ERN – Shared access to Student Enrolment Information

Memorandum to: Principal, Head Teacher Administration, School Administration Manager and School Administration Officers.

Across DET NSW public schools at any given point of time there are tens of thousands students who are studying at more than one school. This can be for many reasons, the most common being students changing school, Distance Education, Behavioural Schools and Hospital Schools.

Historically, in OASIS, this resulted in the same person being described at locations, their enrolment details were collected twice, managed twice and rarely the same.

With the implementation of ERN it is now possible for two (or more schools) to ‘share’ access to a student (and their families) enrolment information.

With the initial implementation of ERN the ability for schools sharing the student information to ‘modify’ this data was blocked. Only one school (the census school) was allowed to make changes to the student and/or family details.

With ERN now being fully operational in schools it has become apparent that the management of the ‘shared’ student enrolment information should be the responsibility of all the sites that have access to the ‘shared’ student information

An example of the current ‘shared’ situation would be:-

John Smith is enrolled at a Local Public School, over the weekend he is involved in an accident and is admitted to the Local Hospital with a Hospital school attached. His parents provide the staff at the hospital school with their mobile phone numbers and an emergency contact. The Hospital School will need to contact the Local Public school to request that the student, John Smith be ‘shared’ with the Hospital school.

Despite the Hospital School now having ‘shared’ access to the enrolment data for John they cannot update his student details with the new phone numbers and contact details provided by the parents. The Hospital school would need to contact the Local Public School and ask them to update John’s information.

This results in an increased workload for both parties as well as requiring staff to be available to take phone calls, identify themselves and hope the person they need to speak to is available.

With the next scheduled release of ERN at the beginning of Term 3, the rules for who can manage (change) a student’s and/or family enrolment information will change so that the management of the student enrolment information is more flexible. The new rules for managing “shared” students information will be:

- Access to manage (change) all Student and Family enrolment information will be granted to:
  - A school where a student is registered or enrolled as ‘the census’ school in the current year.
  - A school where a student is registered as ‘the census’ school in the NEXT year and this school is currently the number one preference for enrolment in the feeder process.
  - A school where the student is ‘shared’ (not Census) such as a hospital school or behaviour school.

- Access to manage (change) all Family information will be granted to:
  - Schools with access to common family details where multiple children are enrolled at different schools. However student details are still managed by the respective school that the child is enrolled.