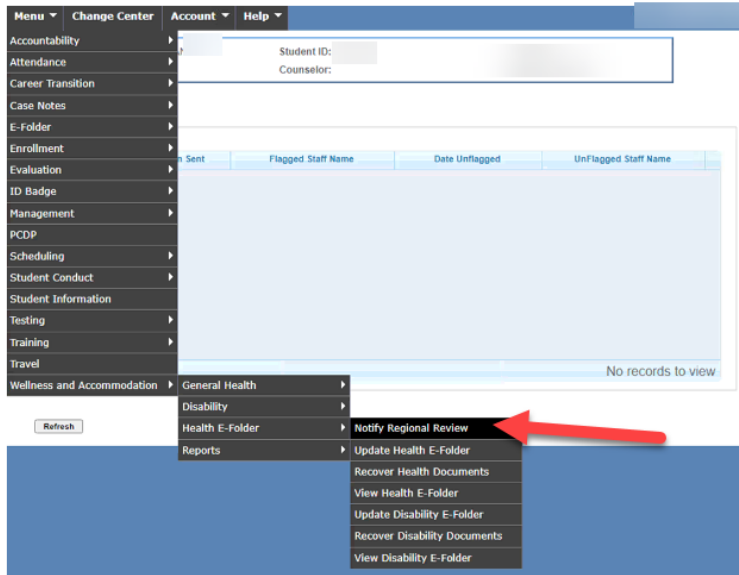


Applicant File Review

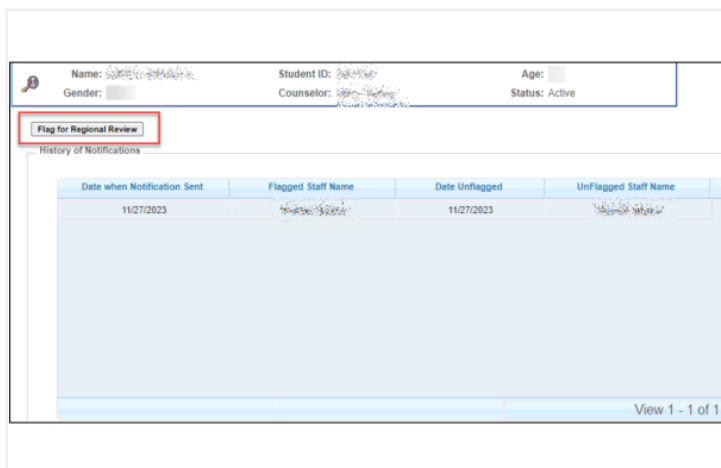
How to Notify the Regional Office of Recommendations of Denial



1 Initiating a Notification to the Regional Office

Go to Wellness and Accommodation Module within CIS E-Folder. Select "Health E-Folder" and then select "Notify Regional Review."

Select a student (e.g., applicant on the Student Lookup screen).



2 Flagging the Specific File for Review

Once the specific applicant recommended for denial of enrollment has been identified and selected, click on the "Flag for Regional Review" button.

If you do not receive an email confirmation within 48 hours that the file has been flagged for review, contact your Regional Disability Coordinator.

Enrollment Type	Anticipated Arrival	Application Status
New Student		Regional Review
New Student		Pending Center Review
New Student		Pending Arrival
New Student		Pending Arrival Date Assignment
New Student		Pending Center Review
New Student		Pending Arrival
Re-enrollment		Pending Center Review
New Student		Regional Review

3 Changing Status in OASIS

The HWD **must** inform Records that an applicant file is being recommended for Regional Review.

Then Records **must** change the status of the applicant to "Regional Review" within OASIS Pending Arrivals.

All THREE steps **MUST** be completed. If only step 3 is completed, then the Regional Office will not be notified via email that an applicant file is ready for review.