

# Instructions for Using Microsoft Word Mail Merge and OPAL Exports to Approve and Deny Open Enrollment Applications

## Step 1: Export the Data

There are three steps for preparing approval and denial letters using a Microsoft Word mail merge with data exported from OPAL.

**Step 1: Export the Data**

Step 2: Create the Templates

Step 3: Prepare the Letters Using Mail Merge

1. Sign into OPAL. Go to the Approve or Deny tab. [Use the tab under Apps for regular applications or under Alt Apps for alternative applications.] Enter approval or denial for each pupil for whom you wish to create a letter. For pupils who are denied, enter the reason for denial. Be sure to SAVE.

Logged in as Mary Jo Cleaver



OPAL Open Enrollment for  
**Rhinelander (4781)**

Mailbox

Students

Alt Apps

Apps

Exports

Contacts

All Applications

Approve or Deny

Letters

School Assignments

Intent to Attend

Data Entry

**Applications - Approve or Deny**

Year:  Student Name:  Resident District:

Grade:     Approved  Denied  All of the above

Transfers In  Transfers Out

Indicate below whether each student was approved or denied, and indicate the reason if denied.  
**You still need to click the Save button after approving or denying!**

App ID	Student	Grade Last Yr	Applying For Grad	Appr	Deny	Reason for Denial	Resident District	Res Appr/
15-0123846-1	Basil, Josie	XX	12	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text" value="More Reasons"/>	Antigo Unified (0140)	D: 14
15-0123854-1	Everly, Joseph	XX	KG	<input type="radio"/>	<input checked="" type="radio"/>	No space, on wait list (2) <a href="#">More Reasons</a>	Antigo Unified (0140)	
15-0123853-1	Everly, Julia	XX	03	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text" value="More Reasons"/>	Antigo Unified (0140)	
15-0123852-1	Paprika, Ava	XX	KG	<input type="radio"/>	<input checked="" type="radio"/>	No space, NO wait list (1) <a href="#">More Reasons</a>	Antigo Unified (0140)	Approv
15-0123851-1	Paprika, Dylan	XX	02	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text" value="More Reasons"/>	Antigo Unified (0140)	

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- For pupils whose applications are approved to transfer IN, go to the School Assignments tab. For each pupil, enter the school assignment and any comments that pertain to that specific pupil (if you wish). Be sure to SAVE.

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OPAL Open Enrollment for *Rhinelander (4781)*

Logged in as Mary Jo Cleaver

Mailbox | Students | Alt Apps | **Apps** | Exports | Contacts *Excel*

All Applications | Approve or Deny | School Assignments | Intent to Attend | Data Entry

**Applications - School Assignments and Letters to Parents**

Year: 2014-2015 Student Name:

Grade: All Grades Res Dist:

School:

3 students retrieved School:

Grade	Student	School Assignment	Special Comments	Resident District	Res Dist Appr/Deny
12	Basil, Josie	Northwoods Community Secondary School	Mrs. Smith's homeroom	Anigo Unified	D: 14
03	Everly, Julia	Crescent Elementary	Mr. Brown	Anigo Unified	
02	Paprika, Dylan	Pelican Elementary	Ms. Doe	Anigo Unified	

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3. Click on the Exports tab. The data exports are located on the left side of the page.

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OPAL Open Enrollment for *Rhinelander (4781)*

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Mailbox Students Alt Apps Apps Exports Contacts

### Exports

To help you customize letters, we provide exports that can be used with the appropriate letter template.

Year: 2014-2015 ▾  
Grade: All Grades ▾

#### Available Exports

- [Custom Application Export](#)
- Application Exports for Letter Templates
  - Approvals
    - [Resident Approvals \(L101\)](#)
    - [Nonresident Approvals/School Assignments \(L103\)](#)
    - [Alternative App Nonresident Approvals/School Assignments \(L105\)](#)
  - Denials
    - [Resident Denials \(L102\)](#)
    - [Nonresident Denials \(L104\)](#)
    - [Alternative App Nonresident Denials \(L106\)](#)
- Regular Applications (during Feb-April)
  - All Applications
  - Approval/Denial Status
  - Intent to Attend Report
- Alternative Applications
  - All Applications

#### Letter Templates

- Approvals
  - [L101 Resident District Approval Letter.docx](#)
  - [L103 Nonresident District Approval and School Assignment letter.docx](#)
  - [L105 Nonresident District Alt App Approval and School Assignment.docx](#)
- Denials
  - [L102 Resident District Denial letter--Req and Alt Apps.docx](#)
  - [L104 Nonresident District Denial letter.docx](#)
  - [L106 Nonresident District Alt App Denial letter.docx](#)
- Instructions
  - [Step 1: Export the data](#)
  - [Step 2: Create your templates](#)
  - [Step 3: Prepare letters using mail merge](#)

OPAL  
[Logout](#)  
[Contact DPI](#)

Mailbox  
[Mailbox](#)

Students  
[Actively Open Enrolled](#)  
[All Students](#)  
[3rd Friday in Sept](#)  
[Special Education](#)  
[2nd Friday in Jan](#)  
  
[Returning Students](#)

Alt Apps  
[All Alternative Apps](#)  
[Approve or Deny](#)  
[Enrollment](#)  
[Counted in](#)  
[Membership](#)  
[Data Entry](#)

Applications  
[All Applications](#)  
[Approve or Deny](#)  
[Letters](#)  
[School Assignments](#)  
[Intent to Attend](#)  
[Data Entry](#)

Contacts  
[Open Enroll Contacts](#)

4. Select the data set you wish to export and click on the link.

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OPAL Open Enrollment for *Rhinelander (4781)*

Logged in as Mary Jo Cleaver

Mailbox Students Alt Apps Apps Exports Contacts

### Exports

To help you customize letters, we provide exports that can be used with the appropriate letter template.

Year: 2014-2015  
Grade: Select...

Available Exports

- 2014-2015 Non Export
- 2013-2014 Exports for Letter Templates
  - Resident Approvals (L101)
  - Nonresident Approvals/School Assignments (L103)
  - Alternative App Nonresident Approvals/School Assignments (L105)
- 2010-2011
- 2009-2010
- 2008-2009
- 2007-2008

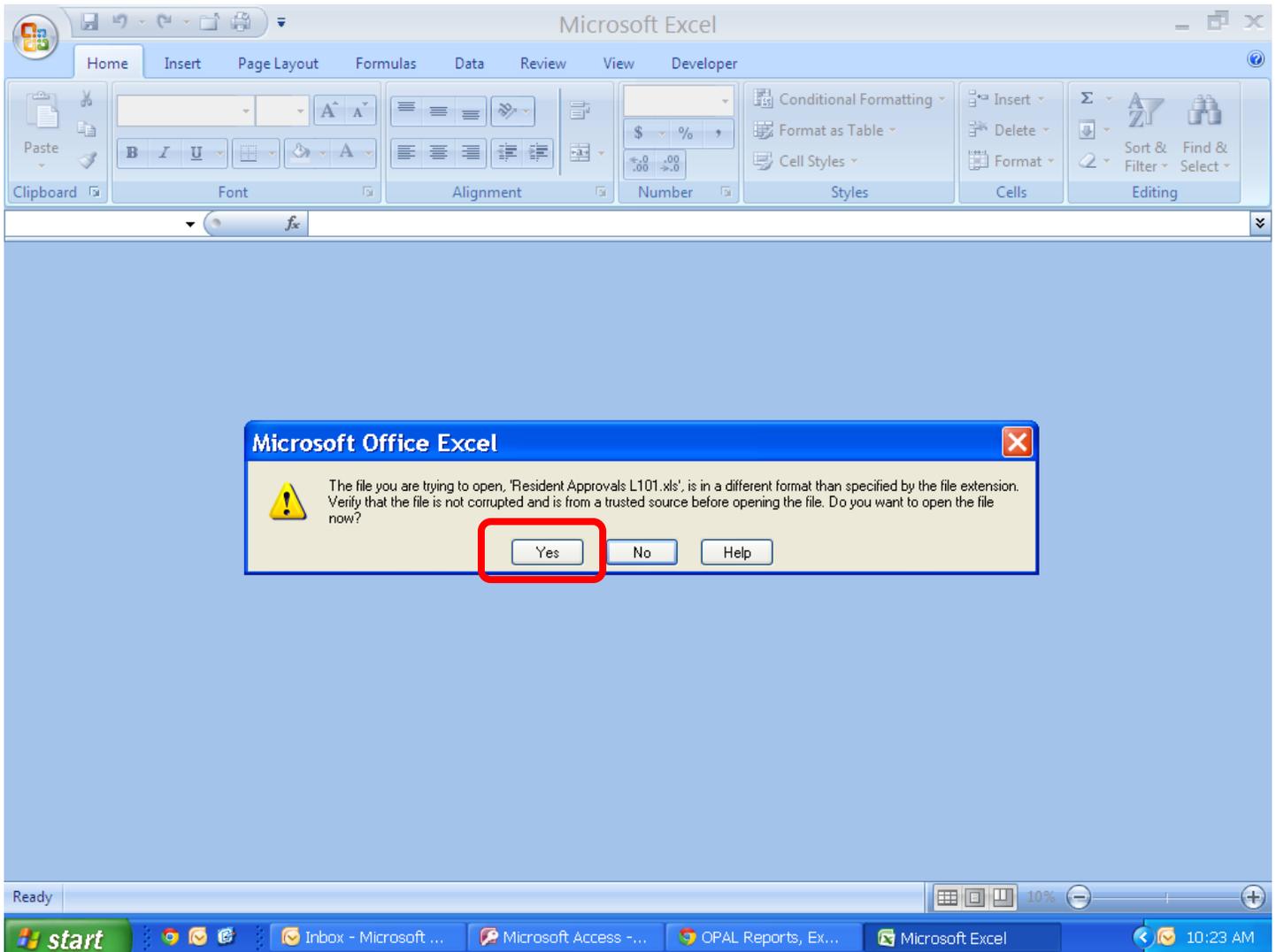
### Letter Templates

- Approvals
  - L101 Resident District Approval Letter.docx
  - L103 Nonresident District Approval and School Assignment letter.docx
  - L105 Nonresident District Alt App Approval and School Assignment.docx
- Denials
  - L102 Resident District Denial letter--Reg and Alt Apps.docx
  - L104 Nonresident District Denial letter.docx
  - L106 Nonresident District Alt App Denial letter.docx
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Note the school year. The exports page will default to the school year for which regular applications are submitted (that is, the school year following the one you are in). If you are preparing letters for alternative applications, you must change the school year to the current year before you download the data.

You may also use the other filters to create your downloads. For example, if you want to work with only applications for a single grade, you can change the grade filter and the download will include only applications for that grade.

5. Click “Yes.”

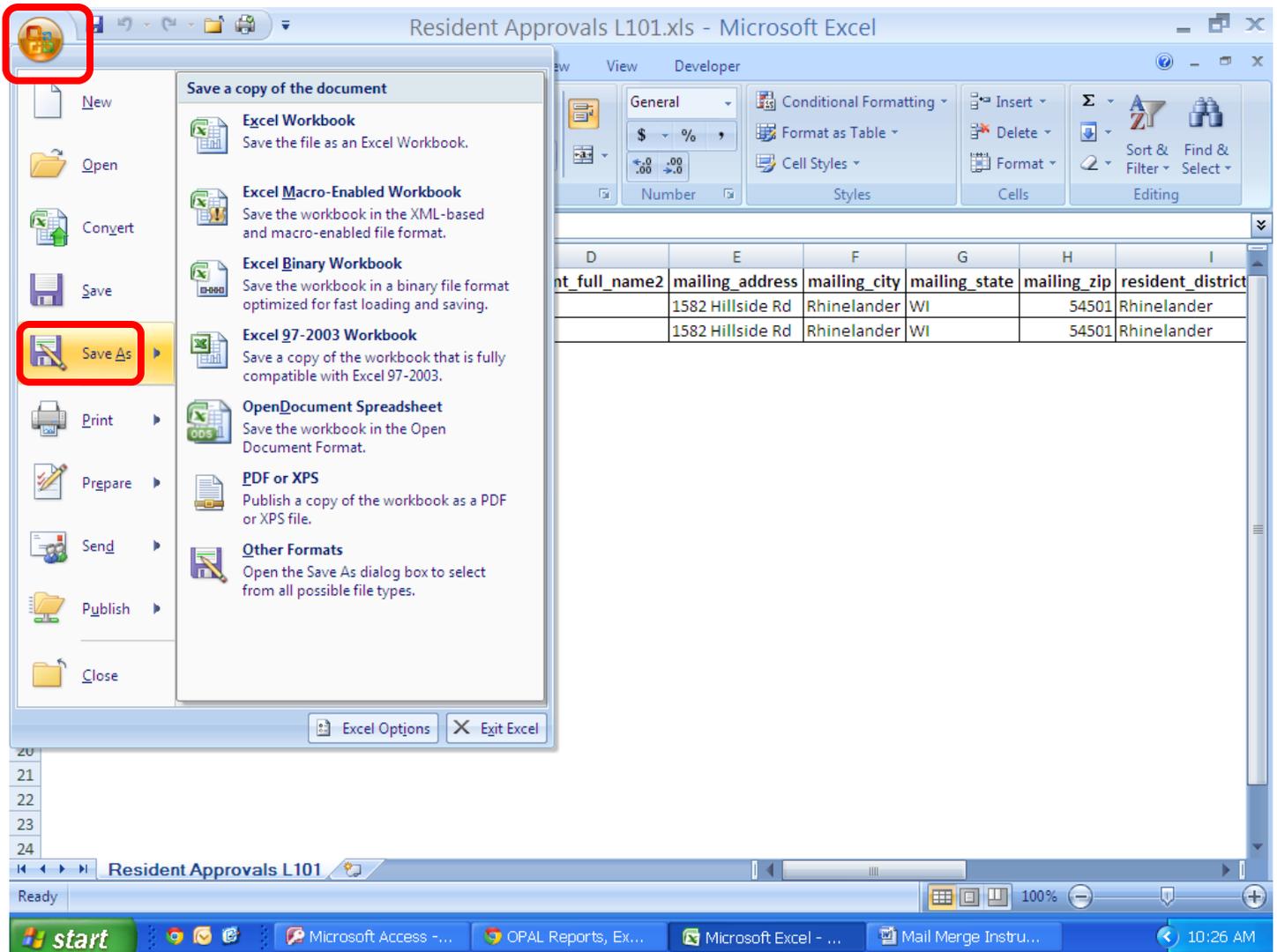


5. This will open the spreadsheet.

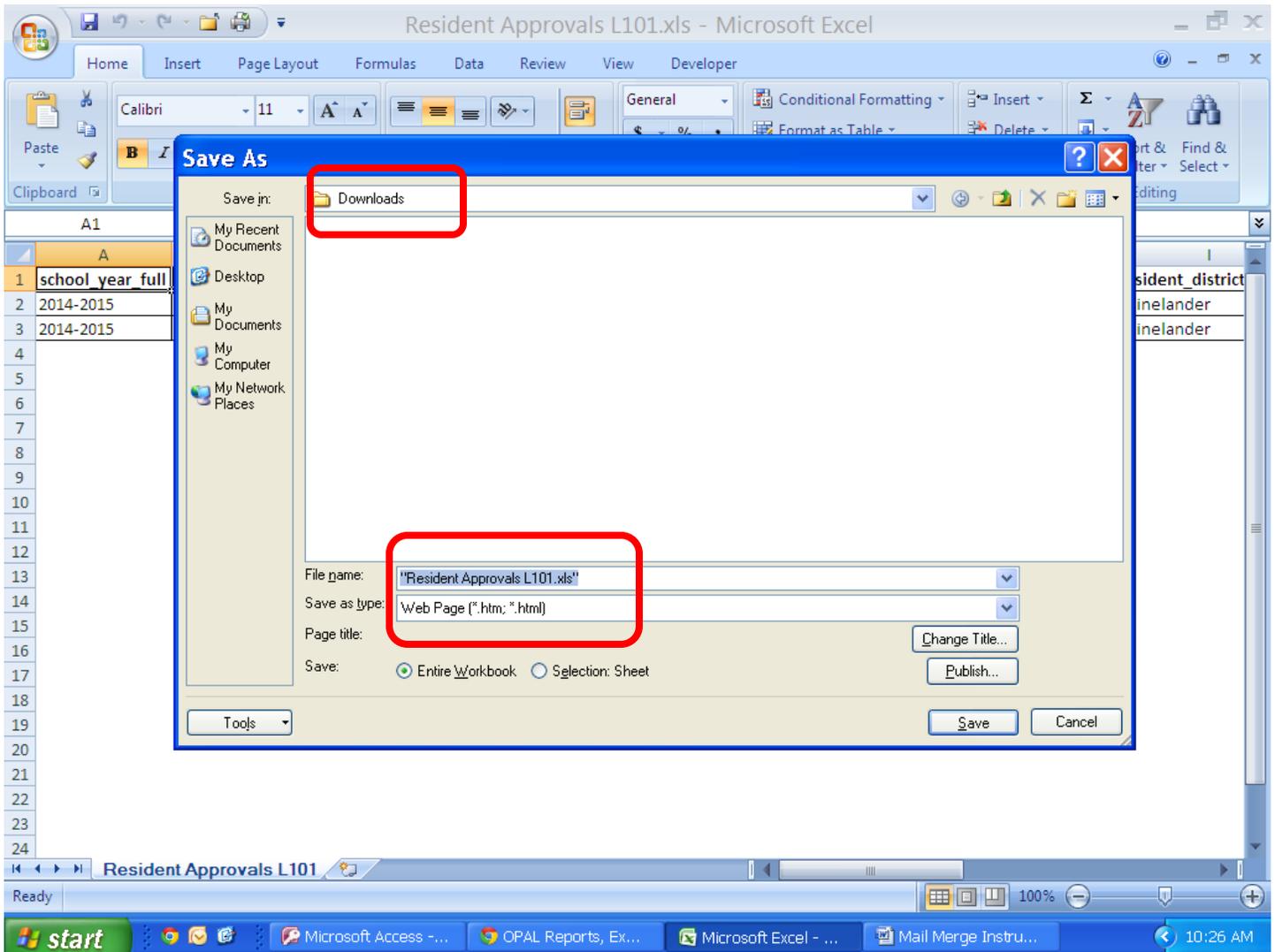
The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

	A	B	C	D	E	F	G	H	I
1	school_year_full	student_full_name_fnf	parent_full_name	parent_full_name2	mailing_address	mailing_city	mailing_state	mailing_zip	resident_district
2	2014-2015	Sarah Sugar	Belinda Sugar		1582 Hillside Rd	Rhineland	WI	54501	Rhineland
3	2014-2015	Sarah Sugar	Belinda Sugar		1582 Hillside Rd	Rhineland	WI	54501	Rhineland
4									
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7. Click on the Windows symbol and then click on Save As.

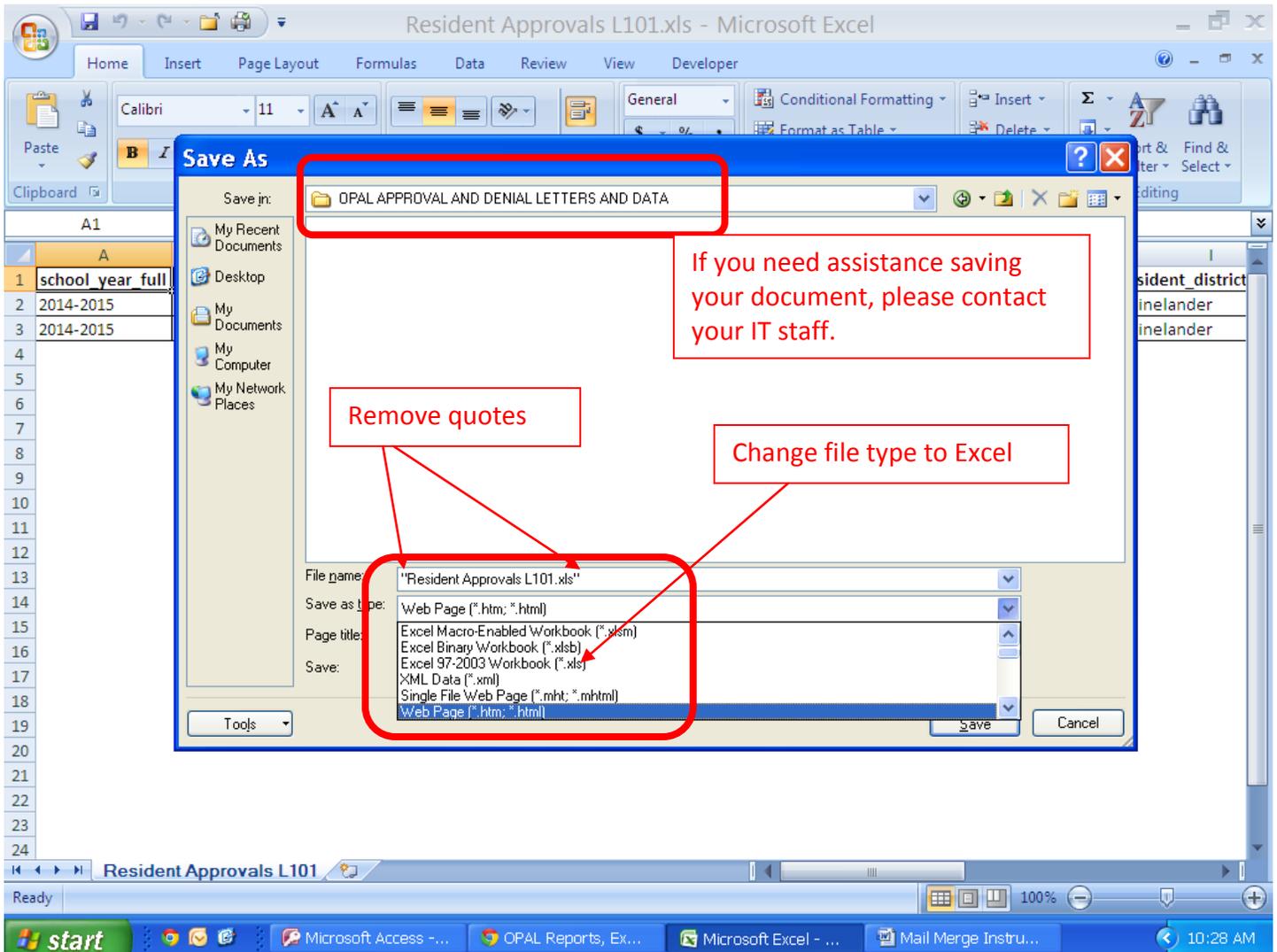


8. The file will originally be stored as a web page in a Downloads folder on your computer.

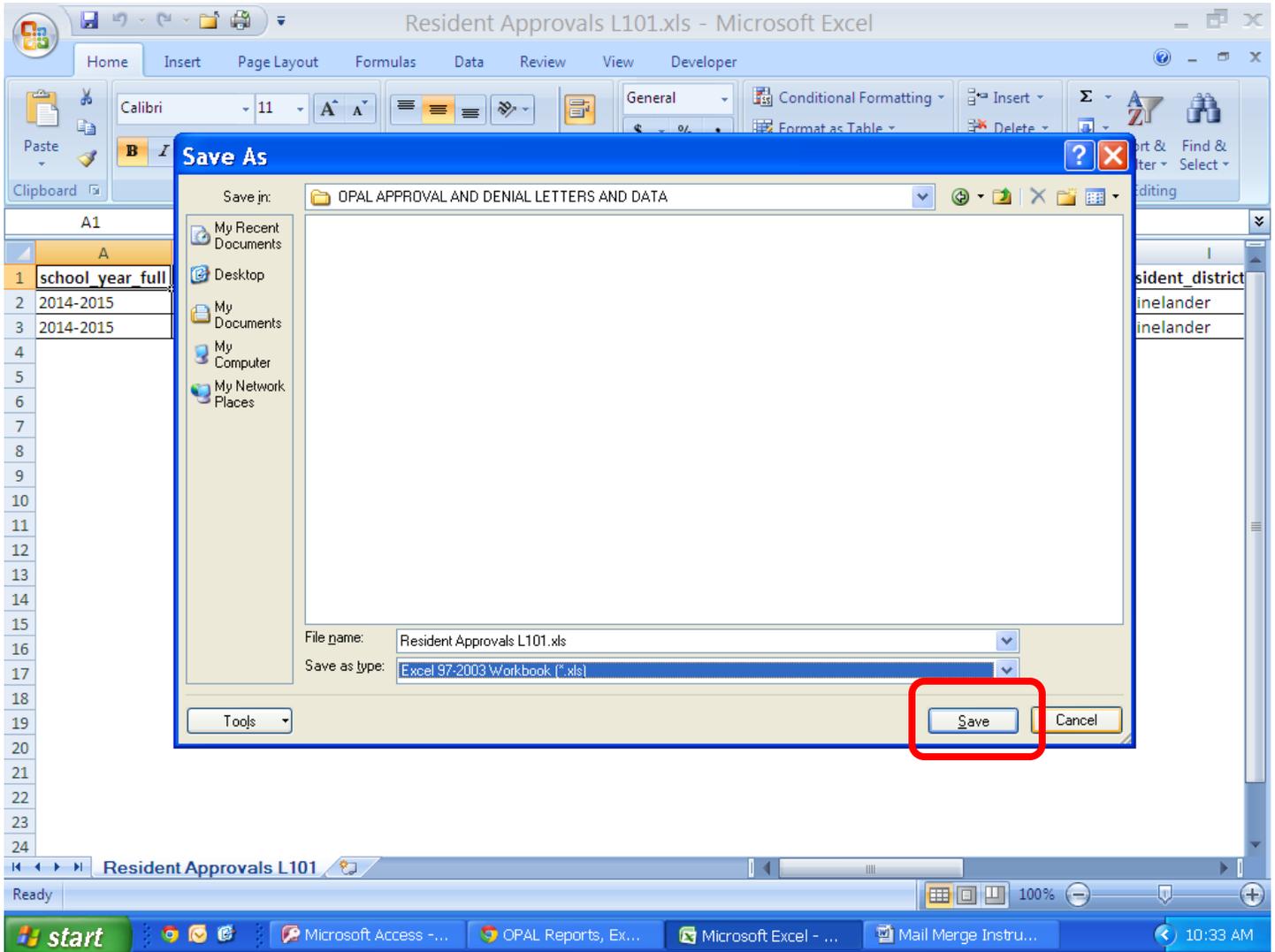


9. Go to the location on your computer where you wish to store the export file. Be sure to write down where you have stored it, you will need to find it when you create your templates.

Change the file type from Web Page to Excel. Remove the quote marks from the name of the file. Also remove any numbers and parentheses (which sometimes appear if you have downloaded the same file more than once), unless you want to differentiate between different downloads of the same file.



10. Save the file.



11. You have created your first export data file. Repeat with the other data sets, as you wish.

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OPAL Open Enrollment for **Rhinelander (4781)**

Logged in as Mary Jo Cleaver

Mailbox Students Alt A Contacts

**Exports**

To help you customize letters, we provide exports

Year: 2014-2015

Grade: Select...

**Available Exports**

- C 2011-2012 Application Export
- A 2010-2011 Reports for Letter Templates
- 2009-2010
- 2008-2009
- 2007-2008

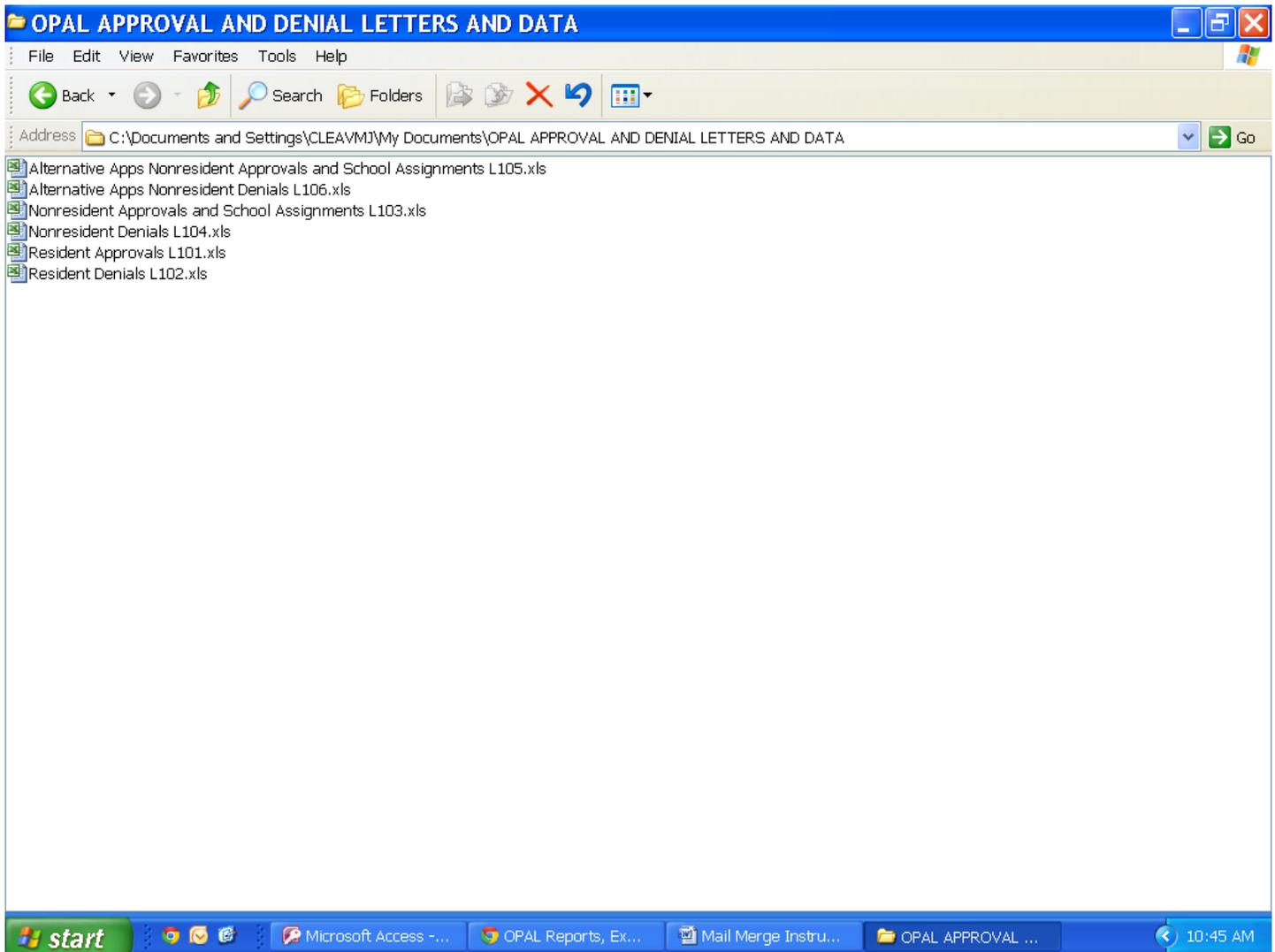
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- Nonresident Approvals/School Assignments (L103)
- Alternative App Nonresident Approvals/School Assignments (L105)

- Denials
  - Resident Denials (L102)
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You are now ready to create your Word Templates in Step 2.

Step 1: Export the Data

[Step 2: Create the Templates](#)

Step 3: Prepare the Letters Using Mail Merge

Return to the OPAL Exports page and click on the link to the Step 2 instructions or go directly to [http://www.oe.dpi.wi.gov/opal/appr\\_deny\\_step2](http://www.oe.dpi.wi.gov/opal/appr_deny_step2).