Processing Regular Open Enrollment Applications

Part 2a
Receive & Edit/Delete Applications

Part 2a of Processing Regular Open Enrollment Applications covers how districts receive, edit, and delete applications. It describes how to get applications into OPAL, how to view them once they are in OPAL, how to print and download applications and application information, and how to amend and delete them.

To advance to the next slide, click on the Next button.

GETTING APPLICATIONS INTO OPAL

First, we will discuss getting applications into OPAL.

As soon as the parent clicks the submit button, the pupil's application will appear in OPAL for both the nonresident and resident school districts to view.

There are separate pages for districts to view their applications for transfers in and for transfers out.

Paper Applications

- New applications.
  - Nonresident district must enter into OPAL.
    - First weekday following end of the application period.
  - Hold until end of application period.
    - Some parents submit both.

- Required reapplications
  - Completed at beginning of middle school, junior high, or high school, if nonresident district requires it.
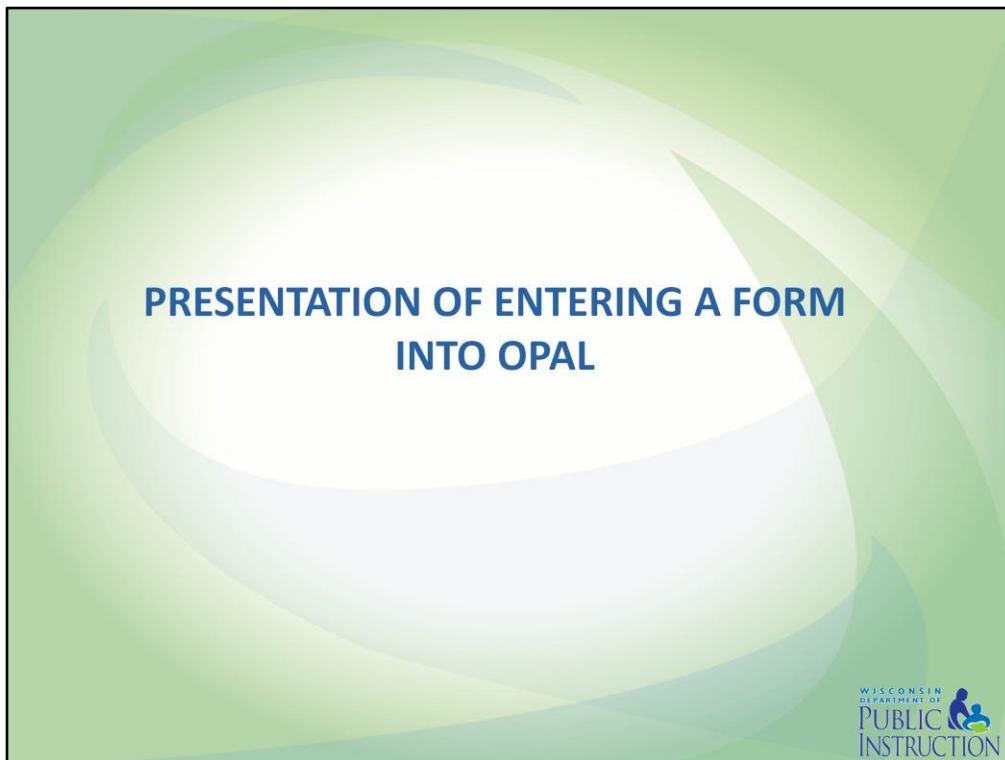 - Do not enter into OPAL.

The nonresident district must enter the paper application into OPAL by the first weekday following the last day of the regular application period. We recommend that districts wait to enter paper applications until the end of the application period, because some parents believe they need to complete both a paper application and an online application.

Before entering a paper application, check in OPAL to see if the parent completed an online application to avoid entering a duplicate application.

If the nonresident district requires reapplication, please do not enter these applications into OPAL. However, you will want to retain the paper application and act on it accordingly.

If a parent submitted a reapplication via an online application, print a copy of the PDF of the application and then request deletion of the application from DPI through OPAL.

Here is a demonstration of entering applications into OPAL.

PRESENTATION OF ENTERING A FORM INTO OPAL

This is a demonstration for entering paper applications from the regular application period into OPAL.

Before entering an application, you need to check in OPAL to see if the parent completed an application online to try to avoid duplication.

Under the Apps tab, go to the All Applications tab, which should be the default. To begin to enter the information from the application, click on the Data Entry tab, located at the far right across the top or under the Applications heading on the list on the far left, or you can click on the "Add New App" button.

When you get to the Data Entry screen, you should enter the information from the paper application. Make sure to enter the resident district correctly. The nonresident district should already be entered, as your district should be the default.

Make sure to click Save. Once the application has been saved, you should review the application to make sure the information was entered correctly.

To view a completed application, go back to the All Applications tab. You will see a list of all of the applications that have been submitted, both by parents and by the district. Click on the PDF link located on the same line as the application information for the specific applicant. You need to review the entire application and verify that what you submitted was correct.

There is no need to print off all of the PDFs of the applications, since they will always be available in OPAL. You also have the ability to download the information using the Export to Excel function, which will be discussed in a separate presentation.

On the All Applications tab, under the Source column, you can see how the application was created. If the Source is "website", it means that the parent submitted an online application. If the Source is an User ID, it means that someone from the nonresident district entered a paper application.

VIEWING APPLICATIONS IN OPAL
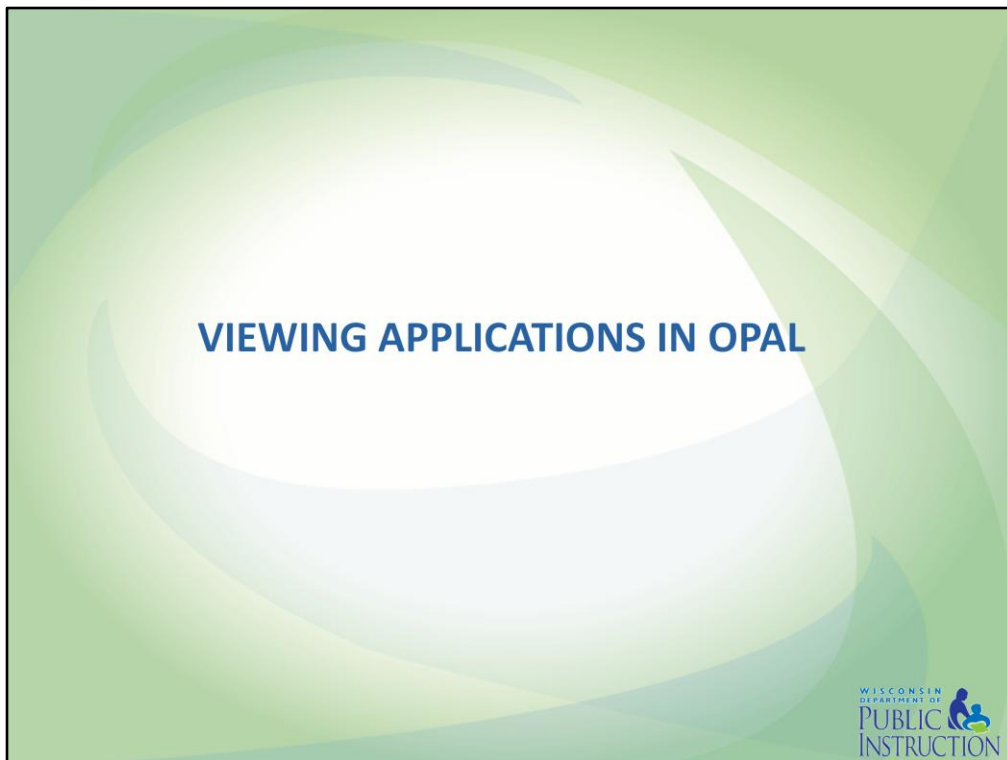
Next, we will discuss how to view applications in OPAL.

On the All Applications tab, the applications are in alphabetical order of the other district. If you wish to sort the applications by a different category, you can do so by clicking on the specific heading. You can sort by the student's name, grade, other district, app id, or source.

You can also use filters to pull up only specific applications that fall into the category you select. You can filter the applications by school year or by grade (applying for grade).

You can use the search function to find a specific pupil's application by entering their name into the Student Name search box located under the All Applications tab.
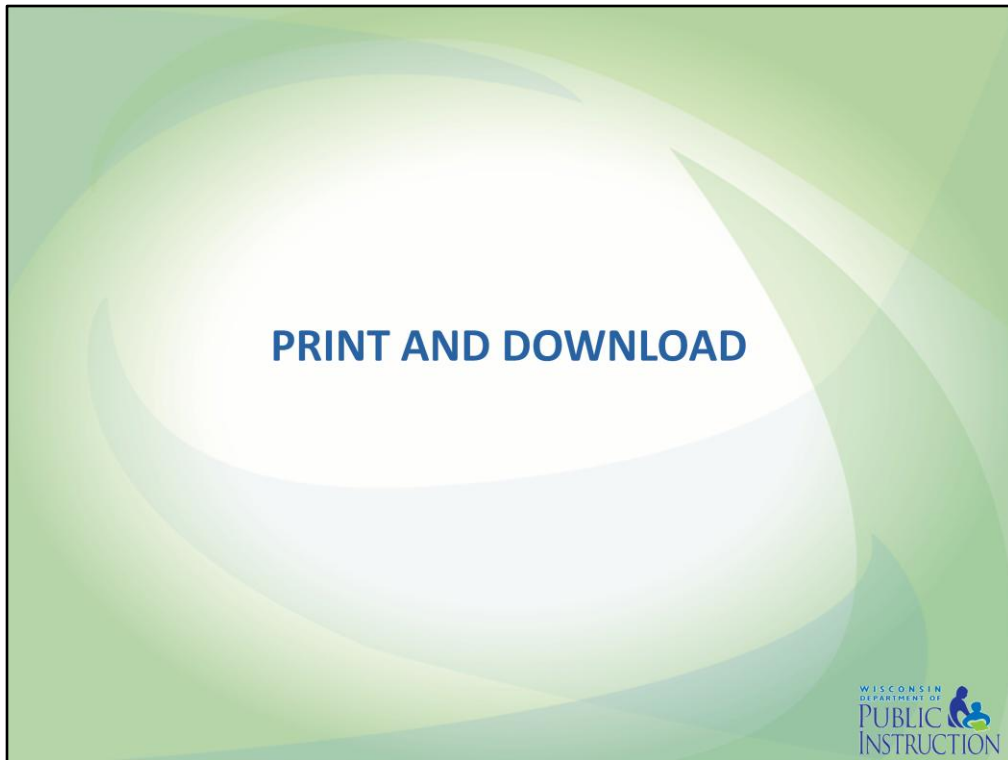
PRINT AND DOWNLOAD

Next, we will describe how to print applications and how to download to the information from those applications to Excel.

If you want to print an individual application, click on the PDF link in the far right column.

To print all applications, click on the Print All button.

Excel Download

- No need to print applications.
- Can download into an Excel spreadsheet.
- Can select fields for download.
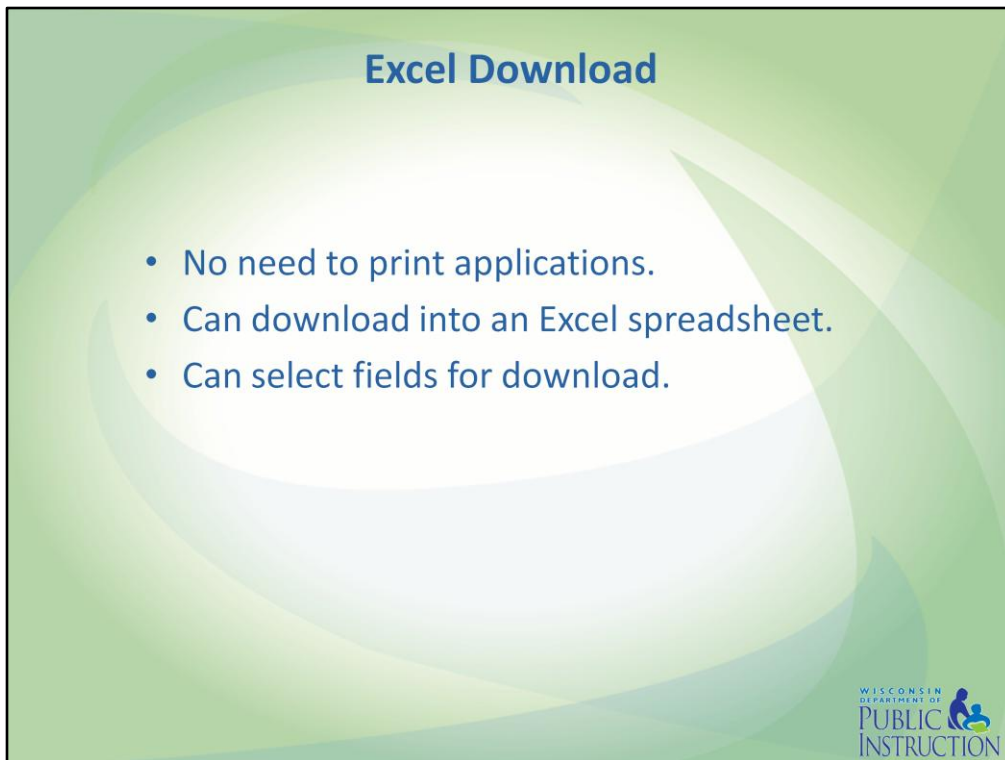
However, there is no need to print all of the PDFs of the applications, since they will always be available in OPAL.

Instead, you can use the Export to Excel function, which allows you to select the specific fields that you want and download them into an Excel spreadsheet.

Here is a demonstration of how easy it is to download the application information into Excel.

PRESENTATION OF
EXCEL DOWNLOAD
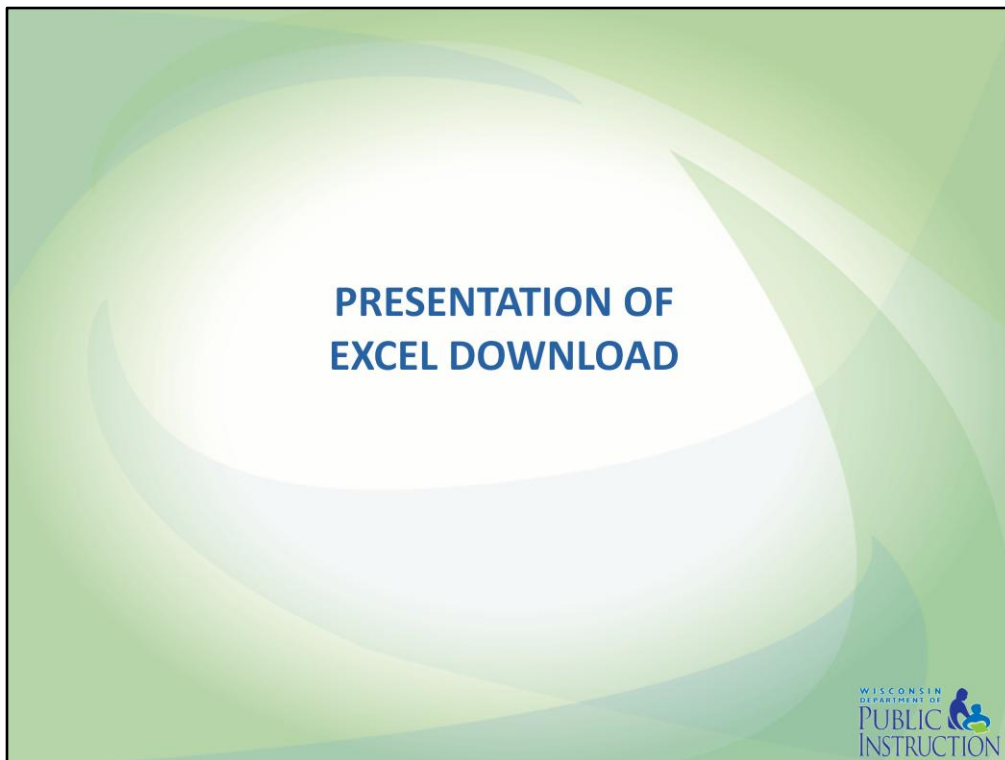
This is a demonstration on how to use the Export to Excel function in OPAL to download and review data from applications.

Instead of printing off a PDF copy of every application that was submitted, you can use the Export to Excel function. To access the function, click on the work "Excel", located on the far right corner across the top.

When you get to the Exports page, you will see a variety of fields to choose from, depending on the information that you are looking for.

There are several fields that are part of the default and will already be selected for you, which include:

Grade
Full Name of Pupil (last, first)
Date of Birth
Resident District – District Name
Nonresident District – District Name
Request for Alternative (should be removed for this type of review)

When reviewing applications, some fields that might be helpful to you include:
Under the Application field, select:
> Application ID
> Grade Last Year
> Update Date
Under the Current Attendance field, select:
> Code Description
> District Name
> School Name
Under the Siblings field, select all of the fields by putting a check of "Siblings".
Under the Special Education/Expulsion field, select all of the fields by putting a check in the checkbox ahead of "Special Education/Expulsion".
Under the Virtual School Information field, select:
> Applying to VCS
> Applying to VCS School Name
Under the Preferences field, select:
> Preferred School Name
> Specific Program
> Limitation Flag
Under the Submission Information field, select:
> Create Date
> Date Submitted

Once you have selected the fields that you want for the Export, click on the Export to Excel button. By doing this, you will be able to look at the spreadsheet in Excel.

During the application period, parents can make changes to their application up until 4:00pm on the last day. You can sort by the Application ID or Update Date fields. When a parent makes any changes to their application and clicks the Submit button, the Update Date changes on this sheet, so you can use this to determine if an application has been updated.

EDITING & DELETING APPLICATIONS
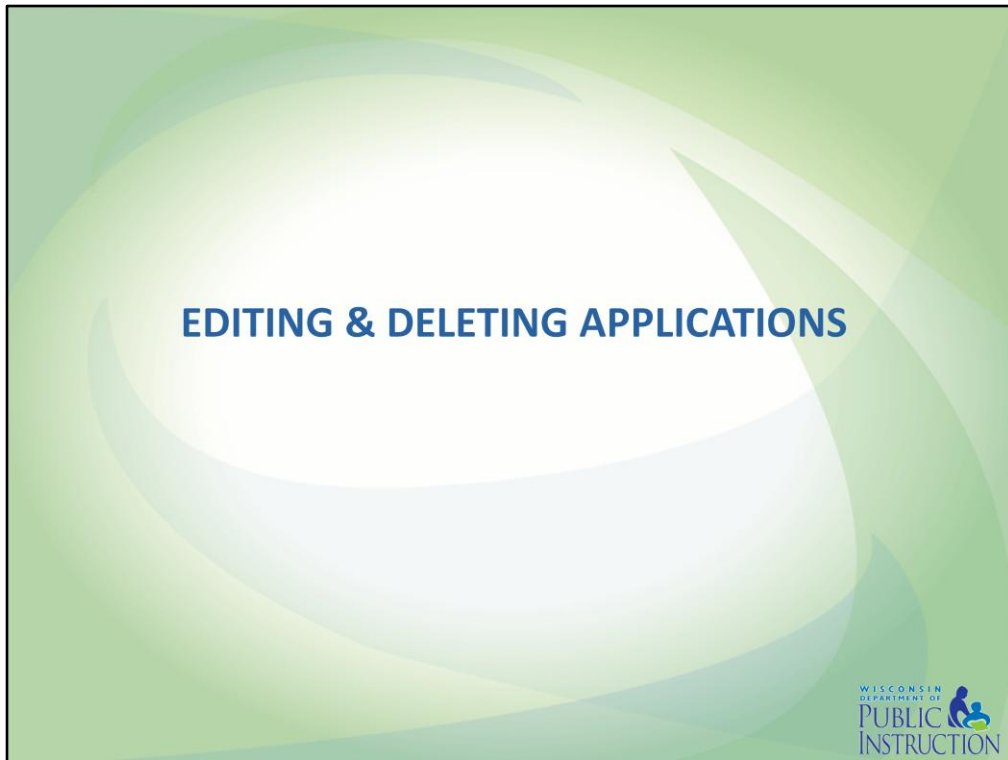
Finally, we'll describe how to edit and delete applications in OPAL.

Editing Applications

- Located under the All Applications tab in OPAL.
- You can edit any paper application you entered.
  - Check Source column for OPAL ID.
- Must request DPI to make all other edits to online applications.
  - Wait until after end of application period.
  - Send list (not individual emails)
  - Be patient, please.

Districts can edit any paper applications that they entered into OPAL. To determine which ones you are able to edit, look at the Source column and look for your User ID for OPAL.

The district must send any requests for edits to an online application to DPI. Please hold all editing requests until the end of the application period. If at all possible, send one list with all the edit requests versus individual emails.

Please be patient. We will receive many, many requests for edits and it will take time to complete them all.

Deleting Applications

- Only nonresident district may request.
- Do not request deletion until after the end of the application period.
  - Make request in OPAL.
  - Please do not request the same deletion multiple times.
  - Must provide reason for deletion request.
  - Be patient, please.

Only a nonresident district may request deletion of an application.

Remember to include the reason for the deletion request. If this is not included, we will follow up with the district to determine what the reason is and if it is a valid one.

There are 3 valid reasons to request deletion of an application: the pupil is already open enrolled, the application is a reapplication and/or the application is a true duplicate (same pupil name, same nonresident district and same resident district).

Do not request the same deletion multiple times. If you're unsure as to whether or not you requested deletion of a specific application, send us an email and we can check for you.

Please be patient. We will receive many, many requests for deletions and it will take time to complete them all.

Here is a demonstration for deleted and editing applications.

**PRESENTATION FOR
EDITING AND DELETING APPLICATIONS**
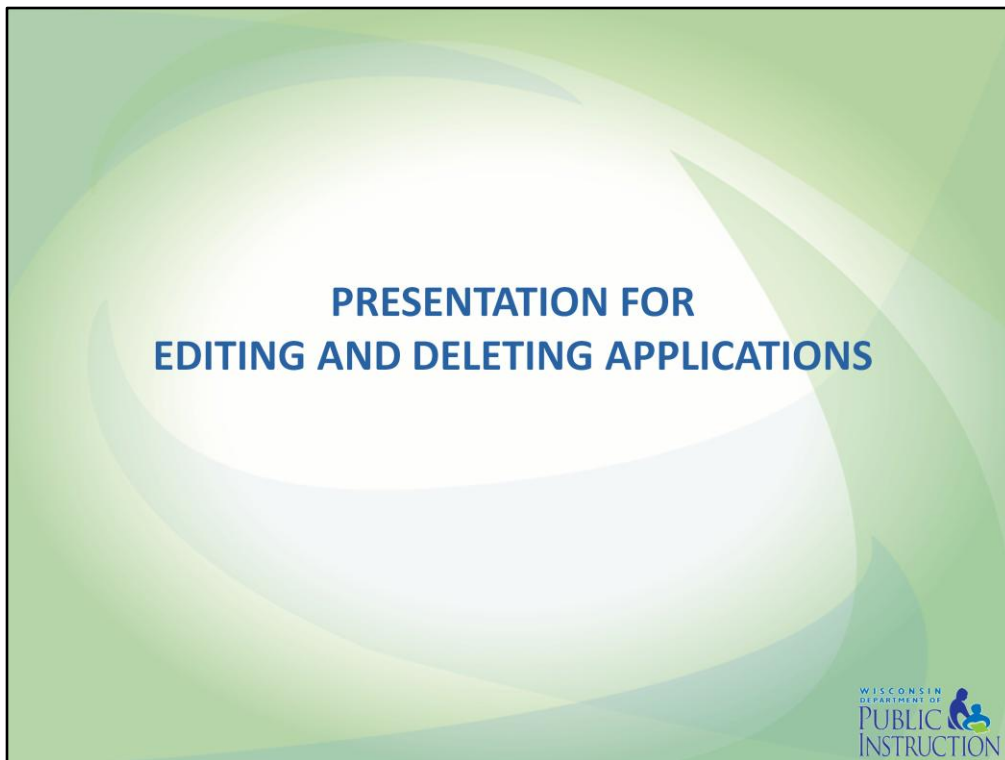
This is a demonstration on how to edit and delete applications in OPAL.

Editing Applications – parents can edit their own application that they submitted up until the 4pm deadline on the last day of the regular application period. Districts can edit any applications that they entered into OPAL. After the application period ends, the district must send any requests to edit an application to DPI.

To edit an application, under the Apps tab and in the All Applications tab, click on the Edit link. You can then make the necessary changes or additions to the application. Once this is done, make sure to click Save!

Deleting Applications – only a nonresident district can request deletion of duplicate or unnecessary applications. Parents can delete their own applications up until the 4pm deadline on the last day of the regular application period. This is good to keep in mind if an application that was previously entered disappears from OPAL.

There are 3 valid reasons to request deletion of an application:

- The pupil is already open enrolled.
- The application is a reapplication.
- The application is a true duplicate.
  - Same pupil name
  - Same resident district
  - Same nonresident district

The following are not valid reasons to request deletion of an application:

- Parent changed their mind and no longer want to open enroll.
- The family moved into the nonresident district.
- The pupil is not attending the nonresident district.
- The family moved to a different resident district other than what is on the application.
  - In this situation, you should send an edit request

This example would not be considered a duplicate entry (show Transfers Out screen with apps to 3 different NR districts in OPAL).

To request deletion of an application, under the Apps tab and in the All Applications tab, click on the Delete link. You will need to enter the reason for deletion. Once this is done, click Send Request. This will send a request to DPI and we will not be deleting applications until the end of the application period.

Please do not request the same deletion multiple times. If you are unsure as to whether or not you requested deletion for a specific application, send us an email and we will check for you.