

# Introduction to: ClassMate Online District Registration Student Processing NY & PA

March 2019



# Online District Registration Student Processing Agenda

- Pre-Requisites
  - Assigning Modules
  - Assigning Reports
  - Setting up School Calendar
- New Student and Contact Import
- New Student Application Entry
- Viewing Returning Student Applications
- Accepting Returning Student Applications
- Viewing New Student Applications
- Accepting New Student Applications
- Processing New & Returning Student Applications
- Generating Reports



# Online District Registration Student Processing

## Pre-requisites



### Getting Started

Pre-requisites:

**Please assign the following Modules:**

#### CM Modules:

**Student Applications > NEW/RETURN Approval/Processing**

**Student Applications > New Student District Requests**

**Student Applications > New Student Import/Entry**

**Student Applications > Returning Student District Requests**



# Online District Registration Student Processing

## Pre-requisites



### Getting Started

Pre-requisites:

Please assign the following Reports:

#### CM Reports:

Student Projections > Course Acceptance List

Student Projections > Course Waitlist

Student Projections > Student Acceptance List

Student Projections > Acceptance Evaluation Form

Student Applications > Application Edit List

Student Applications > Application Verification List

Student Applications > Online Approved Registration Counts

Student Applications > Online New Student Applications

Student Applications > Online Registrations by District

Student Applications > Online Registrations by Program



# Online District Registration Student Processing

## Pre-requisites



### Getting Started

Pre-requisites: **Creating a New School Year Calendar**

#### Create a New School Year

**(Mandatory Step)**

Prior to projecting students, create a new school calendar for the upcoming school year into which you would like to project students.

#### Getting Help

Please visit:

[www.classmate.net](http://www.classmate.net) for an instructional video on creating a new school year.

A screenshot of a web form interface. On the left, there are two dropdown menus. The top one is labeled "Main Location" and the bottom one is labeled "2009-2010 School Year". To the right of these is a light blue header bar with the text "Main Location". Below the header bar, there are two input fields: the first contains "200910" and the second contains "2009-2010 School Year".

**My Modules>School Calendar Information > School Calendar Management**

*Note: An electronic quick reference guide on the topic is available on the ClassMate Website Or from your implementation consultant*



# Online District Registration Student Processing

## New Student Application Import



### New Student Import

Go to **My Modules > Student Applications > New Student Import/Entry Module**. Click on the “Application Import” Tab

#### Step 1:

- Before 1st import, if you want to clear your **Prior Year** imported students > click to select to Purge New Student Registrations and/or Purge Return Student Registrations (this should only be done **ONCE** – prior to importing)

#### Step 2:

- Click the “Browse” button for “Enter a Student File Location” select the Student File for Import

#### Step 3 (to do at the same time or after Step 2):

- Click the “Browse” button for “Enter a Contact File Location” to select the Contact File for Import

#### Step 4:

- Click the blue “Play” button to import the data

#### Step 5:

- After importing is complete please run and review **ODR Import Issues Report** to identify any students or student information that did NOT import

#### Note:

**NY Student Files must follow the Student Lite Format** for successful Import

**PA Student Files must follow the Student Snapshot Format** for successful import

**Both NY & PA Contact Files must follow the ClassMate Contact Template Format. You must include either the State Secure IDs or District Student IDs.**

**You cannot import a Contact File if the Student File has not been imported yet.**



# Online District Registration Student Processing New Student Application Import



**ClassMate for CTE - ClassMate - \*\* Live Environment \*\* - [New Student Application Import/Entry (APPMNT\_M)]**

File View Search

Application Import Application Entry

To Import New Student Application information:

1. Specify or Browse to the location of the input file(s)
2. Click the 'Go' button

Note: The file must be in the .xls, .xlsx or .csv format

File Locations

Enter a Student File Location --> M:\ODR Files\PA Student Template.xls **Browse**

Enter a Contact File Location --> M:\ODR Files\PA Student Template.xls **Browse**

**1** **Purge All Data Prior to Importing New School Year**

- Purge New Student Registrations
- Purge Return Student Registrations

**2/3**



# Online District Registration Student Processing New Student Application Entry



## Individual Student Application Entry

Go to **My Modules > Student Applications > New Student Import/Entry Module**.  
Click on the “Application Entry” Tab

Use this module to verify successful import from the Application Import tab (first tab). If successful, you will see the students names (left) and information (right) listed. OR use this module to manually add students to the list in lieu of an additional import(s).

### Step 1:

- Select a **District** from the drop-down

### Step 2:

- Select a **Sending School** from the drop-down

### Step 3:

- Click on a Student Name to select OR enter a new District ID to add a new student
- View and update imported student application information **OR** enter a New Student Application for portal viewing
- Click the Save icon to save changes

Application Import Application Entry

District: Wilson School District\_ 120488603

Wilson Area High School\_ 120488603\_000003522

Status:  Registered  Waitlisted  Annulled/Annulled  Processed inot Registration  All

Alpha

Dist ID

State ID

aaron , Zoe - 2787908 / 879865637

abults , xyote - 12345676 / 12332532

Akian , Adam - 000009776 / 3627061

Akian , Charles - 000010096 / 6276561

Akian , Kenio - 000010794 / 82795800

**Akian, Christian - 000009721 / 6560517830**

Akian, Cory - 000009783 / 7250544515

Akian, Damian - 000009936 / 6541924619

Akian, Evangeline - 000009507 / 3118491933

Akian, Jahmir - 000010798 / 2022513659

Akian, John - 000010270 / 3503505303

Akian, Justin - 000009544 / 2544143662

Akian, Richard - 000010590 / 5930743331

Akian, Shajuan - 000010661 / 1241351697

Akian, Sky - 000010641 / 1307448267

Burson , Adan - 000010518 / 9140027

Burson , Emily - 000010800 / 53814650

Burson , Michael - 000010517 / 974814

Burson, Alexandru - 000010782 / 5028283895

Burson, Alma - 000010639 / 8125910408

Burson, Ashleigh - 000010730 / 1664410620

Wilson School District  
Wilson Area High School

Registration Dashboard

	New	Re
District Seats:		
Approved	4	
Registered	5	

State Secured ID: 6560517830 SSN: [REDACTED]

District ID: 000009721

First Name: Christian

Middle Initial/Name: [REDACTED]

Last Name/Suffix: Akian

Student Information Additional Information Special Pops Contacts Create/Mod Info

Address 1: 1200 Harbor Boulevard

Address 2: [REDACTED]

Address 3: [REDACTED]

City: Easton, PA Zip Code: 19045

State: PA

Email Address: [REDACTED]

Home Number: [REDACTED] Work Number: [REDACTED]

Birth Date: 06/21/1996 Cellphone Number: [REDACTED]

Attending District: Wilson School District

Attending School: Wilson Area High School

Residing District: Easton Area School District

Funding District: Easton Area School District

Grade Level: 12

Gender: M

Application Date: 10/21/2017

Calendar: 201617



# Online District Registration Student Processing New Student Application Entry



## Individual Student Application Entry

**Additional Information Tab:** Update or enter additional Student Information in this tab

Student Information | **Additional Information** | Special Pops | Contacts | Create/Mod Info

Hispanic Ethnicity:  
 Yes  
 No  
 Multi-Racial

Race:  
**Select all races that apply. Enter the primary race first.**  
Primary Race:   
Race 2:   
Race 3:   
Race 4:   
Race 5:

Home Language:   
Birthplace:   
Challenge Type:   
Diploma:   
Yrs in US School:   
Country of Origin:

Title I:  Yes  No  
EL Status:   
LEP Duration:   
Expected Grad Activity:   
Grad Status:   
Guardian:

Grade 9 Entry Date:	<input type="text" value="01/01/1900"/>	District Entry Date:	<input type="text" value="01/01/1900"/>	IEP Start Date:	<input type="text" value="01/01/1900"/>
State Entry Date:	<input type="text" value="01/01/1900"/>	Initial US Entry Date:	<input type="text" value="01/01/1900"/>	IEP End Date:	<input type="text" value="01/01/1900"/>
Innoculation Date:	<input type="text" value="01/01/1900"/>	ESL Date:	<input type="text" value="01/01/1900"/>		



# Online District Registration Student Processing New Student Application Entry



## Individual Student Application Entry

**Special Pops Tab:** Update or enter special populations information in this tab

<b>State SecureID:</b>	6560517830	<b>SSN:</b>	
<b>District ID:</b>	000009721		
<b>First Name:</b>	Christian		
<b>Middle Initial/Name:</b>			
<b>Last Name/Suffix:</b>	Akian		
<input type="button" value="Clear"/>			
Student Information   Additional Information   <b>Special Pops</b>   Contacts   Create/Mod Info			
Disadvantaged:	N	Foreign Exchange:	N
Disabled:	N	Repeat:	N
At Risk:		Migrant:	
504 Plan:	N	Immigrant:	
Alternative Ed:		Neglected:	
Special Ed:	N	Gifted:	N
Free Lunch:	N	Homeless:	
Reduced Lunch:	N	Homeless Primary:	
Single Parent:	N		
Displaced Homemaker:	N		
Non-Traditional:			
		Economically Disadvantaged:	N



# Online District Registration Student Processing New Student Application Entry



## Individual Student Application Entry

**Contacts Tab:** Update or enter contacts information in this tab

If importing contacts and a Primary Contact (field ad\_contact "T") has an email address during importing automation will grant Portal Access and flag will = "Y"

\*additionally if student already has a Primary Contact and you are importing an updated file with a different contact ad\_contact "T" ClassMate will import the 2<sup>nd</sup> Primary indicated contact as "F".  
Student can ONLY have 1 Primary Contact

State SecureID: 123456789      SSN: ..

District ID: 999888777

First Name: Catrina      Preferred Name: \_\_\_\_\_

Middle Initial/Name: \_\_\_\_\_

Last Name/Suffix: Williams      Clear      +      -

Student Information | Additional Information | Special Pops | **Contacts** | Create/Mod Info

Title: Miss      Type: Mother

Full Name: Kelly      Garrett

Email Address: angel1@charlie.net

Home Phone: (555) 555-5555

Cell Phone: [ ] -      Work Phone: [ ] -      Ext: \_\_\_\_\_

Primary Contact: T      Include in Correspondance: Y

Resident: T      Portal Access: Y

PRM	RES	Name	Type	Cell Phone	Work Phone
T	T	Miss Kelly Garrett	Mother		



# Online District Registration Student Processing

## Returning Student Applications



### Viewing Returning Student Applications

Go to **My Modules > Student Applications > Returning Student District Requests Module**

#### Step 1:

- Select a **District** from the drop-down
- Select a **Sending School** from the drop-down
- Once the Student Applications list appears, students can be filtered by:
  - **Registered Students**
  - **Waitlisted Students**
  - **UnSelected Students**
  - **Approved/Accepted Students**
  - **All Students**
- Users can also search for students by “Alpha”, “District ID” or “State ID”
- Click on a Student Name from the Student Applications list to view and modify a returning student application

Color Coding of students is used to identify:

- **Waitlisted Students**
- **Registered Students**
- **Approved/Accepted Students**

District/School

Cocalico School District \_ 113361303

Cocalico Senior High School 113361303\_000006298

View Filter

Registered  Waitlisted  All

UnSelected  Approved/Accepted

Student Search

Alpha

District ID

State ID

Green Font indicates Student has been waitlisted  
Blue Font indicates Student has been registered  
Red Font indicates Student is approved/accepted

Student Applications

Akian, Amber L - ID6224545 / 4444622454
Akian, Zack T - / 4444057417
Burson, Azalie J - ID9823703 / 4444982370
Burson, Carson - ID1359526 / 4444135952
Burson, Cassidy - ID8105809 / 4444810580
Burson, Christian - ID7089812 / 4444708981
Burson, Dustin - ID9749578 / 4444974957
Burson, Gloria - ID8916624 / 4444891662

# Online District Registration Student Processing

## Returning Student Applications



### Viewing Returning Student Applications (CTE ONLY)

#### Vocational Preferences Tab

Once a returning student application is selected, you can view or modify their application preferences.

#### Step 2- Vocational Preferences:

- **Current Vocational Program** displays
- Select up to three Preferences for the projected Year
  - Select a Location
  - Select a Preference (Course)
  - Select a **Class** session
- Can change **Status** to **Registered**; **Waitlisted**
- Click the **Save** icon to save changes
- To remove preferences > select Student and click the Delete from top of menu

Preference	Location	Course	Class
Current Vocational Program	Baking & Pastry Arts		
Preference 1:	Harris - Mount Joy Campus	Culinary Arts/Chef, Institutional Food Workers	Culinary Arts/Chef_1
Preference 2:	Harris - Mount Joy Campus	Introduction to Allied Health - MJ, College Credit Courses	Introduction to Allied Health (HACC-AH140)_1
Preference 3:	Harris - Willow St Campus	Animal Production Science & Technology, Animal Sciences, General	Animal Production Science & Technology_1

Status:  Registered  Waitlisted



Note: You may choose different locations for each preference.

# Online District Registration Student Processing

## Returning Student Applications



### Viewing Returning Student Applications (CTE ONLY)

#### Academic Preferences Tab

#### Step 3- Academic Preferences:

- Select up to 3 **Academic Preferences** for the projected Year
- Select a **Class** session
- Select **Fall, Spring, or Full Year**
- Click the **Save** icon to save changes

These academic preferences can also be Supplemental “Pull Out” classes.

The screenshot displays the "REGISTRATION DASHBOARD" interface. At the top, there is a table with the following data:

	New	Return	Total
<b>District Seats:</b>			100
Approved	2	7	9
Registered	13	6	19
<b>Remaining Seats</b>			72

Below the table, the user's name "Matthew A Cooper - 000160004 / 4444273196" is displayed. The interface has two tabs: "Vocational Preferences" and "Academic Preferences", with the latter being active. Under "Academic Preference(s)", there are three sections for "Academic 1:", "Academic 2:", and "Academic 3:". Each section includes a dropdown menu for class selection, a dropdown for the class session (e.g., "Period 1 - Monday\_PE1M1"), and radio buttons for selecting the year: "Fall", "Spring", and "Full Year". In the "Academic 1:" section, "Physical Education, Physical Education" is selected, "Period 1 - Monday\_PE1M1" is selected, and "Full Year" is selected. The "Academic 2:" and "Academic 3:" sections show "-- Select Supplemental 2" and "-- Select Supplemental 3" respectively, with "Full Year" selected for both.

# Online District Registration Student Processing

## Returning Student Applications



**\*\* NEW YORK ONLY \*\***

Viewing Returning Student Applications  
(Alternative Ed & Special Ed ONLY)  
CoSer Preferences Tab

### Step 4- COSER Preferences:

- 1 Select a **Location**
- 2 Select a **COSER**
- 3 Click the “**Add COSER**” button
- 4 Click the **Save** icon to save changes

REGISTRATION DASHBOARD

	New	Return	Total
<b>District Seats:</b>			100
Approved	0	0	0
Registered	0	0	0
<b>Remaining Seats</b>			100

Courtney R. Nkian - 708489 / 4444X00274

Vocational Preferences | Academic Preferences | **CoSer Preferences**

Location	COSER	COSERid	LocID
ITAP-Elem SE 3004-6	ITAP COSER	000001	000001

Location --> 1 ITAP-Elem SE 3004-6

COSER --> 2 ITAP COSER

3 Add COSER

# Online District Registration Student Processing

## Approving Student Applications



### Returning Student Approval

Go to **My Modules > Student Applications > NEW/RETURN Approval/Processing Module**  
Click on the “Approve Return Students” Tab

#### Step 1:

- Select a District from the drop-down

#### Step 2:

- Select a School from the drop-down

#### Step 3:

- ▶ Under Status, select “Registered”, “Waitlisted”, “Approved/Accepted” or “All”

#### Step 4:

- ▶ Under “Approved Choice” Enter a preference number next to the Student Application to Accept/Approve the student into that Preference (student will turn red immediately – this means they are Accepted/Approved). The preference selected will also shade in/highlight.

#### Step 5 optional:

- ▶ Use the “Set Choices in Bulk” to mark all students with the same preference number.
  - ▶ Select the Preference that all students will be marked with
  - ▶ Click the Blue Set button (and watch all students turn red down the list)
  - ▶ To clear this, Select “Clear All Preferences”, then click the Blue Set Button
  - ▶ You can change individual students preferences after you use this Set Bulk Preference option

**NOTE:** This only updates student application status.  
Students will still need to be **PROJECTED** at this time.

**If your site utilizes our Auto Projection functionality please view P.24 for information**





# Online District Registration Student Processing

## Approving Student Applications



### Returning Student Approval

Go to **My Modules > Student Applications > NEW/RETURN Approval/Processing Module**  
 Click on the “Approve Return Students” Tab

Approve New Students | **Approve Return Students** | Process New Student Applications

#### Return Student Approvals

District: Cocalico School District\_ 113361303 1

School: Cocalico Senior High School\_113361303\_000006298 2

Status:  Registered - Waiting to be Approved/Accepted 3  
 Waitlisted - Waiting to be Approved/Accepted  
 Approved/Accepted - Ready for Projection  
 All

	New	Return	Total
<b>District Seats:</b>			100
Approved	66	4	70
Registered	15	0	15
<b>District Seats:</b>			15

Approved Choice	Last Name	First Name	Initial	Status	Preference 1	Preference 2	Preference 3
1 <span>4</span>	Burson	Christian		A	General Psychology - MJ	Automotive Mechanics	Culinary Cluster - MJ
1	Burson	Gloria		A	Culinary Arts/Chef	Introduction to Allied Health - MJ	Animal Production Science
1	Burson	Wesley	E	A	Cabinetmaking & Wood Technology	Transportation Cluster - BT	Painting/Ceramic Tile &
1	Garfield	Megan	E	A	Protective Services Academy	Sanitation and Safety - MJ	None Selected

Set Choices in Bulk

Preference 1  Preference 3

Preference 2  Clear All Preferences

5



# Online District Registration Student Processing

## New Student Applications



### Viewing New Student Applications

Go to **My Modules > Student Applications > New Student District Requests Module**

#### Step 1:

- Select a **District** from the drop-down
- Select a **Sending School** from the drop-down
- Once the Student Applications list appears, students can be filtered by:
  - **Registered Students**
  - **Waitlisted Students**
  - **UnSelected Students**
  - **Approved/Accepted Students**
  - **All Students**
- Users can also search for students by “Alpha”, “District ID” or “State ID”
- Select whether to register into Projected Year or Current Year
- Click on a Student Name from the Student Applications list to view and modify a student application

Color Coding of students is used to identify:

- **Waitlisted Students**
- **Registered Students**
- **Approved/Accepted Students**

District: Cocalico School District\_ 113361303  
Sending School: Cocalico Senior High School\_113361303\_000006298

View Filter:  
 Registered  
 UnSelected  
 Waitlisted  
 Approved/Accepted  
 All

Student Search:  
 Alpha  
 District ID  
 State ID

Year Selection:  
 Projected Year  
 Current Year

Student Applications:

Hoffmaster, Ethan E - 001900033 / 4089057736
Houck, Emily J - 001900549 / 4924473782
Keeney, Brianna - 332346054 / 9332346054
Keller, Hayley A - 001800183 / 5212034027
Kelly, Sean A - 001800218 / 4875776128
Killian, Lucas P - 001900257 / 6565651787
Lipko, Bryianna M - 001900536 / 9327922972
Martin, Corissa B - 001800235 / 2612167285
Martin, Ethan P - 001900475 / 1802610243
Martin, Kayleen R - 001800358 / 7687008286
Martin, Travis C - 001900432 / 4922588272
Martin, Travis J - 001800565 / 4592139755

# Online District Registration Student Processing

## New Student Applications

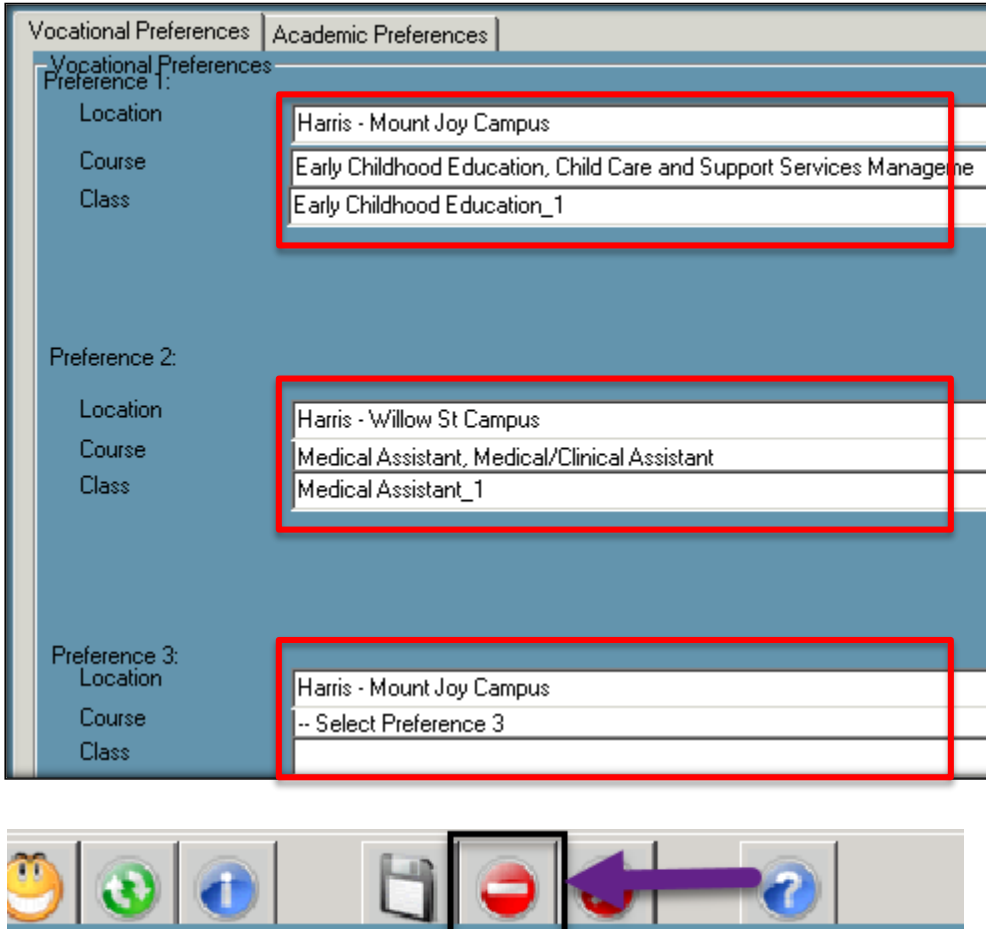
### Viewing New Student Applications (CTE ONLY)

#### Vocational Preferences Tab

Once a New student application is selected, you can view or modify their application preferences

#### Step 2- Vocational Preferences:

- Select up to three Preferences for the projected Year
  - Select a Location
  - Select a Preference (Course)
  - Select a **Class** session
- Can change **Status** to **Registered; Waitlisted**
- Click the **Save** icon to save changes
- To remove preferences > select Student and click the Delete from top of menu



Vocational Preferences		Academic Preferences
Vocational Preferences		
Preference 1:		
Location	Harris - Mount Joy Campus	
Course	Early Childhood Education, Child Care and Support Services Manage	
Class	Early Childhood Education_1	
Preference 2:		
Location	Harris - Willow St Campus	
Course	Medical Assistant, Medical/Clinical Assistant	
Class	Medical Assistant_1	
Preference 3:		
Location	Harris - Mount Joy Campus	
Course	-- Select Preference 3	
Class		

Toolbar icons: Smiley face, Recycle, Information, Save, **Delete** (highlighted), Undo, Help.

Note: You may choose different locations for each preference.

# Online District Registration Student Processing

## New Student Applications



### Viewing New Student Applications (CTE ONLY)

### Academic Preferences Tab

#### Step 3- Academic Preferences:

- Select up to 3 **Academic Preferences** for the projected year
- Select a **Class** session
- Select **Fall, Spring, or Full Year**
- Click the **Save** icon to save changes

These academic preferences can also be Supplemental “Pull Out” classes.

The screenshot displays the 'REGISTRATION DASHBOARD' with a table of seat counts and a form for 'Academic Preference(s)'. The table shows District Seats (Approved: 2, Registered: 13) and Remaining Seats (72). The form allows selecting up to three academic preferences, each with a class session and a session type (Fall, Spring, Full Year).

	New	Return	Total
<b>District Seats:</b>			100
Approved	2	7	9
Registered	13	6	19
<b>Remaining Seats</b>			72

Matthew A Cooper - 000160004 / 4444273196

Vocational Preferences | **Academic Preferences**

Academic Preference(s)

Academic 1:  
Physical Education, Physical Education  
Period 1 - Monday\_PE1M1  
 Fall  Spring  Full Year

Academic 2:  
-- Select Supplemental 2  
  
 Fall  Spring  Full Year

Academic 3:  
-- Select Supplemental 3  
  
 Fall  Spring  Full Year

# Online District Registration Student Processing

## New Student Applications



**\*\* NEW YORK ONLY \*\***

**Viewing New Student Applications  
(Alternative Ed & Special Ed ONLY)  
CoSer Preferences Tab**

### Step 4- COSER Preferences:

- 1 Select a **Location**
- 2 Select a **COSER**
- 3 Click the **“Add COSER”** button
- 4 Click the **Save** icon to save changes

REGISTRATION DASHBOARD

	New	Return	Total
<b>District Seats:</b>			100
Approved	0	0	0
Registered	0	0	0
<b>Remaining Seats</b>			100

Courtney R. Nian - 708489 / 4444X00274

Vocational Preferences | Academic Preferences | **CoSer Preferences**

Location	COSER	COSERid	LocID
ITAP-Elem SE 3004-6	ITAP COSER	000001	000001

Location --> 1 ITAP-Elem SE 3004-6

COSER --> 2 ITAP COSER

3 Add COSER

# Online District Registration Student Processing

## Approving Student Applications



### New Student Approval

Go to **My Modules>Student Applications>NEW/RETURN Approval/Processing Module**

Click on the “Approve New Students” Tab

#### Step 1:

- Select a District from the drop-down

#### Step 2:

- Select a School from the drop-down

#### Step 3:

- ▶ Under Status, select “Registered”, “Waitlisted”, “Approved/Accepted” or “All”

#### Step 4:

- ▶ Under “Approved Choice” Enter a preference number next to the Student Application to Accept/Approve the student into that Preference (student will turn red immediately – this means they are Accepted/Approved). The preference selected will also shade in/highlight.

#### Step 5 optional:

- ▶ Use the “Set Choices in Bulk” to mark all students with the same preference number.
  - ▶ Select the Preference that all students will be marked with
  - ▶ Click the Blue Set button (and watch all students turn red down the list)
  - ▶ To clear this, Select “Clear All Preferences”, then click the Blue Set Button
  - ▶ You can change individual students preferences after you use this Set Bulk Preference option

**NOTE:** This only updates student application status.  
Students will still need to be **PROJECTED at this time.**

If your site utilizes our Auto Projection functionality please view P.24 for information



# Online District Registration Student Processing

## Approving Student Applications



### New Student Approval

Go to **My Modules>Student Applications>NEW/RETURN Approval/Processing Module**  
Click on the “Approve New Students” Tab

Approve New Students | Approve Return Students | Process New Student Applications

#### New Student Approvals

District  
Cocalico School District\_113361303 1

School  
Cocalico Senior High School\_113361303\_000006298 2

Status

- Registered - Waiting to be Approved/Accepted
- Waitlisted - Waiting to be Approved/Accepted
- Approved/Accepted - Waiting to be Processed 3
- Approved/Accepted - Processed to Registration

All

#### REGISTRATION DASHBOARD

	New	Return	Total
<b>District Seats:</b>			
Approved	66	4	70
Registered	15	0	15
<b>Remaining Seats</b>			15

Students

Approved Choice	Last Name	First Name	Initial	Status	Preference 1	Preference 2	Preference 3
1	Ferrell	Brandon	L	A	Transportation Cluster - BT	Manufacturing Cluster - BT	None Selected
1	Lipko	Bryianna	M	A	Health Care Cluster - BT	None Selected	None Selected
1	Merkey	Abigail	J	A	Commercial Art	Digital Design/Print Media	None Selected
1	Miller	Ethan	C	A	Transportation Cluster - BT	Manufacturing Cluster - BT	None Selected
1	Moyer	Alexis	M	A	Health Care Cluster - BT	None Selected	None Selected
1	Nunez	Shyra	K	A	Transportation Cluster - BT	Manufacturing Cluster - BT	None Selected
1	Rauser	Christopher	L	A	Transportation Cluster - BT	Manufacturing Cluster - BT	None Selected
1	Schlott	Alexis	M	A	Veterinary Assistant	Cosmetology - MJ	None Selected
1	Schlott	Carlin	J	A	Computer Systems Technology	None Selected	None Selected
1	Sensenig	Owen	J	A	Transportation Cluster - BT	Manufacturing Cluster - BT	None Selected
1	Shirk	Evan	M	A	Transportation Cluster - BT	Manufacturing Cluster - BT	None Selected
1	Shupp	Nathan	J	A	Transportation Cluster - BT	Manufacturing Cluster - BT	None Selected
1	Wallace	Tre	M	A	Automotive Mechanics	None Selected	None Selected
1	Weik	Dane	M	A	Transportation Cluster - BT	Construction Cluster - BT	None Selected
1	Zimmerman	Joseph	M	A	Transportation Cluster - BT	Manufacturing Cluster - BT	None Selected

Set Choices in Bulk

- Preference 1
- Preference 2
- Preference 3
- Clear All Preferences 5

# Online District Registration Student Processing

## Processing Student Applications



### New/Return Student Approval & Processing

Go to **My Modules > Student Applications > NEW/RETURN Approval/Processing Module**

Click on the “ProcessStudent Applications” Tab (use for both new and returning)

#### Step 1:

- Select a District with the checkbox to process - Districts with **Approved** NEW or RETURNING (if enabled) students will appear in **RED** font

#### Step 2:

- Click Duplicate Students checkbox if you want to update Student Data previously imported into Registration.

#### Step 3: If site utilizes ClassMate Auto Projection functionality:

- Click to select to Auto Project New Students and / or Auto Project Return Students (if enabled) to automatically Project student into Approved Choice Program

#### Step 4:

- Click the blue “Run” button from the toolbar to process **ALL** new & returning student applications into registration for the selected district. (if using Auto Projection functionality this will also process Projection selections)

**NOTE:** If your site does **NOT** use Auto Projection functionality the process will only bring students into Student Registration Information. Students will still need to be **PROJECTED**.





# Online District Registration Student Processing

## Processing Student Applications



ClassMate for CTE - ClassMate - \*\* Live Environment \*\* - [Student Application Approval/Process (APPOK\_M)]

File View Color Key

Approve New Students Approve Return Students Process Student Applications

### NEW Student Application Processing

This process will move approved "NEW" student applications to registration for further processing

- Select District(s) to process
- Check here to update REGISTRATION data with information included for existing students.
- Check here to automatically project new students into their approved preference.
- Click the Run button from the toolbar

This process will move all "NEW" student application information into the registration database for further processing

**2 Duplicate Students**  
 Update REGISTRATION information

**Auto Projection**  
 Auto Project New Students **3**  Auto Projection Return Students

District	# NEW Applications	# of NEW Registrations	# of NEW Waitlisted	# NEW Approved	# of NEW Processed	# of Existing Students	# RETURN Registrations	# RETURN Waitlisted
<input type="checkbox"/> District	0	0	0	0	0	0	0	0
<input type="checkbox"/> Apple City School District	2	0	0	0	0	0	0	0
<input type="checkbox"/> Banana Area School District	0	0	0	0	0	119	0	0
<input type="checkbox"/> Blueberry Area School District	0	0	0	0	0	0	0	0
<input type="checkbox"/> Blueberry Area Vocational-Technical	0	0	0	0	0	0	0	0
<input type="checkbox"/> Caramel Institute of Technology	0	0	0	0	0	0	0	0
<input type="checkbox"/> Cilantro Connection Academy CS	0	0	0	0	0	0	0	0
<input type="checkbox"/> Coconut School District	0	0	0	0	0	0	0	0
<input type="checkbox"/> East Penn School District	0	0	0	0	0	0	0	0
<input type="checkbox"/> East Squash School District	0	0	0	0	0	0	0	0
<input type="checkbox"/> Endive Area School District	0	0	0	0	0	274	0	0
<input type="checkbox"/> Lemon Caramel & Technical Institute	0	0	0	0	0	0	0	0
<input type="checkbox"/> Lollipop School District	0	0	0	0	0	0	0	0
<input type="checkbox"/> Nectarine Area School District	0	0	0	0	0	3	0	0
<input type="checkbox"/> Nut Area School District	0	0	0	0	0	137	0	0
<input type="checkbox"/> Pear School District	0	0	0	0	0	0	0	0
<input type="checkbox"/> Pineapple School District	0	0	0	0	0	78	0	0
<input type="checkbox"/> Pistachio Mountain SD	0	0	0	0	0	0	0	0
<input type="checkbox"/> Prune School District	0	0	0	0	0	0	0	0
<input type="checkbox"/> Pumpkin School District	0	0	0	0	0	0	0	0
<input type="checkbox"/> Squash Area SD	0	0	0	0	0	1	0	0
<input type="checkbox"/> Strawberry Valley School District	0	0	0	0	0	0	0	0
<input checked="" type="checkbox"/> Watercress School District	306	1	0	1	0	74	3	0
<input type="checkbox"/> Watermelon School District	0	0	0	0	0	0	0	0



# Online District Registration Student Processing Reports



## Suggested Online Registration Reports

Go to **My Reports > Student Applications >**

- Application Edit List**
- Application Verification List**
- ODR Import Issues**
- ODR Import Issues – Hist by Date**
- Online Approved Registrations Count**
- Online Registration Program Summary**
- Online Registrations by District**
- Online Registrations by Program**



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