



# Admissions Plus Pro and Online Applications

The Complete Lottery, Wait List and Enrollment  
Management Solution for Charter Schools

# Admissions Plus Pro® with Online Applications

## Streamline the Enrollment Process. Eliminate Data Entry.

When it comes to efficiently running your charter school's lottery, wait list and enrollment process, one decision can make all the difference: the right software. Admissions Plus Pro with integrated Online Forms and Applications makes it easy to track and communicate with each applicant step by step through the entire process, from initial inquiry through lottery, acceptance and enrollment.

### Online Inquiries and Applications

Dramatically improve your lottery and enrollment process with Admissions Plus Pro's Online Forms and Applications. The easy-to-use service is a paperless solution that eliminates extra work, avoids duplicate data entry and sets your school apart by creating a friendly online experience for prospective students and families.

- **Create an inquiry form** that automatically sends data to Admissions Plus Pro to begin outreach to prospective students and their families.
- **Bring your enrollment applications online.** Fields from Admissions Plus Pro, including validated entries, are easily included on the forms.
- **Parents only need one account** for multiple children.
- **Create visitation forms** and schedule visits online.
- **Multiple forms are linked.** If the same fields are on multiple forms, filling in those fields automatically fills them in on other forms.

### Customize Your Online Application Site

The Admissions Plus Pro Online Forms Wizard makes it simple to create your own Online Application site and match the colors and design of your school website. No knowledge of HTML is needed. We can also create your Online Application site and forms for you.

- **Forms are pre-filled** for families that have completed another form or are already registered. Partially completed forms are stored and may be finished later.
- **Forms are dynamic.** Whether entering contacts, siblings, or activities, applicants can keep clicking ADD ANOTHER. Some students can have one entry and others dozens.
- **Upload documents**, such as birth certificates or transcripts, and they are automatically attached to requirements in Admissions Plus Pro.
- **Automatic confirmation emails** are sent to families upon submission of forms.
- **Make changes to online forms and applications in minutes** with complete control over the forms.

The top screenshot displays the 'Application For Admission' form for Cesar Chavez Public Charter Schools. It includes a 'Welcome!' message and a 'Change Password / Logout' link. The form is for applicant 'Rsaza, Jason'. There are tabs for 'Student Info', 'Parent Info', 'Siblings Info', and 'Signature'. The 'Student Information' section contains a notice about the application period (October 21, 2011 to March 12, 2012) and a disclaimer. Below this is a 'Student Information' table with columns for 'Student Name', 'Grade', and 'Status'. The bottom screenshot shows the 'Enrollment Notification Form' for achievement house, for applicant 'Rediker, Rich'. It has tabs for 'Student Info', 'Parent/Guardian', 'Former School', 'General', 'Required Docs', and 'Signature Page'. The 'Former School Information' section is expanded, showing fields for 'School District you currently reside in:', 'Former School Information:', 'Former School Name:', 'Former School Street:', 'Former School City:', 'Former School State:', 'Former School Zip Code:', 'Last Grade Completed:', 'Withdrawal date from former school:', 'Does your student currently have an IEP:', and 'If yes, do you have a copy of it:'. At the bottom are buttons for 'BACK', 'UNDO PAGE', 'PRINT', 'SAVE & REVISIT LATER', 'SUBMIT', and 'NEXT'.

# Enrollment Management for Charter Schools

## Lottery and Wait List Data at Your Fingertips

**WAIT LIST CENTER**

School: DEMO SCHOOL Applying For: 2013-14

Grade	Openings Remaining	Ready for Decision	Accepted: Total	Accepted: Registered	Accepted: Unregistered	Accepted: Withdrawn	Wait Listed	Other
09	58	127	4	2	2	0	8	3
10	35	43						
11	4	9						
12	50	21						1

Advanced Sort | Sort Fields By: Sibling at School [Desc], Live in District [Desc], Lottery Number [Asc]

APP ID	Name	Admissions Status	Sibling at School	Live in District	Lottery Number	Wait List Number
1	00501 Alison, Marie!	Wait Listed	Y	N	9	1
2	00697 Reising, Leah!	Wait Listed	N	N	3	2
3	00559 Johnsen, Mari!	Wait Listed	N	N	4	3
4	00688 Furlipa, Karen!	Wait Listed	N	N	5	4
5	00647 Paquet, Robert!	Wait Listed	N	N	10	5
6	00505 Baldwin, Melissa!	Wait Listed	N	N	11	6
7	00556 Demaris, David!	Wait Listed	N	N	13	7
8	00533 Sander, Billy!	Wait Listed	N	N	14	8

The Lottery and Wait List Manager in Admissions Plus Pro provides you with the tools you need to conduct your school's lottery and manage the wait list.

- Randomly assign lottery numbers to all your applicants publicly in seconds.
- The wait list feature sorts applicants according to your school's priorities and assists in wait-listing and accepting applicants. The wait list is instantly rearranged when an application is withdrawn.
- Know how many prospects are applying to each grade level and how many prospects are in each enrollment step. See how many spots you have filled and how many you have left.

Once a prospect inquires or applies to your school, the data flows seamlessly to Admissions Plus Pro for quick access in an organized and intuitive format. Whenever a prospect is called up, a snapshot of that prospect appears at the top of the screen, providing important information including:

- ✓ Dynamic accepted and wait list position
- ✓ Program and grade level
- ✓ Prospect's application
- ✓ Demographics and activities
- ✓ E-Portfolio items such as a transcript
- ✓ Prospect contacts and email
- ✓ Communication log

Program: H. S. Freshman  
 Grade Level: 09  
 Year: 2013-14  
 Lottery Number: 10  
 Wait List Number: 5

Decision: WAIT LISTED  
 Reason:  
 Step: Ready For Decision  
 READY FOR ENROLLMENT

Application Portfolio Log

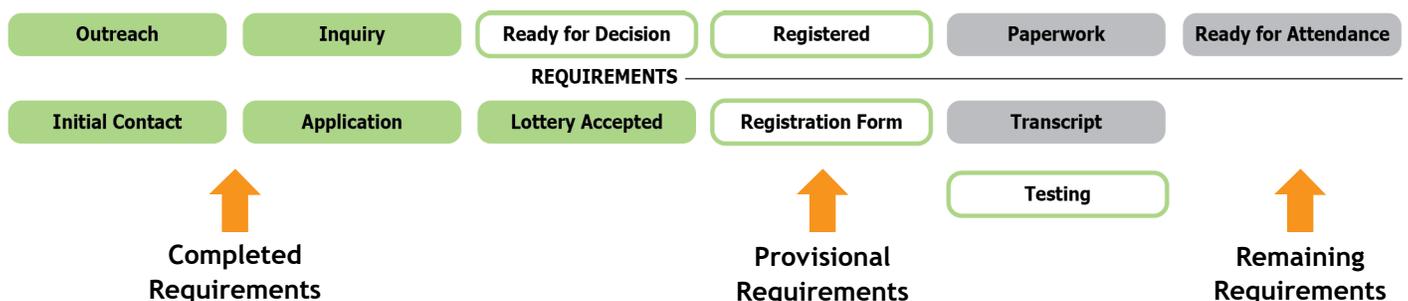
Special ev Visit Admissions

Confirmation {D}: 03-02-2009  
 Old School ID {NU}: 484  
 expiration {D}:

**Lottery Number: 18**  
**Wait List Number: 5**

### Customizable Multi-Step Process

Create unique requirements and easily track which steps a prospect has completed (green), is working on (outlined green) and has yet to complete (gray).



# Enrollment Management for Charter Schools

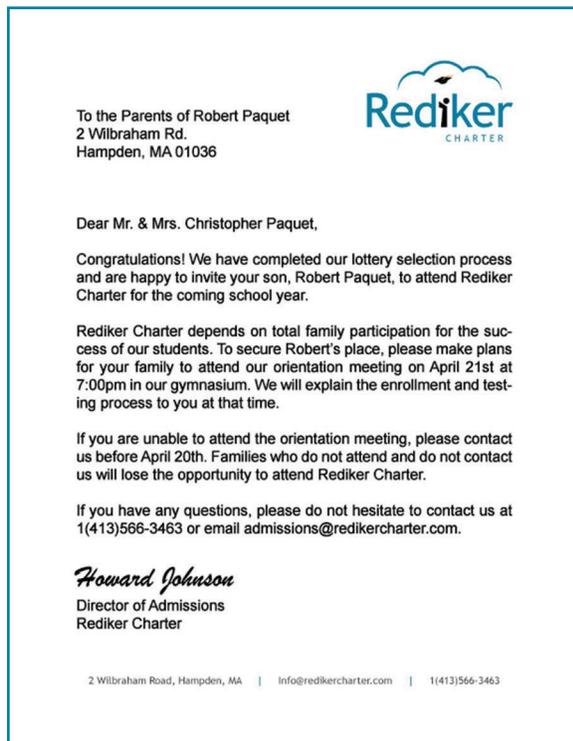
## Discover the Admissions Plus Pro Difference

### Flexibility to Meet Your Unique Needs

Admissions Plus Pro can be customized to meet every charter school's enrollment needs. Staff can set different prospect requirements for different grades or programs to fit their specific needs. Every school receives its own customized online application website that links to its current website and contains all application forms.

### Seamless Flow of Data from Inquiry to Acceptance

Never file a piece of paper again. Admissions Plus Pro creates a completely paperless solution while eliminating hundreds of hours of data entry on behalf of enrollment staff. All data entered by a prospect using our Online Forms and Applications flows seamlessly into Admissions Plus Pro for tracking, communication, analysis, and decision making. Once students are accepted, their information is automatically sent to the accepted school year in Administrator's Plus. If using a different SIS, accepted student data is sent to an ASCII file for easy import.



### Just a Few of the Benefits:

- ✓ Automatically manage lottery applications and wait lists.
- ✓ Do away with manila folders. Store all documents associated with each prospect using built-in e-portfolios.
- ✓ Automatically send emails and letters that notify prospective families of their application status.
- ✓ Attract and engage prospective families years ahead of enrollment.
- ✓ Streamline data collection with online inquiries and applications.
- ✓ Track each applicant step by step through the entire process.
- ✓ Examine the entire history of an applicant's record.
- ✓ Analyze outreach, acceptance and demographic statistics.
- ✓ Customize your enrollment process for each grade and program.
- ✓ Use or modify pre-formatted letters or easily write your own with the built-in report writer.
- ✓ Process multiple children in one family all at once.
- ✓ Create pivot tables, charts and graphs with the built-in Excel™ Wizard.
- ✓ Automatically send attending applicants to Administrator's Plus or any SIS.

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Admissions Plus Pro®

800-213-9860 | [www.rediker.com](http://www.rediker.com) | [sales@rediker.com](mailto:sales@rediker.com)

