



Radius AE Workflow

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ADMIT Workflow

1. School uses the 'All Applicants' list to select 'Accepted' applicants to push from ADMIT to Radius.
2. In the **With Selected** drop-down, select *Send 'Applicant admitted' message to connected products* option to initiate push of applicant data to Radius.

This is a one way integration.

The 'Is Matriculating' field is the only field that updates back to Ravenna when an applicant is marked "Enrolled" in Radius. For this reason, applicants are only pushed to Radius AE when you 'Accept' them and are ready to offer an enrollment contract.

Radius Prospects

- Students will appear in Radius as Prospects
- The school will review and approve incoming information

Senior Systems fields pushed from Ravenna

Applicant

First, middle, last name, suffix
Preferred name
Current school
Current grade
Gender
DOB

Application

Applying for - school and grade
Admissions year
International or Domestic
Board/Day
Current Decision

Apply Grade Override

Parents

First, middle, last name, suffix

Address - P1 and P2, home address only

Relationships

Phones

Emails

Enrollment/Re-enrollment

Enrollment and Re-enrollment are two separate functions in Radius AE. Setup of enrollment and re-enrollment seasons can be unique to the specific audience. Contracts and Communications are created based on the specific audience.

- Enrollment records are incoming students who are new to your school.
- Re-Enrolled records are existing students in Ascendance (Registrar or Accounts Receivable modules).

Enrollment and Re-Enrollment contracts are created and edited by Radius programmers. Custom HTML fields are available to allow schools to make edits from season to season.

Checklist forms can be associated with a student enrollment process based on Grade, International/Domestic or Day/Board filters. Example would be release forms, acknowledge receipt of student handbook, etc.

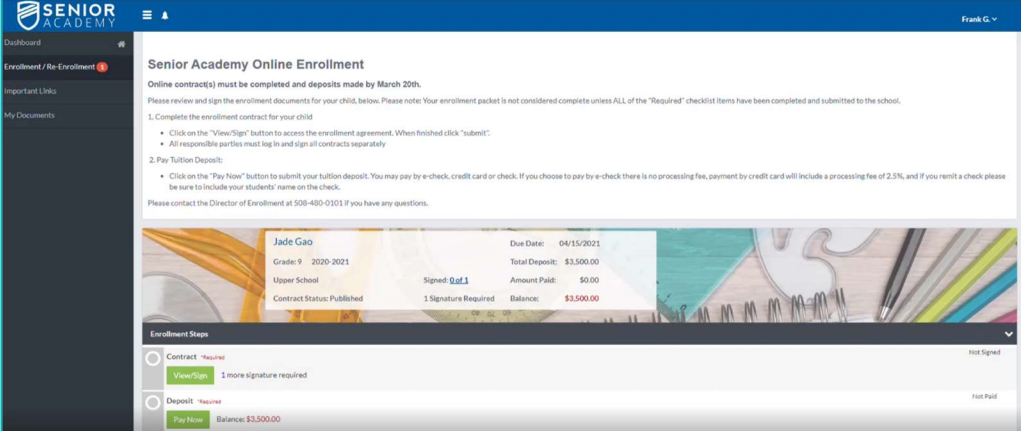
The Workflow for both Enrollment and Re-enrollment is the same.

1. Post Data to student record
2. Publish (Or Unpublish) contracts to students
3. Send Contract notifications to Parents via email
4. Approve Contracts and Checklist forms

Parent Experience

The branded parent portal will allow the parents to move through the enrollment, re-enrollment process.

- New families will be prompted to create a new web ID
- Existing families will be asked to use their My Backpack Username and password
- Update Profile
 - is not an option for New Students
 - is an option for Existing Students. This will direct parents to the My Backpack profile update page



Senior Academy Online Enrollment

Online contract(s) must be completed and deposits made by March 20th.

Please review and sign the enrollment documents for your child, below. Please note: Your enrollment packet is not considered complete unless ALL of the "Required" checklist items have been completed and submitted to the school.

1. Complete the enrollment contract for your child
 - Click on the "View/Sign" button to access the enrollment agreement. When finished click "submit".
 - All responsible parties must log in and sign all contracts separately.
2. Pay Tuition Deposit:
 - Click on the "Pay Now" button to submit your tuition deposit. You may pay by e-check, credit card or check. If you choose to pay by e-check there is no processing fee, payment by credit card will include a processing fee of 2.5%, and if you remit a check please be sure to include your student's name on the check.

Please contact the Director of Enrollment at 508-480-0301 if you have any questions.

Jade Gao	Due Date: 04/15/2021
Grade: 9 2020-2021	Total Deposit: \$3,500.00
Upper School	Signed: 0 of 1
Contract Status: Published	Amount Paid: \$0.00
	Balance: \$3,500.00

Enrollment Steps

- Contract **Required** Hot Signed
 - View/Sign 1 more signature required
- Deposit **Required** Hot Paid
 - Pay Now Balance: \$3,500.00

*User IDs created for new parents in the Radius Parent portal are considered **temporary** Online accounts. These online accounts allow parents to complete enrollment contracts only.*

Upon enrollment of the student, permissions for Academic and Accounting menus must be assigned by the school, by adding the predefined web groups in Ascendance.

- Schools can require one or multiple contract signatures. If multiple signatures are required each signatory must sign in from their own web account. The contract cannot be submitted to the school until both signatures have been collected.

Radius to Ascendance Workflow

Once an incoming applicant is marked Enrolled their record will appear in the New Student Transfer window(s) in Ascendance Registrar and Accounts Receivable. The 'Is Matriculating' flag in Ravenna will be checked.

- Upon becoming a student the school will assign web IDs to students.
- Parents may continue to use their Radius Web ID if the school chooses.
- The School will assign web groups to parent web accounts in Ascendance. This allows them to see Academic and Account details and any other permissions granted through the My BackPack group profiles.

Ascendance to Radius Sync

- Once a prospect has been assigned a student group (moved through New student Transfer into AR or RG) any changes to student name, address or User Account/web IDs will be made on the “Ascendance side”.
 - a. In Radius on the Name tab the “i” icon indicates that the student group has been assigned to a prospect.

<< Hide	This person is linked to one or more records in Ascendance. Editing of Contact Info, Address, and Relationship data is limited. ⓘ
Person	
Name	Name
Address	

A data Sync between Ascendance and Radius runs continuously once the Student Group type of “Student” has been assigned through New Student Transfer. Address changes entered in Ascendance will update back to the linked Radius record.

API Integration End of Service

The API Admissions Integration between Ravenna and Ascendance will be turned off before using Radius. Ravenna is the admission tool of record. Any records in Ascendance Admissions for the inaugural Radius season and future Admission years will be removed.