


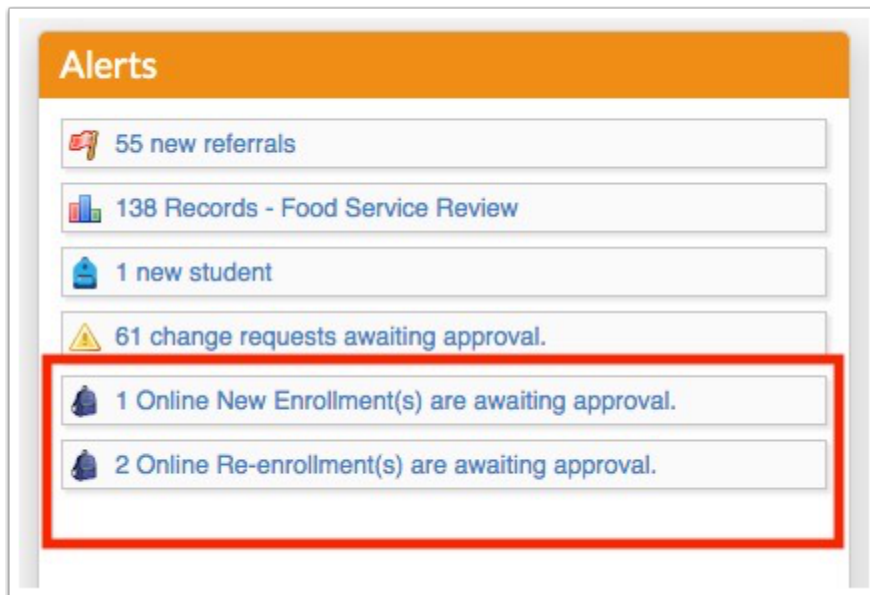
Online Enrollments


The Online Enrollments screen is used to view the status of form completion for required and voluntary re-enrollment forms and online applications. It is also used to approve or deny the changes to student information submitted by parents/students on re-enrollment forms. The re-enrollment forms and re-enrollment settings are set up in the [Application Editor](#). Required re-enrollment can be set up for an individual student in the [Re-enrollment tab](#) of Student Info.

 There are separate View and Edit permissions in Users > [Profiles](#) for each tab of the Online Enrollments screen.

 Users with the Edit permission to the Unprocessed Applications tab will receive the Portal alert “X Online New Enrollment(s) are awaiting approval” when applicants submit an online application. Clicking the alert will navigate the user to the Unprocessed Applications tab of the Online Enrollments screen. When "Show Zoned School" is enabled on the application in the [Application Editor](#), users will receive the alert if the student is zoned for their school.


Users with the Edit permission to the Unprocessed Forms tab will receive the “X Online Re-enrollment(s) are awaiting approval” Portal alert when students submit an online re-enrollment form. Clicking the alert will navigate the user to the Unprocessed Forms tab of the Online Enrollments screen.



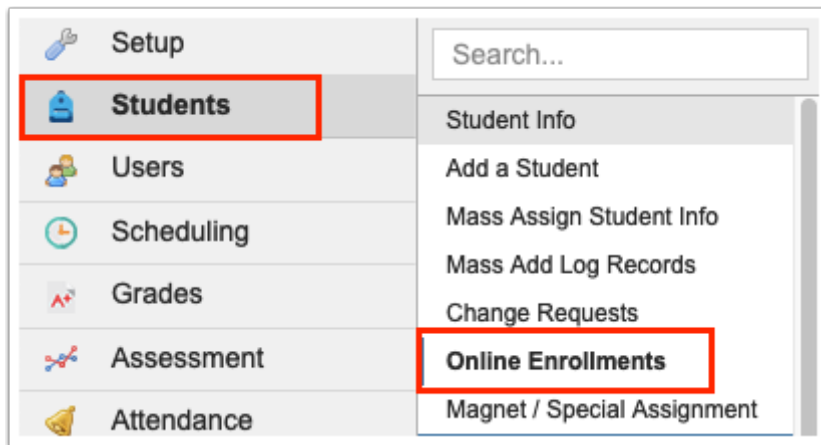
-  The "Profiles Allowed to Assign" setting on the form in the [Application Editor](#) dictates which administrator profiles are allowed to view this form on the Online Enrollments screen. Therefore, you may only see certain forms on this screen.

Viewing Unprocessed Online Re-Enrollment Requests

The Unprocessed Forms tab of the Online Enrollments screen displays online re-enrollment requests submitted by parents/students that have not yet been approved or denied by an administrator. Changes can be approved or denied for each individual change requested by the parent/student or for all of the changes requested by the parent/student. Once the changes are approved or denied, the parent/student receives a Portal alert that their form was processed. The parent/student can review the changes and whether they were approved or denied from the Forms Summary screen.

-  Completed re-enrollment forms that contain no changes to student information are automatically processed and do not require administrator review.

1. In the **Students** menu, click **Online Enrollments**.



The Unprocessed Forms tab is displayed by default. Students who have had re-enrollment forms completed, but not yet processed, are listed. The student ID, student name, grade level, name of the form, form type, completed date, and person who completed the form are displayed.

i If the "Application School Year" student field was included on the form, the Requested Enrollment Year column will be populated with the selection "Current School Year" or "Next School Year." If the system preference "Allow Enrolling in Future Year" is disabled in Setup > System Preferences > Default School Preferences > [Online Application](#) tab, then the "Next School Year" option cannot be selected by the applicant.

Unprocessed Forms								
Unprocessed Applications Unsubmitted Unsubmitted Applications Processed								
Click on any name below to view, accept, and/or deny the changes made to each enrollment request.								
7 Records	Export	Filters OFF	Page Size 20					
Student ID	Student Name	Grade Level	Requested Enrollment Year	Form	Form Type	Completed At	Completed By	
00078018	Austin, [redacted]	11		Re-Enrollment Form	Requested	10/30/2020	Parent - Smith, [redacted]	View Changes
00086669	Aguayo, [redacted]	10		Re-Enrollment Form	Requested	11/03/2020	Parent - Solano, [redacted]	View Changes
00076956	Granillo, [redacted]	09		Re-Enrollment Form	Requested	11/03/2020	Parent - Benitez, [redacted]	View Changes
00057746	Murillo, [redacted]	09		Re-Enrollment Form	Requested	11/04/2020	Parent - Smith, [redacted]	View Changes
00061975	Baker, [redacted]	09		Re-Enrollment Form	Requested	11/10/2020	Parent - Barrios, [redacted]	View Changes
00055879	Abe, [redacted]	10		Re-Enrollment Form	Requested	03/29/2021	Parent - Adame, [redacted]	View Changes
00061843	Abrego, [redacted]	10		Annual Enrollment	Requested	03/25/2022	Parent - Adame, [redacted]	View Changes

3. Click **View Changes** next to a student to view the changes to student information that have been submitted on the form.

Unprocessed Forms

Unprocessed Applications

Unsubmitted

Unsubmitted Applications

Processed

Click on any name below to view, accept, and/or deny the changes made to each enrollment request.

7 Records

Export

Filter: OFF

Page Size: 20

Student ID	Student Name	Grade Level	Requested Enrollment Year	Form	Form Type	Completed At	Completed By	
00078018	Austin,	11		Re-Enrollment Form	Requested	10/30/2020	Parent - Smith,	View Changes
00086669	Aguayo,	10		Re-Enrollment Form	Requested	11/03/2020	Parent - Solano,	View Changes
00076956	Granillo,	09		Re-Enrollment Form	Requested	11/03/2020	Parent - Benitez,	View Changes
00057746	Murillo,	09		Re-Enrollment Form	Requested	11/04/2020	Parent - Smith,	View Changes
00061975	Baker,	09		Re-Enrollment Form	Requested	11/10/2020	Parent - Barrios,	View Changes
00055879	Abe,	10		Re-Enrollment Form	Requested	03/29/2021	Parent - Adame,	View Changes
00061843	Abrego,	10		Annual Enrollment	Requested	03/25/2022	Parent - Adame,	View Changes

In the Before row, the information that previously existed in the student's record is listed. In the After row, the change requested by the parent/student is listed.

Approve / Deny Changes

[Approve All](#)
[Deny All](#)
[Close](#)

2 Records

Approve Deny	Change	
		Permission to Survey
	Before	No
	After	Yes
Approve Deny	Birthdate	
	Before	
	After	09/12/2003

4. To approve or deny each individual change, click the **Approve** or **Deny** buttons along the left side of the window. The window will automatically close after approving or denying all the changes in the list.

Approve / Deny Changes

Approve All

Deny All

Close

2 Records

Change							
<div>Approve</div> <div>Deny</div>	<table> <tr> <td></td> <td>Permission to Survey</td> </tr> <tr> <td>Before</td> <td>No</td> </tr> <tr> <td>After</td> <td>Yes</td> </tr> </table>		Permission to Survey	Before	No	After	Yes
	Permission to Survey						
Before	No						
After	Yes						
<div>Approve</div> <div>Deny</div>	<table> <tr> <td></td> <td>Birthdate</td> </tr> <tr> <td>Before</td> <td></td> </tr> <tr> <td>After</td> <td>09/12/2003</td> </tr> </table>		Birthdate	Before		After	09/12/2003
	Birthdate						
Before							
After	09/12/2003						

5. To approve or deny all changes for the student, click **Approve All** or **Deny All** at the top of the window. The window will automatically close.

Approve / Deny Changes


Approve All

Deny All

Close

2 Records

Change							
<div>Approve</div> <div>Deny</div>	<table> <tr> <td></td> <td>Permission to Survey</td> </tr> <tr> <td>Before</td> <td>No</td> </tr> <tr> <td>After</td> <td>Yes</td> </tr> </table>		Permission to Survey	Before	No	After	Yes
	Permission to Survey						
Before	No						
After	Yes						
<div>Approve</div> <div>Deny</div>	<table> <tr> <td></td> <td>Birthdate</td> </tr> <tr> <td>Before</td> <td></td> </tr> <tr> <td>After</td> <td>09/12/2003</td> </tr> </table>		Birthdate	Before		After	09/12/2003
	Birthdate						
Before							
After	09/12/2003						



If you do have have edit permission for the field, you will not be able to approve or deny the changed information.

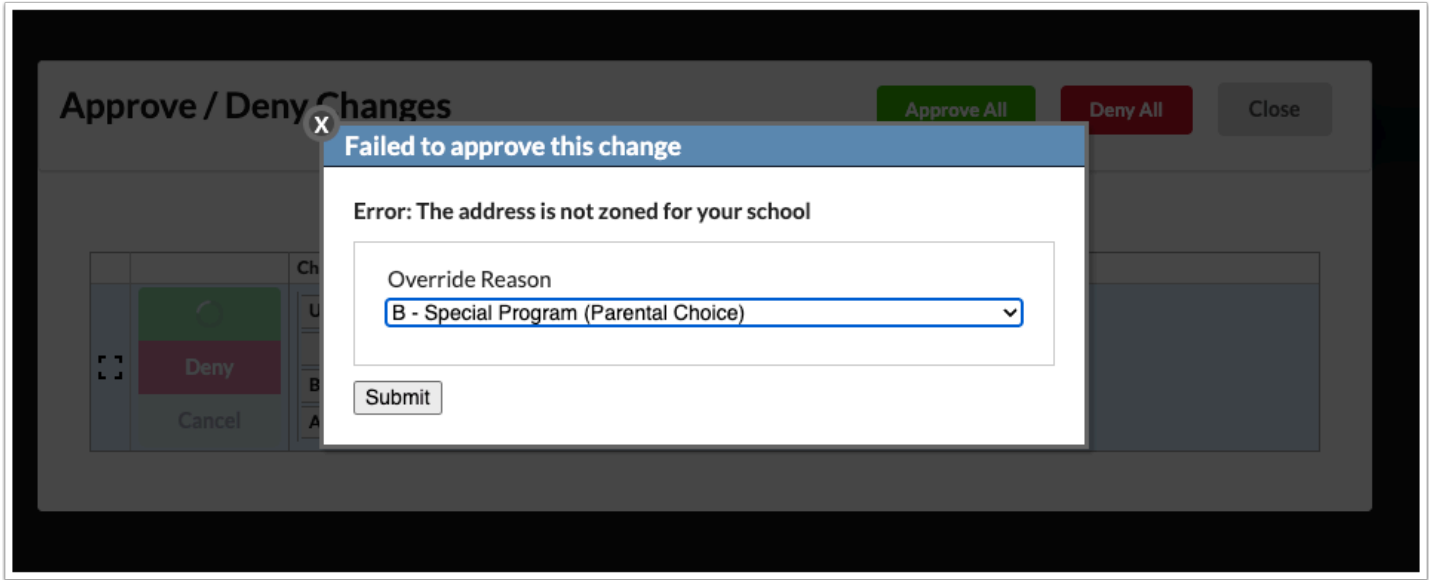
- i** If a change is denied, a pop-up is displayed prompting you to enter a reason why the change was denied. The reason is displayed when viewing the changes in the Processed tab for the student. The reason also displays to the parent/student when reviewing the changes in the Forms Summary screen.

The screenshot shows a modal dialog box with a dark border and a close button (X) in the top-left corner. The title bar reads "Please enter a reason for denying this change:". Below the title is a large, empty text input field. Underneath the input field, it says "255 characters remaining". At the bottom of the dialog is a prominent red button with the text "Deny Change(s)" in white.

- i** If you have the profile permission "Allow overriding zoned address restrictions" for Students > Add a Student, and an address change is submitted that makes the student out of zone for their enrolled school, upon approving the change, you will be prompted to select an override reason. If you do not have the profile permission "Allow overriding zoned address restrictions," you will receive the message "You are not allowed to override that error," and the change will not be approved.

Similarly, if you have the profile permission "Allow enrolling out-of-district students," and an address change is submitted that is not within the [Address Catalog](#), upon approving the change, you will be prompted to select an override reason. If you do not have the profile permission "Allow enrolling out-of-district students," you will receive the message "You are not allowed to override that error," and the change will not be approved.

Once an override reason is selected and submitted, the student's address will update in the system.



6. To view the student's record, click the student's name.

Unprocessed Forms								
Unprocessed Applications Unsubmitted Unsubmitted Applications Processed								
Click on any name below to view, accept, and/or deny the changes made to each enrollment request.								
7 Records Export Filter: OFF Page Size: 20								
Student ID	Student Name	Grade Level	Requested Enrollment Year	Form	Form Type	Completed At	Completed By	
00078018	Austin,	11		Re-Enrollment Form	Requested	10/30/2020	Parent - Smith,	View Changes
00086669	Aguayo,	10		Re-Enrollment Form	Requested	11/03/2020	Parent - Solano,	View Changes
00076956	Granillo,	09		Re-Enrollment Form	Requested	11/03/2020	Parent - Benitez,	View Changes
00057746	Murillo,	09		Re-Enrollment Form	Requested	11/04/2020	Parent - Smith,	View Changes
00061975	Baker,	09		Re-Enrollment Form	Requested	11/10/2020	Parent - Barrios,	View Changes
00055879	Abe,	10		Re-Enrollment Form	Requested	03/29/2021	Parent - Adame,	View Changes
00061843	Abrego,	10		Annual Enrollment	Requested	03/25/2022	Parent - Adame,	View Changes

Viewing Unprocessed Applications

The Unprocessed Applications tab displays the students who have submitted an online application and are enrolled in the Applicants school, but have yet to be enrolled in a district school.

1. Click the **Unprocessed Applications** tab.

Unprocessed Forms **Unprocessed Applications** Unsubmitted Unsubmitted Applications Processed

☐ Show All Schools

No Records Found

2. Select **Show All Schools** to view applications for all schools in the district, including the Applicants school.

The Show All Schools check box will remain selected when you navigate away from and return to this screen.

The School column will display the school selected by the applicant, if applicable.

i If the "Application School Year" student field was included on the form, the Requested Enrollment Year column will be populated with the selection "Current School Year" or "Next School Year." If the system preference "Allow Enrolling in Future Year" is disabled in Setup > System Preferences > Default School Preferences > [Online Application](#) tab, then the "Next School Year" option cannot be selected by the applicant.

Unprocessed Forms **Unprocessed Applications** Unsubmitted Unsubmitted Applications Processed District Totals

☒ Show All Schools

2 Records OFF

	Applicant Name	Birthdate	Grade Level	Requested Enrollment Year	Completed Form	School	Submission Date	Student ID	Parent Name	Address	Email	Phone Number	Status	Comments
	Brown, Jason	12/14/2006			Annual Enrollment		05/31/2023	4400088092	Michael Brown	234 CENTRAL AVE ST. PETERSBURG, FL 33701				
	Weiss, Norma	03/07/2016			Annual Enrollment		05/31/2023	4400088091	Jessica Weiss	126 MAIN STREET ST. PETERSBURG, FL 33701				

i For post-secondary schools that include the student field with the alias program_of_interest on the application, the Programs of Interest column displays in the Unprocessed Applications tab. This column only displays for users with the View profile permission for "Program of Interest" for the Online Enrollments screen.

3. Click **View** to view the Student Info screen for the applicant student in a new tab or window.

Unprocessed Forms	Unprocessed Applications	Unsubmitted	Unsubmitted Applications	Processed	District Totals
-------------------	--------------------------	-------------	--------------------------	-----------	-----------------

2 Records	Export	Filters: OFF	Page Size: 20	<input checked="" type="checkbox"/> Show All Schools	Save
-----------	--------	--------------	---------------	--	------

	Applicant Name	Birthdate	Grade Level	Requested Enrollment Year	Completed Form	School	Submission Date	Student ID	Parent Name	Address	Email	Phone Number	Status	Comments
		Brown, Jason	12/14/2006		Annual Enrollment		05/31/2023	4400088092	Michael Brown	234 CENTRAL AVE ST. PETERSBURG, FL 33701				
		Weiss, Norma	03/07/2016		Annual Enrollment		05/31/2023	4400088091	Jessica Weiss	126 MAIN STREET ST. PETERSBURG, FL 33701				

4. If desired, select a **Status** to assign to the application. Status options are set up in Students > Enrollment Codes > [Application Statuses](#) tab.

Unprocessed Forms	Unprocessed Applications	Unsubmitted	Unsubmitted Applications	Processed	District Totals
-------------------	--------------------------	-------------	--------------------------	-----------	-----------------

2 Records	Export	Filters: OFF	Page Size: 20	<input checked="" type="checkbox"/> Show All Schools	Save
-----------	--------	--------------	---------------	--	------

	Applicant Name	Birthdate	Grade Level	Requested Enrollment Year	Completed Form	School	Submission Date	Student ID	Parent Name	Address	Email	Phone Number	Status	Comments
		Brown, Jason	12/14/2006		Annual Enrollment		05/31/2023	4400088092	Michael Brown	234 CENTRAL AVE ST. PETERSBURG, FL 33701			Pending D...	
		Weiss, Norma	03/07/2016		Annual Enrollment		05/31/2023	4400088091	Jessica Weiss	126 MAIN STREET ST. PETERSBURG, FL 33701				

5. If your profile has the edit permission to the student field "Unprocessed Application Comments," the **Comments** column will display and will be editable. Enter a comment, if desired.

The comment will save in the Unprocessed Application Comments field in Student Info in the category the field was assigned in Students > [Student Fields](#).

Unprocessed Forms	Unprocessed Applications	Unsubmitted	Unsubmitted Applications	Processed	District Totals
-------------------	--------------------------	-------------	--------------------------	-----------	-----------------

2 Records	Export	Filters: OFF	Page Size: 20	<input checked="" type="checkbox"/> Show All Schools	Save
-----------	--------	--------------	---------------	--	------

	Applicant Name	Birthdate	Grade Level	Requested Enrollment Year	Completed Form	School	Submission Date	Student ID	Parent Name	Address	Email	Phone Number	Status	Comments
		Brown, Jason	12/14/2006		Annual Enrollment		05/31/2023	4400088092	Michael Brown	234 CENTRAL AVE ST. PETERSBURG, FL 33701			Pending D...	Needs to bri
		Weiss, Norma	03/07/2016		Annual Enrollment		05/31/2023	4400088091	Jessica Weiss	126 MAIN STREET ST. PETERSBURG, FL 33701				

6. Click **Save** after selecting a status or entering a comment.

Unprocessed Forms	Unprocessed Applications	Unsubmitted	Unsubmitted Applications	Processed	District Totals
-------------------	--------------------------	-------------	--------------------------	-----------	-----------------

2 Records	Export	Filters: OFF	Page Size: 20	<input checked="" type="checkbox"/> Show All Schools	Save
-----------	--------	--------------	---------------	--	------

	Applicant Name	Birthdate	Grade Level	Requested Enrollment Year	Completed Form	School	Submission Date	Student ID	Parent Name	Address	Email	Phone Number	Status	Comments
		Brown, Jason	12/14/2006		Annual Enrollment		05/31/2023	4400088092	Michael Brown	234 CENTRAL AVE ST. PETERSBURG, FL 33701			Pending D...	Needs to bri
		Weiss, Norma	03/07/2016		Annual Enrollment		05/31/2023	4400088091	Jessica Weiss	126 MAIN STREET ST. PETERSBURG, FL 33701				

7. To delete an application, click the minus sign.

Unprocessed Forms

Unprocessed Applications

Unsubmitted

Unsubmitted Applications

Processed

District Totals

2 Records

Export

Filter: OFF

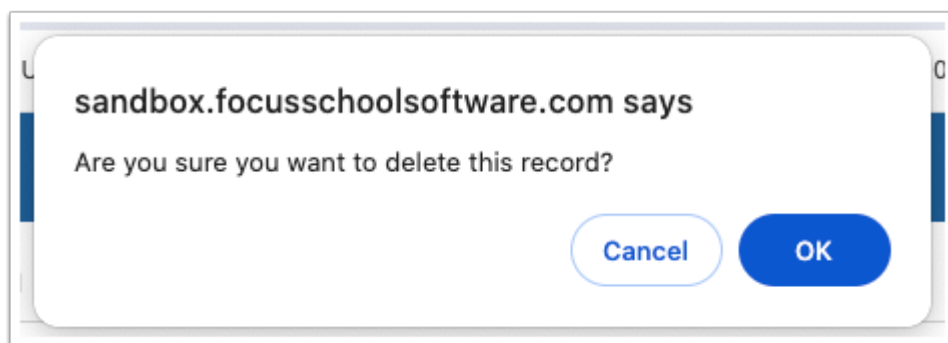
Page Size: 20


Show All Schools

Save

		Applicant Name ▾	Birthdate ▾	Grade Level ▾	Requested Enrollment Year ▾	Completed Form ▾	School ▾	Submission Date ▾	Student ID ▾	Parent Name ▾	Address ▾	Email ▾	Phone Number ▾	Status ▾	Comments ▾
<div><div></div><div>View</div><div>Process</div></div>		Brown, Jason	12/14/2006			Annual Enrollment		05/31/2023	4400088092	Michael Brown	234 CENTRAL AVE ST. PETERSBURG, FL 33701			<div></div>	
<div><div></div><div>View</div><div>Process</div></div>		Weiss, Norma	03/07/2016			Annual Enrollment		05/31/2023	4400088091	Jessica Weiss	126 MAIN STREET ST. PETERSBURG, FL 33701			<div></div>	

8. In the confirmation message, click **OK**.



 Applications can be deleted if there is no associated school. Additionally, users can delete an application if there is an associated school and the user is currently logged in to that school at the top-right of the screen. If the user is not logged in to that school at the top-right of the screen, the user cannot delete the application.

9. Click **Process** to navigate to the Add a Student screen for the student.

Unprocessed Forms

Unprocessed Applications

Unsubmitted

Unsubmitted Applications

Processed

District Totals

2 Records

Export

Filter: OFF

Page Size: 20

Show All Schools

Save

	Applicant Name	Birthdate	Grade Level	Requested Enrollment Year	Completed Form	School	Submission Date	Student ID	Parent Name	Address	Email	Phone Number	Status	Comments
<div><div>View</div><div>Process</div></div>	Brown, Jason	12/14/2006			Annual Enrollment		05/31/2023	4400088092	Michael Brown	234 CENTRAL AVE ST. PETERSBURG, FL 33701			Pending D...	Needs to bri
<div><div>View</div><div>Process</div></div>	Weiss, Norma	03/07/2016			Annual Enrollment		05/31/2023	4400088091	Jessica Weiss	126 MAIN STREET ST. PETERSBURG, FL 33701				

The student's First Name, Last Name, Gender, and Birthdate will populate the fields at the top of the Add a Student screen.

[Continue](#) [Save](#)

Norma		Weiss	
* First Name	Middle Name	* Last Name	Suffix
F - Female	03/07/2016	00088091	
* Gender	* Birthdate Birth Year	TERMS ID	Social Security ?
		<input type="checkbox"/>	Students
Preferred First Name	Preferred Last Name	Force Password Change	Profile
71241f0a-b87f-49f3-b05e-29ad402ffb68			
UUID			

[Reset Fields](#) [Enroll as New Student](#) or [Search](#)

10. Click **Search** and proceed with enrolling the student. See [Add a Student](#) for more information on enrolling students.

i If the "Application School Year" student field was included on the form, the applicant's school year selection will be defaulted as the enrollment school year when enrolling the student.

Viewing Unsubmitted Online Enrollment Requests

The Unsubmitted tab displays the students who have not had their required re-enrollment forms completed, along with their primary custodian's contact information so that the custodian can be contacted to complete the re-enrollment form.

1. Click the **Unsubmitted** tab.

The students who have not completed their re-enrollment forms are listed, along with the form name, publish date, status, and the primary custodian's contact information.

Unprocessed Forms Unprocessed Applications **Unsubmitted** Unsubmitted Applications Processed

◀ Prev

Page: 1 / 25

Next ▶

499 Records

Export

Filter: OFF

Page Size: 20

Student ID	Student	Grade Level	Form	Publish Date	Status	Primary Custodian Information				
						Name	Relation	Phone	Phone Type	Email
00055879	Abe,	10	Re-Enrollment Form	05/10/2022	In progress	Brown,	Mother		Cell Phone	@focusschoolsoftware.com
00086685	Acosta,	10	Annual Enrollment	04/28/2021	Not yet started	Acosta,	Mother		Cell Phone	
00058780	Acosta,	10	Annual Enrollment	06/30/2021	Not yet started	Parent, Parent	Mother		Cell Phone	
00060059	Agregor,	12	Annual Enrollment	06/30/2021	Not yet started	Parent, Parent	Mother		Cell Phone	
00022481	Aguilar,	12	Annual Enrollment	06/30/2021	Not yet started	Parent, Parent	Mother		Cell Phone	
00057667	Aguilar,	10	Annual Enrollment	06/30/2021	Not yet started	Parent, Parent	Mother		Cell Phone	
00057390	Ahrens,	12	Annual Enrollment	06/30/2021	Not yet started	Parent, Parent	Mother		Cell Phone	
00061891	Alec,	10	Annual Enrollment	06/30/2021	Not yet started	Parent, Parent	Mother		Cell Phone	
00060094	Ali-Hazelwood,	12	Annual Enrollment	06/30/2021	Not yet started	Parent, Parent	1st Phone		Cell Phone	
00055961	Alonso,	09	Annual Enrollment	06/30/2021	Not yet started	Parent, Parent	Mother		Cell Phone	

2. Click the student's name to open the student's record in a new tab or window.

Unprocessed Forms

Unprocessed Applications

Unsubmitted

Unsubmitted Applications

Processed

◀ Prev

Page: 1 / 25

Next ▶

499 Records

Export

Filter: OFF

Page Size: 20

Student ID	Student	Grade Level	Form	Publish Date	Status	Primary Custodian Information				
						Name	Relation	Phone	Phone Type	Email
00055879	Abe,	10	Re-Enrollment Form	05/10/2022	In progress	Brown,	Mother		Cell Phone	@focusschoolsoftware.com
00086685	Acosta,	10	Annual Enrollment	04/28/2021	Not yet started	Acosta,	Mother		Cell Phone	
00058780	Acosta,	10	Annual Enrollment	06/30/2021	Not yet started	Parent, Parent	Mother		Cell Phone	
00060059	Agregor,	12	Annual Enrollment	06/30/2021	Not yet started	Parent, Parent	Mother		Cell Phone	
00022481	Aguilar,	12	Annual Enrollment	06/30/2021	Not yet started	Parent, Parent	Mother		Cell Phone	
00057667	Aguilar,	10	Annual Enrollment	06/30/2021	Not yet started	Parent, Parent	Mother		Cell Phone	
00057390	Ahrens,	12	Annual Enrollment	06/30/2021	Not yet started	Parent, Parent	Mother		Cell Phone	
00061891	Alec,	10	Annual Enrollment	06/30/2021	Not yet started	Parent, Parent	Mother		Cell Phone	
00060094	Ali-Hazelwood,	12	Annual Enrollment	06/30/2021	Not yet started	Parent, Parent	1st Phone		Cell Phone	
00055961	Alonso,	09	Annual Enrollment	06/30/2021	Not yet started	Parent, Parent	Mother		Cell Phone	

Viewing Unsubmitted Applications

The Unsubmitted Applications tab displays online applications that have been started but have not yet been submitted. The "Show All Schools" check box must be selected to view this report.

1. Click the **Unsubmitted Applications** tab.

Unprocessed Forms

Unprocessed Applications

Unsubmitted

Unsubmitted Applications

Processed

No Records Found

☐ Show All Schools

2. Select the **Show All Schools** check box.

The applicants who have begun an online application, but have not submitted the application, are listed. Some columns may be blank if the applicant has not entered and saved that information.

Unprocessed Forms

Unprocessed Applications

Unsubmitted

Unsubmitted Applications

Processed

3 Records

Export

Filter: OFF

Page Size: 20

Show All Schools

		Applicant Name	Birthdate	Grade Level	Form	School	Student ID	Created	Last Updated	Parent Name	Address	Email	Phone Number
	View	Jones, Sarah	12/07/2010		Online Application		00088075	12/07/2021	12/07/2021	Catherine Jones	123 Main Street St. Petersburg, FL 33710	@gmail.com	(555) 555-5555
	View	Student, Test	10/05/2011		Annual Enrollment		00088068	10/06/2020	10/23/2020		22ND AVE S SAINT PETERSBURG, FL 33711	@gmail.com	
	View	Title, Jack	10/12/2005		Annual Enrollment		00088069	10/21/2020	10/23/2020	Jamie Title	22ND AVE S SAINT PETERSBURG, FL 33711		

3. Click the minus sign to delete an application.

Unprocessed Forms

Unprocessed Applications

Unsubmitted

Unsubmitted Applications

Processed

3 Records

Export

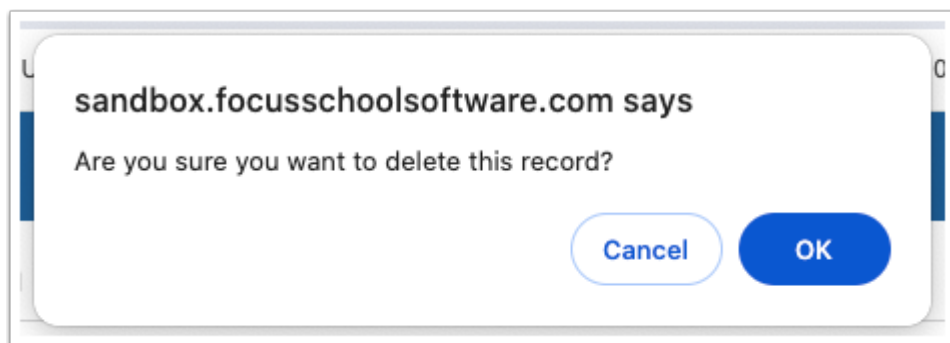
Filter: OFF

Page Size: 20

Show All Schools

		Applicant Name	Birthdate	Grade Level	Form	School	Student ID	Created	Last Updated	Parent Name	Address	Email	Phone Number
	View	Jones, Sarah	12/07/2010		Online Application		00088075	12/07/2021	12/07/2021	Catherine Jones	123 Main Street St. Petersburg, FL 33710	@gmail.com	(555) 555-5555
	View	Student, Test	10/05/2011		Annual Enrollment		00088068	10/06/2020	10/23/2020		22ND AVE S SAINT PETERSBURG, FL 33711	@gmail.com	
	View	Title, Jack	10/12/2005		Annual Enrollment		00088069	10/21/2020	10/23/2020	Jamie Title	22ND AVE S SAINT PETERSBURG, FL 33711		

4. In the confirmation message, click **OK**.




- Applications can be deleted if there is no associated school. Additionally, users can delete an application if there is an associated school and the user is currently logged in to that school at the top-right of the screen. If the user is not logged in to that school at the top-right of the screen, the user cannot delete the application.

Viewing Processed Online Enrollment Requests

The Processed tab displays the online enrollment requests that have already been processed by an administrator, and the online enrollment requests that have been automatically approved (for forms with "Do Not Require Approval" set in [Setup > Application Editor > Re-Enrollment Setup](#)) or [Students > Student Info > Re-enrollment tab](#)).

1. Click the **Processed** tab.

Unprocessed Forms Unprocessed Applications Unsubmitted **Processed**

3 Records [Export](#)  [Filter: OFF](#) [Page Size: 20](#)

										# of Changes					
Student ID ▾	Student ▾	Grade Level ▾	Form ▾	Publish Date ▾	Completed Date ▾	Processed Date ▾	Form Type ▾	Requested By ▾	Processed By ▾	Approved ▾	Denied ▾	Auto Processed ▾	Reactivated ▾		
00061843	Abrego, [redacted]	10	Re-Enrollment Form	08/17/2020	09/28/2020	10/23/2020	Requested	Angulo, [redacted]	Title, [redacted]	0	3	<input type="checkbox"/>	<input type="checkbox"/>	View Changes	
00086685	Acosta, [redacted]	10	Re-Enrollment Form	08/17/2020	09/16/2020	10/23/2020	Requested	Acosta, [redacted]	Title, [redacted]	0	3	<input type="checkbox"/>	<input type="checkbox"/>	View Changes	
00020940	Title, [redacted]	11	Re-Enrollment Form	08/18/2020	10/27/2020	11/10/2020	Requested	Title, [redacted]	Salinas, [redacted]	3	0	<input type="checkbox"/>	<input type="checkbox"/>	View Changes	

The students who have had their online enrollment requests processed by an administrator or automatically processed are listed.

2. Click the student's name to open the student's record in a new tab or window.

Unprocessed Forms Unprocessed Applications Unsubmitted **Processed**

3 Records [Export](#) [Filter: OFF](#) [Page Size: 20](#)

Student ID	Student	Grade Level	Form	Publish Date	Completed Date	Processed Date	Form Type	Requested By	Processed By	# of Changes		Auto Processed	Reactivated	
										Approved	Denied			
00061843	Abrego,	10	Re-Enrollment Form	08/17/2020	09/28/2020	10/23/2020	Requested	Angulo,	Title,	0	3	<input type="checkbox"/>	<input type="checkbox"/>	View Changes
00086685	Acosta,	10	Re-Enrollment Form	08/17/2020	09/16/2020	10/23/2020	Requested	Acosta,	Title,	0	3	<input type="checkbox"/>	<input type="checkbox"/>	View Changes
00020940	Title,	11	Re-Enrollment Form	08/18/2020	10/27/2020	11/10/2020	Requested	Title,	Salinas,	3	0	<input type="checkbox"/>	<input type="checkbox"/>	View Changes

3. Click **View Changes** to view the changes that were submitted by the parent or student, and whether they were approved or denied. If denied, the reason is also displayed.

Unprocessed Forms

Unprocessed Applications

Unsubmitted

Processed

3 Records

Export

Filter: OFF

Page Size: 20

										# of Changes				
Student ID	Student	Grade Level	Form	Publish Date	Completed Date	Processed Date	Form Type	Requested By	Processed By	Approved	Denied	Auto Processed	Reactivated	
00061843	Abrego,	10	Re-Enrollment Form	08/17/2020	09/28/2020	10/23/2020	Requested	Angulo,	Title,	0	3	<input type="checkbox"/>	<input type="checkbox"/>	View Changes
00086685	Acosta,	10	Re-Enrollment Form	08/17/2020	09/16/2020	10/23/2020	Requested	Acosta,	Title,	0	3	<input type="checkbox"/>	<input type="checkbox"/>	View Changes
00020940	Title,	11	Re-Enrollment Form	08/18/2020	10/27/2020	11/10/2020	Requested	Title,	Salinas,	3	0	<input type="checkbox"/>	<input type="checkbox"/>	View Changes

i The View Changes button is grayed out on forms that contain no changes to student information. Re-enrollment forms that contain no changes to student information are automatically processed and do not require administrator review.

4. Click **Close** when finished viewing the changes.

Approve / Deny Changes

Close

		Change
<div><div></div><div></div></div>	Approved	Media Permission
		Yes
<div><div></div><div></div></div>	Approved	Directory Consent
		Yes
<div><div></div><div></div></div>	Approved	Google Permission
		Yes

- i** The online enrollment requests that have been automatically approved (for forms with "Do Not Require Approval") have the Auto Processed check box selected. If the student was reactivated (enrolled in the Applicants school), the Reactivated check box is selected.

Viewing District Totals

The District Totals tab displays for users that have permissions to all schools in the district. The District Totals tab lists each school and the number of unprocessed re-enrollment forms, not started re-enrollment forms, in progress re-enrollment forms, and processed re-enrollment forms for that school. Clicking a number will open the corresponding tab in Online Enrollments for that school.

1. Click the **District Totals** tab.

Each school in the district is listed, along with the number of unprocessed re-enrollment forms, not started re-enrollment forms, in progress re-enrollment forms, and processed re-enrollment forms for each school for the school year selected at the top-right.

- i** When the Page Size is adjusted, the Totals row will continue showing the totals for the whole dataset, not just the totals for the current page.

Unprocessed Forms	Unprocessed Applications	Unsubmitted	Unsubmitted Applications	Processed	District Totals
<div> <div> <div>Prev</div> <div>Page: 1 / 2</div> <div>Next</div> </div> <div>39 Records</div> <div>Export</div> <div>Filter: OFF</div> <div>Page Size: 20</div> </div>					
School	Unprocessed	Unsubmitted (Not Started)	Unsubmitted (In Progress)	Processed	
Adult & Community Education	1	1	3	2	
Elementary (0)	0	0	0	0	
High School (0)	2	0	0	11	
Elementary (0)	0	0	0	0	
Center (0)	2	0	0	0	
High School (0)	32	3	10	55	
Pre-K Center (0)	0	0	0	0	
Elementary (0)	1	0	0	0	
Elementary (0)	0	0	0	0	
Middle (0)	0	0	2	0	

2. Click a number in the table to open the corresponding tab in Online Enrollments.

You must have the profile permission to view the tab in order for it to open. The school will be automatically selected at the top-right corner of the screen.

Unprocessed Forms	Unprocessed Applications	Unsubmitted	Unsubmitted Applications	Processed	District Totals
<div> <div> <div>Prev</div> <div>Page: 1 / 2</div> <div>Next</div> </div> <div>39 Records</div> <div>Export</div> <div>Filter: OFF</div> <div>Page Size: 20</div> </div>					
School	Unprocessed	Unsubmitted (Not Started)	Unsubmitted (In Progress)	Processed	
Adult & Community Education	1	1	3	2	
Elementary (0)	0	0	0	0	
High School (0)	2	0	0	11	
Elementary (0)	0	0	0	0	
Center (0)	2	0	0	0	
High School (0)	32	3	10	55	
Pre-K Center (0)	0	0	0	0	
Elementary (0)	1	0	0	0	
Elementary (0)	0	0	0	0	
Middle (0)	0	0	2	0	

Did You Know?

The first five numbers in student Social Security numbers are masked with asterisks. The profile permission **View Full SSN**, enabled via Users > [Profiles](#) > Students tab, allows users to view the full Social Security number for students.