



## Application History Instructions

The Application History page is a read-only page that lists all of the steps that occur in the submission and approval of an application or amendment. In the initial stage of entering the application information, this page will display a statement that the application has not been submitted.

The **Status Change** column lists the status of the application from most recent to oldest. Some typical status entries are:

- Submitted for Local Review (data entry user submits to the authorized rep)
- Submitted to the SEA (authorized rep submits to the OPI)
- Returned for Changes (OPI staff returns the application to the district)
- Submitted to Admin Agent (co-op or consortium member submits to Administrative Agent)
- Admin Agent Approved (administrative agent approves the member's application)
- Final Approval (Application is approved by the OPI)

The **UserId** column displays the ID of the person who was responsible for the change in status, e.g., the OPI reviewer who approved the application.

The **Action Date** column displays the date of the change in status.

This page is useful in tracking the application throughout the submission and approval process. Districts may use this page at any point in time to determine the approval status of their application.