

Re-enrolment QuickStart Guide

OpenApply Best-practices



OpenApply

by **faria**
Education Group

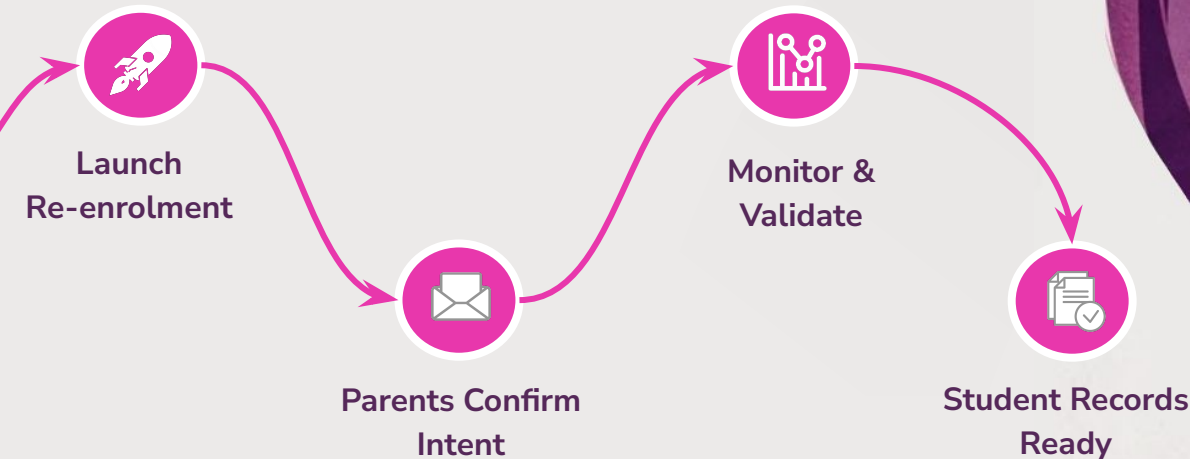
Topics

- ✓ What is Re-enrolment?
- ✓ Setting up and launching re-enrolment
- ✓ Re-enrolment from the parents perspective
- ✓ Tracking analytics & statuses
- ✓ Handling Transitioning Years & Re-application
- ✓ FAQs & Useful Resources

Introduction to Re-enrolment

Re-enrolment is the annual process used by schools to confirm which currently enrolled students will return for the next academic year.

It provides early visibility of student retention, supports capacity planning, and enables schools to collect updated family information before the new school year begins.



How Re-enrolment is managed in OpenApply

OpenApply centralises the entire re-enrolment cycle within a single workflow:

- Schools invite eligible families to confirm their intention to return
- Parents respond online using a secure personalised access link
- Schools collect confirmations, withdrawals, or undecided responses in real time
- Administrators track outcomes by grade and cohort
- Confirmed students are prepared for progression prior to Transitioning Years

Outcome

A structured, fully digital process that improves planning accuracy, reduces manual follow-up, and ensures student data is current before the next academic year begins.



Setting up Re-Enrolment within OpenApply



Setting up Re-Enrolment within OpenApply

- Ensure that all of your students are in the system, and in the correct Grade/Year groups
- Enable re-enrolment and set your re-enrolment deadline
- Customise your re-enrolment notification emails
- Customise your re-enrolment forms

Prepare your Data

Ensure the system can correctly identify eligible students and successfully contact families.

Navigation

Roster > Students

Settings > Import & Export (Use the provided template if data updates are required)

Recommended checks

Student records

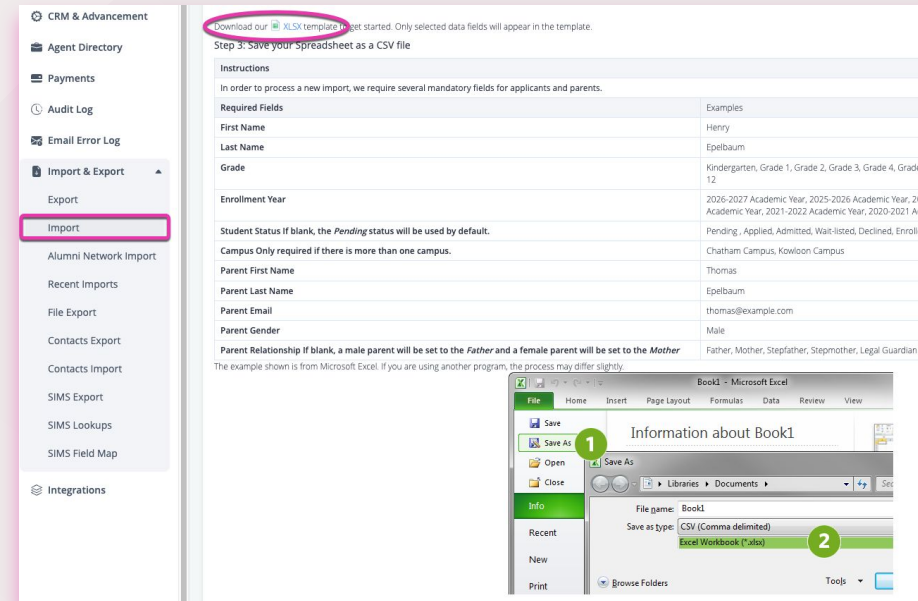
- All current students exist in the system
- Students are assigned to the correct current grade

Parent records

- Each student is linked to at least one parent
- Parent email addresses are valid and active
- Family relationships are correctly configured

Academic structure

- Academic years are configured correctly
- Grade level structure is accurate



The screenshot shows the CRM & Advancement interface. On the left, the 'Import & Export' menu is expanded, with 'Import' highlighted. The main content area displays instructions for importing data, including a table of required fields and examples. A red circle highlights the 'Download our XLSX template to get started' link. Below the instructions, a Microsoft Excel 'Save As' dialog box is shown, with the file name 'Book1' and the save type 'Excel Workbook (*.xlsx)'.

Required Fields	Examples
First Name	Henry
Last Name	Epelbaum
Grade	Kindergarten, Grade 1, Grade 2, Grade 3, Grade 4, Grade 5, 12
Enrollment Year	2026-2027 Academic Year, 2025-2026 Academic Year, 2024 Academic Year, 2021-2022 Academic Year, 2020-2021 Academic Year
Student Status If blank, the Pending status will be used by default.	Pending, Applied, Admitted, Wait-listed, Declined, Enrolled
Campus Only required if there is more than one campus.	Chatham Campus, Kowloon Campus
Parent First Name	Thomas
Parent Last Name	Epelbaum
Parent Email	thomas@example.com
Parent Gender	Male
Parent Relationship If blank, a male parent will be set to the Father and a female parent will be set to the Mother	Father, Mother, Stepfather, Stepmother, Legal Guardian

Important

Incomplete parent emails will prevent families from receiving re-enrolment invitations.



Enable Re-enrolment

Activate re-enrolment and define the parent response window.

Navigation

Settings > Admissions > Re-Enrolment

Instructions

1. Enable Re-Enrolment.
2. Set the re-enrolment deadline
3. Save changes

Parents will be able to choose from YES or NO.
Optionally enable an UNDECIDED value.

Parents can confirm or decline only before the deadline. You may extend the deadline at any time.

Eligibility Rules

- Student must have status Enrolled
- Student must not be in your top grade level
- Student must be assigned to the correct current grade

Important

Re-enrolment confirms intent only. It does NOT move students to the next grade.

Customise Re-enrolment Emails



Control communication and provide secure parent access.

Navigation

**Settings > Admissions > Status & Notification
> Re-enrolment Notification**

Instructions

1. Enter your email Subject line
2. The email body can be personalised using mail-merge values.
3. Preview your edits and Save changes.
Edit the following notification types:

Notification Types

- Initial Reminder - sent when re-enrolment opens
- Pending Reminder - sent to non-responders
- Undecided Reminder - sent to families awaiting decision
- Confirmation Email - sent after confirmation

The screenshot shows the 'Notification Email' configuration interface. On the left is a sidebar menu with categories: Staff Directory, Forms, Admissions (expanded), CRM & Advancement, Agent Directory, Payments, Audit Log, Email Error Log, Import & Export, and Integrations. Under 'Admissions', 'Status & Notification' is highlighted with a pink box. The main area is titled 'Notification Email' and contains a list of notification types: 'Applicant & Family Welcome', 'Checklist Reminder', 'Questionnaire/Recommendations', and 'Re-enrolment Notification'. A pink arrow points to 'Re-enrolment Notification'. Below this list is a form for 'Customise initial reminder email *'. It has a 'Subject *' field and a 'Body *' text area. The body text is pre-filled with a template: 'Dear {{parent_first_name}}, We look forward to welcoming {{applicant_name}} back for the {{enrollment_year}}. To confirm re-enrollment and update your family contact details, please complete the form here: {{re_enrollment_url}} Please email {{email}} or call {{phone}} if you have any questions or queries. Sincerely, {{signature}} {{director_name}}'. To the right of the body text area is a 'Legend of Values' table.

Legend of Values	
{{school_name}}	{{school_name_translation}}
The school name. The school name translation.	
{{campus}}	{{campus_translation}}
The campus name. The campus name translation.	
{{campus_address}}	{{campus_address_translation}}
Campus address. Campus address translation.	
{{campus_email}}	Campus email.
{{campus_phone}}	Campus phone.
{{enrollment_year}}	The enrolment year.
{{applicant_name}}	The student name.
{{applicant_proper_name}}	Student first and last name.
{{parent_name}}	The parent name.
{{parent_first_name}}	The parent first name.

Consider

Clear messaging may help reduce undecided responses and follow-up workload.



Simplified Parent Access

The initial re-enrolment and pending re-enrolment emails should include the Re-enrolment URL link.

Instructions

Include the `re_enrollment_url` merge field.

This will appear as a valid link for parents.

Parents will be able to click on this URL, which automatically logs them into **OpenApply**, even if they have never previously logged in before.

Refer to the *Legend of Values* to use other unique merged values into your email body. Clear messaging may help reduce undecided responses and follow-up.

Important

The direct login links are valid for 28 days from the notification issued date.

Customise undecided reminder email *

Subject *

Still deciding on enrolling for this academic year? What you need to know

Body *

Dear {{parent_first_name}} {{parent_last_name}},

Thank you for notifying that you are still in the decision-making process for {{applicant_name}}'s re-enrolment for the {{enrollment_year}}.

Please respond with your intent before the re-enrolment deadline {{re_enrolment_deadline}}.

{{re_enrollment_url}}

Please email {{email}} or call {{phone}} if you have any questions or queries.

Sincerely,

{{signature}}

{{director_name}}

Legend of Values	
{{school_name}}	{{school_name_translation}}
The school name.	The school name translation.
{{campus}}	{{campus_translation}}
The campus name.	The campus name translation.
{{campus_address}}	{{campus_address_translation}}
Campus address.	Campus address translation.
{{campus_email}}	
Campus email.	

How this appears for parents

Please respond with your intent before the re-enrolment deadline .
[Click Here](#)

Configure Re-Enrolment Forms

Define information collected from families

Navigation

Settings > Forms

Instructions

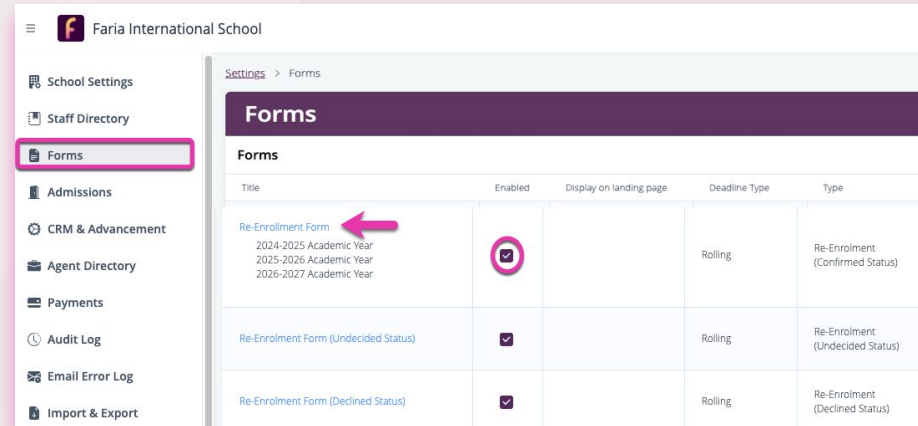
Enable and configure:

1. Re-Enrolment Form - required
2. Re-Enrolment Form (Undecided) - optional
3. Re-Enrolment Form (Declined) - optional

Re-use forms or use unique forms each year.

You may choose not to have any fields on your form, in which case parents will simply have the option to indicate their Re-enrolment decision (Yes, No, Undecided).

Add fields and custom fields to your form to gather information or ask any questions. Existing family data auto-populates fields.



Important

Re-enrolment forms must be enabled or the process cannot run.



Adding a Re-enrolment Fee

Optionally establish a fee for processing re-enrolment

Navigation

Settings > Payments > Fees

Re-use re-enrolment fees each year, or create new

Instructions

1. Create Fee
2. Enter a name, description and amount
3. Create Fee to Save

You can then enable the re-enrolment fee on your re-enrolment forms

Important

Configure your payment options before issuing reminders. [See here](#)

Name	Internal Name	Amount	Issued	Type	Date Created	Action
Re-enrolment		USD \$50.00	0	Re-enrolment	14 February, 2026	[Edit] [Email] [Delete]
Meal Plan		CNY ¥18,500.00	5	Supplementary	14 February, 2026	[Edit] [Email] [Delete]
Uniform Set		CNY ¥3,010.00	3	Supplementary	14 February, 2026	[Edit] [Email] [Delete]

General

Fee Name*
Re-enrolment

Fee Name Translation
Enter Fee Name Translation

Internal Name (Only school can see)
Enter Internal Name

Type*
Re-enrolment

Details

Fee for processing each child's re-enrolment at Farja International School

Items

Name	Name Translation	Amount USD	Quantity	Last Updated	Action
Re-enrollment Fee		50.00	1	28 February, 2026	[Edit] [Delete]

Summary

Subtotal 50.00

Total USD 50.00

Cancel Create Fee



Form Settings & Content

Design forms that capture the exact information required for planning, compliance, and retention insight.

Navigation

Settings > Forms > Select a form

Instructions

1. Open the required re-enrolment form
2. Configure display settings and tags
3. Configure required vs optional fields
4. Optionally select a fee if payment is taken
5. Preview and Save Changes

Recommended Configurations

Re-Enrolment Form

Use for operational readiness:

- Confirm contact details
- Update emergency contacts
- Upload required documents
- Capture consent or agreements
- Configure payment if applicable

Undecided Form

Use for forecasting insight:

- Expected decision date
- Key decision factors
- Additional support required

Declined Form

Use for retention intelligence:

- Reason for leaving
- Destination school
- Feedback on experience

Launching Re-Enrolment



Declining Non-returning Students

A recommended pre-step to maintain quality data

Navigation

Left-hand Menu > Re-Enrolment

Instructions

1. Review eligible students
2. Mark known non-returning students as **Declined**
3. Remember to scroll down and click **Confirm Re-enrolment** to save changes for any updated students

Students Search by name...

Displaying students 1 - 50 of 101 in total

Mark as re-enrolled: ☒ Yes ☒ No

Decision:

or

Navigation

Applicant Profile > Re-Enrolment panel

Instructions

Alternatively, navigate to a student's profile directly

On the right-hand side under "Re-enrollment", click the **Edit pencil** icon, mark as **Declined**

Fill in the Declined form and Save Changes

RE-ENROLLMENT

2026-2027

Pending i 2027 App

Sofia Milani Grade 11 Applicant F, Grade 11, Student

Academic Year	2026 - 2027
Re-enrolling?	☐ Pending ☐ Undecided ☐ Confirm ☒ Declined
Enrolment Grade	Grade 12
Status Changed At	14 Feb 2026



Issue Re-enrollment Notices

Send bulk invitations and open the response cycle.

Navigation

Left Menu > Re-Enrolment

Instructions

1. Review eligible students
2. Click Send Re-Enrolment Notifications
3. Select **Send Initial Re-Enrolment Reminders**

This will send notifications in bulk to all students meeting the criteria.

Follow-up Actions

- Resend Undecided Reminders
- Resend Pending Reminders
- Resend Confirmed Reminders

Re-Enrolment

2026-2027 Academic Year

101 students

Re-Enrolment Status	Total	Percentage
Not Sent	0 student	0%
Undecided	6 students	6%
Pending	8 students	8%
Confirmed	80 students	79%
Declined	7 students	7%

Send Re-Enrolment Notifications

- Send Initial Re-Enrollment Reminders
- Resend Undecided Reminders
- Resend Pending Reminders
- Resend Confirmed Reminders

Filtered Notifications

Communicate with specific groups.

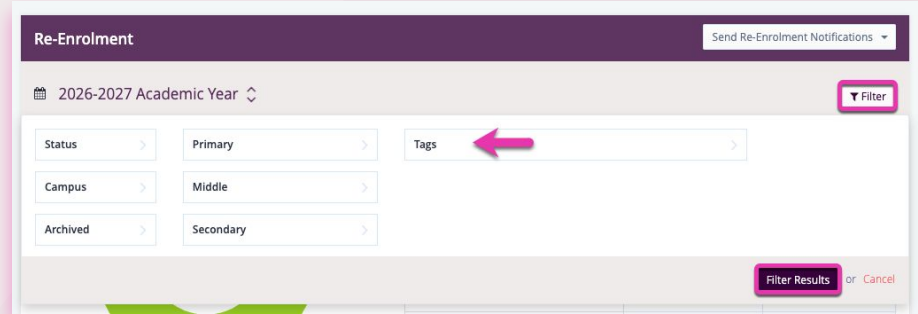
Navigation

Re-Enrolment Dashboard > Filter

Instructions

Select **Filter** to restrict your student list by

- Status or Tags
- Campus, Programme & Grade



The screenshot shows the 'Re-Enrolment' dashboard with a 'Send Re-Enrolment Notifications' button in the top right. Below the header, there's a section for the '2026-2027 Academic Year' with a 'Filter' button. The main area contains several filter categories: 'Status' (Primary, Middle, Secondary), 'Campus', and 'Tags'. A red arrow points to the 'Tags' filter. At the bottom right, there are 'Filter Results' and 'Cancel' buttons.

Filter Results to save, Send Re-Enrolment Notifications, and notices will only be sent to families that match the criteria

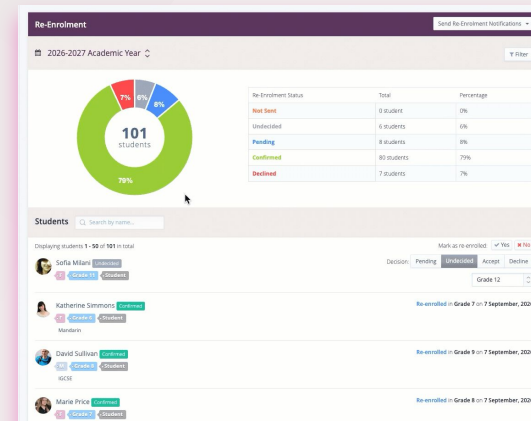
Navigation

Re-Enrolment Dashboard > select Status

Instructions

Select the **Status** in the Chart to immediately filter the student list, such as for students currently Undecided.

Send relevant notifications accordingly.





Individual Notifications

Communicate with specific families.

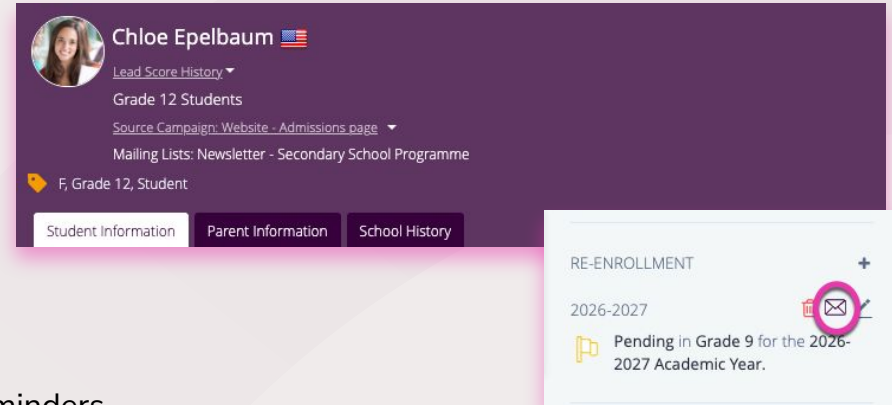
Navigation

Applicant Profile > Re-Enrolment panel > Envelope icon

Instructions

Find students either via your roster or via the global search bar. Navigate to their profile

- Send individual notifications via the right-hand side of the applicant profile under “Re-enrollment”.
- Click the **Mail envelope**  icon & Confirm to issue reminders
- If the envelope is not present, this means notifications for this current status have already been issued

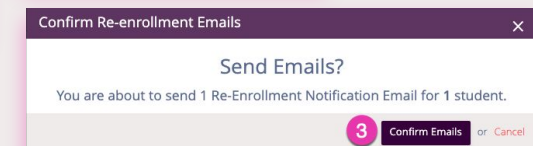
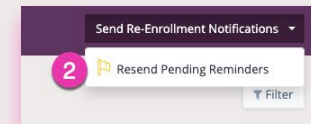
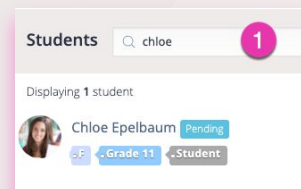


Navigation

Re-Enrolment Dashboard > Search

Instructions

Use the Search bar in the Re-enrolment dashboard
Click enter/return to quickly find particular students.
Send notifications to the listed families only.



The Parent Perspective

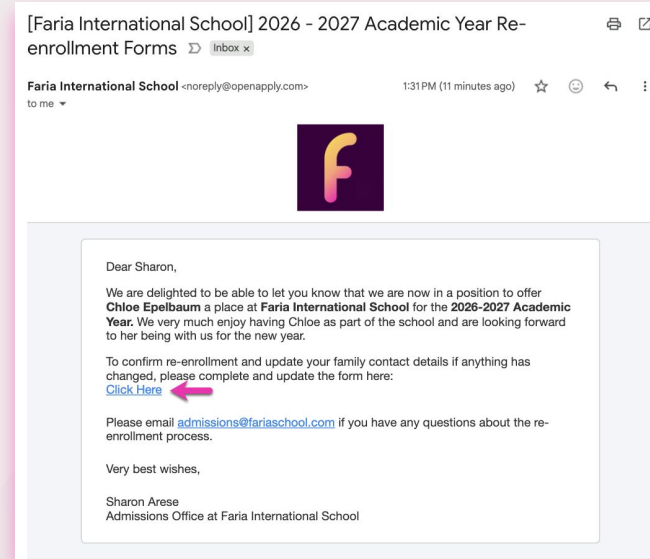
Parent Experience

Understand the family workflow.

Navigation

via E-mail Notification

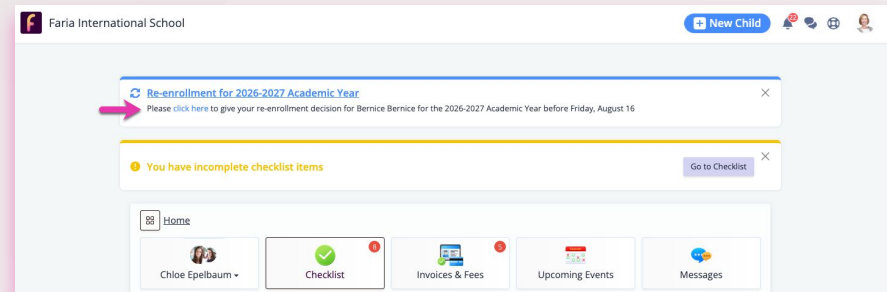
1. Parent clicks email re-enrolment link
2. System logs the parent in automatically
3. Parent selects Yes, No, or Undecided
4. Parent completes corresponding form
5. Parent receives confirmation



Navigation

via OpenApply

Parents can also access the Re-enrolment page at the top of the parent dashboard after they log-in to your school's OpenApply.



Best-Practice

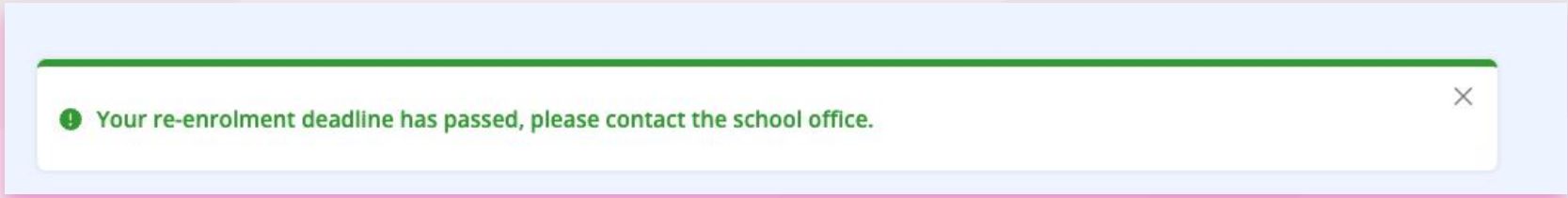
Add a link to your OpenApply login page on your school's website to help parents find it. [See here](#)





Parent missed the Deadline

A notice will appear if Re-enrolment decisions were not submitted by the deadline

A screenshot of a notification banner. It has a light blue background with a white box in the center. The white box has a green border and contains a green information icon (an 'i' inside a circle) followed by the text 'Your re-enrolment deadline has passed, please contact the school office.' There is a small 'X' icon in the top right corner of the white box to close the notification.

i Your re-enrolment deadline has passed, please contact the school office.

The parent will need to reach out directly to inform of their decision. OpenApply admissions staff can update the re-enrolment status directly via the Re-enrolment roster or the applicant profile.

Extending the Deadline

The Re-enrolment deadline can be updated to extend access for parents.
Navigate to **Settings > Admissions > Re-Enrolment**, update the deadline, Save Changes.

Please note, this will update the deadline for all users, not specific individuals.

Re-enrolment Decision



Parents will find the re-enrollment options for all linked children

Parent Decision Flow

- Yes -> Confirm form
- No -> Declined form (if enabled)
- Undecided (if enabled)
-> Undecided form (if enabled)

If a family has more than one child pending re-enrolment, their Dashboard will show every sibling.

Parents can complete each re-enrolment for all of their children simultaneously.

Save and Next to move to the next step

If the decision is different for different children you will be taken to the relevant forms accordingly.

Your Children's Information		Enrollment Grade	Would you like to enroll your child?
	Chloe Epelbaum Grade 11 > Grade 12	Grade 12	☒ YES ☐ NO ☐ Undecided
	Rachel Epelbaum Grade 9 > Grade 10	Grade 10	☒ YES ☐ NO ☐ Undecided

Save & Next or [Cancel](#)

Your Children's Information		Enrolment Grade	Would you like to enrol your child?
	Rachel Epelbaum Grade 10 > Grade 11	Grade 11	☒ YES ☐ NO ☐ Undecided
	Henry Epelbaum Grade 3 > Grade 4	Grade 4	☒ YES ☐ NO ☐ Undecided

Save & Next or [Cancel](#)



Completing Forms

The relevant form(s) will appear based on the re-enrolment decisions

Depending on the form layout, parents may be asked to answer questions and sign terms & conditions

Note: All forms will appear on the one page, be sure to scroll down to complete for all children

Accept > Re-enrollment Form

Rachel Epelbaum

✓ YES

Re-Enrollment Form

Date of Birth *

Oct 24, 2000

City *

San Francisco

1. Parent/Guardian

First Name *

Thomas

Last Name *

Epelbaum

Email *

thomas@eduvo.com

Undecided > Undecided Form

Henry Epelbaum

⚡ Undecided

Re-Enrollment Form (Undecided Status)

Please clarify why you are currently unable to confirm re-enrollment *

Henry is interested another school

ⓘ Please note that re-enrollment must be confirmed or declined before the re-enrollment deadline 请注意，您需要在截止日期前确认或拒绝续读。

If possible, please indicate when you expect to be able to give a re-enrollment decision by

Feb 15, 2019

✓

Terms & Conditions

I certify this application is accurate. 我确认申请信息准确有效。

☒ Accepted ☐ Not Accepted

Cancel or Save & Next



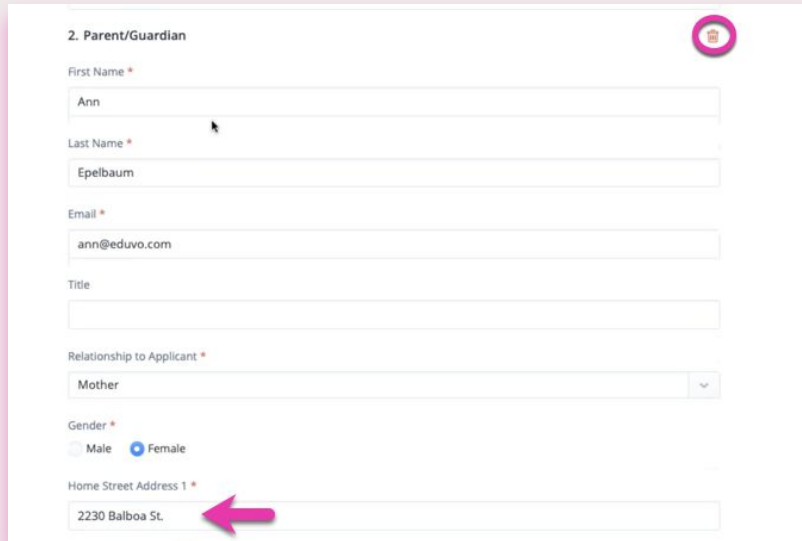
Updating Contact Information

Parents can be given the option to update their information, and add or remove parent contacts

Click the **Trash can** icon to remove a parent/guardians information

Click **Add Parent/Guardian** to create a new entry

Removing profiles or Editing Information



2. Parent/Guardian

First Name *

Ann

Last Name *

Epelbaum

Email *

ann@eduvo.com

Title

Relationship to Applicant *

Mother

Gender *

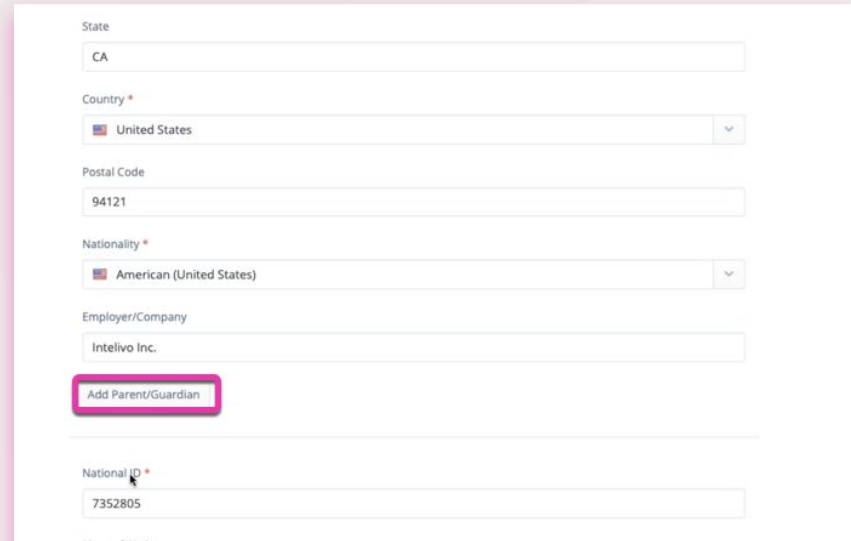
☐ Male ☒ Female

Home Street Address 1 *

2230 Balboa St.

A pink arrow points to the 'Home Street Address 1' field.

Adding additional contacts



State

CA

Country *

United States

Postal Code

94121

Nationality *

American (United States)

Employer/Company

Intelivo Inc.

Add Parent/Guardian

National ID *

7352805

Submitting Payments



Allow families to complete any required re-enrolment fee as part of confirming their child's return.

This step is shown only if payment is enabled on the re-enrolment form.
If no payment is required, this page is skipped automatically.

Parent Process

1. Review the total re-enrolment fee
The amount will tally for multiple children
2. Select a payment method.
Available options may include:
 - Credit card
 - Bank transfer
 - Cash or Cheque
 - PayPal, AliPay or school-defined methods
3. Enter required payment details
4. Click Submit to confirm and process

This is a screenshot of a web form titled 'Confirm Re-Enrollment'. At the top, there are three tabs labeled '1.', '2.', and '3. Payment', with '3. Payment' being the active tab. The form is divided into sections. The first section, 'Your Children's Information', contains a table with three columns: 'Your Children's Information', 'Anticipated Grade', and 'Would you like to re-enroll your child?'. The first row shows a profile picture of a girl named 'Chloe Epelbaum', 'Grade 12', and 'Yes'. Below this is a 'Payment' section. It displays 'Re-enrollment Fee: \$50.00'. Under 'Payment method:', there are four icons with labels: 'Cash', 'Check', 'Credit Card' (which is highlighted with a blue circle), and 'Bank Transfer'. Below the payment methods is a text input field for 'Card number' and a green button labeled 'Autofill link'. At the bottom right, there are 'Submit' and 'Cancel' buttons.

Offline Payment Methods

If Cash or another offline method is selected, parents will see any instructions provided by the school, such as where or how to pay.

This is a screenshot of a section of the form showing the 'Re-enrollment Fee: \$50.00'. Below this, under 'Payment method:', there are three icons with labels: 'Cash', 'Check', and 'Bank Transfer'. At the bottom, there is a text prompt 'Make payment via school website:' followed by a blue hyperlink: 'https://www.fariaschool.com'.



Confirmation of Re-enrolment

Once all children have their re-enrolment status entered, confirmations of any next steps will be sent to parents

Confirmation via OpenApply

After submission, parents are returned to their dashboard and shown a confirmation message:

“Thank you for confirming your re-enrollment status. Payment has been confirmed.”

Confirmation via E-mail

Your confirmation notification will be sent to their email address accordingly.

- Yes > Re-enrolment Confirmation email

Thank you for confirming your re-enrollment status. Payment has been confirmed.

[Faria International School] 2026 - 2027 Academic Year Re-enrollment Confirmation

Faria International School <noreply@openapply.com>
to me

2:25 PM (4 minutes ago)



Dear Ann Epelbaum,

Thank you for confirming Chloe Epelbaum's re-enrollment for the 2026 - 2027 Academic Year.

Your contact details have been updated as of February 28, 2026. We are excited to welcome back Chloe next year!

Please email admissions@fariaschool.com or call +852 8175 8152 if you have any questions or queries.

Sincerely,
Admissions Office at Faria International School
Sharon Arese

Tracking Re-enrolment Status



Tracking Re-enrolment Responses

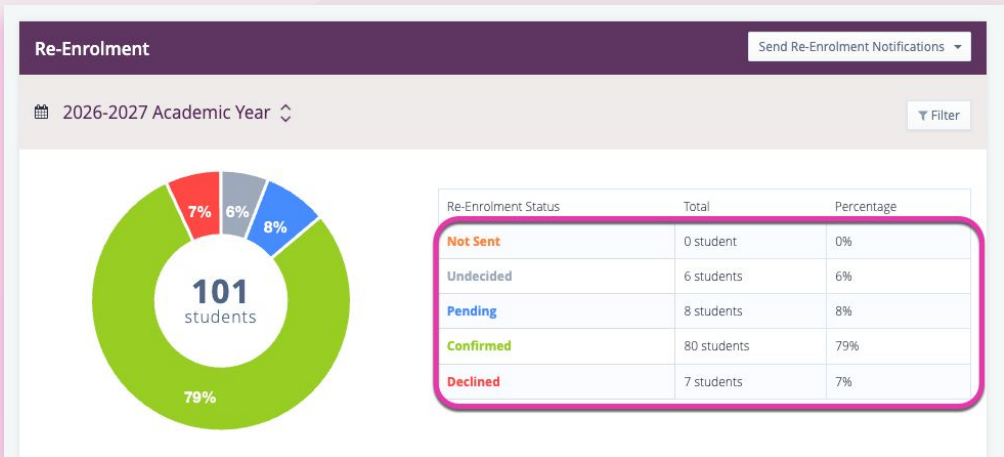
Monitor responses and plan next year's intake.

Navigation

Left-hand menu > Re-Enrolment

Dashboard Capabilities

- Issue notices to those Not Sent
- View Undecided, Pending, Confirmed or Declined
- Filter by grade or cohort
- Track trends across school
- Monitor response timeline



Navigation

Student Profile > Right Panel

As the students re-enrolment is updated, this will be reflected on the right-hand side of their applicant profile under Re-enrolment

Chloe Epelbaum

[Lead Score History](#)

Grade 12 Students

[Source Campaign: Website - Admissions page](#)

Mailing Lists: Newsletter - Secondary School Programme

F, Grade 12, Student

[Student Information](#) [Parent Information](#) [School History](#)

RE-ENROLMENT

2026-2027

Declined in Grade 12 for the 2026-2027 Academic Year.

Updating Statuses in Bulk

Record or correct student's re-enrolment decision in bulk

Navigation

Left-hand menu > Re-Enrolment

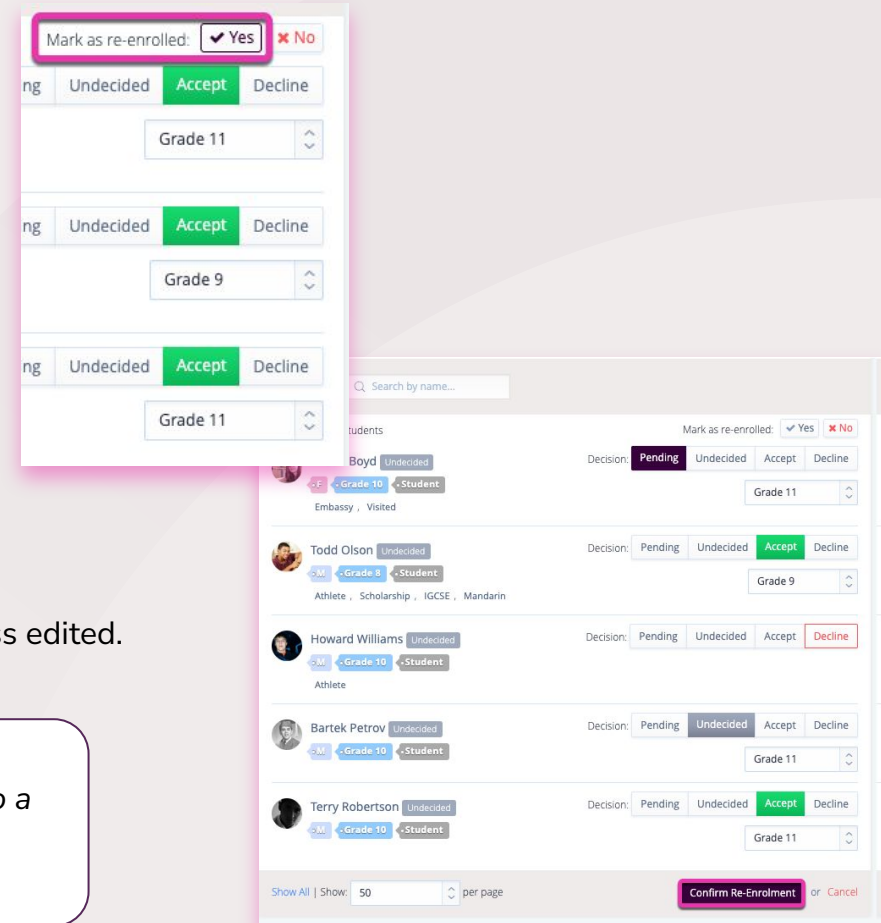
Instructions

1. Filter students by grade, status, or cohort
2. Via "Mark as re-enrolled" update statuses in bulk
 - Yes, set all students in the list as Accept
 - No, set all students in the list as Decline
3. Adjust individual statuses as needed
4. Adjust next-year grade if required
5. Click Confirm Re-Enrolment to save

By default, students are assigned to the next grade level unless edited.

Best-Practice

Use Mark As to firstly bulk update the majority of students to a status such as Accept (Yes), and then individually update students to other statuses, such as Decline or Undecided



The screenshot displays the 'Re-Enrolment' interface. A modal window is open, showing a 'Mark as re-enrolled:' dropdown menu with 'Yes' selected. Below this, there are buttons for 'Accept' and 'Decline'. The modal also shows a list of students with their current status and next grade. The main interface shows a list of students with their names, photos, and current status. The 'Mark as re-enrolled:' dropdown is also visible in the main interface, with 'Yes' selected. The 'Confirm Re-Enrolment' button is highlighted at the bottom right.

Student Name	Current Status	Next Grade	Decision
Boyd	Undecided	Grade 11	Pending
Todd Olson	Undecided	Grade 9	Accept
Howard Williams	Undecided	Grade 11	Decline
Bartek Petrov	Undecided	Grade 11	Undecided
Terry Robertson	Undecided	Grade 11	Accept

Updating Statuses Individually

Record a specific student's re-enrolment status via their profile.

Navigation

Applicant Profile > Right Panel > Re-Enrolment > Edit icon

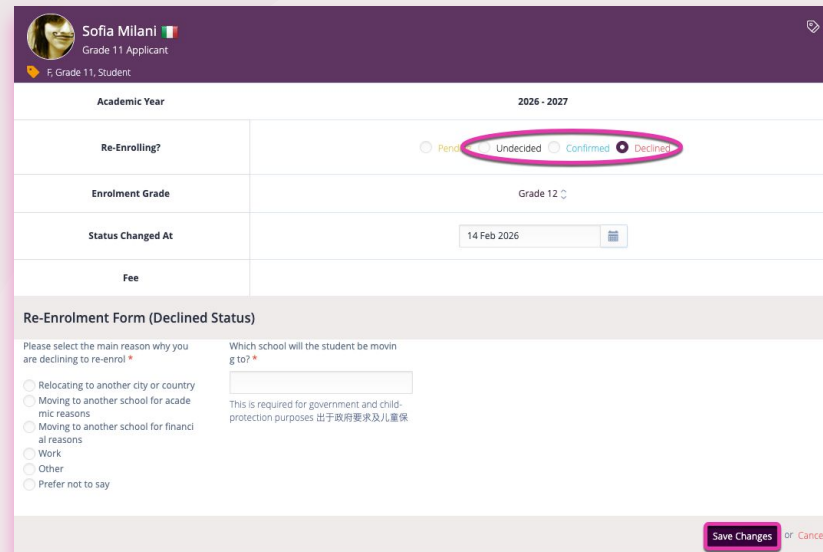
Instructions

1. Open the student's profile
2. Edit the re-enrolment for the relevant academic year
3. Select Confirmed, Declined, or Undecided
4. Double check the Enrolment Grade
5. Log the current date or a specific date of record
6. Optionally update form questions or details
7. Click Save Changes

Any updates to family contact information are saved to the main profile automatically.

Use cases

- Parent confirms in person or by phone
- Correction to recorded decision
- Administrative data update

RE-ENROLLMENT

2026-2027

Pending in Grade 9 for the 2026-2027 Academic Year

Sofia Milani 
Grade 11 Applicant
F, Grade 11, Student

Academic Year	2026 - 2027
Re-Enrolling?	☐ Pending ☒ Undecided ☐ Confirmed ☐ Declined
Enrolment Grade	Grade 12 ▾
Status Changed At	14 Feb 2026 
Fee	

Re-Enrolment Form (Declined Status)

Please select the main reason why you are declining to re-enrol *

Which school will the student be moving to? *

☐ Relocating to another city or country
☐ Moving to another school for academic reasons
☐ Moving to another school for financial reasons
☐ Work
☐ Other
☐ Prefer not to say

This is required for government and child-protection purposes 出于政府要求及儿童保护

Save Changes or **Cancel**

Monitor Re-enrolment Analytics



Provide a forward-looking overview of expected student numbers for the next academic year

Navigation

Left-hand menu > Analytics > Enrolment

Instructions

1. Select the target academic year,
Example: 2026-2027
2. Optionally select an enrolment date.
This shows projected student numbers on a specific day
3. Review re-enrolment (RE) status columns
 - Confirmed RE - students returning
 - Pending RE - invited but no response
 - Undecided RE - families still deciding
 - Declined RE - students not returning
4. Compare against overall enrolment indicators
 - Newly Enrolled & Total Confirmed
 - Places Offered vs Capacity
5. Apply filters or export data as required

2026-2027 Years

Dashboard

Advancement

Rosters

Re-Enrolment

Finance

SAO

Analytics

Enquiry

Conversion Funnel

Trend

Enrolment

Checklist

Geography

Nationality

Languages

Custom

Advancement Analytics

Enrolment

Enrolment for 15 June, 2026

< 2026-2027 Academic Year >

Export

Filter

Grade	Current Enquiries	Current Applicants	Confirmed RE	Pending RE	Undecided RE	Declined RE	Newly Enrolled	Total Confirmed	Places Offered	Total Spaces Held	Capacity	Available Seats
Primary Enrolment												
Kindergarten	3	13	0	0	0	0	2	2	3	5	24	19
Grade 1	1	2	2	0	0	0	2	4	4	8	24	16
Grade 2	1	2	0	1	0	0	2	4	2	2	24	17
Grade 3	2	2	3	0	0	0	2	5	3	8	24	16
Grade 4	1	2	3	0	0	1	3	12	3	15	24	9
Grade 5	1	2	1	0	0	0	2	3	2	5	24	19
Middle Enrolment												
Grade 6	1	2	1	0	0	1	2	3	2	5	24	19
Grade 7	1	2	1	0	0	0	2	3	2	5	24	19
Grade 8	1	2	0	1	0	0	2	2	3	5	24	18
Secondary Enrolment												
Grade 9	1	2	0	2	1	0	2	2	3	5	24	16
Grade 10	1	2	2	0	0	1	3	5	3	8	24	16
Grade 11	1	2	2	3	3	1	2	4	4	12	24	12
Grade 12	1	2	1	0	0	1	2	3	2	5	24	19
TOTAL Enrolment												
Total	16	52	22	2	4	2	30	52	36	92	312	215

The Transition Years Process

Once Re-enrolment is complete



Introduction to Transitioning Years

Transitioning Years prepares student records for the new academic year after re-enrolment decisions are finalised. While re-enrolment confirms a family's intention to return, transitioning updates the student's academic placement and status.

Re-enrolment

Confirms whether a student is returning.

Transitioning Years

Updates records to reflect next-year status and grade placement.

When Transitioning Years Occurs

- After re-enrolment decisions are recorded for all students
- Applied to enrolled students who confirmed return
- Students who declined may be transitioned to Graduated or Withdrawn

Once transitioned, confirmed students move to their next grade by default.

The original enrolment year remains unchanged.

Important

Schools using ManageBac+

Complete generating Report cards in ManageBac+ before transitioning in OpenApply.

Schools using iSAMS

Complete the annual rollover in iSAMS before transitioning OpenApply.

Transitioning Students

Prepare student records for new academic year.

When to run

After re-enrolment responses close.

Navigation

Roster > Students > Transitioning Years

Actions

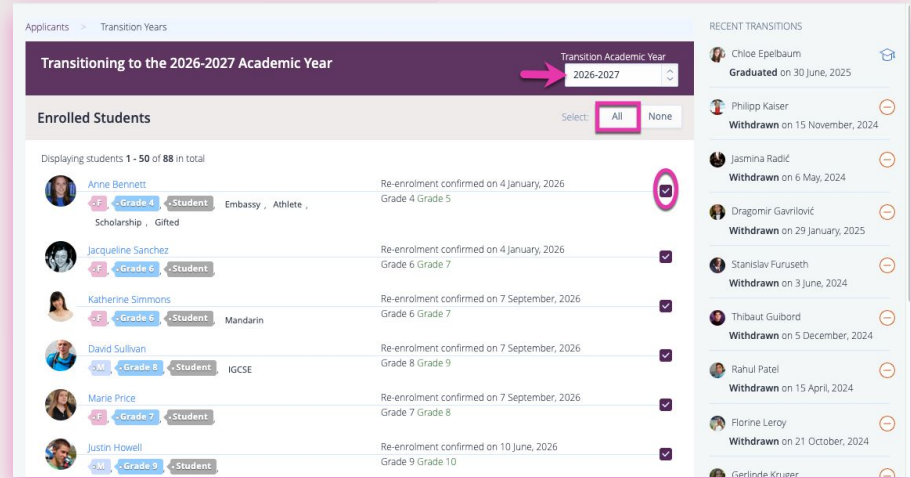
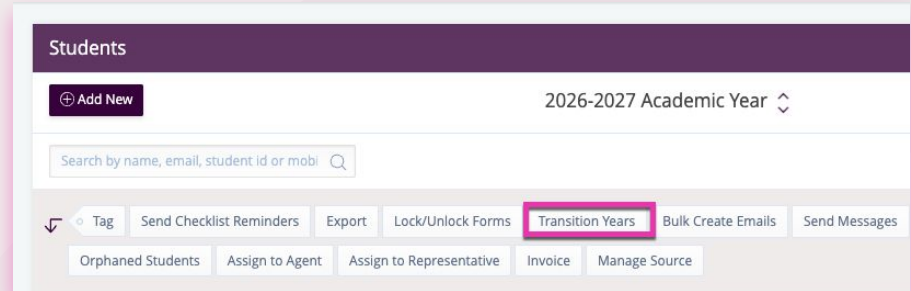
Click the check-box to confirm their transition.

Select All or None to bulk action

Double check the proposed grade change in the list

1. Graduate top grade
2. Withdraw declined students
3. Promote confirmed students
4. Execute bulk transition via **Confirm Transition**

Recent Transitions will be reflected on the right-hand side.



Handling Declined Students

Any student marked as Declined for Re-enrolment will optionally be able to be marked as Withdrawn or Graduated

Once a status has been chosen for students in the list, click Confirm Transition at the bottom of the page to action the updates

	Justin Howell	Re-enrolment confirmed on 10 June, 2026	☒
	Marie Ramos	Declined re-enrolment.	☒
	Marilyn McCoy	Re-enrolment confirmed on 4 January, 2026	☒

	 Grade 9		
	 Grade 3		
	 Grade 3		EAL 2, Mandarin

Enrolled

Withdrawn

Transitioning Years QuickStart Guide

OpenApply Best-practices

Confirm Transition or **Cancel**

Handling Re-application

For Declined or Former Students

Re-Application Process

Allow a former or previously declined student to apply again for a different academic year through the standard admissions workflow.

When to Use Re-Application

- Applicant applies for a different academic year
- Former student returns and must complete a new application
- Previous application was Declined, Waitlisted, or Withdrawn

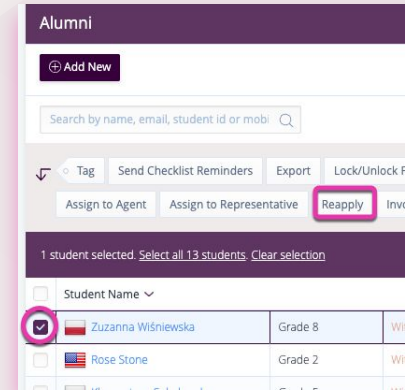
Re-application creates a new application cycle while preserving historical records.

Navigation

Applicant Roster or Alumni Roster

Instructions

1. Locate eligible student
2. Click Reapply
3. Enable reapplication notification (recommended)
Optionally clear prior checklist items
4. Enable Reapplication to confirm



Alumni

+ Add New

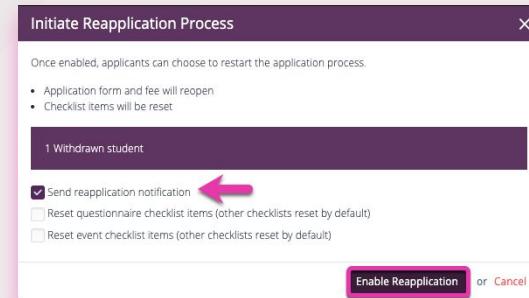
Search by name, email, student id or mobile

Tag Send Checklist Reminders Export Lock/Unlock Form

Assign to Agent Assign to Representative **Reapply** Invoice

1 student selected. Select all 13 students. Clear selection

Student Name	Grade	Status
☒ Zuzanna Wiśniewska	Grade 8	Withd
☐ Rose Stone	Grade 2	Withd



Initiate Reapplication Process

Once enabled, applicants can choose to restart the application process.

- Application form and fee will reopen
- Checklist items will be reset

1 Withdrawn student

☒ Send reapplication notification

☐ Reset questionnaire checklist items (other checklists reset by default)

☐ Reset event checklist items (other checklists reset by default)

Enable Reapplication or Cancel

Parent Experience

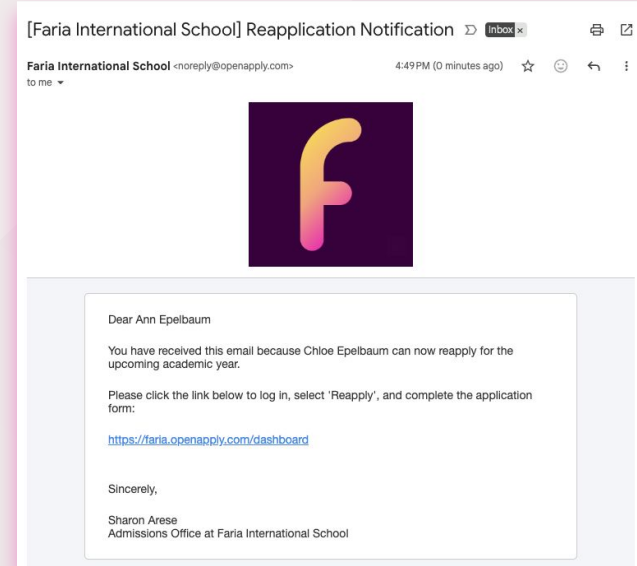


Understand the family workflow.

Parent process

1. Parent clicks log-in link
2. Navigates to click **Reapply** for the relevant child
3. Follow the application steps as usual, such as completing relevant forms
4. Please note that it will be necessary to choose the **new Academic Year / Enrolment Year** that you are applying for

Note, notification templates can be customised by each school



Applicant Progress



Thomas Alexander

 Withdrawn 11 March, 2024

Reapply

2 Items

FAQs & Resources



FAQs for Re-enrolment

Who is eligible for re-enrolment?

Students with Enrolled status who are not in the top grade.

Can families respond after the deadline?

No. The school must extend the deadline to reopen access.

Can the school update a decision manually?

Yes. Administrators can confirm or decline from the student profile or dashboard.

Do students move to the next grade automatically?

No. Re-enrolment confirms intent only. Grade progression occurs during Transitioning Years.

What if a family does not receive the email?

Verify parent email details and resend the notification from the dashboard.

FAQs for Parents



What is re-enrolment?

It is the yearly process to confirm whether your child(ren) will return next academic year.

How do I access re-enrolment?

Use the secure link in the notification email, or log-in to your OpenApply parent account.

What decisions can I select?

Yes - confirm return / No - decline return / Undecided (if enabled) - decision pending

Can I re-enrol multiple children at once?

Yes. All eligible children appear on your dashboard and can be completed in one session.

What happens after I confirm?

You will complete a short form (as configured by your school) and receive confirmation.

Can I change my decision later? What if I miss the deadline?

Contact the school admissions office if your plans change or the deadline has passed.

Why do I need to update my details?

Schools use this information for communication, safety records, and planning for the new year.

Is payment required to confirm re-enrolment?

This depends on the school's policy. If applicable, payment options appear during confirmation.

A screenshot of a parent's OpenApply account dashboard. At the top, there is a blue header bar with a profile picture of a woman and the text 'Ann Epelbaum Mother'. Below this, the main content area is titled 'Personal Information' with a document icon. The form contains the following fields: 'First Name' with the value 'Ann', 'Last Name' with the value 'Epelbaum', 'Date of Birth' with the value 'None', and 'Nationality' with a dropdown menu showing 'American (United States)' and a US flag icon.



FAQs for Transitioning Years

When should Transitioning Years be run?

After all re-enrolment decisions are finalised.

What happens during transitioning?

Returning students move to next-year placement. Non-returning students are withdrawn or graduated.

Does transitioning change a student's original enrolment year?

No. The enrolment year always reflects when the student first joined the school.

How does this work with system integrations?

Schools using ManageBac+ should complete initial reporting steps first.

Schools using iSAMS should complete system rollover before transitioning.

Can transitioning be done in bulk?

Yes. Bulk transition is recommended for accuracy and efficiency.



FAQs for Reapplication

When should re-application be used?

When a former or previously declined student applies for a new academic year.

Will previous application data be lost?

No. Historical data is preserved while a new application cycle begins.

Does the application checklist reset?

Optional. Checklist requirements can be cleared when issuing the reapplication.

Will families need to pay the application fee again?

Yes, if the application form includes a fee.

How do parents know they can re-apply?

They receive an email notification once re-application is enabled.

Video Resources



Browse useful videos on Re-enrolment



Filtering and
Exporting
Re-enrolled
Students

 OpenApply | by  **faria**
Education Group



Preparing for
Re-enrollment
Summary

 OpenApply | by  **faria**
Education Group



Re-enrolment
Webinar

 OpenApply | by  **faria**
Education Group

Thank you!

Questions?

Submit your query via

<https://help.openapply.com/hc/en-us>