first export the OLR setup file.

- a. Log in to the website the OLR setup will be imported to.
- b. Select *Import OLR Setup* from the **Menu** to open the Online Registration Setup Import window.
- c. Click **Select File** to open the File Upload window.

The screenshot shows the same "Online Registration Setup Import" window. In this view, the "Import from File" section on the right is highlighted with a red box, showing the "Select File" button. The "Copy Existing Setup" section on the left is no longer highlighted.

Online Registration Setup Import Window

- d. Click **Chose File** and select the OLR Setup zip file.
- e. Click **Upload**.



File Upload Window

- f. Select *Insert*, *Update*, or *Replace* as the **Action** for lines in Views, Business Objects, and Mail Merge District Definition sections.

Online Registration Setup Import

Go Back Import File: OLR\_Setup\_2018\_2019-03-21 (2).zip

**User Groups**

Line	User Group
1	Task - Online Enrollment Processing

These user groups will be created empty. After the import, add members and verify the setup matches the original environment for these groups.

**Views**

Line	View	Resolved View	Differences	Action
1	UD.olr RESOLVED STUFF	UD.olr RESOLVED STUFF	Field 'AIP', Field 'AIP2', Field 'AKASuffix...' (5)	Replace

**Business Objects**

Line	Business Object	Resolved Business Object	New Properties	Action
1	UD.UDStudent	UD.UDStudent	AIP2	Update

**Mail Merge District Definitions** + Add

Line	Mail Merge District Definition	Resolved Mail Merge District Definition	Differences	Action
1	Generic Registration Form	Generic Registration Form	Greek document	Replace

Online Registration Setup Import Window

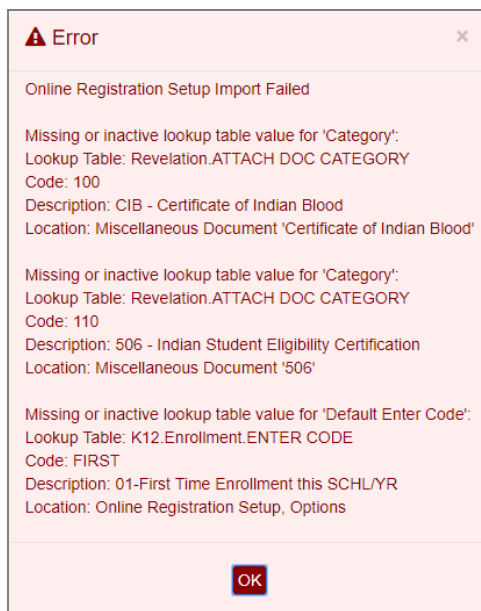


This screen displays if there are Views, Business Objects, or Mail Merge District Definitions that need to be imported. It displays detailed information on the specific areas of data import and setup that you need to review and select and **Action** for in the User Groups, Views, Business Objects, and Mail Merge Definitions sections.

The User Groups are created empty. You need to update the members and add them to the user groups associated in the OLR setup.

## Import Error Message

Missing data elements in the new environment stops the import and displays an error message with detailed information on the missing data elements. You must address these to continue with the import.



*Error Message*

## Adding Custom Documents

1. Navigate to **Synergy SIS > Online Registration > Setup > Online Registration Setup**.
2. Click **Add** in the Custom Student Documents section.
3. Enter the **Order** and document **Title**. The document **Title** displays in Online Registration and on the Student screen.
4. Select the **District Mail Merge** document.
5. Select the **Document Category**.
6. Select **Require Download** to require the parent/guardian to download the document in the Documents module before submitting the student registration.

7. Select the type of student enrollments that require the document in **Include for Students: New, Reenrolling, and Returning**.



The document does not display in Online Registration if you do not select a student enrollment option.

Line	Order	Title	District Mail Merge	Document Category	Require Download	Include for Students			Condition
						New	Reenrolling	Returning	
1	1	Primary Home Language Fr	Primary Home Language	Online Registration Forms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Condition 2
2	2	Registration Form	Registration Form	Online Registration Forms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Online Registration Setup Screen

8. Click **Save**.
9. Click **Show Detail** to set conditions for specific students that require the document.

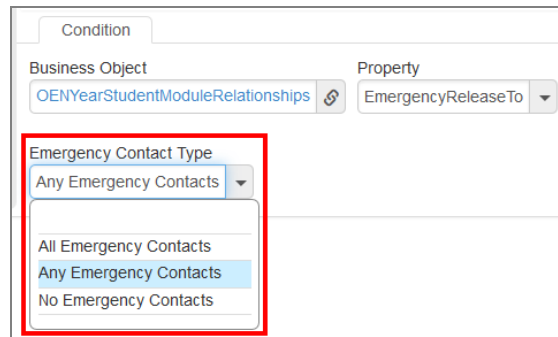


The Options section in the Custom Student Documents detail displays the same options available in the Custom Student Documents section. Selecting an option here is the same as selecting the option in the **Require Download** and **Include for Students** columns.

10. Use the Conditions section to define specific data elements the student must meet in order to require the custom student document.
  - a. Click **All are True** in the Conditions section.
  - b. Change the **Type**, if needed.
    - Select *All are True* for an AND condition.
    - Select *Any Are True* for an OR condition.
  - c. Select an option in the **Actions** menu to add additional condition info.
    - *Add Container to...* – Adds an *All are True/Any are True* option to the conditions tree

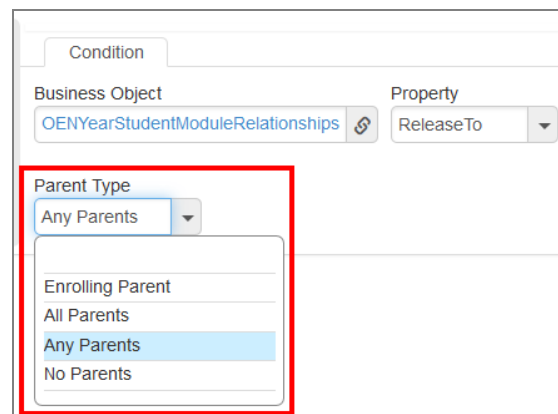
- *Add Property Condition to...* – Adds a property condition to the Conditions tree. For example, only students graduating in a certain class year.

Additional options display when selecting Parents or Emergency Contacts for the **Business Object** of a Property Condition. These additional options allow you to define the **Emergency Contact Type** and **Parent Type**.



The screenshot shows the 'Property Condition Screen' with the 'Condition' tab selected. The 'Business Object' is set to 'OENYearStudentModuleRelationships' and the 'Property' is 'EmergencyReleaseTo'. The 'Emergency Contact Type' dropdown menu is open, showing options: 'Any Emergency Contacts' (selected), 'All Emergency Contacts', 'Any Emergency Contacts', and 'No Emergency Contacts'.

*Property Condition Screen*



The screenshot shows the 'Property Condition Screen' with the 'Condition' tab selected. The 'Business Object' is set to 'OENYearStudentModuleRelationships' and the 'Property' is 'ReleaseTo'. The 'Parent Type' dropdown menu is open, showing options: 'Any Parents' (selected), 'Enrolling Parent', 'All Parents', 'Any Parents', and 'No Parents'.

*Property Condition Screen*

- *Add Special Condition to...* – Adds a condition for *Address Changed* or *Immunization Changed* as the **Special Condition Type**
- *Add Enrolling Status Condition to...* – Adds a condition for *New*, *Reenrolling*, or *Returning* students to the Conditions tree

- d. Click **Simplify Conditions** after entering all your conditions. Selecting this option organizes the conditions so that you can easily read and verify the conditions set for the custom document.

The screenshot shows the 'OLR Condition' window. At the top, there's a menu bar with 'Menu', 'Save', 'Undo', and 'Close'. Below that, it displays 'Name: Condition 5', 'School Year: 2019-2020', 'Condition Count: 3', and 'Usage Count: 0'. There are tabs for 'Condition' and 'XML'. The 'Condition' tab is active, showing a list of conditions: 'All are True', 'MedName not equal to "Tylenol"', 'Any are True', 'Immunization Changed', and 'HealthMedicationApproval not equal to "Yes"'. Below this list, the 'Simplify Conditions' button is highlighted with a red box. Other buttons include 'Delete Conditions'. There's also a 'Description' text area and a 'Locations this condition is being used' section with a table header: 'Line', 'Type', and 'Location'.

OLR Condition Screen

11. Click **Save**. The **Conditions XML** tab displays the XML for the conditions. You can copy these conditions and use them in the **Conditions XML** tab for other documents.

The screenshot shows the 'OLR Condition' window with the 'XML' tab selected. The 'XML' tab is highlighted with a red box. The main area displays XML code for the conditions. The code starts with an opening tag for 'OLRConditionContainer' and includes several nested tags for 'ChildConditions' and 'ChildConditionContainers'. The XML code is as follows:

```
<OLRConditionContainer ID="C315F6F2-1A6F-4CAB-BD77-EB986EFD0270" ConditionOperator="AND" V="1">
  <ChildConditions>
    <OLRCondition ID="9015B164-A539-4E39-860B-16920BDCC691">
      <PropertyConditionType>CurrentValue</PropertyConditionType>
      <BodObjectGU>3B0D517D-295F-44EC-A379-5FBC5BB47492</BodObjectGU>
      <BodObjectProp>ContactEmail</BodObjectProp>
      <ConditionInverter>Not</ConditionInverter>
      <ConditionType>Equal</ConditionType>
      <ConditionValue>@</ConditionValue>
    </OLRCondition>
  </ChildConditions>
  <ChildConditionContainers>
    <OLRConditionContainer ID="D24EABF8-19D7-4372-BFBB-B109CE441B5A" ConditionOperator="OR">
      <ChildConditions>
        <OLRCondition ID="4152CE06-D7C3-4727-B97F-BB44D4D1B4E2">
          <SpecialConditionType>AddressChanged</SpecialConditionType>
        </OLRCondition>
        <OLRCondition ID="255E4E1F-A34C-4462-A74B-C0CE6F7ABCA1">
          <PropertyConditionType>CurrentValue</PropertyConditionType>
          <BodObjectGU>7BABB71-CC7D-41B5-B6EA-9BEB8484D8B5</BodObjectGU>
          <BodObjectProp>HasNoMedication</BodObjectProp>
          <ConditionInverter>Not</ConditionInverter>
        </OLRCondition>
      </ChildConditions>
    </OLRConditionContainer>
  </ChildConditionContainers>
</OLRConditionContainer>
```

OLR Condition Screen, XML Tab

## Excluding Document Categories

You can exclude documents uploaded from Online Registration from saving on to the **Documents** tab of the Student screen. The excluded documents are available only when they are in the **Review with the Registration Queue** tab, prior to being accepted. Once accepted, the excluded documents are not available.

1. Focus to the school year that affects the enrollment options for Online Registration Setup.
2. Navigate to **Synergy SIS > Online Registration > Setup > Online Registration Setup**.
3. Click **Add**.
4. Select a **Document Category**.
5. Select **New Students** for a document category to exclude documents from saving on new student's records.
6. Select **Reenrolling Students** for a document category to exclude documents from saving on reenrolling student's records.
7. Select **Returning Students** for a document category to exclude documents from saving on returning student's records.

The screenshot shows the 'Online Registration Setup' interface. At the top, there's a title bar with 'Online Registration Setup' and a menu icon. Below it, a 'Configuration for the System Year: 2018-2019' section includes 'Options' and 'Registration Modules' tabs. The 'School Year' is set to '2018' and 'Extension' is 'Regular'. There are sections for 'Review Options' and 'Accept Options'. Below these is a 'Custom Student Documents' section with '+ Add' and 'Show Detail' buttons. The main section is 'Document Categories to Exclude from Saving to the Student Screen', which has a '+ Add' button highlighted with a red box. Below this is a table with columns for 'Line', 'Document Category', and 'Exclude for Students' (with sub-columns for 'New Students', 'Reenrolling Students', and 'Returning Students').

X	Line	Document Category	Exclude for Students		
			New Students	Reenrolling Students	Returning Students
	1	School Project	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	2	IEP Documentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	3	Military orders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	4	Home Address Verification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Online Registration Setup Screen



- Click **Save**. The documents not selected for exclusion display on the **Documents** tab of the Student screen. The **Doc Type** is blank for the **Document Category** excluded on the Online Registration Setup screen.

Line	Doc Date	Doc Category	Doc Comment	Doc Type	Visible in PVUE	Acknowledgement Required
1	12/11/2018	School Project	School Project.docx		<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	12/11/2018	IEP Documentation	IEP.pdf		<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	12/11/2018	Military orders	Military orders.png		<input type="checkbox"/>	<input type="checkbox"/>
4	12/11/2018	Home Address Verification	Water Bill.png		<input type="checkbox"/>	<input type="checkbox"/>

Student Screen, Documents Tab

## Translation Setup

You can translate messages and titles for custom student documents.

- Navigate to **Synergy SIS > System > Setup > Translation**.
- Select the **Business Objects** tab.
- Select the **Translation Language**.
- Enter *K12.onlineenrollmentinfo.setup* for the **Namespace**.
- Enter *oenyear* for the **Name**.
- Enter *msg\** for the **Property**.
- Click **Filter** to display these items.

Translation Language: Spanish

Set the following dropdown and click the Create Default Translation button to create a default translation in the language you have specified. This translation is accomplished with a computerized engine and will not have the accuracy of a human translator. The translation will be applied to all tabs that have filter criteria set.

Translator Engine Language:  [Create Default Translation](#)

Translation Conditions Summary

[Refresh Condition Status](#) ☐ Reports ☐ BO ☐ Lookup ☐ View ☐ Master Data

Filter Options

Namespace: K12.onlineenrollmentinfo.setup Name: oenyear Property: msg\*

☐ Apply Report Filters to Business Objects [Filter](#)

Business Objects

Line	Namespace	Name	Property	Label	Label Override	Translated Label	Lock	Translate
------	-----------	------	----------	-------	----------------	------------------	------	-----------

Translation Screen, Business Objects Tab

8. Click **Translate** for each line in the Business Objects section.

**Translation**

Menu Save Undo

Reports **Business Objects** Lookup Views Master Data

Translation Language: Spanish

Set the following dropdown and click the Create Default Translation button to create a default translation in the language you have specified. This translation is accomplished with a computerized engine and will not have the accuracy of a human translator. The translation will be applied to all tabs that have filter criteria set.

Translator Engine Language: Spanish Create Default Translation

Translation Conditions Summary

Refresh Condition Status Reports BO Lookup View Master Data

Filter Options

Namespace: K12.onlineenrollmentinfo.setup Name: oenyyear Property: msg\* Filter

Apply Report Filters to Business Objects

Business Objects

Line	Namespace	Name	Property	Label	Label Override	Translated Label	Lock	Translate
1	K12.OnlineEnrollmentInfo.Setup	OENYear	MsgCustStuDocDocument	Document				Translate
2	K12.OnlineEnrollmentInfo.Setup	OENYear	MsgCustStuDocDownloadAllDocuments	Download All Documents				Translate
3	K12.OnlineEnrollmentInfo.Setup	OENYear	MsgCustStuDocErrorMustDownloadDocument	You must download this document				Translate
4	K12.OnlineEnrollmentInfo.Setup	OENYear	MsgCustStuDocStudent	Student				Translate

Translation Screen, Business Objects Tab

9. Click **Save**.
10. Select the **Master Data** tab.
11. Select the **Translation Language**.
12. Select *K12.OnlineEnrollmentInfo.Setup* for the **Namespace**.
13. Select *OLRCustomStudentDoc* for the **Name**.
14. Select *Title* for the **Property 1**.
15. Click **Filter** to display these items.

**Translation**

Menu Save Undo

Reports Business Objects Lookup Views **Master Data**

Translation Language: Spanish

Set the following dropdown and click the Create Default Translation button to create a default translation in the language you have specified. This translation is accomplished with a computerized engine and will not have the accuracy of a human translator. The translation will be applied to all tabs that have filter criteria set.

Translator Engine Language: Spanish Create Default Translation

Translation Conditions Summary

Refresh Condition Status Reports BO Lookup View Master Data

A subscription to either Microsoft's Translation API or Google Cloud Translation API is required to utilize data-driven translations. Please enter your subscription key in [System Configuration > Options > API Configuration].

Filter Options

Filter Group: No Filter Available Namespace: K12.OnlineEnrollmentInfo.Setup Name: OLRCustomStudentDoc

Property 1: Title Property 2: Property 3: Property 4: Property 5:

Hide Translated Records Filter

Data

Line	Row	Property	DataValue	Translation	Lock	Translate
------	-----	----------	-----------	-------------	------	-----------

Translation Screen, Master Data Tab

16. Click **Translate** for each line in the Data section.

**Translation**

Menu Save Undo

Reports Business Objects Lookup Views **Master Data**

Translation Language Spanish

Set the following dropdown and click the Create Default Translation button to create a default translation in the language you have specified. This translation is accomplished with a computerized engine and will not have the accuracy of a human translator. The translation will be applied to all tabs that have filter criteria set.

Translating Engine Language Spanish Create Default Translation

Translation Conditions Summary

Refresh Condition Status Reports BO Lookup View Master Data

A subscription to either [Microsoft's Translation API](#) or [Google Cloud Translation API](#) is required to utilize data-driven translations. Please enter your subscription key in [System Configuration > Options > API Configuration].

Filter Options

Filter Group Namespace K12.OnlineEnrollmentInfo.Setup Name OLRCustomStudentDoc

No Filter Available

Property 1 Property 2 Property 3 Property 4 Property 5

Title

Hide Translated Records

Filter

Data

Line	Row	Property	DataValue	Translation	Lock	Translate
1	1	Title	Registration Form			Translate

Translation Screen, Master Data Tab

17. Click **Save**.

## Viewing Documents in Online Registration

The Custom Student Documents display by student and appear on the Documents screen. Click the document name to download the document individually. You can also click **Download All Documents** to include all documents in one file.

Student	Document
Ian Aaron	<a href="#">Primary Home Language Form</a>
	<a href="#">Registration Form</a>
Billy Abbott	<a href="#">Primary Home Language Form</a>
	<a href="#">Registration Form</a>
<a href="#">Download All Documents</a>	

Online Registration, Documents Screen

Parents must download any documents marked **Require Download** before continuing in Online Registration. The documents also display at the bottom of the Review screen.


Student	Document
Ian Aaron	<a href="#">Primary Home Language Form</a>
	<a href="#">Registration Form</a> You must download this document
Billy Abbott	<a href="#">Primary Home Language Form</a> You must download this document
	<a href="#">Registration Form</a> You must download this document
<a href="#">Download All Documents</a>	

Online Registration, Documents Screen

## Viewing Documents in the Registration Queue

---

Before you accept the registration, you can download and review the custom student documents by clicking **Review** on the Registration Queue screen. The custom student documents display at the bottom of the Review screen.

Student	Document
Ian Aaron	Primary Home Language Form
	Registration Form
Billy Abbott	Primary Home Language Form
	Registration Form
 Download All Documents	

*Review Screen*

## Chapter 7: ParentVUE Setup

---

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## ParentVUE Account Creation Options

Different options are available to prevent account duplication and duplicate email use. You can also disable ParentVUE account creation.

### Account Creation Questions

You can create questions that display during the account creation process to eliminate the creation of duplicate Online Registration (OLR) accounts. These questions have accepted answers. Parents are required to respond to these questions during the account creation process to determine if an account should be created.

1. Navigate to **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration**.
2. Select the **Online Registration** tab.

**ParentVUE and StudentVUE Configuration**

Menu | Save | Undo

PVUE Configuration | **Online Registration** | Activation Key Configuration | Contact / Privacy | Contact | Course Requests | Email | Languages | Acknowledgements

Online Registration Account Creation Options

Any answer to the following questions that is not the Accepted Answer will result in the parent being unable to register.

Questions + Add

×	Line	Order	Question	Accepted Answer
+	1		Do you currently have a student attending a school in Demo district?	No
+	2		Have you ever had a student that attended a school in Demo district?	No
+	3		Do you have a ParentVUE account?	No

*ParentVUE And StudentVUE Configuration Screen, Online Registration Tab*

3. Click **Add** in the Questions section.
4. Enter the question content:
  - **Order** – Order of the questions as they appears in ParentVUE
  - **Question** – Question the parent must answer
  - **Accepted Answer** – Expected answer to question: Yes or No

5. Edit the default **Message When Registration is Rejected** to customize the message if parents answer questions incorrectly.

The screenshot shows the 'ParentVUE and StudentVUE Configuration' interface. The 'Online Registration' tab is selected. A table lists three registration questions. Below the table, the 'Message When Registration is Rejected' field is highlighted with a red box. It contains the text: 'One or more questions have been answered incorrectly. Please contact the Demo School District at 480-555-5555 for further assistance.'

Line	Order	Question	Accepted Answer
1		Do you currently have a student attending a school in Demo district?	No
2		Have you ever had a student that attended a school in Demo district?	No
3		Do you have a ParentVUE account?	No

ParentVUE And StudentVUE Configuration Screen, Online Registration Tab

6. Click **Save**.

The Parent Account Activation page displays the defined questions after the parent clicks the Create New Account link.

The screenshot shows the 'Online Registration Account Access' screen. It features a login form with fields for 'User Name' and 'Password', and a 'Login' button. Below the login form, the 'Create a New Account' link is highlighted with a red box. There is also a 'Forgot Password' link. The screen is for 'Edupoint School District'.

Online Registration Account Access Screen

Parents must select answers and click **Continue** or **Return to login**.

The screenshot shows a web form titled "Parent Account Activation". Inside the form is a light blue box with the text "Please answer the following question(s) before proceeding." Below this are three questions, each with "Yes" and "No" radio button options:

- Do you currently have a student attending a school in Demo district? ☐ Yes ☐ No
- Have you ever had a student that attended a school in Demo district? ☐ Yes ☐ No
- Do you have a ParentVUE account? ☐ Yes ☐ No

At the bottom of the form are two buttons: "Continue" (in blue) and "Return to login" (in white with a grey border).

*Parent Account Activation Screen*

- The defined message displays indicating that the parent cannot continue the process if the answers do not match.
- The next page of Online Registration account creation opens if the answers match.



A parent must wait seven days after a failed attempt to create a new OLR account before attempting it again.

The screenshot shows a web form titled "Parent Account Activation". Inside the form is a light grey box with the title "Step 1 of 3: Privacy Statement". Below the title is an error message: "One or more questions have been answered incorrectly. Please contact the Demo School District at 480-555-5555 for further assistance." At the bottom of the box is a "Return to login" button.

*Parent Account Activation Screen*



## Email Address Duplication Setup

Monitoring email addresses is another option to prevent OLR account duplication. The system validates email addresses prior to sending an account creation link to the parent. You can send an email to the parent if the email is linked to an existing account. The parent cannot create a new OLR account using that email. The parent receives the expected account creation email if the email address does not match an existing account.

1. Navigate to **Synergy SIS > System > Setup > Email Content**.
2. Click **Add** to create a new email notification for duplicate email addresses.



See [Email Setup](#) for more information.

The screenshot shows the 'Email Content' configuration interface. At the top, there's a toolbar with 'Menu', 'Save', 'Undo', '+ Add', and 'X Delete'. Below this is the 'Content' section with fields for 'Content Namespace' (K12.OEN), 'Content Key' (Duplicate Email), 'Default Language' (English), and 'Content Type' (ParentVUE). The 'Content Sections' section is expanded, showing a table with one row: '1 English'. To the right of this table, the 'Language: English' section is visible, with 'HTML' and 'Text' tabs. The 'Text' tab is selected, showing 'Language' (English) and 'Email Subject' (Duplicate Email). Below this is the 'Email Content' text area, which contains the following text: 'Dear Parent/Guardian -', 'This email address is already associated with a ParentVUE account within the Edupoint School District. Please confirm that the email address typed is correct and that you do not already have a ParentVUE account.', and 'If you have any questions, please contact Edupoint School District.'

*Email Content Screen, Content Sections Detail*

3. Click **Save**.
4. Navigate to **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration**.
5. Select the **Online Registration** tab.

6. Select the defined email content defined by clicking the link for **Email Content When User Email Address Already Exists**.

**ParentVUE and StudentVUE Configuration**

Menu

[PVUE Configuration](#) [Activation Key Configuration](#) [Contact / Privacy](#) [Contact](#) [Course Requests](#) [Email](#) [Languages](#) [Acknowledgements](#)

**Online Registration**

Questions

	Line	Order	Question	Accepted Answer
<input type="checkbox"/>	1	1	Do you currently have a student attending a school in Demo district?	No
<input type="checkbox"/>	2	2	Have you ever had a student that attended a school in Demo district?	No
<input type="checkbox"/>	3	3	Do you have a ParentVUE account?	No

Message When Registration is Rejected

One or more questions have been answered incorrectly. Please contact the Demo School District at 480-555-5555 for further assistance.

body

**Other Options**

☒ Email Content When User Email Address Already Ex  
[K12 OEN Duplicate Email](#)

☐ Do not allow new parent creation.

ParentVUE And StudentVUE Configuration Screen, Online Registration Tab

7. Click **Save**.

The parent submits their ParentVUE account information and receives an email after the system verifies their email address.

**Parent Account Creation**

**Step 2 of 3: Create Your Account**

Please enter your first name, last name, and your email address

**First Name**  
Harold

**Last Name**  
Acevedo

**Email Address**  
parent@email.com

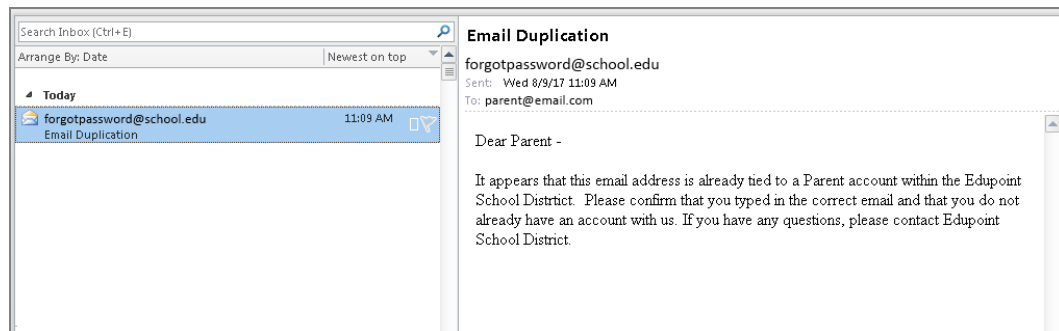
**Confirm Email Address**  
parent@email.com

**9J U4C** Type the characters you see in this picture  
9JU4C

[Continue to Step 3](#)

*Parent Account Creation Screen*

- Parents receive the email selected in ParentVUE and StudentVUE Configuration and the parent account is not created if the email address already exists.
- Parents receive the account creation email with the link to complete the account creation process if the email address does not exist.



*Duplicate Email Sample*

## Disable New Parent Creation Setup

You can disable new OLR account creation on the ParentVUE and StudentVUE Configuration screen.

1. Navigate to **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration**.
2. Select the **Online Registration** tab.
3. Select **Do not allow new parent creation** in the Other Options section.

**ParentVUE and StudentVUE Configuration**

Menu Save Undo

**Online Registration** (selected)

Questions + Add

Line	Order	Question	Accepted Answer
1	1	Do you currently have a student attending a school in Demo district?	No
2	2	Have you ever had a student that attended a school in Demo district?	No
3	3	Do you have a ParentVUE account?	No

Message When Registration is Rejected

One or more questions have been answered incorrectly. Please contact the Demo School District at 480-555-5555 for further assistance.

Other Options

Email Content When User Email Address Already Exists  
K12 OEN Duplicate Email

☒ Do not allow new parent creation

ParentVUE And StudentVUE Configuration Screen, Online Registration Tab

4. Click **Save**.

Parents cannot create a new Online Registration account. The link to create a new account does not display on the Online Registration Account Access screen.

**Online Registration Account Access**

Login

**Edupoint School District**

User Name:

Password:

Login

More Options

Forgot Password

English | Español | Français | 廣東 | suomi | Deutsch

Online Registration Account Access Screen

## ParentVUE Setup

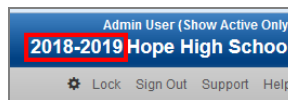
### Setting Up Future Year Extensions



Online registration is only available for **Regular** year extensions.

The Year Extension Setup section on the ParentVUE and StudentVUE Configuration screen determines the order of year extensions, as well as allowing future extension and the next school year to be included.

1. Focus to the school year in which Online Student Registration is available.



Synergy Home Screen

2. Navigate to **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration**.
3. Select *Regular* or *Summer* in the **Current ParentVUE/StudentVUE Year Extension** to determine the active year for ParentVUE/StudentVUE in the Student Enrollment Information section.



The **Current ParentVUE/StudentVUE Year Extension** cannot be blank.

4. Click **Add** in the Year Extension Setup section.
5. Define the extension:

**ParentVUE and StudentVUE Configuration**

Menu ▾ | Save | Undo

PVUE Configuration | Activation Key Configuration | Contact / Privacy | Contact | Course Requests | Email | Languages

Student Enrollment Information

INSTRUCTIONS: The *Current ParentVUE/StudentVUE Year Extension* field determines the active year extension for ParentVUE/StudentVUE. The *Year Extension Setup* grid determines the order of year extensions as well as allowing future extensions and the next year to be included. When a student from a future extension/year is included, they will not have access to anything year-specific like Grades, Attendance, etc. The order of the extension is significant to future extensions should a student transition from one school to another between extensions, the order will rely on the first school found in the list on or after the current extension. For the *Year Extension Setup* grid to determine student enrollment, the *Current ParentVUE/StudentVUE Year Extension* needs to be selected, and that extension also needs to exist in the grid.

Current ParentVUE/StudentVUE Year Extension  
Regular ▾

Year Extension Setup | + Add

×	Line	Order	Year Extension	Next Year
	1	1	Regular	<input type="checkbox"/>
	2	2	Night	<input type="checkbox"/>
	3	3	Summer	<input type="checkbox"/>
	4	4	Regular	<input checked="" type="checkbox"/>

ParentVUE And StudentVUE Configuration Screen

- **Order** – Enter a unique number that signifies the order of the extensions, current year before future year.
- **Year Extension** – Select **Regular** or **Summer**.
- **Next Year** – Select if the Year Extension is not a part of current year.



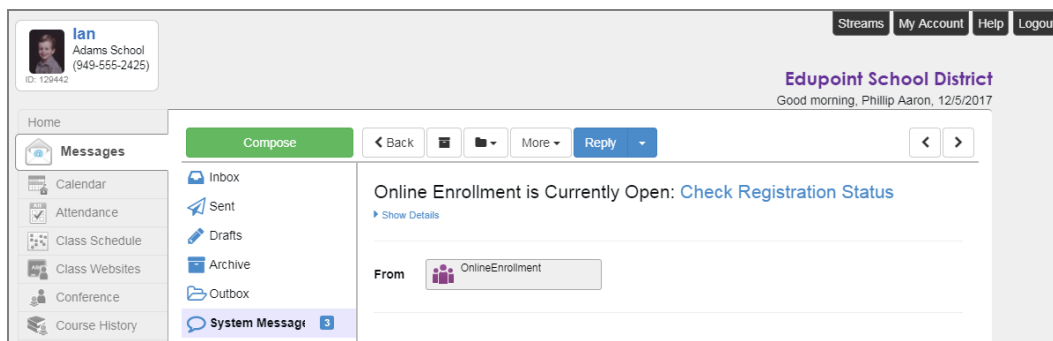
The Year Extension Setup is not used if the extension is not found in the section.

The combination of **Year Extension** and **Next Year** must be unique.

6. Click **Save**.

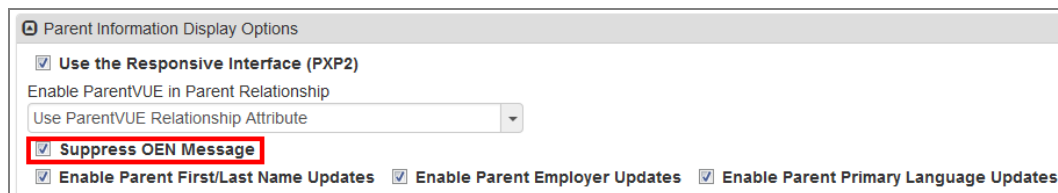
## ParentVUE Online Registration Message

Normally, a message displays in ParentVUE notifying the parent that online registration is available. You can hide this message from displaying.



ParentVUE 2.0, Messages Tab

1. Navigate to **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration**.
2. Select **Suppress OEN Message**.



ParentVUE And StudentVUE Configuration Screen

3. Click **Save**.

## Uploading Policy Documents



All policies and parent acknowledgments defined in ParentVUE and StudentVUE Configuration are shown to the parent during the online registration process. Responses are stored on the Parent screen in the **ParentVUE** tab.

The Policy module is skipped when the parent is using online registration if no document is provided.

1. Navigate to **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration**.
2. Select the **Acknowledgements** tab.
3. Click **Add** in the Parent Acknowledgements section to upload the policy document.

Line	Display Order	Inactive	Name	Content	Document File Name	View
1		<input checked="" type="checkbox"/>	ConscientiousObjection.doc	No student is required to have an immunization that is contrary to the conscientiously held beliefs of his/her	ConscientiousObjection.docx	
2	1	<input type="checkbox"/>	Edupoint School District Co	Please take a moment to read through the Edupoint School District's Uniform Code of Conduct. Parent's are	Code of Conduct.docx	

ParentVUE And StudentVUE Configuration Screen, Acknowledgements Tab

4. Modify the document information:
  - **Name** – Enter the file name.
  - **Content** – Enter a description that the parent sees prior to reviewing the document.
5. Click **Save**.
6. Select a document and click **Show Detail**.
7. Select the **Applicable Grade Levels** that require acceptance of the policy.

Line	Name	Grade Levels
1	Edupoint School District Code of Conduct	
2	OLR Policy.docx	<input type="checkbox"/> PS <input type="checkbox"/> K <input type="checkbox"/> 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 12+
3	ConscientiousObjection.docx	

ParentVUE And StudentVUE Configuration Screen, Acknowledgements Tab, Parent Acknowledgments Detail

8. Select **Require Download** to prevent parents from clicking **Yes** without downloading the document.
9. Select **Do Not Show in Online Registration** to have this acknowledgement display only in ParentVUE and not in OLR.

*ParentVUE And StudentVUE Configuration Screen, Acknowledgements Tab*

10. Enter the **Yes Response Override** to override the text that displays on the **Yes** button when asking parents to accept the policy.
11. Enter the **No Response Override** to override the text that displays on the **No** button.
12. Enter the **Skip Override** to override the text that displays on the **Skip** button.
13. Select **Show the "Signature" Button** to require that the parent provides an electronic signature to confirm acceptance. The signature must exactly match the name on the ParentVUE account for the **Yes** button to activate.



Parents do not need to enter a signature to click **Skip**.

14. Select **Hide the "Skip" Button** to prevent parents from using this option.
15. Select **Hide the "No" Button** to prevent parents from using this option.

*ParentVUE And StudentVUE Configuration Screen, Acknowledgements Tab*

16. Click **Save**.



## Making Storage Available

Make storage is available for document upload through Online Registration.

1. Navigate to **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration**.
2. Enter a number for the **Digital Locker Size Limit (in MB)**. Documents cannot exceed the size listed.
3. Click **Save**.

ParentVUE and StudentVUE Configuration

Menu Save Undo

PVUE Configuration Acknowledgements Online Registration Activation Key Configuration Contact / Privacy Contact Course Requests Email Languages

Student Information Display Options

Digital Locker Size Limit (in MB) 2

*ParentVUE And StudentVUE Configuration Screen*

## Overriding Account Information

The My Account tab cannot be used to update parent information to prevent adding conflicting parent data in Synergy SIS and reverting the current parent data to older parent data.

### Changing the Label Using Property Override

1. Navigate to **Synergy SIS > System > Setup > Property Override**.
2. Navigate to **K12 > K12.PXP > PXPPublic > OEN\_MyAccountInfoBoxMsg**.
3. Enter the **Label**. This text overrides the current text on the Account Information page in OLR.



You can enter HTML code and the text displays accordingly.

**Property Override**

Menu ▾ Save Undo

Property Override

- OEN\_ErrCreateParent
- OEN\_ErrCreatePXP
- OEN\_FailedVerifyByGoogle
- OEN\_FormConfirmPassword
- OEN\_FormPassword
- OEN\_FormUserID
- OEN\_LabelConfirmEmail
- OEN\_LabelEmail
- OEN\_LabelFirstName
- OEN\_LabelLastName
- OEN\_LoginAccountAccess
- OEN\_LoginCreateAccount
- OEN\_LoginNeedAccount
- OEN\_MyAccountInfoBoxMsg**
- OEN\_Previous
- OEN\_RedirectHeader
- OEN\_RedirectInstructions
- OEN\_RedirectNotice
- OEN\_Registration
- OEN\_REMINDMELATER
- OEN\_RequiredRedirectInstructions
- OEN\_Return
- OEN\_ReturnToLogin

**Current**

Type: String

Label: Detailed account information can be viewed through My Account on ParentVUE. Short Label Display Length Default Value: 1

Mandatory: NO

Property is used in state reporting: NO

**Override**

Label: Detailed account information can be viewed through My Account on ParentVUE. (highlighted)

Short Label: Display Length:

Default Value: Mandatory:

Property is used in state reporting:

Property Override Screen

Home Status My Account Logout

## Account Information

Edupoint School District

Good morning, Jo , 5/22/2019

**Detailed account information can be viewed through My Account on ParentVUE.**

Change Password

### Account Access History

Date	Time	Logged in Successful?	IP Address Accessed From
05/22/2019	8:05 AM	Yes	10.200.2.89
05/21/2019	11:32 AM	Yes	10.200.2.89
05/21/2019	11:01 AM	Yes	10.200.2.89
05/21/2019	11:01 AM	No	10.200.2.89


Online Registration, Account Information Screen

## My Account Tab

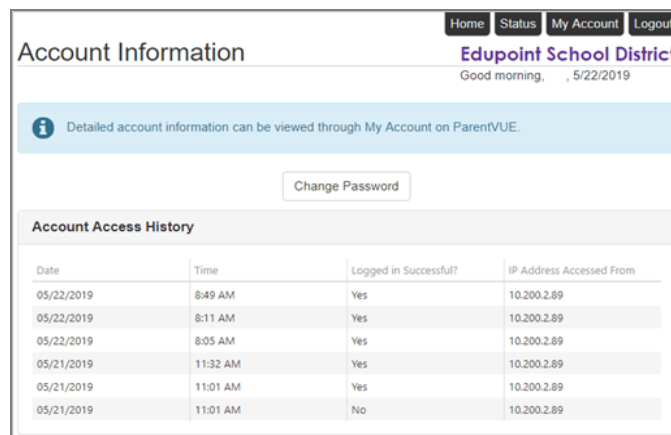
Parents only use the My Account tab in OLR to reset their password and view the login history.

1. Log in to OLR.
2. Click **My Account**.



The information displayed in the label next to  helps parents navigate to ParentVUE and update information there instead.

The My Account tab in ParentVUE displays the original My Account interface and the information can be updated from ParentVUE.



Date	Time	Logged in Successful?	IP Address Accessed From
05/22/2019	8:49 AM	Yes	10.200.2.89
05/22/2019	8:11 AM	Yes	10.200.2.89
05/22/2019	8:05 AM	Yes	10.200.2.89
05/21/2019	11:32 AM	Yes	10.200.2.89
05/21/2019	11:01 AM	Yes	10.200.2.89
05/21/2019	11:01 AM	No	10.200.2.89

Online Registration, Account Information Screen

## Customizing Parent Registration Options

### Editing Messages in Online Registration

You can edit the default registration message text available to parents on the Messages page of ParentVUE.



Deselect **Suppress OEN Message** on the ParentVUE and StudentVUE Configuration screen to use these options.



ParentVUE And StudentVUE Configuration Screen

1. Navigate to **Synergy SIS > System > Setup > Property Override**.
2. Navigate to **K12 > K12.PXP > PXPPublic**.

3. Select one of the following properties:

- **MsgOLRBeginRegistration** – Message that appears for users beginning the OLR process
- **MsgOLRCheckRegistrationStatus** – Message that appears for users checking the status of their application
- **MsgOLRCurrentlyOpen** – Message sent to ParentVUE users informing them that OLR is open
- **MsgOLRResumeRegistration** – Message that appears for users resuming an open registration

4. Enter the new message in **Label**.

**Property Override**

Menu ▾ Save Undo

Property Override

Mail\_Term  
Mail\_To  
Mail\_Today  
Mail\_Today\_at  
Mail\_UnableToAddAttachment  
Mail\_UnableToDeleteFolderText  
Mail\_UnableToDeleteFolderTitle  
Mail\_Unassigned  
Mail\_UserGroup  
Mail\_UserGroups  
Mail\_Users  
Mail\_WaitingToLoadTranslation  
Mail\_Yes  
Mail\_Yesterday  
Mail\_Yesterday\_at  
MsgOLRBeginRegistration  
MsgOLRCheckRegistrationStatus  
MsgOLRCurrentlyOpen  
MsgOLRResumeRegistration  
MustEnterQuantity  
MustPayHighestPriorityFeesFirst  
MyAccessOnlyMessage  
MyAccount

**Current**

Type  
String

Label  
Begin Registration

Short Label Display Length Default Value  
Begin Registration 100

Mandatory  
NO

Property is used in state reporting  
NO

**Override**

Label  
[Empty Field]

Short Label Display Length  
[Empty Field] [Empty Field]

Default Value Mandatory  
[Empty Field] ☐

☐ Property is used in state reporting

*Property Override Screen*

5. Repeat this process for any other messages.

6. Click **Save**.

## Parent Registration Rights

The parent viewing options selected on the ParentVUE and StudentVUE Configuration screen apply to online registration. A parent can view the Student, Emergency Contacts, and Parent data if they do not have limited access.



See *Synergy SIS – ParentVUE and StudentVUE Administrator Guide* for more information.

### Parents with Registration Rights

Parents with full registration rights based on the selections on the ParentVUE and StudentVUE Configuration screen and on the **Children** tab have access to all Parent/Guardian details, Emergency Contacts, and Student data.

Online Registration

Introduction

Family

Parent/Guardian

Emergency

Students

Documents

Review/Submit

STUDENTS

2018-2019

Please add or update student details for each student you want to enroll:

Students to enroll in 2018-2019

	First Name	Last Name	Gender	Grade	Status
<div>Edit</div> <div>Exclude</div> <div>Delete</div>	Ian	Aaron	Male	04	<div>Complete</div>
<div>Edit</div> <div>Exclude</div> <div>Delete</div>	Billy	Abbott	Male	12	<div>Complete</div>

+ Add New Student

Demo School District is only accepting new student registration through the online registration tool. Students listed as excluded may be excluded because they already have an existing and active record or have since graduated.

Students to exclude from 2018-2019

First Name	Last Name	Gender	Grade	Reason
Theresa	Aaron	Female		You do not have permission to edit or view this student.

Online Registration, Students Screen

## Parents with Limited Registration Rights

Parents with limited registration rights do not have access to the Parent, Student, and Emergency Contacts data related to that student.

The student displays in the Students to exclude from section on the Students screen. Synergy SIS also disables the **View** option.

Online Registration, Students Screen

## Verify Security Relationship Attributes



Do not change parent/guardian security rights while the registration process is active.

1. Navigate to **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration**.
2. Review the **Student Info Filter** in the Student Information Display Options section. This is the security right required to view the student information in Online Registration.

ParentVUE And StudentVUE Configuration Screen

3. Review the option selected in **Enable ParentVUE in Parent Relationship**.

- *Do Not Use ParentVUE Relationship Attribute (default)* – Parents must have **Contact Allowed** and **Ed Rights** selected to view information for the child in ParentVUE.
- *Use ParentVUE Relationship Attribute* – Parents must have **ParentVUE** and **Contact Allowed** to view information for a child in ParentVUE.

**ParentVUE and StudentVUE Configuration**

Menu ▾ Save Undo

PVUE Configuration | Activation Key Configuration | Contact / Privacy | Contact | Course Requests | Email | Languages | Acknowledgements

Online Registration

**Parent Information Display Options**

☒ Use the Responsive Interface (PXP2)

Enable ParentVUE in Parent Relationship ▾

Do Not Use ParentVUE Relationship Attribute (default) | Use ParentVUE Relationship Attribute

☒ Enable Parent Employer Updates ☒ Enable Parent Primary Language Updates

☐ Disable Update Review

**Student Enrollment Information**

INSTRUCTIONS: The Current ParentVUE/StudentVUE Year Extension field determines the active year extension for ParentVUE/StudentVUE. The Year Extension Setup grid determines the order of year extensions as well as allowing future extensions and the next year to be included. When a student from a future extension/year is included, they will not have access to anything year-specific like Grades, Attendance, etc. The order of the extension is significant to future extensions should a student transition from one school to another between extensions, the order will rely on the first school found in the list on or after the current extension. [For the Year Extension Setup grid to determine student enrollment, the Current ParentVUE/StudentVUE Year Extension needs to be selected, and that extension also needs to exist in the grid.](#)

Current ParentVUE/StudentVUE Year Extension  
Regular ▾

ParentVUE And Student VUE Configuration Screen

4. Click **Save**.

## Additional OLR Relationship Security

1. Navigate to **Synergy SIS > Setup > Online Registration > Online Registration Setup**.
2. Select the **Parent/Guardian** tab.
3. Select the Relationship Security options to indicate which rights allow parents to view and edit student information. These options are in addition to the ones selected on the ParentVUE and StudentVUE Configuration screen.



Do not change parent/guardian security rights while the registration process is active.



Only the most current record displays on the Parent/Guardian Relationships screen if duplicate student/parent relationship records exist. Any parental rights changes made in OLR transfer on the Student screen when the school accepts the registration, and Synergy SIS deletes the older student/parent relationship records.

The following flags will be used to determine whether a parent/guardian can view and edit any information for a specific student.							
Lives With	Contact Allowed	Educational Rights	Has Custody	Enrolling Parent	Mailings Allowed	Release To	Financial Responsibility
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Online Registration Setup, Registration Modules Tab



The above image displays **Educational Rights** and **Has Custody** as selected and they cannot be modified. These options are selected on the ParentVUE and StudentVUE Configuration screen.



## Parent/Guardian Relationships in OLR

The enrolling parent in OLR always has security rights to student information and has the corresponding options automatically selected on the Online Registration Setup screen on the Parent/Guardian Relationships screen. Parents cannot modify their own options to prevent parents from eliminating their own rights.



The **Lives With** option is automatically selected based on the Primary Address for the student listed on the Student screen.

Relationship	First Name	Last Name	Gender	Lives With	Contact Allowed	Ed Rights	Has Custody	Mailings Allowed	Release To	Financial Resp
Mother	Kathleen	Aaron	Female	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- OR -										
<input type="checkbox"/> No Relationship										
Step-Father	Jonathon	Jones	Male							
- OR -										
<input type="checkbox"/> No Relationship										
Father	Phillip	Aaron	Male	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Online Registration, Parent/Guardian Relationships Screen

- Enrolling parents must select the **Relationship** for each Parent/Guardian listed and their security rights for each student.
- Parent/Guardians with the required Relationship Security rights only have access to that student's information and emergency contacts in OLR. These settings do not apply to student information in ParentVUE.

## Verifying Reenrollment

The Verify Reenrollment process allows parents to skip the registration process by verifying existing student registration.

You can only use the Online Registration Verify Enrollment process in the **next** school year after completing the New Year Rollover Process for the new school year.

You must roll students into the new school year.



You must complete and enable Online Registration Setup for the next school year.

The Verification Process is for existing students only and works with the following **Enrollment Options**:

- *Allow new enrollments and re-enrollments*
- *Do not allow new enrollments*

## Online Registration Setup

1. Navigate to **Synergy SIS > Online Registration > Setup > Online Registration Setup**.
2. Select **Verification Process Enabled**.

**Online Registration Setup**

Menu ▾ Save Undo

Configuration for the System Year: **2018-2019**

Options Registration Modules

School Year: 2018 Extension: Regular ▾

**Status**

Registration Close Date represents the last date a new registration can be started. Final Submit Date represents the last date a started registration can be submitted. If Final Submit Date is empty, the Close Date will be used for both

☒ **Registration Enabled**

Registration Open Date: 07/08/2017 Registration Close Date: 07/06/2019 Final Submit By Date:

Force Registration: ▾

Only enable the verification process if you use New Year Rollover to create student enrollment records. Verification process will only allow parents to verify existing enrollment records.

☒ **Verification Process Enabled**

Online Registration Setup Screen

3. Click **Save**.

## Online Registration – Verify Enrollment Process

Existing parents with students that have complete registration data skip the registration modules in Online Registration and go directly to the Review/Submit screen to verify the registration. The parent can go through the modules listed to edit data, click **Review** to review and edit data, or select **Verify** and click **Submit** to verify enrollment.

The screenshot shows the 'Online Registration' sidebar on the left with modules: Introduction, Family, Parent/Guardian, Emergency, Students, Documents, and Review/Submit (active). The main area is titled 'REVIEW/SUBMIT' for the '2018-2019' school year. A 'Review' button is highlighted. Below it, a message states: 'Review allows you to confirm all data entered during the registration process to ensure accuracy. When complete, press Submit below.' A table lists two students:

Status	Verify Information	Student	Grade Level	School Selection	Data Changes	Comments
Ready To Submit	Verify	Ian Aaron	05	Adams Elementary	39 changes made. Please click Review for more info.	
Ready To Submit	Verify	Billy Abbott	12	Hope High School	40 changes made. Please click Review for more info.	

At the bottom, there are '<< Previous' and 'Submit' buttons.

Online Registration, Review/Submit Screen

Synergy SIS directs existing parents with students that have incomplete required registration data through the modules in Online Registration to complete the necessary data. Once completed, the parent submits their student registration.

This screenshot is similar to the previous one but shows that the 'Verify Information' column for both students is 'N/A' instead of having 'Verify' buttons. The 'Ready To Submit' buttons remain.

Status	Verify Information	Student	Grade Level	School Selection	Data Changes	Comments
Ready To Submit	N/A	Ian Aaron	05	Adams Elementary	39 changes made. Please click Review for more info.	
Ready To Submit	N/A	Billy Abbott	12	Hope High School	40 changes made. Please click Review for more info.	

Online Registration, Review/Submit Screen

The **Not Returning to District** option displays on the Review/Submit screen if you have the **Show Student Not Returning Option** enabled on the Demographics module. Synergy SIS no-shows the student with the date and summer withdrawal code assigned in Online Registration setup after accepting this registration on the Registration Queue screen.



See [Setting Up Registration Modules](#) for more information.

This screenshot shows an additional column, 'Not Returning To District', with checkboxes for both students. The 'Verify Information' column is 'N/A'.

Status	Verify Information	Not Returning To District	Student	Grade Level	School Selection	Data Changes	Comments
Ready To Submit	N/A	<input checked="" type="checkbox"/>	Ian Aaron	05	Adams Elementary	39 changes made. Please click Review for more info.	
Ready To Submit	N/A	<input checked="" type="checkbox"/>	Billy Abbott	12	Hope High School	40 changes made. Please click Review for more info.	

Online Registration, Review/Submit Screen

## Synergy SIS – Verification Process

### Registrations with No Changes

Verified enrollments with no changes made to the registration data display on the OEN Verification List screen. No other process is necessary for these enrollments unless you want to change the **Current Enter Code**.

The OEN Verification List screen lists all students with enrollments verified through Online Registration, Registration Queue, or Student screens.



The Total Verification List displays the verification count. The filter options are not reflected in the count. Some processes such as accept or retract may require you to refresh the screen to update the registration count.

1. Navigate to **Synergy SIS > Online Registration > OEN Verification List**.

**OEN Verification List**

Menu ▾ Save Undo

Verification List

Total Verification List: 17

Verification List

Line	Student Name	SIS Number	Current Enrollment			Previous Enrollment		
			Current School Name	Current Grade Level	Current Enter Code	Previous School Name	Previous Grade Level	Previous Enter Code
1	Aaron, Mary E.	997097	Hope High School	10	R5			
2	(Abbott, Billy C.)	905483	Hope High School	12	R1	Hope High School	11	E1
3	(Acevedo, Ashley)	901830	Hope High School	10	E4			
4	Acunia, Kenneth O.	110412	Hope High School	10	R4			
5	Adair, Timothy S.	888621	Hope High School	11	E1			
6	Dawson, Sarah	997066	Hope High School	10	E1			
7	Fong, Keith K.	873373	Hope High School	12	E1			

OEN Verification List Screen

2. Modify the **Current Enter Code**, if needed.

**Student**

Menu ▾ Save Undo Add Delete

Student Name: **Abbott, Billy C.** School: **Hope High School** Homeroom: **403** Teacher: **Andrews, M.**

Demographics Parent/Guardian Other Info Emergency Enrollment **Enrollment History** Classes Documents Contact Log

Last Name: Abbott First Name: Billy Middle Name: C Suffix: Perm ID: 905483 State ID: 0001341311 Grade: 12 Gender: Male

Language Spoken at Home: English

Enrollment History

Line	School Year	Enter Date	Enter Code	Leave Date	Leave Code	Grade	School	ADA/ADM	Track	Summer Withdrawal Code	Summer Withdrawal Date
1	2017-2018	07/26/2017	E1			12	Kennedy High School				
2	2017-2018	07/04/2017	E1			12	Hope High School				
3	2017-2018 Night	06/30/2017	E9			12	King High School				

Student Screen, Enrollment History Tab

3. Click **Save**.

## Registrations with Changes

Registrations submitted with changes made to registration data post to the [Registration Queue screen](#) in Synergy SIS. The school/district assigned personnel review and process the data by accepting or denying the registration. Accepted registrations post to the OEN Verification List.

## Student Enrollment Verification

The **Enrollment** tab on the Student screen indicates Enrollment Verification. You cannot manually update the enrollment verification data. The information displayed depends on the method used to accept the registration.

- Registration accepted in Registration Queue:
  - **Verified Date** displays the date the user accepted registration.
  - **Verified By** displays the school/district personnel who accepted the registration.
- Enrollment verified and submitted through Online Registration:
  - **Verified Date** displays the date the parent verified the enrollment through Online Registration.
  - **Verified By** displays the parent that logged in and verified the enrollment through Online Registration.
- Enrollment verified by clicking **Verify Enrollment** on the **Enrollment** tab of the Student screen:
  - **Verified Date** displays the date the user verified enrollment.
  - **Verified By** displays the school/district personnel who verified enrollment.
  - **Verified In Person** indicates that the user verified enrollment in person.

**Student**

Menu Save Undo Add Delete

Student Name: **Aaron, Ian** School: **Adams School** Homeroom: Teacher:

Demographics Parent/Guardian Other Info Emergency **Enrollment** Enrollment History Classes Documents Contact Log

Notes

Last Name First Name Middle Name Suffix Perm ID State ID Grade Gender

Aaron Ian 129442 0010685150 05 Male

Language Spoken at Home

English

**Enrollment Verification**

**Verify Enrollment**

Verified Date Verified By Verified In Person

Student Screen, Enrollment Tab

## Open Online Registration from Parent

Districts that have Online Registration can use **Open ParentVUE as Parent** to open the parent's OLR information.

1. Navigate to **Synergy SIS > Parent > Parent**.
2. Select the **ParentVUE** tab.
3. Click **Open ParentVUE as Parent**.

Parent Screen, ParentVUE Tab

4. Select the **Registration** tab or the **Online Registration** tab in ParentVUE.

ParentVUE 1.0 Screen, Registration Tab

ParentVUE 2.0 Screen, Online Registration Tab

You can view and edit the parent's OLR information.

Home

Status

My Account

ParentVUE

Logout

Edupoint School District

Good afternoon, Phillip Aaron, 3/12/2019

Online Registration

Introduction

Family

Parent/Guardian

Emergency

**Students**

Documents

Review/Submit

STUDENTS

2018-2019

Please add or update student details for each student you want to enroll:

Students to enroll in 2018-2019

	First Name	Last Name	Gender	Grade	Status
<div>Edit</div> <div>Exclude</div> <div>Delete</div>	Ian	Aaron	Male	04	<div>Complete</div>
<div>Edit</div> <div>Exclude</div> <div>Delete</div>	Billy	Abbott	Male	12	<div>Complete</div>

Add New Student

Students to exclude from 2018-2019

First Name	Last Name	Gender	Grade	Reason
Theresa	Aaron	Female		You do not have permission to edit or view this student.

Online Registration, Students Screen

## Using Mobile Devices for Online Registration

Registration using iOS and Android mobile devices, including cell phones and tablet computers, is user-friendly. This may also affect desktop computers, particularly when the screen size is reduced to less than 1000 pixels wide.

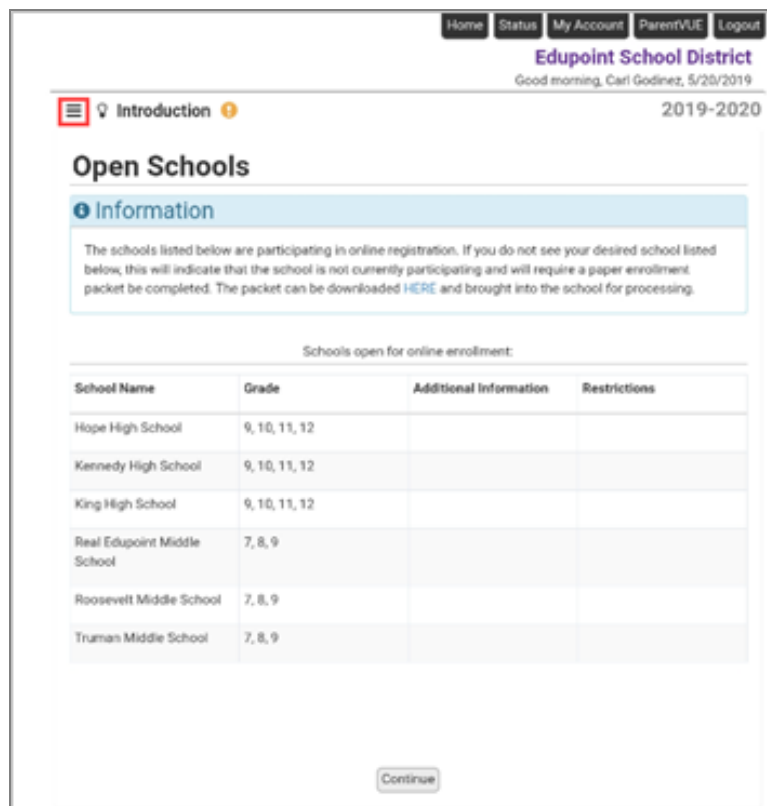


You must have the minimum versions for ParentVUE and StudentVUE applications.

- ParentVUE – Version 5.3.11
- StudentVUE – Version 5.3.12

### OLR Menu Icon

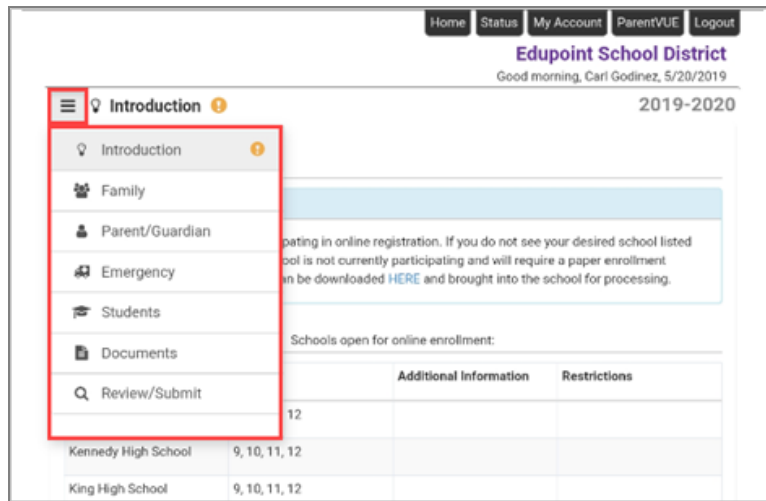
When the screen width of a device is less than 1000 pixels, usually with mobile devices unless it is a tablet held in landscape mode, the OLR menu usually displayed on the left side of the screen is replaced with a three-bar icon on the top left of the screen. Tapping on the icon opens the menu.



Online Registration Home Screen




1. Log in to OLR.
2. Click .



Online Registration Home Screen

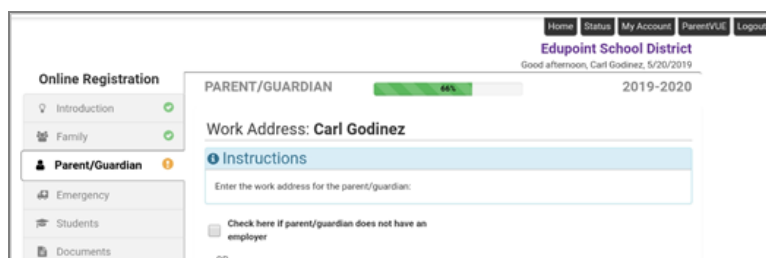


This screen displays the OLR menu on the left side of the screen without the  icon when the width is greater than 1000 pixels on a tablet computer in landscape mode.

## Progress Bar

There is no progress bar shown at the top of the pages in OLR when the screen width of a device is less than 1000 pixels.

- With the progress bar



Online Registration, Parent/Guardian Screen

- Without the progress bar

Online Registration, Parent/Guardian Screen

## No Documents Page Displayed

The Documents page does not display in OLR when there are no documents to upload. The **Document Upload** option displays in OLR when the *Demographics Continued Page* is included for the **Demographics Module** in the Student-Specific Enrollment Modules section as a proof of birth is required. The Documents page does not display in OLR when this page is not included, and no document in the Non-Student Enrollment Modules can be uploaded.



This is not device-dependent.

1. Navigate to **Synergy SIS > Online Registration > Setup > Online Registration Setup**.
2. Select the **Registration Modules** tab.
3. Select the **Demographics Module** in the Student-Specific Enrollment Modules section.
4. Click **Show Detail**.
5. Select the **Pages** tab.
6. Click **X** for the *Demographics Continued Page* if it exists, to ensure that it is not included.

Line	Module	Order	Page	Condition	Preview
1	Demographics	1	Demographics	+	Preview
2	Relationships	2	Demographics Continued	+	Preview
3	Ethnicity and Race	3	Contact Info	+	Preview
4	Language Survey	4	McKinney Vento	+	Preview
5	UD INTERNAL ELL				
6	Health Information				
7	Immunization				

Online Registration Setup Screen, Registration Modules Tab, Student-Specific Enrollment Modules Detail, Pages Tab

7. Click **Save**.

There may not be any documents to upload in the *Family Module* in OLR. But if the **Do not show document upload prompts** option in the Documents section is selected, the upload prompts definitely do not display.

1. Select the *Family Module* in the Non-Student Enrollment Modules section.
2. Click **Show Detail**.
3. Select **Do not show document upload prompts**.
4. Click **Save**.

The screenshot shows the 'Online Registration Setup' interface. At the top, there's a header with 'Menu', 'Save', 'Undo', and 'Preview' buttons. Below this, it says 'Configuration for the System Year: 2019-2020' and 'Registration Enabled: No'. There are tabs for 'Options', 'Registration Modules' (which is highlighted with a red box), 'Module Tree', and 'Lottery'. Under 'Registration Modules', there are fields for 'School Year' (2019) and 'Extension' (Regular). Below these are 'Module Options' with 'Auto Accept Changes' set to 'Allow' and a checkbox for 'Require user to review each page'. The 'Non-Student Enrollment Modules' section has a table with columns 'Line' and 'Module'. The table lists three modules: '1 Family', '2 Parent/Guardian', and '3 Emergency'. The 'Family' module is selected. To the right of the table, there are buttons for 'Options', 'Pages', and 'Reenroll Property Override'. Below the table, there are sections for 'Notify', 'In Boundary', and 'Documents'. The 'Documents' section has a checkbox labeled 'Do not show document upload prompts' which is checked and highlighted with a red box. There is also a 'Preview' button at the bottom right of the 'Documents' section.

Online Registration Setup Screen, Registration Modules Tab, Non-Student Enrollment Modules Detail

## Removed Phone Number of Emergency Contacts from Emergency Contact Order Page

The phone numbers of the emergency contacts no longer display on the Emergency Contact Order page.



This is not device-dependent.

The screenshot shows the 'Emergency Contact Order' page for Anna Godinez. At the top, there are navigation links: Home, Status, My Account, ParentVUE, and Logout. Below these is the 'Edupoint School District' logo and a greeting: 'Good afternoon, Carl Godinez, 5/20/2019'. The page title is 'Emergency Contact Order: Anna Godinez'. There is a section for 'Instructions' that says 'Drag and drop the contacts below in the order in which they should be contacted in the event of an emergency:'. Below this, there is a list of contacts with numbered green boxes: 1. Carl Godinez (Father), 2. Nancy Godinez (Mother), and 3. Connie Garcia (Friend). At the bottom, there are two buttons: '< Previous' and 'Save And Continue >'.

Online Registration, Students Emergency Contact Order Screen

## Default Language Survey Page

When the **Reset Registration Modules to Default Settings** menu option is selected, the *AZ Language Survey page* is selected as the default page for the *Language Survey Module* for Arizona districts. For all other states, the *Language Survey* is the default page.



This is not device-dependent.

1. Navigate to **Synergy SIS > Online Registration > Setup > Online Registration Setup**.
2. Select *Reset Registration Modules to Default Settings* from the **Menu**.

The screenshot shows the 'Online Registration Setup' screen. At the top, there is a 'Menu' dropdown, a 'Save' button, and an 'Undo' button. Below these, there is a list of options. The first option, 'Reset Registration Modules to Default Settings', is highlighted with a red box. Other options include 'Convert Custom Student Document Conditions', 'View Audit Detail For Online Registration Setup', 'Import OLR Setup', and 'Export OLR Setup'.

Online Registration Setup Screen

3. Select the **Registration Modules** tab.

4. Select the **Language Survey Module** in the Student-Specific Enrollment Modules section.
5. Click **Show Detail**.
6. Select the **Pages** tab.
  - For all AZ districts

**Online Registration Setup**

Configuration for the System Year: **2019-2020** Registration Enabled: **No**

Options **Registration Modules** Module Tree Lottery

School Year: 2019 Extension: Regular

Module Options

Auto Accept Changes: Allow

Require user to review each page

Non-Student Enrollment Modules

Line	Order	Module	User Group to Notify	Preview
1	1	Family		Preview
2	2	Parent/Guardian		Preview
3	3	Emergency		Preview

Student-Specific Enrollment Modules

Line	Module
1	Demographics
2	Relationships
3	Ethnicity and Race
4	Language Survey
5	UD INTERNAL ELL

Options **Pages** Property Override

Pages

Line	Order	Page	Condition	Preview
1	1	AZ Language Survey	Language Survey	Preview

Online Registration Setup Screen, Registration Modules Tab, Student-Specific Enrollment Modules Detail, Pages Tab

- For all non-AZ districts

**Online Registration Setup**

Configuration for the System Year: **2019-2020** Registration Enabled: **No**

Options **Registration Modules** Module Tree

School Year: 2019 Extension: Regular

Non-Student Enrollment Modules

Student-Specific Enrollment Modules

Line	Module
1	Demographics
2	Ethnicity and Race
3	Health Information
4	Immunization
5	Information Release
6	Language Survey

Options **Pages** Property Override

Pages

Line	Order	Page	Condition	Preview
1	1	Language Survey		Preview

Online Registration Setup Screen, Registration Modules Tab, Student-Specific Enrollment Modules Detail, Pages Tab

## Chapter 8: Managing Online Registration

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# Registration Queue Setup

## Setting Review-Only Mode

You can set the Registration Queue to Review-Only Mode for all users.



This option hides the Accept and Deny Actions in the Registration Queue, allowing only review of registrations.

This option affects the Registration Queue for all school years.

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **System** tab.
3. Select **Review-Only Mode** in the Registration Queue section.

*District Setup Screen, System Tab*

4. Click **Save**.

Line	Registration Date	Student	Grade	Currently Enrolled	Max	Registering Parent	Note	In Boundary	Disc	Health	Programs	Status	Documents	Changes	Actions
1	11/01/2013	Fransome, Kins	11	873	871	Fransome, Jenny	Enter a Note	✓		✗					Review
2	11/01/2013	Terry, Tami	11	873	871	Thibet, Ron	Enter a Note	✓							Review
3	11/10/2013	Zelwig, Abbey	11	873	871	Zelwig, Yathron	Enter a Note								Review
4	05/19/2016	Zipperer, Russell L.	12	826	825	Zipperer, Ernest	Enter a Note			✗					Review

*Registration Queue Screen*

## Prevent Acceptance for Inactive Students

You can stop users from accepting online registrations for inactive students in the Online Registration (OLR) school year. This option prevents the creation of an enrollment record for a student that is not returning in that school year.



This option only affects students in the Registration Queue that previously no-showed or are not active in the current OLR school year. Students with enrollment records in the school year process normally.

1. Navigate to **Synergy SIS > Online Registration > Setup > Online Registration Setup**.
2. Select *Do not allow accept, do not email parent on deny* for **Action to perform when student is not active in the OLR year**.

**Online Registration Setup**

Menu Save Undo

Configuration for the System Year: **2018-2019**

Options Registration Modules

School Year: 2018 Extension: Regular

Automatically exclude re-enrolling students on registration (only without an enrollment record in the registration year)  
Show all active and inactive students in the included grid (default)

**Duplicate Students**  
Select action when a duplicate student is detected during accept:  
No warning and allow registration

**Mail Merge**  
Mail Merge Name  
OLR Registration Form

**Accept Options**  
Registration Accept Option: Default to first day of school and default enter code and FTE  
Default Enter Code: E1  
Default FTE: 1.00: Student qualifies for full ADM funding

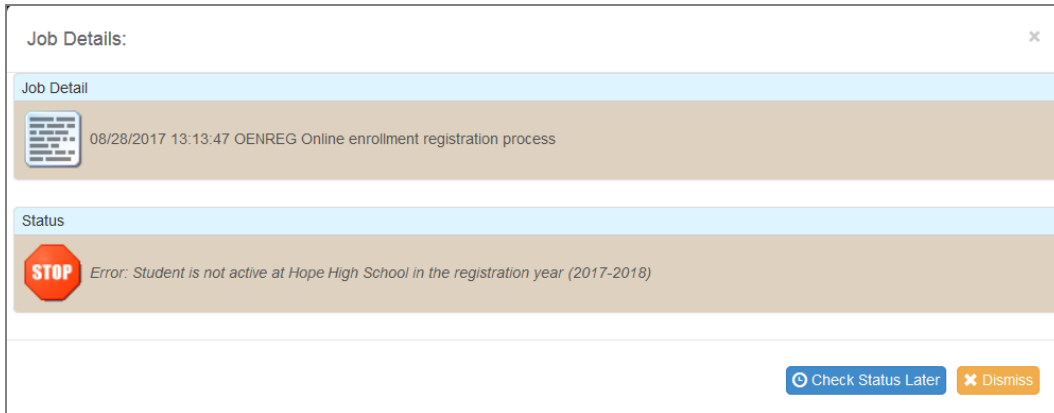
**Action to perform when student is not active in the OLR year**  
Do not allow accept, do not email parent on deny

Online Registration Setup Screen

3. Click **Save**.



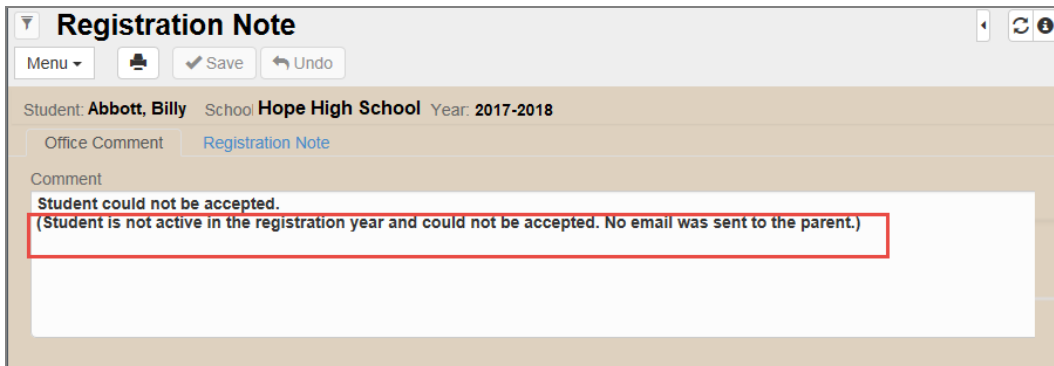
An error message generates indicating that the student is inactive and the registration cannot be completed when accepting the student on the Registration Queue screen. The registration remains in the queue.



The screenshot shows a 'Job Details' window with a close button (X) in the top right corner. It contains two main sections: 'Job Detail' and 'Status'. The 'Job Detail' section shows a timestamp '08/28/2017 13:13:47' and the text 'OENREG Online enrollment registration process'. The 'Status' section features a red octagonal 'STOP' icon and an error message: 'Error: Student is not active at Hope High School in the registration year (2017-2018)'. At the bottom right, there are two buttons: 'Check Status Later' and 'Dismiss'.

Job Details Window

Select the **History** tab and view the record after denying the registration for a student. Click the **Office Comment** link to view the **Comment** that has *(Student is not active in the registration year and could not be accepted. No email was sent to the parent.)* added to the end of the entry.



The screenshot shows the 'Registration Note' screen. At the top, there's a header with a filter icon, the title 'Registration Note', and icons for back, refresh, and help. Below the header is a toolbar with 'Menu', a printer icon, 'Save', and 'Undo'. The main content area displays student information: 'Student: Abbott, Billy', 'School: Hope High School', and 'Year: 2017-2018'. There are two tabs: 'Office Comment' and 'Registration Note'. The 'Registration Note' tab is active, showing a 'Comment' section. The comment text is: 'Student could not be accepted. (Student is not active in the registration year and could not be accepted. No email was sent to the parent.)'. The text is enclosed in a red rectangular box.

Registration Note Screen

## Managing the Registration Queue

The user group designated as enrollment management uses the Registration Queue screen. They are notified of a new registration application and control the approval of new student enrollment at a given school. The screen has two tabs:

- The **Registrations** tab displays all the submitted online registration requests waiting for processing.
- The **History** tab provides a list of processed online registration applications for that given year.



You can use the Query screen to access data for submitted registrations using the **ProgressData** field of the *K12.PXP.PXPOENProgressStudent* business object. The **Status** value determines if the data is for registrations *Waiting* in a registration queue, or for processed registrations that are *Accepted* or *Denied*.

See the *Synergy SIS – Query and Reporting Guide* for more information on running queries.

## Viewing the Registrations Tab

1. Navigate to **Synergy SIS > Online Registration > Registration Queue**.




You can sort registration by certain values, such as **Registration Date** and **Grade**.



The Total Pending Registrations displays the pending registration count. The filter options are not reflected in the count. Some processes such as accept or retract may require you to refresh the screen to update the registration count.

Registration Queue																
Menu <input type="button" value="Save"/> <input type="button" value="Undo"/>																
School: <b>Hope High School</b> School Year: <b>2018</b>																
Registrations History																
Accepted Enrollment Options																
Enter Date: 07/02/2018 Enter Code: E1 FTE: 1.00																
Total Pending Registrations: 7																
Registrations waiting to be processed Show Detail																
Line	Registration Date	Student	Grade	Grade Totals	Currently Enrolled	Max	Registering Parent	Note	In Boundary	Disc	Health	Programs	Status	Documents	Changes	Actions
1	11/01/2013	Fransome, Kils	11	873	871		Fransome, Jerry	Enter a Note	✓							Review Find Accept Deny
2	11/01/2013	Terry, Tami	11	873	871		Thibet, Ron	Enter a Note	✓							Review Find Accept Deny
3	11/10/2013	Zelwig, Abbey	11	873	871		Zelwig, Yathron	Enter a Note								Review Find Accept Deny
4	05/19/2016	Zippener, Russell L.	12	826	825		Zippener, Ernest	Enter a Note								Review Find Accept Deny

Registration Queue Screen

2. Review the registration information.

- Click  to email the parent who completed the registration application directly from the **Parent Email** column.

- In the Boundary column:
  -  – Indicates the student home address is within the boundary of the school
  -  – Indicates the student's home address is within the district boundary, but is outside of the school boundary
  - Blank – Indicates the student's home address is outside of the district and school boundary
- Registration Notes:
  - a. Select **Enter a Note** to enter a note concerning the student's registration. The Registration Note screen displays with two tabs.
    - Use the **Office Comment** tab to save in the Office Comment column on the [History tab](#).
    - Use the **Registration Note** tab to save in the Note column on the **Registrations** tab.
  - b. Click **Save**. The registration note saves in the student registration.






These notes are for the Registration Queue and are not saved to the student record, shared with other schools, or included in parent emails.













The **Note** remains with the student registration record when moved to the **History** tab after the student registration is accepted or denied.

The Office Comment on the Registration Denial Confirmation window saves on the [History tab](#) when denying a student registration.

Click the link, delete the text, and click **Save** to clear the **Office Comment** or **Note**.

- **Registration Flags** indicate that this enrollment contains information for review by the user group designated for that area. For instance, the health office staff would review health issues or the vice-principal might review discipline issues. Hover over the icon to display a message.
  - **Disc** – Indicates that the student has a discipline incident in their history
  - **ELL** – Indicates that the student has an ELL program in their history
  - **Health** – Indicates that the student has a health condition
  - **SE** – Indicates that the student has Special Education needs

- **Reenroll** – Indicates that the student is reenrolling
  -  – Indicates the student was previously enrolled in the current school. Hover over the icon to view the school year and school.
  -  – Indicates the student was previously enrolled in a different school. Hover over the icon to view the school year and school.
  -  – Indicates a student not returning. Click **Accept** to process the student enrollment, which no-shows the student with the date and summer withdrawal code selected in the Online Registration Setup.
- **Duplicate** – Indicates that the student might be a duplicate. See [Finding Duplicates](#).
- **Documents** – The left column indicates that you can download attached documents. The right column indicates that documents will be delivered to the school. See [Viewing Uploaded Documents](#).
- **Changes** – The left column indicates that a normal change was made to the student's application. The right column indicates that a critical change was made to the student's application. See [Viewing Changes and Critical Changes](#).

Registration Flags							
Disc	ELL	Health	SE	Reenroll	Duplicate	Documents	Changes
						 	
							
Student <b>Suspended</b> : 09/14/2011 Reason: Fighting							
							 
							
							

Registration Queue Screen, Registrations Tab

3. Select an Action to **Review**, **Find**, **Accept**, or **Deny** the registration.



Your district selected [Review-Only Mode](#) or modified your permissions if **Review** is the only action displayed here.

## Viewing Uploaded Documents

You can view uploaded documents on both the Registration Queue screen and when reviewing the student's OLR application.

### Viewing Documents in the Registration Queue

1. Navigate to **Synergy SIS > Online Registration > Registration Queue**.
2. Select a registration with document flags and click **Show Detail**.

Registration Queue

Menu Save Undo Clear Filters

School: Hope High School School Year: 2017

Registrations History

Registrations waiting to be processed Show Detail

Line	Registration Date	Student	Grade Totals			Registering Parent Name	In Boundary	Note	Registration Flags							Actions			
			Grade	Currently Enrolled	Max				Disc	ELL	Health	SE	Reenroll	Duplicate	Documents				
1	10/22/2013	Dawson, Sarah	10	1057	1050	Dawson, Ted	✓	Enter a Note										Review Find Accept Deny	
2	11/01/2013	Fransome, Kris	11	869	871	Fransome, Jerry	✓	Enter a Note										Review Find Accept Deny	
3	11/10/2013	Wolf, Lowie	10	1057	1050	Wolf, Harry	✓	Enter a Note										Review Find Accept Deny	
4	11/10/2013	Zelwig, Abbey	11	869	871	Zelwig, Yathron		Enter a Note										Review Find Accept Deny	
5	05/19/2016	Zipperer, Russell L.	12	824	825	Zipperer, Ernest		Enter a Note										Review Find Accept Deny	
6	01/09/2017	Zehring, Shawn P.	11	869	871	Zehring, Randall	✓	Enter a Note										Review Find Accept Deny	
7	06/06/2017	Miller, Maxwell M.	10	1057	1050	Miller, Kelly	✓	Enter a Note										Review Find Accept Deny	
8	08/23/2017	Williams, Bryce L.	09	2	1050	Williams, Jerry		Look into the Health...										Review Find Accept Deny	
9	04/27/2018	Fairchild, Nancy E.	12	824	825	Fairchild, Lori		Enter a Note										Review Find Accept Deny	

Registration Queue Screen

3. Review the documentation information:
  - Uploaded Documents – Includes the documents uploaded from OLR by the parent/guardian



The **New** option in the Uploaded Documents section indicates it is the first time the parent/guardian uploaded the document with this student registration, instead of the document displaying due to re-enrollment.

- Documents to be Delivered – Includes the documents the parent/guardian will hand-deliver

**Registration Queue**

Menu ▾ Save Undo Clear Filters

School: **Hope High School** School Year: **2017**

Registrations History

Registrations waiting to be processed Hide Detail

Student Name: **Fairchild, Nancy E.** Perm ID: **984703** Grade: **12** Gender: **Female** Birth Date: **12/16/1999**

Details Changes History Email Queue

Registration Details

Uploaded Documents

Line	New	Document Type	Document Category	File Name	Download
1	<input checked="" type="checkbox"/>	Birth Verification	Birth Certificate or Affidavit	Birth certificate.docx	
2	<input checked="" type="checkbox"/>	Custodial Release Forms	Custodial Release Forms	Test document3.docx	
3	<input checked="" type="checkbox"/>	Primary Home Address Verification	Property tax receipt	Test document.docx	
4	<input checked="" type="checkbox"/>	Secondary Home Address Verification	Bank statement	Test document2.docx	

Documents to be Delivered

Line	Document Type
1	District Athletics Waiver
2	Immunization Card
3	Individualized Healthcare Plan
4	Secondary Home Address Verification

Registration Queue Screen

4. Click the **Download** icon in the Uploaded Documents section to open the document.

## Viewing Documents in OLR

1. Navigate to **Synergy SIS > Online Registration > Registration Queue**.
2. Click **Review** to view a registration. The Review/Submit screen in OLR displays.

Registration Queue

Menu Save Undo Clear Filters

School: Hope High School School Year: 2017

Registrations History

Registrations waiting to be processed Show Detail

Line	Registration Date	Student	Grade Totals			Registering Parent Name	In Boundary	Note	Registration Flags								Actions		
			Grade	Currently Enrolled	Max				Disc	ELL	Health	SE	Reenroll	Duplicate	Documents	Changes			
1	10/22/2013	Dawson, Sarah	10	1057	1050	Dawson, Ted	✓	Enter a Note											Review Find Accept Deny
2	11/01/2013	Fransome, Kris	11	869	871	Fransome, Jerry	✓	Enter a Note											Review Find Accept Deny
3	11/10/2013	Wolf, Lowie	10	1057	1050	Wolf, Harry	✓	Enter a Note											Review Find Accept Deny
4	11/10/2013	Zelwig, Abbey	11	869	871	Zelwig, Yathron		Enter a Note											Review Find Accept Deny
5	05/19/2016	Zipperer, Russell L.	12	824	825	Zipperer, Ernest		Enter a Note											Review Find Accept Deny
6	01/09/2017	Zehring, Shawn P.	11	869	871	Zehring, Randall	✓	Enter a Note											Review Find Accept Deny
7	06/06/2017	Miller, Maxwell M.	10	1057	1050	Miller, Kelly	✓	Enter a Note											Review Find Accept Deny
8	08/23/2017	Williams, Bryce L.	09	2	1050	Williams, Jerry		Look into the Health...											Review Find Accept Deny
9	04/27/2018	Fairchild, Nancy E.	12	824	825	Fairchild, Lori		Enter a Note											Review Find Accept Deny

Registration Queue Screen

3. Select **Documents**.

4. Review the documentation information:

- Click the link under the **Document Type** to download the document uploaded by the parent/guardian.



The uploaded documents display in the **Documents** tab of the Student screen after accepting the registration. See [Viewing Data Imported from Online Registration](#) for more information.

DOCUMENTS	
Family	
Primary Home Address Verification:	
<input type="checkbox"/> I will deliver a hard copy to the school instead of uploading it.	
Document Type	Property tax receipt
Document	<a href="#">Test document.docx</a>
Secondary Home Address Verification:	
<input type="checkbox"/> I will deliver a hard copy to the school instead of uploading it.	
Document Type	Bank statement
Document	<a href="#">Test document2.docx</a>
<input checked="" type="checkbox"/> I will deliver a hard copy to the school instead of uploading it.	

Online Registration, Documents Screen

- Documents with **I will deliver a hard copy to the school instead of uploading it** indicate a document that the parent/guardian will deliver.

DOCUMENTS	
Family	
Primary Home Address Verification:	
<input type="checkbox"/> I will deliver a hard copy to the school instead of uploading it.	
Document Type	Property tax receipt
Document	<a href="#">Test document.docx</a>
Secondary Home Address Verification:	
<input type="checkbox"/> I will deliver a hard copy to the school instead of uploading it.	
Document Type	Bank statement
Document	<a href="#">Test document2.docx</a>
<input checked="" type="checkbox"/> I will deliver a hard copy to the school instead of uploading it.	

Online Registration, Documents Screen

## Viewing Changes and Critical Changes

You can view the **Changes** flags in the Registrations Flags section. The **Changes** column displays a **Change** flag for any of the following:

- The Change flag only displays for changes to existing parent Demographics, Home Address, Mail Address, Contact Information, and Relationship Rights.
- The Change flag displays for new parents added to or existing parents removed from existing students.

The **Changes** column displays a **Critical Change** flag for any of the following:

- Changes to parent/guardian names
- Changes to student names



The Changes and Critical Change flags do not display for parents of new students.

Registration changes might require review by school staff before you can accept the application depending on your school's settings. See [Enabling Administrator Review](#) for more information.

The following example displays hovering over a normal **Change**:

Category	Documents	Changes	Actions		
			Review	Find	Deny
			Review	Find	Deny
			Review	Find	Deny
			Review	Find	Deny
			Review	Find	Deny
			Review	Find	Deny
Demographics Changed: <b>Connie Grace - Edwards</b>					

Registration Queue Screen



The following example displays when you hover over a **Critical Change**:

plicate	Documents	Changes	Actions
			Review Find Deny
			Review Find Deny
			Review Find Deny
			Review Find Deny
			Review Find Deny
			Review Find Deny

Parent/Guardian **Connie Grace - Edwards**  
 (Middle Name, Last Name)  
 Student **Chandler Grace - Edwards** (Last Name)

Registration Queue Screen

## Recalculate Tool Tips Registration Flags

You only need to recalculate registration flags when you used OLR in the past and the tool tips are missing or do not contain information about what changed for the student.

Schools using OLR for the first time do not need to run this process. This process only needs to run once and updates the Registration Queue for all schools within the focus year.

1. Navigate to **Synergy SIS > Online Registration > Setup > Online Registration Setup**.
2. Verify the focus year is to the **School Year** and **Extension** to ensure you are at the correct focus.

Online Registration Setup Screen

3. Navigate to **Synergy SIS > Online Registration > Registration Queue**.
4. Select **Recalculate Registration Flags** from the **Menu**.

Registration Queue Screen

A report displays at the end of the process indicating if the Change flags were turned on or off.

```

-----
Student: Robinson, Michael
Hope High School (2017-2018)
Registration Date: 06/14/2018
EPC_PXP_OEN_PRG_STU.OEN_PROGRESS_STU_GU:

NOTICE_PARENT_CHANGES changed from N to Y

-----
Student: Abbott, Billy
Hope High School (2017-2018)
Registration Date: 06/13/2018
EPC_PXP_OEN_PRG_STU.OEN_PROGRESS_STU_GU:

NOTICE_PARENT_CHANGES changed from Y to N

-----
Student: Acevedo, April
Hope High School (2017-2018)
Registration Date: 05/31/2018
EPC_PXP_OEN_PRG_STU.OEN_PROGRESS_STU_GU:

NOTICE_PARENT_CHANGES changed from Y to N

-----
Student: Zart, Frank
Hope High School (2017-2018)
Registration Date: 05/25/2018
EPC_PXP_OEN_PRG_STU.OEN_PROGRESS_STU_GU:

NOTICE_PARENT_CHANGES changed from N to Y

```

*Recalculate Registration Flags Output*

## Finding Duplicates

The student is a possible duplicate in the school district, based on the student's name and date of birth when a Duplicate Registration Flag displays for a student.

Registration Flags							
Disc	ELL	Health	SE	Reenroll	Duplicate	Documents	Changes

*Registration Queue Screen*

The Registration Queue Duplicates screen can help you determine if the registering student is a duplicate.

1. Click **Find** in the **Actions** column to open the Registration Queue Duplicates screen.

**Registration Queue Duplicates**

**Registering Student Information**

Name: Shawn P. Zehring  
 Birth Date: 01/26/2000  
 Grade: 11  
 Address: 100 W Main St, Mesa, AZ 85201

**Accepted Enrollment Options**

Review Accept Deny  
 Enter Date: 07/03/2017  
 Enter Code: E1  
 FTE: 1.00

**Search Criteria**

Last Name: Zehring First Name: Shawn Middle Name: Birth Date: Perm ID: Find

**Students with Matching Data**

Line	View	Status	Student Name	Gender	Birth Date	Perm ID	Current/Previous Enrollment					
							School	School Year	Grade	Graduated	Leave Code	Leave Date
1			Zehring, Shawn P.	Male	01/24/2001	1888790	Hope High School	2017-2018	11			

Registration Queue Duplicates Screen

2. Compare the **Name**, **Birth Date**, **Grade**, and **Address** in the Registering Student Information section to those in the Students with Matching Data section. Synergy SIS pulls this information from Online Registration.
  - The results in the Students with Matching Data section are the same results received using the Student Add screen. It searches the entire school district database for active and inactive students who meet the search criteria.
  - Click in the **View** column to open the Student screen.



You can edit the **Last Name**, **First Name**, **Middle Name**, **Birth Date**, and **Perm ID** and click **Find** to view other search results in the Search Criteria section.

3. Change the **Enter Date**, **Enter Code**, or **FTE** values, if desired, in the Accepted Enrollment Options section. Synergy SIS pulls these values from the Registration Queue. Changing the data for these fields on this screen does not affect the options in the Registration Queue.

4. Click **Review**, **Accept**, or **Deny** in the Accepted Enrollment Options section.
  - **Review** opens the Online Registration Review/Submit screen to review the registration.
  - **Accept** starts the Online Registration Accept process.
  - **Deny** opens the Registration Denial Confirmation screen. Select the **Denial Reason** and additional information.
    - Click **Save** to continue the denial process.
    - Click **Cancel** to cancel and close the screen.

## Reviewing Online Registrations

1. Navigate to **Synergy SIS > Online Registration > Registration Queue**.
2. Click **Review** in the Actions column of the application you wish to review in the Registrations waiting to be processed section.



*Registration Queue*

3. Click **Review** in the Review/Submit screen to display the student's information.

**Online Registration**

- Review/Submit
- Family
- Parent/Guardian
- Emergency
- Students
- Documents

Edupoint School District

Good morning, Admin User, 3/5/2019

2018-2019

REVIEW/SUBMIT

Review

Review allows you to confirm all data entered during the registration process to ensure accuracy. When complete, press Submit below:

Status	Student	Grade Level	School Selection	Comments
Ready To Submit	Kris Fransome	11	Hope High School	

*Online Registration, Review/Submit Screen*

#### 4. Review the application.

**Edupoint School District**  
Good morning, Admin User, 3/5/2019

**Online Registration**

**REVIEW/SUBMIT** 2018-2019

**Review/Submit** (with refresh icon and checkmark)

- Family (with checkmark)
- Parent/Guardian (with checkmark)
- Emergency (with checkmark)
- Students (with checkmark)
- Documents (with checkmark)

**Print**

Student name: Margaret Beth Williams

Birthdate: 04/10/2003

Gender: Female

Grade: 10

Registration submitted by: Catherine Williams

For the school year: 2018-2019

**Family**

**Home Address** (with edit icon)

100 W Main St  
Mesa, AZ 85201

**Mail Address** (with edit icon)

502 N Mountain Rd  
Tempe, AZ 85625

100 W Main St  
Mesa, AZ 85201

Previous Value:  
502 N Mountain Rd  
Tempe, AZ 85625  
Last changed by: Enrolling Parent

No previous value, this is a new entry  
Last changed by: Enrolling Parent

**Parent/Guardian:** enrolling parent

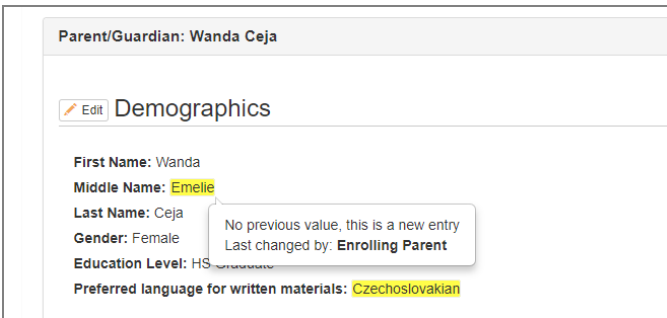
**Demographics** (with edit icon)

Navigation buttons: << Previous Change, Next Change >>, Show Changes, ON

Online Registration, Review/Submit Screen

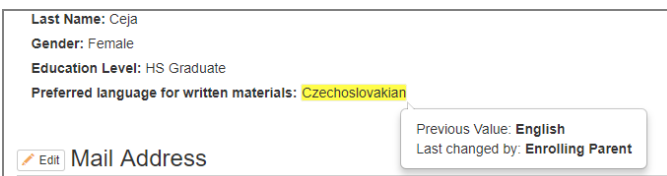
- Set **Show Changes** to **ON** to highlight the changes made to the student record for reenrolling or returning students in yellow. Also, when hovering over the highlighted field, a tooltip shows what the previous information was and that the enrolling parent changed the value.
- Click **Previous Change** or **Next Change** to navigate through the changes.

In the following example, the tooltip shows that there was no previous value mapped from the Student screen and the Middle Name was added by the enrolling parent.



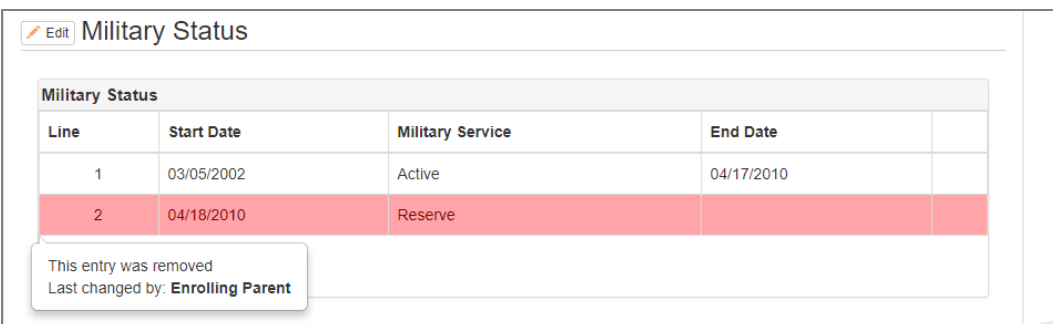
Online Registration, Review/Submit Screen

Hovering over the highlighted Preferred language for written materials field shows that the previous value from Synergy SIS was English and the enrolling parent changed it to the present value.



Online Registration, Review/Submit Screen

- The row highlights in red when removed and displays the tooltip message, 'The entry was removed' and the enrolling parent who made the last change.



Online Registration, Review/Submit Screen

- Changes made to Parents/Guardians, Emergency Contacts, and Students display highlighted for visibility.
  - Existing individuals highlight in brown.

Parent/Guardian: Phillip Aaron

Edit Demographics

Gender: Male

Education Level:

Preferred language for written:

Online Registration, Parent/Guardian Screen

- Added individuals highlight in green.

New Student: Jill Aaron

Demographics

First Name: Jill

Middle Name: Alice

Online Registration, Student Screen

- Deleted individuals highlight in red.

Deleted Emergency Contact: John Aaron

Student: Ian Aaron

Edit Demographics

First Name: Ian

Online Registration, Student Screen

## 5. Click **Edit** to modify the information.

Synergy SIS logs changes made to an OLR application in the Changes waiting to be processed section on the **Email Queue** tab and in the Processed Changes section on the **Changes History** tab.

**Registration Queue**

Menu Save Undo

School: Hope High School School Year: 2017

Registrations History

Accepted Enrollment Options

Enter Date: 07/02/2018 Enter Code: E1 FTE: 1.00

Total Pending Registrations: 7

Registrations waiting to be processed Hide Detail

Line	Registration Date	Change Timestamp	Change Made By	Difference Summary	View Original Data	View Updated Data
1	10/22/2013 21:40:00					
2	11/01/2013 12:47:00					
3	11/01/2013 12:47:00					
4	11/10/2013 19:17:00					
5	11/10/2013 19:22:00					
6	05/19/2016 19:31:00					
7	01/09/2017 17:28:00	02/28/2018 18:39:37	Wilson, Rob	Module: Students > Transportation (Shawn Zehring) Page: N/A Description: Shawn Zehring was added	View Original Data	View Updated Data
8	05/05/2017 12:47:00					
9	08/23/2017 17:16:00					

Registration Queue Screen, Registrations Waiting To Be Processed Detail

Synergy SIS deletes the log entries in Changes waiting to be processed when sending the email notification that includes the application changes.

6. The registrar can change and save values in the internal use only fields for the district/school records for internal use without Synergy SIS notifying the parent/guardian. Synergy SIS saves the values to the Student and Parent records when you accept the application.
  - The highlighted fields with tooltips display when the Registrar reviews the registration in the Registration Queue if the **Show Changes** is set to **ON**. Any changes or additions made by the Registrar highlight in blue and the tooltip attributes the last change to the Registrar. The history of changes display in the tooltip, including the original value from Synergy SIS, the change made by the enrolling parent, and the change made by the Registrar. For example:
    - When a value is added to a field that previously had no value, it highlights in blue and the tooltip states: No previous value, this is a new entry and shows the last change as made by the Registrar.
    - The example below shows that if the Registrar makes a change to a field that already had a value in Synergy SIS that was not changed by the enrolling parent, the tooltip gives the Previous Value and indicates the Registrar made the last change.

Parent/Guardian: Wanda Ceja

[Edit](#) Demographics

First Name: Wanda  
 Middle Name: Emelie  
 Last Name: Ceja  
 Gender: Female  
 Education Level: Some College  
 Preferred language for written materials: French

Previous Value: HS Graduate  
 Last changed by: Registrar

Online Registration, Review/Submit Screen

- In the example below, the change made to the **Preferred language for written materials** field by the Registrar was preceded by a change from the enrolling parent. The field highlights in blue, indicating the Registrar made a change and the tooltip gives the history of the prior values. The Previous Value is the original value from Synergy SIS (English), the enrolling parent changed it to *Czechoslovakian*, and the current value on the screen is from the Registrar.

First Name: Wanda  
 Middle Name: Emelie  
 Last Name: Ceja  
 Gender: Female  
 Education Level: Some College  
 Preferred language for written materials: French

[Edit](#) Mail Address

2912 E McKellips APT 33

Previous Value: English  
 Enrolling Parent Value: Czechoslovakian  
 Last changed by: Registrar

Online Registration, Review/Submit Screen



- In the following example, the Work Phone number was added by the enrolling parent and highlights in yellow, the Extension was added by the Registrar and highlights in blue, the Cell Phone is white, which means it displays from Synergy SIS, the Mobile Phone was added by the Registrar and highlights in blue, and the tooltip of the Home Phone indicates it was removed by the Registrar and highlights in red.

Phone Numbers					
Line	Primary	Type	Phone	Extension	
1	<input checked="" type="checkbox"/>	Work	602-555-4784	77	
2	<input type="checkbox"/>	Cell	602-090-8879		
3	<input type="checkbox"/>	Mobile	602-555-4111		
4	<input type="checkbox"/>	Home	480-555-1830		

This entry was removed  
Last changed by: Registrar

Online Registration, Review/Submit Screen



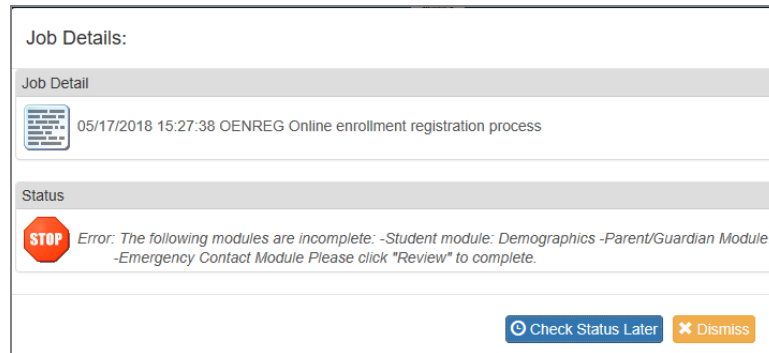
When any field in an address is changed, all of the fields associated with the address are highlighted.

When a registration that is pending in the Registration Queue is reactivated on the Online Registration tab of the Parent screen, all of the changes made by the enrolling parent and the Registrar show as made by the enrolling parent when the registration returns to OLR. All of the changes highlight in yellow, even those made by the Registrar, and the tooltips attribute the Registrar's changes to the enrolling parent.

- Click **Print** to print the record.
- Click **Done**.

## Accepting Online Registrations

Synergy SIS validates all of the information entered in the modules for the pending registration when you accept a registration. An error message displays that identifies the modules needing correction if incomplete information exists in one or more locations.

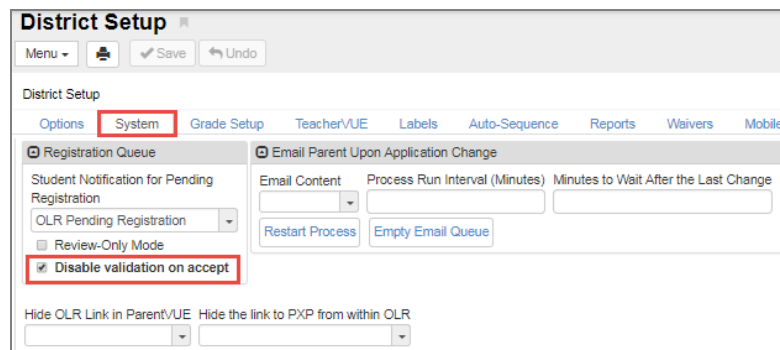


The screenshot shows a 'Job Details' window. Under the 'Job Detail' section, it lists '05/17/2018 15:27:38 OENREG Online enrollment registration process'. Under the 'Status' section, there is a red 'STOP' icon and an error message: 'Error: The following modules are incomplete: -Student module: Demographics -Parent/Guardian Module -Emergency Contact Module Please click "Review" to complete.' At the bottom right, there are two buttons: 'Check Status Later' and 'Dismiss'.

*Job Details Window*



You can select **Disable validation on accept** on the District Setup screen.



The screenshot shows the 'District Setup' screen with the 'System' tab selected. Under the 'Registration Queue' section, the 'Disable validation on accept' checkbox is checked and highlighted with a red box. Other visible options include 'Student Notification for Pending Registration', 'OLR Pending Registration', 'Review-Only Mode', and 'Email Parent Upon Application Change'.

*District Setup Screen, System Tab*

Users can accept pending registrations in the Registration Queue that have custom student documents attached to the student registration. These documents display on the **Documents** tab of the Student screen.

1. Navigate to **Synergy SIS > Online Registration > Registration Queue**.
2. Select an **Enter Date**, **Enter Code**, and optional **FTE**.

3. Enter a **Note** that displays on the student's **Registration** tab, if necessary.

**Registration Queue**

Menu ▾ Save Undo

School: **Hope High School** School Year: **2018**

Registrations History

Accepted Enrollment Options

Enter Date: 07/02/2018 Enter Code: E1 FTE: 1.00

Total Pending Registrations: 7

Registrations waiting to be processed Show Detail

Line	Registration Date	Student	Grade	Currently Enrolled	Max	Registering Parent	Note	In Boundary	Disc	Health	Registration Flags	Status
1	11/01/2013	Fransome, Kris	11	873	871	Fransome, Jerry	Enter a Note	✓				
2	11/01/2013	Terry, Tami	11	873	871	Thibet, Ron	Enter a Note	✓				
3	11/10/2013	Zelwig, Abbey	11	873	871	Zelwig, Yathron	Enter a Note					

Registration Queue Screen

4. Click **Accept**. A confirmation web message displays.

**Registration Queue**

Menu ▾ Save Undo

School: **Hope High School** School Year: **2018**

Registrations History

Accepted Enrollment Options

Enter Date: 07/02/2018 Enter Code: E1 FTE: 1.00

Total Pending Registrations: 7

Registrations waiting to be processed Show Detail

Line	Registration Date	Student	Grade	Currently Enrolled	Max	Registering Parent	Note	In Boundary	Disc	Health	Registration Flags	Documents	Changes	Actions
1	11/01/2013	Fransome, Kris	11	873	871	Fransome, Jerry	Enter a Note	✓						Review Find Accept Deny
2	11/01/2013	Terry, Tami	11	873	871	Thibet, Ron	Enter a Note	✓						Review Find Accept Deny
3	11/10/2013	Zelwig, Abbey	11	873	871	Zelwig, Yathron	Enter a Note							Review Find Accept Deny
4	05/19/2016	Zipperer, Russell L.	12	826	828	Zipperer, Ernest	Enter a Note							Review Find Accept Deny

Registration Queue Screen

5. Click **OK**. The **History** tab displays the status of the online registration application.

**Registration Queue**

Menu ▾ Save Undo

School: **Hope High School** School Year: **2018**

Registrations **History**

Total Processed Registrations: 14

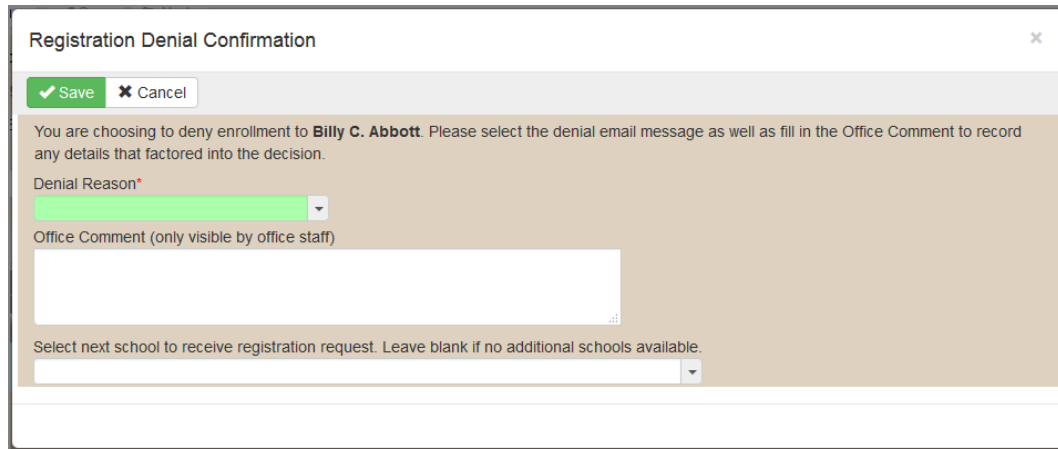
Processed registrations Show Detail

Line	Registration Date	Student	Grade	Registering Parent	Status	Office Comment	Note	In Boundary	Disc	Health	Registration Flags	Documents	Changes
1	10/22/2013	Dawson, Sarah	10	Dawson, Ted	Accepted	Enter a Comment	Enter a Note	✓					
2	10/29/2013	Pedro, Tina	11	Pedro, Susan	Accepted	Enter a Comment	Enter a Note	✓					
3	11/10/2013	Wolf, Lowie	10	Wolf, Harry	Accepted	Enter a Comment	Enter a Note	✓					
4	08/06/2014	Berg, Hayden	10	Berg, Justin	Denied	Enter a Comment	Enter a Note	✓					
5	10/24/2014	Berg, Carson	10	Berg, Justin	Accepted	Enter a Comment	Enter a Note	✓					
6	08/15/2016	Morris, Fred	10	Morris, Ben	Accepted	Enter a Comment	Enter a Note	✓					
7	08/15/2016	Berg, Hayden M.	10	Berg, Justin	Accepted	Enter a Comment	Enter a Note	✓					

Registration Queue Screen, History Tab

## Denying Online Registrations

1. Navigate to **Synergy SIS > Online Registration > Registration Queue**.
2. Click **Deny**. The Registration Denial Confirmation screen displays.

The screenshot shows a web form titled "Registration Denial Confirmation" with a close button (X) in the top right corner. At the top left of the form are two buttons: "Save" (with a green checkmark icon) and "Cancel" (with a red X icon). Below these buttons is a text instruction: "You are choosing to deny enrollment to **Billy C. Abbott**. Please select the denial email message as well as fill in the Office Comment to record any details that factored into the decision." The form contains three main input areas: 1. "Denial Reason\*" with a dropdown menu showing a green selection. 2. "Office Comment (only visible by office staff)" with a large text area. 3. "Select next school to receive registration request. Leave blank if no additional schools available." with a dropdown menu. The form has a light beige background and a white border.

Registration Denial Screen

3. Select the **Denial Reason**.
4. Enter an **Office Comment** that displays on the **History** tab, if necessary.
5. **Select the next school to receive the registration request** from the list. Leave it blank if no school exists.

This field displays if:



- This is the last school the parent selected and the previous schools were denied.
- You selected the district option **Allow Registration Queue to override the school to receive the registration request if denying the enrollment request, and there are no additional requested schools during setup**. See [Enrollment Management](#).

6. Click **Save**.

## Retracting a Denied Registration

Retract is an option that allows the school to rescind the denied registration and place the student back into the Registration Queue with the status of *Waiting*.

- The student registration moves from the **History** tab back to the **Registrations** tab.
- Parents receive an email indicating that the retraction process completed for their student.
- The parents see the student registration Status changed from Denied to Waiting in Online Registration.



Accept overrides Retract when executing the **Accept** and **Retract** options at the same time.

1. Navigate to **Synergy SIS > Online Registration > Registration Queue**.
2. Select the **History** tab.
3. Click **Retract** in the **Actions** column in the Registrations waiting to be processed section. A confirmation window displays.
  - Click **No** to cancel the process. No further action required.
  - Click **Yes** to activate the retract process to retract the denied registration. The Registration Retract Confirmation window displays.
    - a. Enter a **Note** that appends to the Note in the student's **Registration** tab, if needed.



This note does not append to the parent email.

- b. Select the **Retract Reason Email** from the list.
- c. Click **Save**. The student moves to a status of **Waiting**.

Registration Retract Confirmation Window

## History Tab

The **History** tab provides a list of online registration applications that have been processed, along with the **Registering Parent Name** that submitted the application.



The Total Processed Registrations displays the processed registration count. The filter options are not reflected in the count. Some processes such as accept or retract may require you to refresh the screen to update the registration count.

Registration Queue

Menu ▾ Save Undo

School Hope High School School Year: 2018

Registrations History

Total Processed Registrations: 14

Processed registrations Show Detail

Line	Registration Date ▾	Student ▾	Grade ▾	Registering Parent ▾	Status ▾	Office Comment ▾	Note ▾	Registration Flags							
								In Boundary ▾	Disc ▾	Health ▾	Programs ▾	Status ▾	Documents ▾	Changes	
1	10/22/2013	Dawson, Sarah	10	Dawson, Ted	Accepted	Enter a Comment	Enter a Note	✓							
2	10/29/2013	Pedro, Tina	11	Pedro, Susan	Accepted	Enter a Comment	Enter a Note	✓							
3	11/10/2013	Wolf, Lowie	10	Wolf, Harry	Accepted	Enter a Comment	Enter a Note	✓							
4	08/06/2014	Berg, Hayden	10	Berg, Justin	Denied	Enter a Comment	Enter a Note	✓							
5	10/24/2014	Berg, Carson	10	Berg, Justin	Accepted	Enter a Comment	Enter a Note	✓							
6	08/15/2016	Morris, Fred	10	Morris, Ben	Accepted	Enter a Comment	Enter a Note	✓							
7	08/15/2016	Berg, Hayden M.	10	Berg, Justin	Accepted	Enter a Comment	Enter a Note	✓							

Registration Queue Screen, History Tab

- Click **Retract** to rescind a denied registration.
- Click **Review** to review and print the registration.

## Reviewing Registrations

The user groups selected for online registration records use the Review Registrations screen to review registrations after accepting a student at a given school.

Navigate to **Synergy SIS > Online Registration > Review Registrations**.

### Students Tab

The **Students** tab provides the list of the students pending review.



The Total Pending Students For Focused Module displays the pending registration count. The filter options are not reflected in the count. Some processes such as accept or retract may require you to refresh the screen to update the registration count.

Line	Perm ID	Student Name	Student	Approved	Module Condition
1	997097	Aaron, Mary E.		<input type="checkbox"/>	
2	905483	(Abbott, Billy C.)		<input checked="" type="checkbox"/>	
3	905483	(Abbott, Billy C.)		<input checked="" type="checkbox"/>	
4	905483	(Abbott, Billy C.)		<input checked="" type="checkbox"/>	
5	905483	(Abbott, Billy C.)		<input checked="" type="checkbox"/>	
6	905483	(Abbott, Billy C.)		<input checked="" type="checkbox"/>	
7	905483	(Abbott, Billy C.)		<input checked="" type="checkbox"/>	

Review Registrations Screen

- Filter the list by selecting a **Module** from the list.
- Click in the **Student** column to open the Student screen for details on the enrollment information.
- Click ☒ in the **Approved** column to move the student to the **History** tab.

## History Tab

The **History** tab provides a list of reviewed and approved online enrollment applications.



The Total History For Focused Module displays the history registration count. The filter options are not reflected in the count. Some processes such as accept or retract may require you to refresh the screen to update the registration count.

Review Registrations

Menu

Students

History

Module

Total History For Focused Module: 12

Students

Line	Perm ID	Student Name	Approved By	Approved On	Student	Approved	Module Condition
1	997097	Aaron, Mary E.	User, Admin	02/22/2019 14:37:00			
2	905483	(Abbott, Billy C.)	Williams, Welby	11/13/2018 13:52:00			
3	997022	Berg, Carson	Williams, Welby	11/13/2018 13:52:00			
4	997066	Dawson, Sarah	Williams, Welby	11/13/2018 13:52:00			

*Review Registrations, History Tab*







- Filter the list by selecting a **Module** from the list.
- Click in the **Student** column to open the Student screen for details on the enrollment information.
- Click in the **Approved** column to move the student to the **Students** tab.











## Parent Screen

You can review the registration status for submitted student registrations on the **Online Registration** tab of the Parent screen.

Navigate to **Synergy SIS > Parent > Parent**.

**Parent**      


Menu        



Parent Name: Aaron, Jane


Demographics Children ParentVUE Parent Contact Survey **Online Registration**

Last Name First Name Middle Name Suffix Title

Aaron Jane

**Pending Registrations** 

Line	Registration Date	Student			School Name	In Boundary	Registration Flags						Actions
		Student Name	Perm ID	Grade			Disc	ELL	Health	SE	Reenroll	Duplicate	
1	06/21/2017 12:34:00	Aaron, Ian A.		03									<a href="#">Review</a>

**Previous Registrations** 

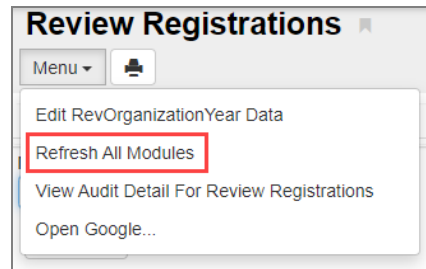
Line	Registration Date	Student			Organization Name	Status	In Boundary	Registration Flags						Actions
		Student Name	Perm ID	Grade				Disc	ELL	Health	SE	Reenroll	Duplicate	
1	06/21/2017 12:16:00	Aaron, Ian J.		05		Denied								<a href="#">Review</a>

Parent Screen, Online Registration Tab

## Refreshing All Modules

You can refresh all modules and correct prior issues on the Review Registrations screen. This only needs to be processed once.

1. Navigate to **Synergy SIS > Online Registration > Review Registrations**.
2. Select *Refresh All Modules* from the **Menu**.



*Review Registrations Screen*

The **Module** column indicates what condition is assigned to the module in Online Registration Setup.

The screenshot shows the 'Review Registrations' screen with a table of student registrations. The table has columns: Line, Perm ID, Student Name, Student, Approve, Name, Module, and Condition. The 'Module' column for the first row is 'UD INTERNAL ELL' and the 'Condition' column is 'Language to Home is NOT English', both of which are highlighted with a red box.

Line	Perm ID	Student Name	Student	Approve	Name	Module	Condition
1	874972	Zipperer, Russell L.			UD INTERNAL ELL	UD INTERNAL ELL	Language to Home is NOT English

*Review Registrations Screen*



The screenshot shows the 'Online Registration Setup' screen, specifically the 'Registration Modules' tab. It displays a table of modules with columns: Line, Order, Module, User Group to Notify, Grade Levels, and Condition. The 'Condition' column for the 'UD INTERNAL ELL' module is 'Language to Home is NOT English', which is highlighted with a red box.

Line	Order	Module	User Group to Notify	Grade Levels	Condition
1	1	Demographics		All Grades	
2	2	Relationships		All Grades	
3	3	Ethnicity and Race		All Grades	
4	4	Language Survey		All Grades	
5	6	UD INTERNAL ELL		All Grades	Language to Home is NOT English
6	7	Health Information		All Grades	

*Online Registration Screen, Registration Modules Tab*

## Comparing Emergency Contacts

Emergency Contacts of siblings are automatically compared in Online Registration (OLR) to identify contacts that are probably the same person to reduce duplication on the Emergency screen.



The contact no longer shows when reviewed from the Registration Queue if parents select **No Relationship** for an emergency contact listed for the student.

Synergy SIS considers emergency contacts to be the same person when the **First Name, Last Name**, and first/best phone number are identical on the **Emergency** tab of the Student screen. The first/best phone number of a student emergency contact is the first of the following to have a value:

1. **Mobile Phone**
2. **Home Phone**
3. **Work Phone**

The emergency contact displays only once on the Emergency screen for both students. The information associated with the sibling emergency contacts merges in OLR when it identifies sibling emergency contacts as being the same person. Emergency contact information is defined as being in one of the following Property Groups:

- **First Name**
- **Last Name**
- **Gender**
- **Language**
- **Mobile Phone, Mobile Phone Accept Text**
- **Home Phone, Home Phone Extn, Home Phone Accept Text**
- **Work Phone, Work Phone Extn, Work Phone Accept Text**
- **Other Phone, Other Phone Extn, Other Phone Type, Other Phone Accept Text**
- **Address, City, State, Zip Code**

OLR combines the information from the other property groups for the two sibling emergency contacts. When only one sibling emergency contact contains information in fields associated with a property group, that information populates the OLR emergency contact. The most current information of the two sibling emergency contact records populates the OLR emergency contact when both sibling emergency contacts contain information in fields associated with a property group.



Parents can edit the information of each emergency contact to ensure that the data is correct after combining.

The Emergency Contact information entered in OLR updates to the corresponding fields on the **Demographics** tab of the Student screen after accepting a student registration.

**Example:**

Christopher Johnson displays as an emergency contact for both Jane Aaron and Ian Aaron on the **Emergency** tab of the Student screen.

- Jane Aaron's emergency contact *Christopher Johnson* displays an **Address** and **Work Phone Extn.**

**Student** [Menu] [Save] [Undo] [Add] [Delete]

Student Name: **Jane Aaron** School: **Hope High School** Homeroom: **231** Teacher: **Gordon, K.**

Demographics Parent/Guardian Other Info **Emergency** Enrollment Enrollment History Classes Documents

Contact Log Notes Protected Information

Last Name: **Aaron** First Name: **Jane** Middle Name: **C** Suffix:  Perm ID: **905483** State ID: **0001341311** Grade: **12** Gender: **Female**

Language Spoken at Home: **English**

**Emergency Contacts** [Add] [Hide Detail]

Line	Name
1	Christina Acosta
2	Christopher Johnson
3	Mary Smith
4	Joe Smith
5	Test Cindy Abbott

Name: **Christopher Johnson**

Contact Information

Name: **Christopher Johnson** Relationship: **Friend** Language:  Gender: **Male** Release To: ☒

**Address**

Address: **1234 W. Main St.**

City: **Mesa** State: **AZ** Zip Code: **85204**

**Home Phone**

Home Phone: **480-633-7300** Extn:

**Work Phone**

Work Phone: **222-222-2222** Work Phone Extn: **222**

**Mobile Phone**

Mobile Phone:

**Other Phone**

Other Phone:  Other Phone Extn:  Other Phone Type:

*Student Screen, Emergency Tab, Emergency Contacts Detail*

- Ian Aaron's emergency contact *Christopher Johnson* displays a **Language** and **Mobile Phone**.

**Student**

Student Name: **Aaron, Ian** School: **Adams Elementary** Homeroom: **0002** Teacher: **Carroll, N.**

Demographics Parent/Guardian Other Info **Emergency** Enrollment Enrollment History Classes Documents

Contact Log Notes Protected Information

Last Name: Aaron First Name: Ian Middle Name: Suffix: Perm ID: 129442 State ID: 0010685150 Grade: 04 Gender: Male

Language Spoken at Home: English

**Emergency Contacts** + Add Hide Detail

Line	Name
1	Joe Smith
2	Christina Acosta
3	Test Cindy Abbott
4	Mary Smith
5	Christopher Johnson

**Name: Christopher Johnson**

Contact Information

Name: Christopher Johnson Relationship: Friend Language: Dutch Gender: Male Release To: ☒

**Address**

Address: City: State: Zip Code:

**Home Phone**

Home Phone: 480-633-7300 Extn:

**Work Phone**

Work Phone: 222-222-2222 Work Phone Extn:

**Mobile Phone**

Mobile Phone: 555-555-5555

**Other Phone**

Other Phone: Other Phone Extn: Other Phone Type:

Student Screen, Emergency Tab, Emergency Contacts Detail

- The **Mobile Phone** is not listed for Jane Aaron's contact, but the **Home Phone** is listed for both Jane Aaron and Ian Aaron's contact of *Christopher Johnson*.

- Since both the name and best phone number match, OLR combines the two separate contacts into one person on the Emergency screen.

**Online Registration** | **EMERGENCY** | 2018-2019

Please add at least 1 emergency contacts:

	First Name	Last Name	Gender	Status
	Christina	Acosta	Female	Complete
	Christopher	Johnson	Male	Complete
	Lauretta	Jones		Complete
	Darryl	King		Complete
	Joe	Smith	Male	Complete

Add New Emergency Contact

<< Previous | Save And Continue >>

Online Registration, Emergency Screen

**Online Registration** | **EMERGENCY** | 50% | 2018-2019

**Demographics: Christopher Johnson**

**Instructions**

Please fill in the following fields:

<b>First Name*</b>	Christopher
<b>Last Name*</b>	Johnson
<b>Gender</b>	Male ▼
<b>Address</b>	1234 W Main Street
<b>City</b>	Mesa
<b>State</b>	Arizona ▼
<b>Zip Code</b>	85204
<b>Language</b>	Dutch ▼

Online Registration, Emergency Screen

Online Registration	EMERGENCY	100%	2018-2019
<ul style="list-style-type: none"> <li>Introduction</li> <li>Family</li> <li>Parent/Guardian</li> <li><b>Emergency</b></li> <li>Students</li> <li>Documents</li> <li>Review/Submit</li> </ul>	<p>Contact Information: <b>Christopher Johnson</b></p> <p><b>Instructions</b></p> <p>Enter the contact information for the emergency contact below:</p> <p>Home Phone ( 480 ) 633 - 7300</p> <p>Mobile Phone ( 949 ) 558 - 9073</p> <p>Work Phone ( 602 ) 555 - 1234 Ext. 3224</p> <p>Other ( ) - - Phone Type</p>		

Online Registration, Emergency Screen

- After submitting and accepting the online registration for both students, the information combines and displays the **Language**, **Address**, **Work Phone Extn**, and **Mobile Phone** for the contact listed on the **Emergency** tab for both students.

Emergency Contacts		+ Add	Hide Detail
Line	Name		
1	Christina Acosta		
2	Christopher Johnson		
3	Mary Smith		
4	Joe Smith		
5	Test Cindy Abbott		

Name: Christopher Johnson				
Contact Information				
Name	Relationship	Language	Gender	Release To
Christopher Johnson	Friend	Dutch	Male	<input checked="" type="checkbox"/>
Address				
Address				
1234 W. Main St.				
City	State	Zip Code		
Mesa	AZ	85204		
Home Phone		Work Phone		
Home Phone	Extn	Work Phone	Work Phone Extn	
480-633-7300		222-222-2222	222	
Mobile Phone		Other Phone		
Mobile Phone		Other Phone	Other Phone Extn	Other Phone Type
555-555-5555				

Student Screen, Emergency Tab, Emergency Contacts Detail

## Viewing Registrations on the Parent Tab

You can view all current, pending, and previous registrations on the **Online Registration** tab of the Parent screen. You can view errors that the parent receives while completing a registration, restart a registration in progress, and review submitted registration information.

**Parent**

Parent Name: **Aaron, Phillip**

Demographics Children ParentVUE Parent Contact Survey **Online Registration**

Last Name: Aaron First Name: Phillip Middle Name: Suffix: Title:

**In-Progress Registrations**

Line	Registration Date	School Year	Signature	Signature Date	Signature IP	Actions
------	-------------------	-------------	-----------	----------------	--------------	---------

**Pending Registrations**

Line	Registration Date	Student Name	Grade	Perm ID	School Year	School	In Boundary	Registration Flags	Signature	Date	IP Address	Actions
1	06/26/2018 08:04:00	Abbott, Billy C.	12	905483	2018-2019	Hope High School	✓	✗	Phillip Aaron	06/26/2018 07:54:24	10.200.2.102	Review Reactivate Registration
2	06/26/2018 08:04:00	Aaron, Ian	05	129442	2018-2019	Adams Elementary	✓	✗	Phillip Aaron	06/26/2018 07:54:24	10.200.2.102	Review Reactivate Registration

**Previous Registrations**

Line	Registration Date	Status	Student Name	Grade	Perm ID	School Year	School	In Boundary	Registration Flags	Signature	Date	IP Address	Actions
1	06/09/2017 15:50:00	Accepted	Aaron, Ian		129442	04	2017-2018		Adams Elementary	✓			Review
2	06/09/2017 15:50:00	Accepted	Abbott, Billy C.		905483		2017-2018		Hope High School	✓			Review

Parent Screen, Online Registration Tab

## Managing Registrations

### In-Progress Registrations

The In-Progress Registrations section contains registrations currently in progress by the enrolling parent/guardian. There is one row per registration process. Synergy SIS removes the current registration from the section once the registration is submitted.

- You can view a sample of the error in the In-Progress Registrations section if an enrolling parent/guardian receives an error during the registration process. This information helps in assisting with the error.

**In-Progress Registrations**

Line	Registration Date	School Year	Signature	Signature Date	Signature IP	Error	Actions
1	05/03/2018 18:02:00	2017-2018				'all' is an unexpected token. Expecting white space. Line 35, position 45.	Restart Registration

Parent Screen, Online Registration Tab



- Synergy SIS removes it completely, requiring the enrolling parent/guardian to sign back into OLR and start over with the registration process starting with the selection of the school year if you delete an In-Progress Registration.

In-Progress Registrations							
✕	Line	Registration Date	School Year	Signature			Actions
				Signature	Signature Date	Signature IP	
<input checked="" type="checkbox"/>	1	06/01/2018 06:54:00	2017-2018	hal young	06/01/2018 06:54:09		Restart Registration

Parent Screen, Online Registration Tab

- Clicking **Restart Registration** keeps the in-progress registration in place for the school year. The enrolling parent/guardian starts at the beginning of the school year registration when logging back into OLR.

Confirm

Are you sure you want to restart this registration?

Yes

No

Confirm Window

## Pending Registrations

Registrations submitted to the Registration Queue are listed in the Pending Registrations section. Students display in individual lines in the section. Synergy SIS removes the pending registration from the section once you accept or deny the registration.

- Click **Review** on a registration in the Pending Registrations or Previous Registrations section to review the student's application. This is the same information that displays when reviewing applications on the Registration Queue screen.

Parent

Menu

Parent Screen, Online Registration Tab

- Click **Reactivate Registration** to remove the pending registrations from the Registration Queue. All student registrations related to that one registration application reactivate. The enrolling parent/guardian can then log in to OLR to view/edit and resubmit the registrations.

The screenshot shows the 'Parent' interface with the 'Online Registration' tab selected. It displays three sections: In-Progress Registrations, Pending Registrations, and Previous Registrations. The 'Pending Registrations' table has two rows, both with a 'Reactivate Registration' button highlighted in red in the 'Actions' column.

Parent													
Parent Name: Aaron, Phillip													
Demographics Children ParentVUE Parent Contact Survey Online Registration													
Last Name		First Name		Middle Name		Suffix		Title					
Aaron		Phillip											
In-Progress Registrations													
* Line	Registration Date	School Year	Signature	Signature Date	Signature IP	Actions							
Pending Registrations													
Line	Registration Date	Student Name	Grade	Perm ID	School Year	School	In Boundary	Registration Flags	Signature	Date	IP Address	Actions	
1	06/26/2018 08:04:00	Abbott, Billy C.	12	905483	2018-2019	Hope High School	✓	✗	Phillip Aaron	06/26/2018 07:54:24	10.200.2.102	Review	Reactivate Registration
2	06/26/2018 08:04:00	Aaron, Ian	05	129442	2018-2019	Adams Elementary	✓	✗	Phillip Aaron	06/26/2018 07:54:24	10.200.2.102	Review	Reactivate Registration
Previous Registrations													
Line	Registration Date	Status	Student Name	Perm ID	Grade	School Year	School	In Boundary	Registration Flags	Signature	Date	IP Address	Actions
1	06/09/2017 15:50:00	Accepted	Aaron, Ian	129442	04	2017-2018	Adams Elementary	✓	✗	Phillip Aaron	06/09/2017 15:41:47		Review
2	06/09/2017 15:50:00	Accepted	Abbott, Billy C.	905483	12	2017-2018	Hope High School	✓	✗	Phillip Aaron	06/09/2017 15:41:47		Review

Parent Screen, Online Registration Tab

- Students with registrations accepted prior to reactivating remain enrolled in that school. However, they display as duplicate records when the enrolling parent/guardian resubmits the registration.
- Registrations denied prior to the reactivation roll back to Review status in OLR. Synergy SIS removes the denied registration and the parent can resubmit it.

The 'Confirm' window contains a message asking for confirmation to roll back pending sibling registrations and allow the parent to make changes. It has 'Yes' and 'No' buttons.

Confirm

You are about to roll back this and all pending sibling registrations and allow the parent to make changes. Do you want to continue?

Yes No

Confirm Window

- The Pending Registrations and Previous Registrations sections contain the parent's electronic **Signature** information, including the **Date** the parent provided an electronic signature and the parent's **IP Address**. This information is view-only.

**Parent**

Parent Name: Aaron, Phillip

Demographics Children ParentVUE Parent Contact Survey **Online Registration**

Last Name: Aaron First Name: Phillip Middle Name: Suffix: Title:

**In-Progress Registrations**

Line	Registration Date	School Year	Signature	Signature Date	Signature IP	Actions
1	06/26/2018 08:04:00	2018-2019	Phillip Aaron	06/26/2018 07:54:24	10.200.2.102	Review Reactivate Registration
2	06/26/2018 08:04:00	2018-2019	Phillip Aaron	06/26/2018 07:54:24	10.200.2.102	Review Reactivate Registration

**Pending Registrations**

Line	Registration Date	Student Name	Grade	Perm ID	School Year	School	In Boundary	Registration Flags	Signature	Date	IP Address	Actions
1	06/26/2018 08:04:00	Abbott, Billy C.	12	905483	2018-2019	Hope High School	✓	✗	Phillip Aaron	06/26/2018 07:54:24	10.200.2.102	Review Reactivate Registration
2	06/26/2018 08:04:00	Aaron, Ian	05	129442	2018-2019	Adams Elementary	✓	✗	Phillip Aaron	06/26/2018 07:54:24	10.200.2.102	Review Reactivate Registration

**Previous Registrations**

Line	Registration Date	Status	Student Name	Perm ID	School Year	School	In Boundary	Registration Flags	Signature	Date	IP Address	Actions
1	06/09/2017 15:50:00	Accepted	Aaron, Ian	129442	04	2017-2018	Adams Elementary	✓	Phillip Aaron	06/09/2017 15:41:47		Review
2	06/09/2017 15:50:00	Accepted	Abbott, Billy C.	905483	12	2017-2018	Hope High School	✓	Phillip Aaron	06/09/2017 15:41:47		Review

Parent Screen, Online Registration Tab

## Viewing Data Imported from Online Registration

Synergy SIS automatically imports data entered by parents and guardians in OLR to specific screens after accepting the student's application.

## Viewing Documents on the Student Screen

All documents associated with the student display on the **Documents** tab of the Student screen after you accept the registration. Both the original document and the translated version are available if parents uploaded any translated documents.

- Navigate to **Synergy SIS > Student > Student**.
- Select the **Documents** tab.

**Student**

Student Name: Abbott, Billy C. Jr. School: Edupoint High School Homeroom: P-13 Teacher: Davis, J.  
Physician Name: Mesa Peds

Demographics Parent/Guardian Other Info Emergency Enrollment Enrollment History Classes **Documents** Contact Log Notes

Last Name: Abbott First Name: Billy Middle Name: Christopher Suffix: Jr. Perm ID: 905483 State ID: 0001341311 Grade: 12 Gender: Male Language Spoken at Home: English

Original Enter Date: 06/13/2017

**Documents**

Line	Doc Date	Doc Category	Doc Comment	Doc Type	Visible in PVUE	Acknowledgement Required	Online Registration
1	06/08/2018	Current bill from utility company, including cable TV	Current bill from utility				✓
2	06/08/2018	Property tax receipt	Property tax receipt				✓

Student Screen, Documents Tab

## Viewing Parent Record Information

The Parent screen contains information imported from Online Registration.

1. Navigate to **Synergy SIS > Parent > Parent**.
2. Select the **ParentVUE** tab.
  - During re-enrollment, the parent/guardian Email Address on the OLR Demographics screen populates the Email Address value from the **Demographics** tab on the Parent screen. The email populates from the first available email address on the **ParentVUE** tab of the Parent screen if that field is blank.
  - The date and time a user created a Parent record displays in **Date Activation Key Used** on the **ParentVUE** tab. If the **Activated via Online Registration** option displays as enabled indicates that a user created the parent record using OLR.

**Parent**

Menu ◯ ◀ 🔍 ▶ 🖨️ ✓ Save ↶ Undo ➕ Add ✖ Delete

Parent Name: **Berg, Justin**

Demographics Children **ParentVUE** Parent Contact Survey Online Registration

Last Name First Name Middle Name Suffix Title

Berg Justin

**Activation Key Management**

Activation Key

Key Valid Until

**Date Activation Key Used**

09/09/2017 00:00:00

Create Activation Key Print Activation Key

☒ **Activated via Online Registration**

**Email Addresses**

Email 1

jberg3@mail.localserver.com

Email 2

Email 3

Email 4

Email 5

Parent Screen, ParentVUE Tab

## Viewing Student School Attended History

Information entered on the Previous Schools Attended screen in OLR displays in the Previous Schools From Online Enrollment section of the Student School Attended History screen. You can edit this data after the import completes.

Navigate to **Synergy SIS > Course History > Student School Attended History**.

Student School Attended History

Menu

Save

Undo

Student Name: **Abbott, Billy C.** School: **Hope High School** Homeroom: **231** Teacher: **Gordon, K.**

Schools Attended

Last Name

First Name

Middle Name

Suffix

Perm ID

Grade

Gender

Abbott

Billy

C

905483

12

Male

Schools Attended History

+ Add

Show Detail

×	Line	Start Date	End Date	School Year	School Attended	Grade	Total Membership Days	Total Present	Total Abs
	1	07/18/2014	04/21/2015	2014	Blalock High School	09	180.00	175.00	5.00
	2	07/20/2015	04/20/2016	2015	Hope High School	10	180.00	165.00	15.00
	3	07/19/2016	04/20/2017	2016	Hope High School	11	180.00	179.00	1.00

Previous Schools From Online Enrollment

School Year

School Name

Grade

City

State

Country

Phone

2013-2014

Central Middle School

08

Denver

Colorado

United States of America

303-555-5555

School Year

School Name

Grade

City

State

Country

Phone

School Year

School Name

Grade

City

State

Country

Phone

School Year

School Name

Grade

City

State

Country

Phone

Student School Attended History Screen

## Chapter 9: Security

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## Security Overview

The PAD Security screen (**Synergy SIS > System > Security > PAD Security**) and the Security Definition screen (**Synergy SIS > System > Security > Security Definition**) define security for each of the screens discussed in this guide. This section outlines the security location for each of the screens within Security Definition.



Edupoint recommends that users only secure reports through PAD Security instead of the Security Definition screen.



See the *Synergy SIS – Security Administrator Guide* for more details regarding security definitions.

## Online Registration Security

### ParentVUE User

Change settings on the **User Property Access** tab for the [ParentVUE user](#) to change what a parent sees on the screen.

Screen/Page	Section	Field	Security Node	Property Access	Setting
Emergency	N/A	In Progress	K12.OnlineEnrollmentInfo.Setup.OENYear	EmergencyInProgressButton	When set to <i>None</i> , the user cannot continue to the next module without clicking <b>Edit</b> to complete all required data before continuing.
		Mobile Number	K12.OnlineEnrollmentInfo.Setup.OENYear StudentModuleEmergency	ContactPhoneMobile	When set to <i>None</i> , prevent parents from entering a mobile number as an Emergency Contact number
		Gender Address Language	K12.OnlineEnrollmentInfo.Setup.OENYear ModuleEmergency	AllAddressFields	When set to <i>None</i> , hides the Emergency Contact Demographic fields
Family	N/A	Add	K12.OnlineEnrollmentInfo.Setup.OENYear	ParentAddButton	When set to <i>None</i> , the button is hidden
		Delete	K12.OnlineEnrollmentInfo.Setup.OENYear	ParentDeleteButton	When set to <i>None</i> , the button is hidden
		Home Address Mail Address	K12.OnlineEnrollmentInfo.Setup.OEN YearModuleFamily	HomeAddress MailAddress	If used, set to <i>View</i> for reenrolling students only
	Home Address	Type to find an address	K12.OnlineEnrollmentInfo.Setup.OENYear	AddrAutocomplete	When set to <i>None</i> , the field is hidden



Screen/Page	Section	Field	Security Node	Property Access	Setting
Parent/Guardian	N/A	Home Address	K12.OnlineEnrollmentInfo.Setup.OENYearModule	HomeAddress	If used, set to <i>View</i> for reenrolling students only
		Mail Address		MailAddress	
		Work Address		WorkAddress	
		In Progress	K12.OnlineEnrollmentInfo.Setup.OENYear	ParentInProgressButton	When set to <i>None</i> , the user cannot continue to the next module without clicking <i>Edit</i> to complete all required data before continuing.
	Phone Numbers	Add Delete	Revelation.RevPersonPhone	Parent	When set to <i>Update</i> , the parent can edit the field  When to <i>Add</i> , the parent add a line for phone numbers.  When to <i>Delete</i> , the parent can delete the line for phone numbers.
Student	N/A	Birth Place	K12.OnlineEnrollmentInfo.Setup.OENYear StudentModuleDemographics	BirthPlace	When set to <i>None</i> , the field is hidden
		Delete	K12.OnlineEnrollmentInfo.Setup.OENYear	StudentDeleteButton	When set to <i>None</i> , the button is hidden
		Family Code	K12.OnlineEnrollmentInfo.Setup.OENYear StudentModuleDemographics	FamilyCode	When set to <i>None</i> , the field is hidden
		FRM	K12.OnlineEnrollmentInfo.Setup.OENYear StudentModuleDemographics	EligibleForFreeReduceMeals	When set to <i>None</i> , the field is hidden
		In Progress	K12.OnlineEnrollmentInfo.Setup.OENYear	StudentInProgressButton	When set to <i>None</i> , the user cannot continue to the next module without clicking <i>Edit</i> to complete all required data before continuing.
		Include/Exclude	K12.OnlineEnrollmentInfo.Setup.OENYear	StudentIncludeExcludeButtons	When set to <i>None</i> , the buttons are hidden
		Months Non-US School Attendance	K12.OnlineEnrollmentInfo > Setup > OENYearStudentModuleDemographics	MonthsNonUsAttendance	When set to <i>None</i> , the field is hidden

Screen/Page	Section	Field	Security Node	Property Access	Setting
Student – Information Release	N/A	Military Opt Out	K12.OnlineEnrollmentInfo.Setup.OENYearStudentModuleInfoRelease	OptOutMilitary	When set to <i>None</i> , hides the option
Transportation	N/A	All	K12.OnlineEnrollmentInfo.Setup.OENYearStudentModuleTransportation	All	When set to <i>None</i> , the fields are hidden


## School or District Users

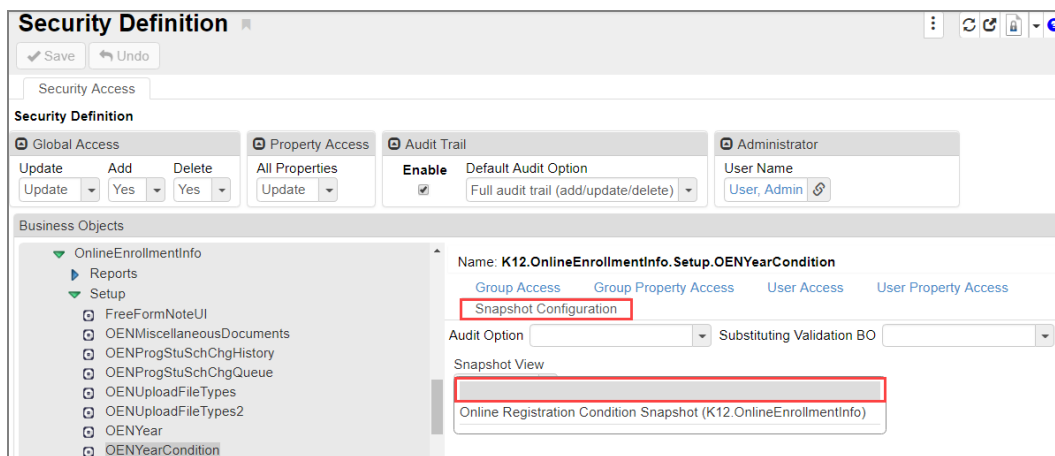
Change settings for the user/user groups to change what a school or district user sees.

Screen/Page	Section	Field	Security Node	Property Access	Setting
Parent	In-Progress Registrations	Delete column	K12.PXP.PXPOENProgress	Delete	When <b>Delete</b> is set to <i>No</i> , hides the <b>Delete</b> option.
Registration Queue	Registrations Waiting to be processed	Registration Flag Columns	K12.PXP.PXPOENProgressStudent	NoticeCriticalChanges NoticeDiscipline NoticeDocHardCopy NoticeDuplicate NoticeEII NoticeGradeLvl NoticeHealth NoticeNewDocUpload NoticeParentChanges NoticeReenroll NoticeSE	When set to <i>None</i> , the columns are hidden
Registration Queue Duplicates	Students with Matching Data	All	K12.OnlineEnrollmentInfo.Setup.RegQueueDuplicateGrid		When set to <i>None</i> , the grid is hidden

## More Security Definitions

### Hiding the Condition Snapshot

1. Click  on the Title Bar.
2. Verify that *Show Snapshot Views* is selected in **Options**.
3. Navigate to **Synergy SIS > System > Security > Security Definition**.
4. Navigate to **K12 > OnlineEnrollmentInfo > Setup > OENYearCondition**.
5. Select the **Snapshot Configuration** tab.
6. Remove the selection of *Online Registration Condition Snapshot (K12.OnlineEnrollmentInfo)* from **Snapshot View**.



The screenshot displays the 'Security Definition' application window. At the top, there are 'Save' and 'Undo' buttons. Below them is a 'Security Access' section. The main area is divided into four tabs: 'Global Access', 'Property Access', 'Audit Trail', and 'Administrator'. The 'Global Access' tab is active, showing 'Update', 'Add', and 'Delete' buttons. The 'Property Access' tab shows 'All Properties' and 'Update' buttons. The 'Audit Trail' tab shows 'Enable' and 'Default Audit Option' dropdowns. The 'Administrator' tab shows 'User Name' and 'User, Admin' buttons. Below these tabs is a 'Business Objects' list on the left, which includes 'OnlineEnrollmentInfo' and 'OENYearCondition'. On the right, the 'Name' field is set to 'K12.OnlineEnrollmentInfo.Setup.OENYearCondition'. Below this are tabs for 'Group Access', 'Group Property Access', 'User Access', and 'User Property Access'. The 'Snapshot Configuration' tab is selected. Below this are 'Audit Option' and 'Substituting Validation BO' dropdowns. The 'Snapshot View' section shows a list of snapshots, with 'Online Registration Condition Snapshot (K12.OnlineEnrollmentInfo)' selected and highlighted by a red box.

Security Definition Screen, Snapshot Configuration Tab

7. Click **Save**.

## Hiding Buttons in OLR Student Health Module

### Setting Up User to Model BO Security



You must select a **User to model BO security** on the ParentVUE and StudentVUE Configuration screen and add that user to **User Property Access** on the Security Definition screen to secure the **Add** and **Delete** buttons in Security Definition.

1. Navigate to **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration**.
  - a. Click and locate a user in **User to model BO security**.
  - b. Click **Save**.

ParentVUE And StudentVUE Configuration Screen

2. Navigate to **Synergy SIS > System > Security > Security Definition**.
  - a. Navigate to **K12 > OnlineEnrollmentInfo > Setup > OENYearStudentModuleHealthInfo**.
  - b. Select the **User Property Access** tab.
  - c. Click **Add** in the Permissions section.
  - d. Locate the **User Name** selected in **User to model BO security**.

Security Definition Screen, User Property Tab

- e. Click **Save**.

## Hiding the Add New Condition and/or Delete Button in OLR

The **Add New Condition** and **Delete** buttons on the Students Health screen in OLR can be shown or hidden independent of each other as they have separate properties.

The **Delete** button displays for any condition added during the current OLR session.



Online Registration, Students Health Screen

1. Navigate to **Synergy SIS > System > Security > Security Definition**.
2. Navigate to **K12 > OnlineEnrollmentInfo > Setup > OENYearStudentModuleHealthInfo**.
3. Select the **User Property Access** tab.
4. Select the user and click **Show Detail**.
5. Select **None** for **HealthConditionAddButton**.
6. Select **None** for **HealthConditionDeleteButton**.

Security Definition Screen, Business Object Detail, User Property Access Tab, Permission Detail

7. Click **Save**.

Online Registration Screen, Students Health Condition Screen

## Hiding the Add New School/Home Medication and/or Delete Buttons in OLR

The school and home medication cannot be shown or hidden independently as they share the same property.

The **Delete** button displays for any medication added during the current OLR session.

Online Registration, Students Health Medications Screen

1. Navigate to **Synergy SIS > System > Security > Security Definition**.
2. Navigate to **K12 > OnlineEnrollmentInfo > Setup > OENYearStudentModuleHealthInfo**.
3. Select the **User Property Access** tab.

4. Select the user and click **Show Detail**.
5. Select *None* for **MedicalAddButton**.
6. Select *None* for **MedicalDeleteButton**.

Business Objects	MedHomeCommentLabel	MedicationAddButton	MedicationDeleteButton	MedicationGU
OENYearStudentModuleEthnicity				
OENYearStudentModuleHealthInfo				
OENYearStudentModuleImmunization				
OENYearStudentModuleInfoRelease				
OENYearStudentModuleLanguageSurvey				
OENYearStudentModulePolicy				
OENYearStudentModulePolicyGrid				

Security Definition Screen, Business Object Detail, User Property Access Tab, Permission Detail

7. Click **Save**.

Online Registration

HEALTH

2018-2019

Medications: Anna Godinez

Instructions

Medication will not be administered to your student until a doctor's note has been provided.

Student has no medication

- CR -

List any medications that need to be taken by the student at school

Medication Name	Dose	Frequency	Reason
Ritalin	25mg	1	Before lunch

List any medications not listed above or provide additional comments about the medications to be taken at school

List any medications taken by the student at home

Medication Name	Dose	Frequency	Reason
Tylenol	1	1	As needed for headaches

List any medications not listed above or provide additional comments about the medications to be taken at home

Previous Save And Continue

Online Registration, Students Health Medication Screen

## PAD Security

### Verify Enrollment Security

You can prevent the **Verify Enrollment** option from displaying on the **Enrollment** tab through PAD Security.

1. Navigate to **Synergy SIS > System > Security > PAD Security**.
2. Navigate to **Synergy SIS > Student > Student**. The security access for **K12.Student** displays.
3. Click **Show Detail**.

**PAD Security**

Menu Save Undo

Navigation Security Document Security

**Product Access Definition**

Global Access Administrator

View Access Report Access Audit Access Delete All Rows

Yes Yes Yes No

User Name User, Admin

**Product Access Definition Security**

Mass Update Student Conference Native American No Show Student Person Person Search Phone Search Review PVUE Updates Seclusion / Restraint Student Student Ad Hoc Group Student Add Student Conference Student Groups

Name: **K12.Student**

Group Access User Access

View Substitution Quick Launch Text View Name Override

Access Show Detail

Line	User Group Name	Access	Audit Access	Delete All Rows
1	Public			
2	Role - Principal			
3	Admin Hope High			
4	Curriculum Directors			

PAD Security Screen

4. Select **No** for **Access** next to ...*Verify Enrollment (Button)* in the Tab Access section.

27	District	45	..Special Transportation Requirements (Group Box)	
28	Update - Grant Elementary	46	Tab Emergency	
29	Update - Hope High School	47	..Physician Information (Group Box)	
30	Update - Jefferson Elementary	48	..Dentist Information (Group Box)	
31	Update - Kennedy	49	Tab Enrollment	
32	View - Adams Elementary	50	..Verify Enrollment (Button)	No
		51	..Enrollment Verification (Group Box)	
		52	..Other Enrollment Information (Group Box)	
		53	..Enrollment Information (Group Box)	
		54	..Enrollment Activity (Group Box)	
		55	..Other Enrollment Information (Group Box)	
		56	..Summer Withdrawal (Group Box)	

PAD Security Screen, Access Detail

5. Click **Save**.

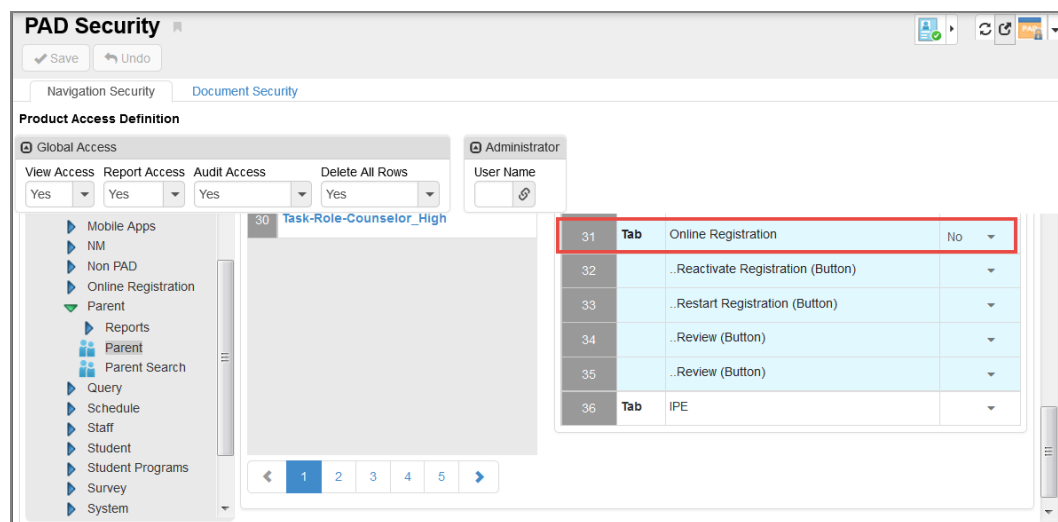


## Online Registration Tab Security

You can hide the **Online Registration** tab on the Parent screen or hide options in the In-Progress Registrations and Pending Registrations sections.

### Hide the Online Registration Tab from the Parent Screen

1. Navigate to **Synergy SIS > System > Security > PAD Security**.
2. Navigate to **Synergy SIS > Parent > Parent** in the Product Access definition Security tree.
3. Select the **User Group Name** to hide the tab from.
4. Click **Show Detail**.
5. Select **No** in the **Access** column for **Tab: Online Registration**.

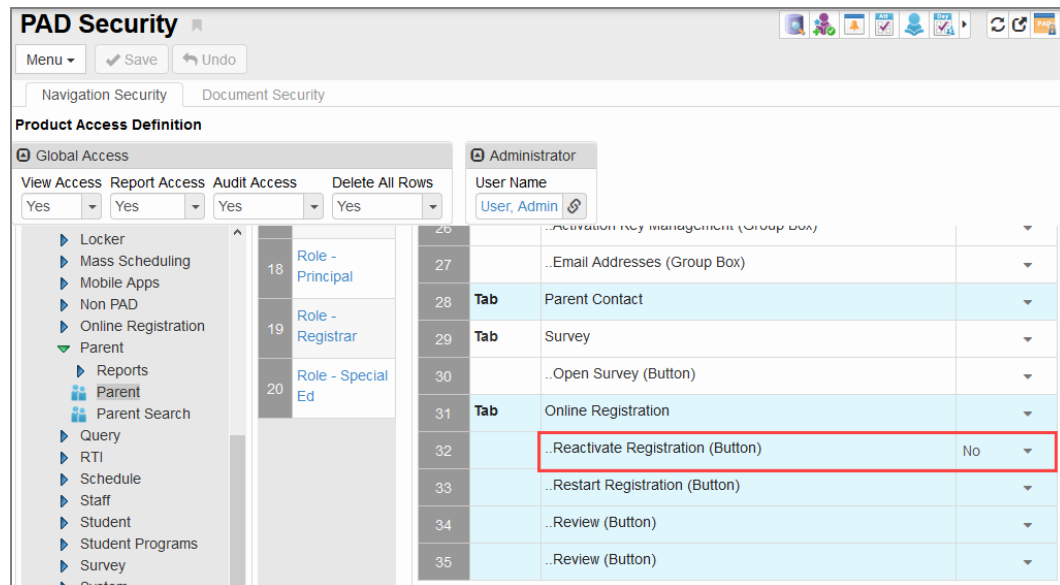


*PAD Security Screen, Access Detail*

6. Click **Save**.

## Hide the Reactivate Registration Button from the In-Progress Registrations Section

1. Navigate to **Synergy SIS > System > Security > PAD Security**.
2. Navigate to **Synergy SIS > Parent > Parent** in the Product Access Definition Security tree.
3. Select the **User Group Name** to hide the option from.
4. Click **Show Detail**.
5. Select *No* in the **Access** column for *Reactivate Registration (Button)*.

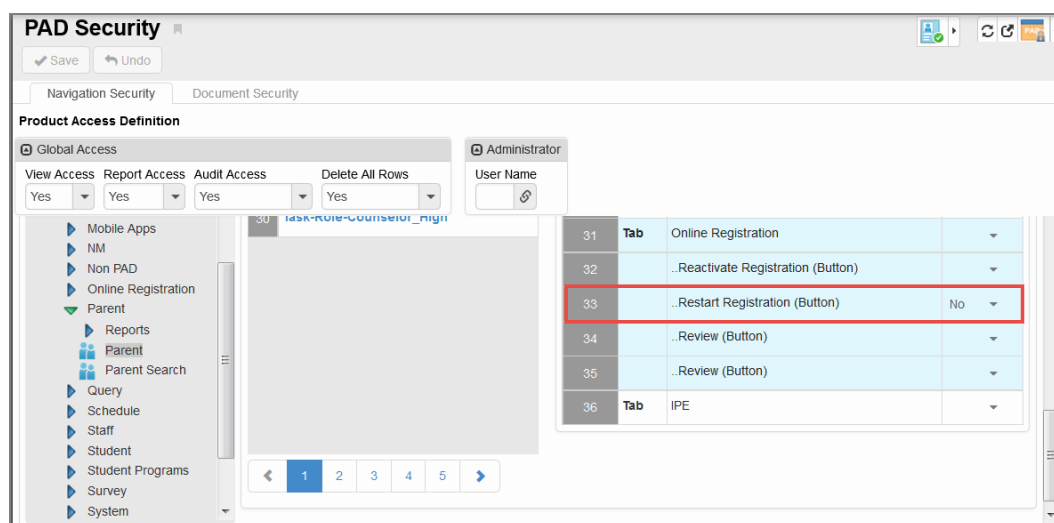


PAD Security Screen, Access Detail

6. Click **Save**.

## Hide the Restart Registration Button from the In-Progress Registrations Section

1. Navigate to **Synergy SIS > System > Security > PAD Security**.
2. Navigate to **Synergy SIS > Parent > Parent** in the Product Access Definition Security tree.
3. Select the **User Group Name** to hide the option from.
4. Click **Show Detail**.
5. Select **No** in the **Access** column for *Restart Registration (Button)*.



PAD Security Screen, Access Detail

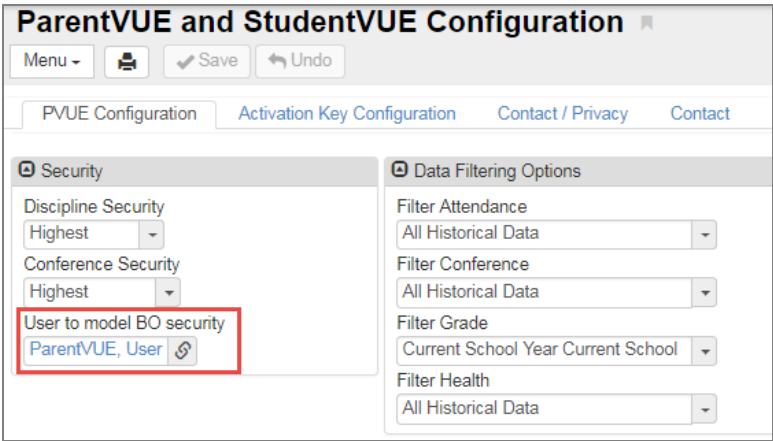
6. Click **Save**.

## Hide Emergency Contact Demographic

You can hide Emergency Contact Demographic fields in Online Registration (OLR).

1. Navigate to **Synergy SIS > System > Security > Security Definition**.
2. Navigate to **K12 > OnlineEnrollmentInfo > Setup > OENYearModuleEmergency**.
3. Select the **User Property Access** tab.
4. Click **Add** in the Permissions section.
5. Locate the user to modify.

This is the same user listed under User to model BO Security on the ParentVUE and StudentVUE Configuration screen.



The screenshot shows the 'ParentVUE and StudentVUE Configuration' window. The 'Security' tab is selected, displaying 'Discipline Security' and 'Conference Security' both set to 'Highest'. The 'User to model BO security' field is highlighted with a red box and contains the text 'ParentVUE, User'. The 'Data Filtering Options' section on the right shows filters for Attendance, Conference, Grade, and Health, all set to 'All Historical Data'.

*ParentVUE And StudentVUE Configuration Screen*

6. Click **Show Detail**.

7. Select **None** for the **Property/Update** next to the fields you want hidden.

- Gender – **DemographicsGender**
- Address (Address, City, State, Zip Code) – **AllAddressFields**
- Language – **DemographicsLanguage**

The screenshot shows the 'Security Definition' window with the 'User Property Access' tab selected. The 'Permissions' section is expanded, showing a table of property access settings. The table has columns for 'Line', 'User Name', 'Property Name', and 'Property Update'. The third row is highlighted, showing 'AllAddressFields' as the property name and 'None' as the property update setting. The 'None' dropdown is highlighted with a red box.

Line	User Name	Property Name	Property Update
1	Parent/VUE, User	AddDateTimeStamp	
2		AddIDStamp	
3		AllAddressFields	None
4		CellPhone	
5		ChangeDateTimeStamp	

Security Definition Screen, User Property Access Tab, Permissions Detail

8. Click **Save**.