

Online Registration (OLR)

Friday, January 14, 2022 4:36 PM

OLR Kiosk mode – Use kiosk mode when parents are completing an application in the building. This will not ask them for an activation key.

NOTE: Parents will be prompted to select either the CURRENT YEAR or NEXT YEAR at the beginning of the registration process.

The screenshot shows the 'Infinite Campus Online Registration' interface. At the top, it lists supported languages: English, Español, العربية, Français, Korean, Chinese, Portuguese, and Russian. The main heading asks the user to complete information to begin registration for Fulton County Schools, noting that only one registration is needed per household. The form includes fields for 'Registration Year' (set to 2022-23), 'Parent/Guardian First Name' (with a red error message 'First Name is required'), 'Parent/Guardian Last Name', 'Date of Birth (MM/DD/YYYY)' (with a calendar icon), and 'Email Address' (pre-filled with 'user@example.com'). There is a checkbox for 'Please check this box if any student being entered has attended a school in this district in the past.' Below this is a CAPTCHA image with the text '5rg4w' and a refresh icon. A 'Begin Registration' button is at the bottom.

<https://campus.fultonschools.org/campus/OLRLoginKiosk/fulton>

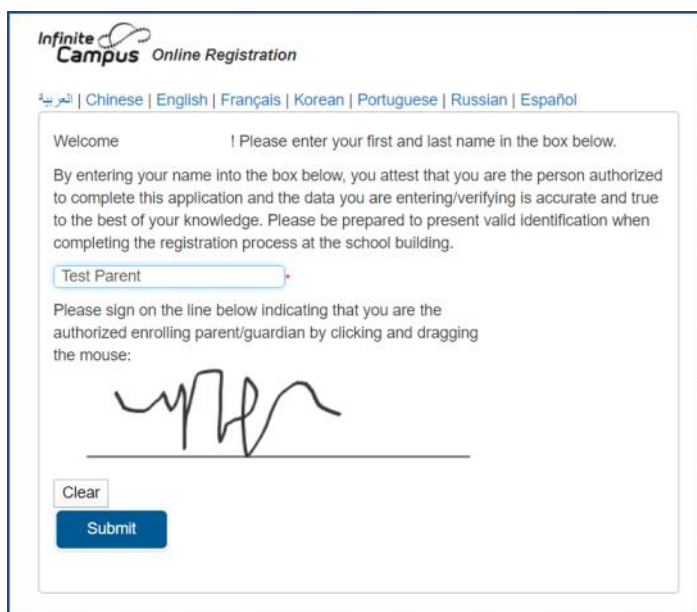
Note: Kiosk mode will never generate the initial email to the parents. However, if a parent enters an email on the very first screen – although it is not required on a kiosk application, but the field is there – a parent will receive emails once an application’s status changes. If an email is entered on the first screen, the parent will be notified when an application is on hold, approved, etc. Adding the email to the body of the application in the parent/guardian section does not prompt notification emails.

not prompt notification emails.

The Online Registration Staff Processing tool provides a way for district staff to review the applications that are entered using Online Registration. District staff can review applications by status or by person, or can enter an Application Number.

Please note: The first school that receives the Online Registration application will process the entire application and only enroll the student(s) for their building. If there are multiple students on an application, the first school that receives the application will only need to enroll the student that will actually attend their building. All other students will need to be enrolled by the other buildings when the parent arrives with the appropriate documentation. Once the application is accepted, the next school(s) will search for the additional student(s) in Census->People ->Enrollment, select the student and add a line of enrollment.

****Although the enrolling parent has the ability to enroll a student using the Online Registration application, the enrolling parent must present all required documentation at the school before the student is officially enrolled. The enrolling parent must be the individual that read and signed the acknowledgement at the start of the application stating that they are authorized to enroll the student.**



The screenshot shows the 'Infinite Campus Online Registration' interface. At the top, there are language options: العربية | Chinese | English | Français | Korean | Portuguese | Russian | Español. The main content area includes a 'Welcome' message and a prompt: '! Please enter your first and last name in the box below.' Below this is a text box containing 'Test Parent'. A paragraph of text explains that by entering the name, the user attests to being the authorized person and that the data is accurate. It also states that valid identification must be presented at the school building. Below the text box is a signature line with a sample signature. At the bottom, there are 'Clear' and 'Submit' buttons.

PATH: Census > Online Registration > Staff Processing

Search fields display on the first tab (Online Registration Search), and results of the search display on the second tab (Search Results).

Once a parent or guardian has submitted an Online Registration application, the designated staff registration person (data clerk, registrar, etc.) can begin processing the application.

Applications can be reviewed by status, by first name/last name of the person who entered the registration, application number (assigned when the application is submitted) or an email address of the person who entered the registration.

- When a staff person makes a status change, the parent/guardian will receive an email.
- If there are multiple students on the family application, whichever school is first to staff process the application with a student in their school approves the entire family OLR application.

Use the Staff Processing Tool

1. Enter one or more search options.
2. Check the **Include unsubmitted applications box** to include applications that may still be in progress by the parent/guardian in the search.
3. Click one of the **Search** buttons. A list of applications matching the search results will appear on the **Search Results** tab.
4. Select the desired application from the **Online Registration Applications**. The names of the students in that application will display at the top of the page.
5. Click one of the action buttons at the bottom of the page to process the application.
6. There is an option to view applications that are in the school's boundary called Application Queue (shown below in the red rectangle). This should only be used to determine families that have submitted applications in the school's boundary that may need to be contacted to complete their registration.

Staff Processing Tool

Staff Processing

Online Registration Search

Search Results

Application Number

-- OR --

Student Number

Student First Name

Student Last Name

First Name

Last Name

Email Address

user@example.com

Application Start

month/day/year



Application End

month/day/year



School

Woodland Elementary



Configuration Group

Application Status

All



Application Type

All



Address Status

Max Application Returned

100



Exclude posted applications



Only Applications with Health
Conditions or Medications

Include unsubmitted applications



Application Queue

Search Applications

Mark Batch Applications

Clear Batch Applications

Mark Applications With Link Errors

Search Result Application Options

Search Result Application Options

[Review Applications](#) | [Application Changes](#)

HEIC Image Converter Tool

HEIC (High Efficiency Video Coding) is a format used by Apple products when saving images. If a parent uploads documents into the OLR in the HEIC format. Use the following instructions to convert the document to an

accessible PDF.



HEIC Image Converter...

Review Applications

After selecting the application and clicking the **Review Application** button, a new browser window displays where the staff person can review the entered application and print the application or submit the application on behalf of the parent/guardian. Also, options to link and unlink the individuals and addresses in the application allow the staff person to eliminate any duplication or data re-entry that may occur.

Reviewing an Application

The screenshot shows a web interface titled "Staff Processing". At the top, there is an "Online Registration Search" section with a search bar and "Back to Search" and "Refresh Search" buttons. Below this is a "STUDENT" table with columns: Last Name, First Name, Middle, DOB, Enrollment Calendar, Application School, Grade, and Type. A message "No records available." is displayed below the table. Underneath is an "ONLINE REGISTRATION APPLICATIONS" table with columns: App#, Name, Status, Type, Date Submitted, Modified by, Date Last Processed, and Comments. One application is listed with App# 4799, Name Cazett, Michelle, Status Submitted-Existing with New Students, Type Existing, and Date Submitted Aug 22 2019 3:47PM. At the bottom of the interface is a navigation bar with buttons: Review Applications, Delete Application, Unsubmit Application, Update Application, Print Applications, Post Batch Applications, Resend Initial Email, and Log in As Parent/Guardian.

The screenshot shows the "Application Review" form. At the top, a progress bar indicates the workflow: Student(s) Primary Household, Parent/Guardian, Emergency Contact, Other Household, Student, Review, and Staff Approval. The "Review" step is currently active. The form contains the following sections:

- Application**: Application End Year: 2017-18
- Household**: Household phone number in application: (865)454-5665. A red notice states: "The Household record is not linked to a Campus record. A new household record will be created when the application is posted."
- Home Address**: 2 Middleton Rd, Savannah, GA 31411. A red notice states: "The Home Address record is linked to a Campus record. AddressID 266387 will be updated when the application is posted. Notice: AddressID 266387 is occupied by the DardyO household. HouseholdID: 53056"
- Mailing Address**: The Household has no separate Mailing Address.

At the bottom of the page is a legend that indicates the level of risk related to data duplication when items are not linked. This is also where the application can be approved or denied, thus completing the processing.


Level of Risk and Approval buttons


Description of Review

Red - High risk of data duplication if record not linked

Orange - Moderate risk of data duplication if record not linked

Blue - Minimal risk of data duplication if record not linked

 - Indicates at least one medication or health condition was listed

 - Indicates a document was uploaded for the household, click to view.

[Print Application](#)

[Back](#) [Next](#)

To review particular sections of the application, click the buttons at the top of the screen. The matching section displays, allowing close review of the entered data. Use the Save/Continue buttons at the bottom of each area to move onto the next section.

When each button representing that area of the application is green and has a checkmark, the application is ready to be approved.

Review Buttons



The following information provides guidance on staff approval of the application.

Area	Items to review/approve
Household	<ul style="list-style-type: none"> • Home Phone - This phone number is the phone number of the household and is used in many Census reports and is needed for proper sending of school and district messages. Review the phone number for accuracy of format and determine if additional Contact Preferences should be selected. Click the Next button. • Home Address - The Home Address is the physical location of the household. This may be a different address than the mailing location of the household. Review the entered address for accuracy and click the Link Address to search Campus to find a similar address using Soundex. Click the Next button when finished. • Mailing - The Mailing Address window displays a separate address if the previous Home Address is not the same as the mailing address (P.O. Boxes, etc.). Review the entered information and click the Save/Continue button.
Parent/Guardian	The Parent section displays the entered parents/guardians for the registering household. Review the entered information by clicking on each name listed, including existing parents/guardians. Move through the Demographics, Contact Information, Migrant Worker and Impact Aid editors using the Next and Previous buttons on the panels. When finished, click the Save button. When finished reviewing all entered parents, click the Save/Continue button.
Emergency Contact	There should be at least two emergency contacts per registration. Review the entered information by clicking on each name listed, including existing emergency contacts. Move through the Demographics, Contact Information, and Verification editors using the Next and Previous buttons on the panels. When finished, click the Save button. When finished reviewing all entered emergency contacts, click the Save/Continue button.
Other Household	This option can be reworded in the Multi-Language Editor to record any younger siblings that are not yet in school in this editor.

Student	The Student section lists the students who are requesting to be enrolled in the school. Review the entered information by clicking on each name listed, including existing emergency contacts. Move through the Demographics, Language Information, Previous Schools, Tribal Enrollment, Relationships, Health Services and Release Agreement editors using the Next and Previous buttons on the panels. When finished, click the Save button. When finished reviewing all students, click the Save/Continue button.
Staff Approval	<p>On the Staff Approval editor, select the appropriate Application Status from the dropdown list - Approved, Hold or Denied. Enter any comments related to the processing of this application - maybe who approved it and when.</p> <ul style="list-style-type: none"> • When the Application Status is Approved, click the Save and Post button. • When the Application Status is Hold or Denied, click the Save button <p>Click the Save button when finished.</p>

When the application has been marked as Approved, an Application Summary receipt link will display. Click this option to view the entered application in PDF form.

Application Summary

Online Registration Summary

Approved By: System Administrator
Approved Date: 11/11/2013

Confirmation Number: # 513
Application Created By: test

<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Household</p> <p>Home Phone Home Phone:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th></th> <th>Emergency</th> <th>High Priority</th> <th>Attendance</th> <th>Behavior</th> <th>General</th> <th>Private</th> </tr> </thead> <tbody> <tr> <td>Home Phone: Voice</td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> </tr> <tr> <td>Text</td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> </tr> </tbody> </table> <p>Home Address From Portal</p> <p>Coon Rapids, MN 55119 End Date: 10/02/2013 New Home Address</p> <p>Anytown, CA 96532</p> <p>Mailing Address</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Parent/Guardian</p> <p>Miller, Sarah Gender: F Birthdate: 01/20/1998 Household: Yes</p> <p>Contact Information Cell Work: Email: sarah@aol.com Secondary Email:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th></th> <th>Emergency</th> <th>High Priority</th> <th>Attendance</th> <th>Behavior</th> <th>General</th> <th>Teacher</th> <th>Private</th> </tr> </thead> <tbody> <tr> <td>Cell</td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td></td> <td></td> </tr> <tr> <td>Text</td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>		Emergency	High Priority	Attendance	Behavior	General	Private	Home Phone: Voice	X	X	X	X	X	X	Text	X	X	X	X	X	X		Emergency	High Priority	Attendance	Behavior	General	Teacher	Private	Cell	X	X	X	X	X			Text	X							<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Emergency Contact</p> <p>Howard, Tony Gender: M Birthdate: Household: No</p> <p>Contact Information Home: Cell: Work: Email: dee@dee.com</p> <p>Verification Information Address Line 1: Address Line 2:</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Emergency Contact</p> <p>Person, Test Gender: M Birthdate: 12/01/2012 Household: No</p> <p>Contact Information Home: Cell: Work: Email:</p> <p>Verification Information Address Line 1: Address Line 2:</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Other Household</p> <p>test333333, test Gender: F Birthdate: 10/06/2012 Household: Yes</p> <p>No further data for this household member</p> </div>
	Emergency	High Priority	Attendance	Behavior	General	Private																																								
Home Phone: Voice	X	X	X	X	X	X																																								
Text	X	X	X	X	X	X																																								
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Cell	X	X	X	X	X																																									
Text	X																																													

At this time, enrollment records will need to be created for approved applications for new families. For existing families, no further action is needed.

Link Records

Please Note: When reviewing the application, verifying the potential duplicate information and linking it

alleviates duplicates in the system.

- The **Override Household ID** button allows the user to link an existing application for the same household.
- **Linking Addresses** - An address may need to be linked when the entered address is not linked to an existing address, the address is linked to an address but another household is living in that location, or the address is linked to an existing address. Review the entered address and confirm the data with the user.
- **Linking Person Records** allows the user to link the persons in the application to existing records if necessary.

Application Changes

Staff can perform the following actions for an application.

Action	Description
Unsubmit an application	This option changes the status of the application, from Submitted to not submitted. This removes the selected application from the list, and allows the parent/guardian to make additional changes.
Update a Registration	This option allows the addition of another student in the same household that was not initially included when the application was submitted. This also allows any type of census record (parent record, etc.) and adds it to the application. Mark the checkbox to add the student to the application.
Print an Application	This option displays a PDF print view of the submitted application.
Post Batch Applications	This option posts any application with the status of Batch.
Resend the Initial Email	Selecting this option sends the initial email the user receives to enter an application.
Log in as the Parent/Guardian	After selecting the application from the search results, click this option to log in as the parent/guardian. This logs the user out of Campus and automatically logs the user into the Portal view of Online Registration.

Student Processing

This view displays a final summary of the application. Staff can assign the application to a school for processing, flag the student as processed, open enrollments for the student, or print the application.

Once the application has been reviewed and approved, select "Go to Student Processing" to process the enrollment for the individual student(s) on the application.



Assign Student to School for Processing

If the selected application needs to be processed by another school in the district, or completed by another school in the district, open the application by choosing the Review Application button. On the Student Processing tab,

choose the appropriate school from the dropdown. The selected school is now responsible for completing the application.

Assign to School Option

* Indicates a required field

✓ Student(s) Primary Household >> ✓ Parent/Guardian >> ✓ Emergency Contact

✓ Staff Approval >> Student Processing

Student Review

All Student in App
No School Selected

Name	DoB	Age	App Grade	Type	Processed?	Enrolled	Bound
Student, Calvin	01/01/2001	16	11	New	No		

Current Student

Student, Calvin [dropdown] [dropdown]

Assign to School for Processing

Flag Student as Processed

Clicking this button completes the application and displays an option to print the Application Summary.

Flag Student as Processed

Online Registration - Mozilla Firefox

https://10.200.20.11/coreOLR/olr2/coreOLR/portal/shell.xsl?applicationMode=admin&x=olr2.coreOLR.Olr2Main-appli

Student Review

All Student in App
No School Selected

Name	DoB	Age	App Grade	Type	Processed?	Enrolled	Boundary
Bill	01/05/2001	15	09	New	No		

Current Student

Bill [dropdown] Central Office [dropdown]

Assign to School for Processing

Recent Student Enroll

Grade	Calen
10	14-15 High Sch

Application Househo

125 Gorwin Dr
Blaine, MN 55449

School Boundary Sch

No Boundary Schools fo

School Choices

School
High School

Open Campus Enrollments

Flag Student as Processed

Print Application

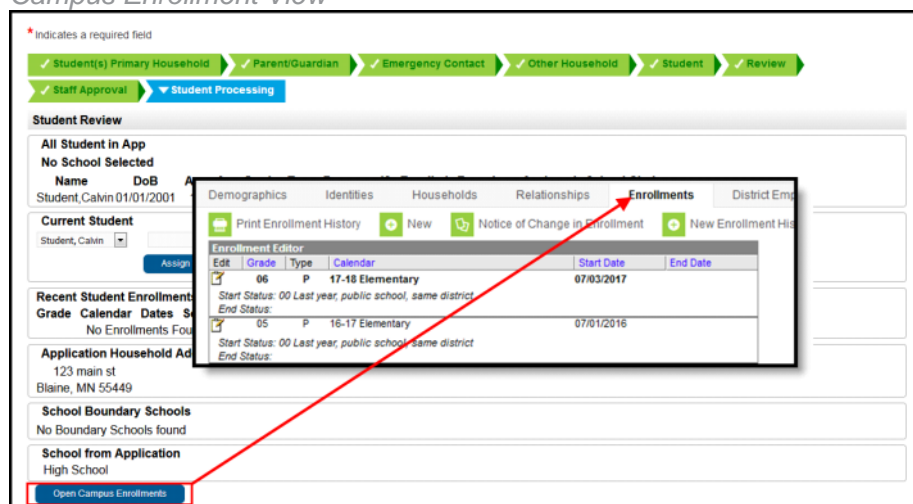
The student has been processed. For a PDF copy of the submitted data, please click the link below.

[Application Summary PDF](#)

Open Campus Enrollments

This option displays the student's Enrollment tab within Campus.

Campus Enrollment View



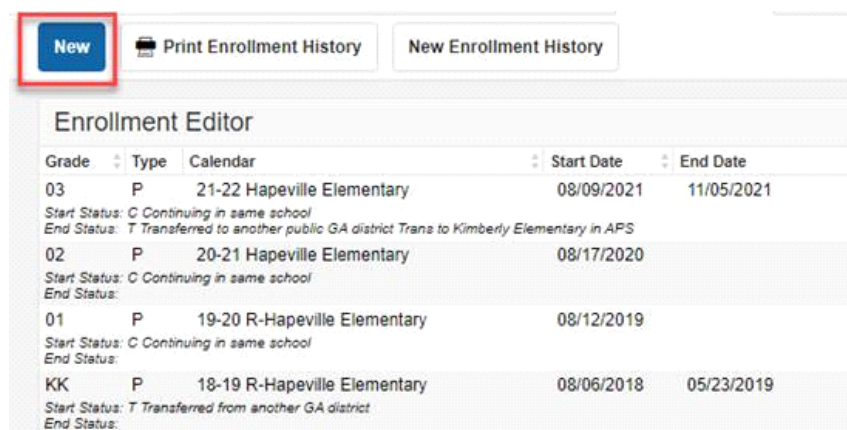
When adding a new enrollment, a school and calendar need to be selected from the toolbar.

The student's current grade level for the selected school year displays in the Student header (and throughout all Student Information tools). This grade level displays in the search results and the list of enrollments in the Enrollment Editor.

Add Enrollment Information

Select the New icon from the Action bar. The enrollment entry information (General, State Reporting Fields, etc.) displays below the Enrollment Editor.

Please be sure to verify all the [Enrollment Field Data](#)



Enter at least the required fields (Grade, Start Date, Service Type, Local Start Status) in the General Enrollment Information editor.

Save New Enrollment History

General Enrollment Information

*Calendar: 21-22 Hapeville Elementary

*Schedule: Main

*Grade: 03

Class Rank Exclude:

External LMS Exclude:

*Start Date: 01/31/2022

No Show:

End Date: []

End Action: []

*Service Type: P. Primary

*Local Start Status: T. Transferred from another GA district

Local End Status: Select a Value

State Start Status: T. Transferred from another GA district

State End Status: []

Start Comments: []

End Comments: []

CRDC School of Accountability: Select a Value

If additional information needs to be added at this time, enter that information as well, i.e., variance codes, etc.

Click the Save icon. The new enrollment is listed in the Enrollment Editor. Additional field selections can be made now or later.

Enrollment Editor

Grade	Type	Calendar	Start Date	End Date
03	P	21-22 Hapeville Elementary	01/31/2022	
Start Status: T Transferred from another GA district				
End Status:				
03	P	21-22 Hapeville Elementary	08/09/2021	11/05/2021
Start Status: C Continuing in same school				
End Status: T Transferred to another public GA district Trans to Kimberly Elementary in APS				
02	P	20-21 Hapeville Elementary	08/17/2020	
Start Status: C Continuing in same school				
End Status:				
01	P	19-20 R-Hapeville Elementary	08/12/2019	
Start Status: C Continuing in same school				
End Status:				
KK	P	18-19 R-Hapeville Elementary	08/06/2018	05/23/2019
Start Status: T Transferred from another GA district				
End Status:				

When the enrollment record is created, staff can add schedule information, prepare for fees entry, etc.