ACCESS REQUEST ENHANCEMENTS – NOVEMBER 2011

GENERAL

➢ There are now extended prompts to assist each School Participant to provide the appropriate information wherever a comment is required, e.g. explaining priority decisions in the provision requested; describing literacy and numeracy achievements and learning adjustments in the Summary Profile; adding specific detail about how additional Integration, Funding Support will be used. These explicit comments assist the regional Placement Panel to make decisions and recommendations.

➢ The Access Request Setup tab now appears on every screen for the School Author and Principal of that Access Request.

ATTACHMENTS

Additional documents can be attached and read through the My Access Requests screen while an Access Request is open. This is indicated by the paperclip icon, which disappears once the Access Request is validated.

When the Access Request is validated, the paperclip appears on the Principal’s verification screen. The Principal can add or delete attachments here.

Clicking on <save> after adding an attachment, e.g. on the disability confirmation, hearing support, vision support or risk management sections, now refreshes the screen so that the School Participant can check immediately that the correct document is attached.
SUMMARY PROFILE

The Summary Profile screen has been simplified to include one comment to cover all subject areas. This has removed the need to repeat information.

Information in the Summary Profile of all Access Requests stored on the ERN prior to 24 November 2011 has been updated to reflect this new format. Existing comments were collapsed into a single comment (to a maximum of 2048 characters) by a conversion program.

For K-6 students

- Identify the academic achievement of a student in English (Reading sub strand only), Mathematics (Number sub strand only) and each of the other KLAs.
- Provide one general comment that covers all KLAs and includes a description of the student’s literacy and numeracy performance as well as any learning adjustments (to a maximum of 2048 characters).

For 7-12 students

- Continue to identify Regular or Life Skills outcomes for all KLAs.
- Provide one general comment that covers all subject areas and includes a description of the student’s literacy and numeracy performance as well as any learning adjustments (to a maximum of 2048 characters).

CLONING AN EXISTING ACCESS REQUEST

Access Requests can now be cloned (copied) when the student requiring the new Access Request:

- is enrolled at the school developing the Access Request
- does not have an active Access Request.

School personnel assigned the School Author role or the Principal role can clone from active and inactive Access Requests located in their school. This can be useful when two students have similar details or when a student with an inactive Access Request requires a new Access Request.
It is essential that each School Participant updates the detail imported into a new Access Request.
Search for the student requiring the new Access Request

1. Select the **Access Request Clone** tab.

2. Confirm the school.

3. Enter the details of the student requiring the new Access Request by completing one or more fields in the **New Access Request Search Details** box then click <Go>.

4. A list of possible student matches appears below the **New Access Request Search Details** box. If the student’s name is not listed a message appears giving possible explanations.

5. Click on the name of the student requiring the Access Request (a green tick appears to the left of that student’s name).

Search for the Access Request to be cloned from

6. Scroll down to the **Access Request to be cloned from** box and select either:
   a. <Search by Access Request> and set the Search Criteria (the current year is the default) or
   b. select <Search by Student> and enter either the family and/or given names of the student requiring the new Access Request (if there is an inactive Access Request for that student) or the family and/or given names of another student with similar information.

   ![Diagram showing search options](https://example.com/diagram.png)

   **Note:** if any Access Requests exist for the student in the system, they will be produced through either search.
7. Check the content of the access requests listed in the search results by clicking on the view verification icon to the right of a student’s name.

8. Select the Access Request to be cloned from – a green tick appears to the left of the student’s name and a dialogue box confirms the selection – either click <OK> in the dialogue box or <Cancel> and then <Proceed with selection>.

**Import information into new Access Request**

9. Select sections, support documents and/or attachments to be imported into the new Access Request by ticking the check box to the right of the section title.

Note: Only attachments specific to the student requiring the new Access Request can be viewed and imported into a new Access Request.

10. Click <Clone> to go to the **Access Request Setup** screen.

11. Continue with the Access Request application.

   Note: It is essential to review the information contained in every screen, particularly those containing imported data otherwise it is not possible to validate the new Access Request.