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1.0 About the online Access Request

The online Access Request program is used to apply for additional learning and support provisions for a particular student. These provisions can include:

- placement in a specialist support class in a regular or special school
- Integration, Funding Support
- Itinerant support e.g. hearing, vision
- distance education for students with additional learning and support needs and students with significant support needs.

1.1 The context: Whole school planning

The school’s learning and support team facilitates and coordinates a whole school approach to meeting the learning and support needs of all students. Each school determines the membership of the school’s learning and support team according to local needs.

It is led by a Learning and Support Team Coordinator (usually a member of the school executive) and can include:

- teacher representative(s)
- specialist teaching staff e.g. ESL teacher, learning and support teacher, Aboriginal education officer
- the school counsellor
- other specialist personnel e.g. school learning support officer(s)
- parent(s)/carer(s), as required.

As part of its functions the school’s learning and support team coordinates support services from within and outside the school. This can include access requests.

When developing an access request, the school’s learning and support team creates a profile of a student’s abilities and needs based on the perspectives of teaching staff as well as parent/carer(s). The class teacher/year advisor provides a detailed description of the student’s performance and where adjustments are required.

The Learning and Support Team Coordinator (L&STC) builds on this by adding more information and including a whole school perspective. Parent/carer(s) and specialist staff, including school counsellor, district guidance officer, assistant principal hearing, assistant principal vision, provide additional and specific information.
2.0 Delegating access request roles

Before any access requests can be set up, the principal of the school must delegate Principal, School Author and School Participant roles to staff through the school’s Access Management Utility (AMU). When AMU has been opened, select the ERN option.

It is recommended that the principal of the school delegates roles to any staff members who could be responsible for setting up, contributing to or verifying any access requests, for example, by delegating the:

- Principal role to the principal of the school as well as a deputy or assistant principal
- School Author role to head teachers, grade supervisors, the L&STC
- School Participant role to class teachers or year advisors, ESL teachers, the school counsellor, district guidance officer.

The Principal role includes the actions that can be taken by the School Author role.

It is important that the Principal role is delegated to the principal of the school and at least one other staff member who has the authority to submit access requests to principal networks on behalf of the principal of the school should it be required.

Access Request roles can be assigned to staff members who are based at:

- the school as permanent or temporary appointments (on-site)
- another school in the case of shared enrolment (off-site)
- a student’s previous school and prepared to assist with his/her access request (off-site)
- based at another school and in a specialist position e.g. school counsellor, district guidance officer, assistant principal hearing or assistant principal vision (off-site).

To delegate Access Request roles to on-site staff members, the principal of the school logs onto the school’s AMU, selects the <ERN - Enrolment and Registration> application and clicks on the appropriate check box next to the names of the relevant staff members. To delegate these roles to off-site staff members, add them to the Staff Not at this site first.

Go to Delegating roles through the Access Management Utility (10.9) for more detail.
3.0 Functions and features of the online Access Request program

3.1 Logging on

To create an access request or to add specific information or make changes to any aspect of an access request, a Principal, School Author or School Participant must:

1. log on to the Department’s portal using his/her personal account and password
2. select ERN from Essentials

OR click on the My Applications tab and select ERN - Enrolment and Registration Number
3. select Access Request from the left hand menu
4. select the My Access Requests, Access Request Clone or New Access Request tab from the Access Request Home Page.

3.2 Changing personal preferences

To prevent the system from timing out when completing an access request:

1. select the My Profile tab from the left hand menu
2. in the General User Preferences window extend the Inactivity Timeout period and click <Save> (at the bottom of the screen).

For staff working in more than one school, it is also possible to change the default school through the General User Preferences.

To view the whole entry screen for any section, hide the ERN menu and reduce the screen size to fit the computer screen. Go to Changing screen size (10.5) for more detail.
3.3 Navigating, menu bars and icons

There are two menu bars across the top of every screen as well as tabs for each section and screens for each sub section.

A star next to a sub section’s title indicates that the assigned School Participant has a mandatory field to complete within it. Moving the mouse over each tab within an access request reveals its sub sections. Move the cursor to the desired section and click once to go to that section.

The dark green menu bar includes the school’s name and the name of the School Author who set up the access request. Click on the icons on the dark green menu bar to view My Reports, print the current page, change personal profile or go to Online Help.

The light green menu bar includes student information, e.g. the student registration number (SRN), student’s name. It also includes the icon to print the whole file and another to view a read only copy of the Principal’s Verification screen.

![Menu Bar Diagram]

The View Summary icon also appears on every screen in the light green menu bar and next to the SRN on the Matching Students search results on the My Access Requests screen. The View Summary screen provides a read only version and shows:

- who has been assigned to a section
- if a section has been completed
- if a role has been re-assigned and the previous content needs to be reviewed.

Moving the mouse over a student’s name in the search results on the My Access Requests screen reveals the student’s gender and date of birth.

The program provides feedback to the contributor when a section is saved or when moving to the next screen. This feedback appears in messages across the top of the screen and will point out sub-sections that have been missed or confirm that a section is complete. Any incomplete sub-sections are highlighted in pink.

Online Help is available on every page. It includes detailed information to assist with completing that section or sub section. For phone numbers and email addresses of principal networkal contacts go to Online Help from the My Access Requests screen.

Go to Access Request Icons (11.0) for icon descriptions, their screen locations and uses.
3.4 **Roles and responsibilities**

The program determines what each delegated role, i.e. Principal role, School Author role or School Participant role, can do. This includes, for example, viewing a *read only* version of an access request, re-assigning a School Author or making some changes to an access request's status.

Some of these actions are available through the *My Access Requests* screen when working outside a specific access request. Other actions are only available to responsibilities assigned by a School Author within a specific access request, i.e. the assigned Principal or assigned School Participant. Go to Access Request roles and their actions (9.2) for a full list.

The program also determines which assigned School Participants are responsible for completing sections of an access request. Go to Sections assigned to School Participants (9.3) for a full list.

3.5 **Simultaneous entries**

The assigned School Participants can write their assigned sections simultaneously.

This means that more than one person can write in an access request at any one time, however, only *one* person can write in one screen at a time. For example, the class teacher/year advisor can write the Summary Profile while the L&STC completes the Disability Confirmation section. The L&STC, however, cannot complete the Access Domains section while the class teacher/year advisor is writing the Summary Profile.

This situation also applies to sections where support documents have been selected.

3.6 **Saving and sign dating sections**

Assigned School Participants can write their respective sections and save them by clicking <save> or <save and exit>. Some sections only require saving while others require the School Participant to *sign date* them.

This *sign date* function is a key component in the Access Request program. It requires selecting the current date from the calendar to the right of the *sign date* field.

It is possible to draft a section but it cannot be *sign dated* until the previous School Participant has *sign dated* his/her section.

Once an assigned School Participant *sign dates* a section, the program generates an email to the next School Participant.

When the last School Participant has *sign dated* his/her section, the program automatically:
• changes all sections to read only
• changes the Principal’s Verification screen to read/write and, if additional reports have been included, relocates the paper clip icon to that screen
• sends an email to the assigned Principal notifying him/her that the access request is ready to be verified.

Go to Workflow in an access request (9.4) for a graphic representation.

3.7 Automatic emails

Emails are generated automatically when a School Author sets up an access request and when an assigned School Participant completes and sign dates a section.

Every email includes a hotlink to the DEC portal so that the assigned School Participant can log on, view and complete sections of the access request.

These emails follow a pre-determined order or timeline to notify:
• each assigned School Participant when a section is ready to be completed
• an assigned School Participant (reminding him/her two working days from set up, five working days from set up and 10 working days from set up) if a section needs completing
• an assigned School Participant that previous sections are complete and ready for the next assigned School Participant to complete his/her section e.g. the classroom teacher/year advisor completes the Summary Profile which generates an email to the L&STC notifying him/her of that the next section is ready for completion.
• the assigned Principal that all sections of an access request are complete and validated
• an assigned School Participant when the assigned Principal declines a section (this email includes the assigned Principal’s explanation for Declining the section).

A reminder email is sent to the principal and author of an access request approximately 4 weeks prior to an automatic withdrawal of an access request. This happen to an active access request if an access request has not been submitted 12 months from creation date.

The online Access Request program defaults to sending all notification emails. The school’s principal can decide, however, which of these will be used. It is important to remember that disabling any reminder emails will apply to all access requests raised by the school and could slow down completing access requests.

To review the notification emails, go to ERN School Enrolment, select My School and then the Access Request Email Administration tab. Use the checkboxes to disable specific emails.
3.8 Providing extended information

There are three ways to extend the information provided in an access request:

- **Support Documents** - if a student needs Autism, Mental Health, Emotional Disturbance, Hearing Impairment and/or Vision Impairment support, the School Author selects this through the Access Request Setup screen and identifies the positions required to complete them. This creates specific screens in the application. See [Selecting Support Documents](10.14) and [Assigning responsibilities to staff members](10.4).

- **Attachments** – some sections require an attachment (indicated by a paperclip on a screen), for example, disability confirmation sheet, behaviour support plan, health care plan, that provides additional, specific information about the student. Go to [Including attachments](6.2) and [Adding attachments](10.1) for more information.

- **Additional reports** - these provide further detail, e.g. literacy or numeracy results. These can be attached and read through the My Access Requests screen (by clicking on the paper clip) while an access request is open.
4.0 Preparing for an access request

4.1 Establish learning and support needs and available support

Before creating an access request it is recommended that the school’s learning and support team (L&ST):

- clarifies the student’s learning and support needs
- identifies the support for which the student qualifies
- arranges for relevant documentation and reports, e.g. disability confirmation sheet, student behaviour plan, health care plan, literacy or numeracy results to be completed or updated and stored on the school’s server
- identifies the support documents necessary to complete the application, e.g. autism
- identifies staff from other schools who can provide information, for example from schools where the student was enrolled or has shared enrolment
- ensures that contributing staff members understand their responsibilities, the timeline and how to complete their respective sections online.

4.2 Confirm student enrolment

Before an access request is set up, a student must be:

- ‘enrolled (in attendance)’ or ‘applied to enrol (risk-assessed)’ at the census school

OR

- ‘pre-enrolled’ with a status of registered or applied to enrol (for a student new to the government school system)\(^1\)

Census enrolment

The school where the student has census registration must submit the access request.

If a student has an ‘applied to enrol (risk-assessed)’ registration at another school, the principal of that school can take responsibility for developing and submitting an access request.

Non-census enrolment

If a student has a shared enrolment in a mainstream school and another school, for example a behaviour school, the principal of the non-census school cannot submit the access request.

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\(^1\)Including students returning to a government school from, for example, a private school or home schooling.
4.3 Identify the status of an access request

A student can only have one access request active at any one time. A student can, however, have more than one access request created in a calendar year.

An access request is active when its status is draft, open, validated, submitted, assigned to panel, supported or deferred.

A student can have many inactive access requests. An access request is inactive when its status is completed, declined or withdrawn.

An access request that has been withdrawn by the school, parent or principal network can be reactivated within 12 months of its creation date.

Go to Searching for access requests (10.12) for more information.

For a full explanation of the status of access requests go to Status Definitions (9.5) or to Status Flow (9.6) for a graphic representation.
5.0 Setting up an access request

Once the roles are delegated, the principal of the school allocates responsibility for a specific access request to a staff member who has been delegated as a School Author. That staff member is responsible for setting up that access request and assigning responsibilities to the relevant staff members.

5.1 Creating a new access request

The School Author is responsible for setting up a new access request.

- For a student enrolled in the school the school author:
  1. selects the New Access Request tab
  2. provides the student’s personal information by completing a Registration Search for the student and filling in the Search Details including the student’s surname, first name, gender and date of birth
  3. creates a New Access Request from the Registration Search result for that student by clicking on <Create/Modify Access Request>

  OR

- For a student new to DEC who does not have a sibling enrolled in a NSW government school the author:
  1., 2., as above;
  3. creates a New Access Request from the Registration Search result for that student by clicking on <Create New Student and New Access Request>

If the school is facilitating the completion of an access request of a child because, for example, the child may be seeking an early intervention support class, a quick registration can be completed.

Quick Registration allows a new SRN to be generated while providing the minimum information required when setting up for an Access Request. The full enrolment will be completed when the student enrols in a school.

As creating a New Student and New Access Request for an existing student will generate an SRN, it is essential the School Author conducts a deep search of the ERN before proceeding to ensure there is no record of the student.

- For a student new to DEC who has a sibling enrolled in a NSW government school the school author:
1., 2., as above;

3. creates a New Access Request from the Registration Search result for that student by clicking on <Create Sibling and New Access Request> This process link the siblings to each other.

The next step for the school author is to complete the Access Request Setup screen by:

- selecting the type of Summary Profile to be completed (10.13)
- selecting Support Documents (10.14) (if required)
- selecting either a Shared Enrolment (10.3) or Integration, Funding Support for a student making the transition to another school (10.2) (if required)
- Assigning responsibilities to staff members (10.4)

After the School Author has assigned responsibilities and the L&STC has completed the Provision Requested section, the access request is open. The assigned School Participants can now write their respective sections.

Only the School Author who set up the access request can make changes in the Access Request Setup screen while the access request is open.

### 5.2 Cloning an access request

An access request can be cloned (copied) by any delegated School Author or Principal if the student requiring the new access request:

- has census enrolment at the school, i.e. is ‘enrolled (in attendance)’ or ‘applied to enrol (risk-assessed)’
- does not have an active access request.

Any staff member delegated a School Author role or a Principal role can clone from active and inactive access requests located in the school. This can be useful when two students share similar support needs or when a student with a complete (inactive) access request requires a new one. Go to Cloning an access request (10.6) for detailed instructions.
Flowchart: Creating an Access Request for a student new to DEC

Step 1: New Access Request Tab

Search Details
Registration SEARCH for new student

Did you find the student?

Yes
Create/Modify Access Request

No

Search Details
Does the student have a sibling enrolled in a NSW government school?

Yes

Search Details
Registration SEARCH for sibling student or parent

No

Create New Student and New Access Request

Enter student enrolment information on quick registration

Access Request Setup
Access Request Clone

Create New Sibling and New Access Request

Create New Access Request

If the enrolling student is not found in a registration search (Step 1) you must click the Back button and then search for a sibling of the new student (Step 2). It is important that the correct family is attached to the new student.
6.0 Contributing to an access request

It is the responsibility of each School Participant assigned to an access request to:

- provide all the information required in each assigned section
- add attachments (if required)
- add additional reports, e.g. literacy or numeracy results (as required)
- confirm each completed section(s) by sign date in order to generate an email notification to the next School Participant.

A School Participant can only write in the assigned section(s) but can view the entire access request by clicking through the screens.

Information from other files or access requests can be copied into any new access request. Go to Copying information from other sources (10.8) for more information.

If the access request has been cloned, it is essential that:

- each School Participant updates the detail that has been imported (this is particularly important if cloning from an access request developed before 24 November 2011 when the structure for the information in the Summary Profile section changed)
- the L&STC checks the information in every screen assigned to him/her, e.g. the provision requested, student details, access to facilities, risk management.

6.1 Completing the Summary Profile

The Summary Profile provides an overview of the student's academic achievements, specific learning needs and performance against the ESL scales (if required).

For K-6 students (class teacher)

- 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 (year advisor)

- Identify Regular or Life Skills outcomes in 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).
Access Domains (L&STC)

- Allocate levels (including level zero) for each focus area of each access domain (as appropriate)
- Include an explanatory comment for every focus area allocated Level 1 or above

The ESL Profile (ESL teacher)

- Identify the student’s English language competence using the ESL Scales and provide comments that describe the current language and learning support provided
- Describe any settlement issues and the support provided as appropriate.

6.2 Including attachments

Some sections require an attachment that provides additional, specific information about the student. A paperclip on a screen indicates that an attachment might be required. More than one attachment can be added if necessary.

Attachments could include, for example, disability confirmation sheet, behaviour support plan, health care plan, audiogram (detailing hearing impairment) or a vision report (detailing vision impairment).

Additional reports, which provide other detail relevant to the application, e.g. literacy or numeracy results, can be attached and read through the My Access Requests screen while an access request is open.

Clicking on <save> after adding an attachment refreshes the screen so that the School Participant can check immediately that the correct document is attached.

To check or read any attachment, move the mouse over the paperclip to reveal the file name or double click on the paper clip to open the file.

Go to Adding attachments (10.1) for more information.

6.3 Validating an access request

An access request is validated when:

- each assigned School Participant has sign dated his/her section(s)
- the L&STC has completed all assigned sections including the School Details section.

If the access request has been cloned, it cannot be validated until the information contained in every screen, particularly those containing imported data, has been reviewed by the assigned School Participants.

Once an access request has been sign dated by all assigned School Participants, no further changes can be made unless the assigned Principal declines a section.
7.0 Managing access requests

7.1 Through the My Access Requests screen

Any staff member delegated a Principal or School Author role can use the My Access Requests screen to:

- assign a new School Author to an access request
- change the status of a draft or open access request to withdrawn
- add or delete additional attachments
- reinstate a withdrawn access request [within 12 months of its creation date] to its previous status
- re-assign responsibility to complete sections in a validated or validated-open access request (Principal role only).

If the assigned Principal declines a section in a validated access request and the staff member who wrote it is no longer available\(^2\) to amend it, a School Author or Principal can re-assign responsibility to another School Participant by clicking on the reassign roles icon.

When responsibilities are re-assigned, the online Access Request program automatically:

- generates an email informing the newly-assigned School Participant of the changes
- declines each section completed by the previous School Participant
- removes the previous School Participant’s sign date in each section but does not delete the content
- adds ‘new’ next to each role that has been re-assigned and highlights these changes in pink on the Access Request summary.

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\(^2\) for example, he/she is on leave or has transferred
To see which screens need to be reviewed, click on the *Access Request Summary* icon. This is found on the right hand side of the light green menu bar and to the left of the student’s name on the *Matching Students* search result on the *My Access Requests* screen.

To see which screens need to be reviewed, click on the *Access Request Summary* icon. This is found on the right hand side of the light green menu bar and to the left of the student’s name on the *Matching Students* search result on the *My Access Requests* screen.

To see the current status of a student’s priority, hover over the student’s access request status.

### 7.2 Through the Access Request Setup screen

When an access request is open, the School Author can use the *Access Request Setup* screen to:

- re-assign responsibilities to complete specific sections from one School Participant to another
- add support documents as required
- delete a support document (which deletes the information in it permanently).

For more detail go to *Access Request roles and their actions* (9.2), *Sections assigned to School Participants* (9.3) and *Status Definitions* (9.5).
8.0 Verifying and submitting an access request

The assigned Principal is responsible for verifying the access request before submitting it to the principal network.

When all assigned School Participants have completed and sign dated their sections, the access request’s status changes to validated. This changes the Principal’s Verification screen from read only to read/write.

After receiving an email that an access request has been validated, the assigned Principal:

1. clicks on the Support Documents tab
2. selects Verification
3. reviews all sections:
   - ensuring that each section is accurate and has the correct attachment (if required)
   - declining, if necessary, any sections that require further information or clarification
4. checks that any additional attachments are relevant, current and accurate
5. accepts all sections by ticking the appropriate check boxes.

8.1 Declining a section

The assigned Principal can decline as many sections as necessary in order to produce an accurate and consistent access request.

Sections can be declined more than once without waiting for the access request to be re-validated.

If, however, a section has sub-sections and only one of these sub-sections was declined, the assigned Principal will need to wait for the status to change to validated before declining another sub-section within that section.

If a different support document is needed or a role needs to be reassigned, the assigned Principal must tick the decline box next to the Access Request Setup. This lets the assigned School Author make the necessary change(s).
When a section is declined, the program automatically:

- removes the sign date
- creates a text box for each declined section so that the assigned Principal can record what needs to be changed
- generates an email to the assigned School Participant that includes the assigned Principal’s comments
- re-sets the access request’s status to validated open
- makes that section read/write so that the assigned School Participant can amend it.

The assigned School Participant must then make the changes and sign date the section again.

To review the assigned Principal’s comments click in the decline box again. Comments are deleted once the section is accepted.

### 8.2 Obtaining parent/carer’s comment and signature

Once an access request has been validated and verified, the assigned Principal must provide a full copy to and discuss the application with the parent/carer(s).

The parent/carer endorses the access request by writing comments (if desired) and signing the hardcopy. A copy of this page is kept at the school.

The assigned Principal then sign dates the online version on behalf of the parent/carer(s) and adds any comments provided.
8.3 Submitting to the principal network

To endorse an access request, the assigned Principal:

1. writes a comment and sign dates it
2. ticks the box indicating that a hard copy (which includes all attachments and the parent/carer’s comments and signature) is stored securely at the school
3. clicks <Save> or <Save and Exit> and then <Submit to principal network>.

When the assigned Principal clicks on <Submit to principal network> the program automatically:

- compiles the access request into a ‘zip’ file that includes pdfs of the application and any attachments
- emails it to the principal network with a receipt emailed to the assigned Principal
- saves a copy on the ERN server
- changes the application’s status to submitted.
9.0 Summaries of Access Request processes & responsibilities

9.1 Steps in developing an access request
## 9.2 Access Request roles and their actions

<table>
<thead>
<tr>
<th>Action</th>
<th>FOR ANY ACCESS REQUEST</th>
<th>WITHIN A SPECIFIC ACCESS REQUEST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Principal role</td>
<td>School Author role</td>
</tr>
<tr>
<td><strong>General</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View a read only version</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>View assigned sections (through view summary icon)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Search for an access request</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Track the progress of an access request</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Print a pdf</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Prepare</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirm student enrolment</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Identify status of an access request</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Set up</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clone an access request</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Create a new access request</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Select support documents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assign responsibilities to School Participants</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Contribute</strong> (to an open access request)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete &amp; sign date assigned sections</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add attachments e.g. disability confirmation sheet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add or delete additional attachments (use paperclip icon on My Access Request screen)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Manage</strong> (through My Access Requests screen)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Withdraw a draft or open access request</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Withdraw a validated access request</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Reassign a School Author</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Reassign responsibilities to complete sections in a validated or validated-open access request (click on reassign roles icon)</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Add or delete additional attachments (click on paperclip icon)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>(only within an open access request)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add and delete support documents (through Access Request Setup screen)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add or delete attachments</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Reassign responsibilities to complete sections</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Verify &amp; Submit</strong> (when an access request is validated)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accept or decline sections</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Add or delete additional reports or attachments</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Verify an access request</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Add parent/carer(s) endorsement and comment</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Submit to principal network</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>
9.3 **Sections assigned to School Participants**

<table>
<thead>
<tr>
<th>Section</th>
<th>Sub section (including comments)</th>
<th>L&amp;STC</th>
<th>CT or YA</th>
<th>ESL Teacher</th>
<th>School Counsellor</th>
<th>District Guidance Officer</th>
<th>AP Hearing or AP Vision</th>
<th>Principal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Provisions</strong></td>
<td>Provision Requested</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>School Details</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Disability Confirmation &amp; Support Access</strong></td>
<td>Disability Confirmation</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Access to Facilities &amp; Specialised Equipment</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Travel Support Needs</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Risk Management</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DET Support Accessed</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non-DET Support Accessed</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Summary Profile &amp; ESL</strong></td>
<td>Summary Profile: KLA &amp; Comment</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Summary Profile: Access Domains &amp; Comment or</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Summary Profile: Access Domains, Integration Funding Support Comments &amp; Levels</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Summary Profile: Early Intervention</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Summary Profile: Newly enrolling in kindergarten</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ESL Scales &amp; Settlement Issues</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ESL: L&amp;STC Comment</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Comment (if applicable)</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Support Documents</strong></td>
<td>MH/ED/BD Support: Previous Intervention, Risk Management, Comment</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MH/ED/BD Support: School Counsellor Comment</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MH/ED/BD Support: DGO Comment</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Autism Support: Previous Intervention, Impact, Risk Management, Comment</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Autism Support: School Counsellor Comment</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Autism Support: DGO Comment</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hearing Support</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vision Support</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>L&amp;STC Comment</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Verification</strong></td>
<td>Supporting Documentation</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parent/Carer Signature &amp; Comment</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Principal Comment</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
9.4 Workflow in an access request

[Diagram showing the workflow process involving various stakeholders and stages in an access request process, including School Author, L&STC, CT/YA, ESL Teacher, L&STC, School Counselor, and All School Participants.]
## 9.5 Access Request Status

<table>
<thead>
<tr>
<th>Status</th>
<th>What’s happened?</th>
<th>Who can change the status?</th>
<th>What changes to status are possible?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Active</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Draft</td>
<td>Access request set up.</td>
<td>School Author role Principal role</td>
<td>withdrawn (by school or parent)</td>
</tr>
<tr>
<td>Open</td>
<td>School Author assigned responsibilities. L&amp;STC completed Provision Requested. Sections ready for School Participants to complete.</td>
<td>School Author role Principal role</td>
<td>withdrawn (by school or parent)</td>
</tr>
<tr>
<td>Validated</td>
<td>All sections completed and signed by School Participants. All sections reviewed and accepted by the Principal. Parent/carer supports the application. Principal comments completed and application submitted.</td>
<td>assigned Principal</td>
<td>open (if the assigned Principal declines any section)</td>
</tr>
<tr>
<td>Validated Open</td>
<td>Assigned principal has declined one or more section.</td>
<td>assigned Principal</td>
<td>withdrawn (by school or parent)</td>
</tr>
<tr>
<td>Submitted</td>
<td>Access request checked and assigned to a Placement Panel.</td>
<td>assigned Personnel</td>
<td>validated e.g. if modifications are needed or the Placement Panel requests further clarification from the school assigned to panel withdrawn (by school or parent)</td>
</tr>
<tr>
<td>In progress</td>
<td>Access request is being assessed by the Access Request Panels.</td>
<td>assigned principal network personnel</td>
<td>completed declined</td>
</tr>
<tr>
<td>Withdrawn (school or parent)</td>
<td>Access request cancelled. It can be re-activated, and returned to its previous status, if it is within 12 months of its creation date and there is no active Access Request pending.</td>
<td>School Author role Principal role</td>
<td>draft open validated</td>
</tr>
<tr>
<td>Withdrawn (by principal network)</td>
<td>Access request cancelled. It can be re-activated, and returned to its previous status, if it is within 12 months of its creation date and there is no active Access request pending.</td>
<td>Principal role</td>
<td>validated</td>
</tr>
<tr>
<td>Withdrawn automatically</td>
<td>Access request is cancelled if more than 12 months from created date with a reminder email sent to principal and author of access request.</td>
<td></td>
<td>No change possible.</td>
</tr>
<tr>
<td>Completed</td>
<td>Access request is finalised. A new access request can be created.</td>
<td></td>
<td>No change possible.</td>
</tr>
<tr>
<td>Declined</td>
<td>Access request declined by the Placement Panel. A new access request can be created.</td>
<td></td>
<td>No change possible.</td>
</tr>
<tr>
<td>Inactive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Withdrawn automatically</td>
<td>Access request is cancelled if more than 12 months from created date with a reminder email sent to principal and author of access request.</td>
<td></td>
<td>No change possible.</td>
</tr>
</tbody>
</table>
9.6 Status Flow

![Status Flow Diagram](image-url)
## 9.7 Completing an access request for a student enrolled (in attendance) or applied to enrol (risk-assessed) at the school

<table>
<thead>
<tr>
<th>Step</th>
<th>Actions</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare</td>
<td>Confirm that no active access requests are pending</td>
<td>Principal✓  School Author✓</td>
</tr>
<tr>
<td></td>
<td>Identify the student by entering details in the search screen (through New Access Request screen)</td>
<td>School Participant✓</td>
</tr>
<tr>
<td></td>
<td>Create a new access request by:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- clicking on &lt;Create/modify Access Request&gt; (through New Access Request screen)</td>
<td>Principal✓ School Author✓</td>
</tr>
<tr>
<td></td>
<td>- cloning an access request (through Access Request Clone tab)</td>
<td>School Participant✓</td>
</tr>
<tr>
<td></td>
<td>Select support documents if required (through Access Request Setup screen)</td>
<td>Principal✓ School Author✓</td>
</tr>
<tr>
<td></td>
<td>Assign responsibilities to specific staff members - including a Principal role - to complete support documents (through Access Request Setup screen)</td>
<td>School Participant✓</td>
</tr>
<tr>
<td>Contribute</td>
<td>Complete and sign date assigned sections</td>
<td>Principal✓</td>
</tr>
<tr>
<td></td>
<td>Add attachments e.g. disability confirmation sheet, audiogram (if required)</td>
<td>School Author✓</td>
</tr>
<tr>
<td>Verify &amp; submit</td>
<td>Review validated access request (through Principal’s Verification screen)</td>
<td>Principal✓</td>
</tr>
<tr>
<td></td>
<td>Decline sections that need clarification or amendment (if necessary)</td>
<td>Principal✓</td>
</tr>
<tr>
<td></td>
<td>Print hardcopy, discuss with parent/carer, obtain written comments (if desired) and signature</td>
<td>Principal✓</td>
</tr>
<tr>
<td></td>
<td>Complete parent/carer comments and endorsements, Principal’s comments and sign date</td>
<td>Principal✓</td>
</tr>
<tr>
<td></td>
<td>Print final copy, attachments and parent/carer comments and store securely at the school</td>
<td>School Author✓ School Participant✓</td>
</tr>
<tr>
<td></td>
<td>Submit to principal network</td>
<td>School Author✓</td>
</tr>
</tbody>
</table>

3 the Principal role also includes the School Author actions (indicated by grey ticks).
## 9.8 Completing an access request for a student new to the government school system

<table>
<thead>
<tr>
<th>Steps</th>
<th>Actions</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare</td>
<td>Conduct deep search of ERN to ensure that the student does not have SRN</td>
<td>🔄  ✔</td>
</tr>
<tr>
<td>Set up</td>
<td>Create a new access request by:</td>
<td>🔄  ✔</td>
</tr>
<tr>
<td></td>
<td>* clicking on &lt;Create New Student and New Access Request&gt;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* completing a Quick Registration</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Select support documents if required (through Access Request Setup screen)</td>
<td>🔄  ✔</td>
</tr>
<tr>
<td></td>
<td>Assign responsibilities to specific staff members - including a Principal role - to complete support documents (through Access Request Setup screen)</td>
<td>🔄  ✔</td>
</tr>
<tr>
<td>Contribute</td>
<td>Complete and sign date assigned sections</td>
<td>✔</td>
</tr>
<tr>
<td></td>
<td>Add attachments, e.g. disability confirmation sheet, audiogram (if required)</td>
<td>✔</td>
</tr>
<tr>
<td>Verify &amp; submit</td>
<td>Review validated access request (through Principal’s Verification screen)</td>
<td>🔄  ✔</td>
</tr>
<tr>
<td></td>
<td>Decline sections that need clarification or amendment (if necessary)</td>
<td>🔄</td>
</tr>
<tr>
<td></td>
<td>Print hardcopy, discuss with parent/carer, obtain written comments (if desired) and signature</td>
<td>🔄</td>
</tr>
<tr>
<td></td>
<td>Complete parent/carer comments and endorsements, Principal’s comments and sign date</td>
<td>🔄  ✔</td>
</tr>
<tr>
<td></td>
<td>Print final copy, attachments and parent/carer comments and store securely at the school</td>
<td>🔄  ✔</td>
</tr>
<tr>
<td></td>
<td>Submit to principal network</td>
<td>🔄</td>
</tr>
</tbody>
</table>

5 the Principal role also includes the School Author actions (indicated by grey ticks).
10.0 Detailed Instructions

10.1 Adding attachments

Attachments can be added through the My Access Requests screen or within a specific access request. Attachments are either documents required to support the application, e.g. disability confirmation sheet, audiogram or reports that add specific additional detail, e.g. summary of reading or numeracy results that are relevant to the application.

To add an attachment:

1. click on the paperclip to go to the Browse screen
2. click <Browse>, go to where the document has been saved, click on the document
3. click <Open> and then <Attach>
4. click <Save> and check that the file appears in the new screen on the top of the page and then close the Browse screen.

Clicking on <save> after adding an attachment refreshes the screen so that the assigned School Participant can check immediately that the correct document is attached.

Additional documents can be attached and read through the My Access Requests screen while the status of 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 assigned Principal can add or delete attachments here.

To check or read any support document or attachment, hover the mouse over the paperclip to reveal the file name or double click on the paperclip to open the file.

### 10.2 Applying for Integration, Funding Support for a student making the transition to another school

The census school can apply for Integration, Funding Support to assist a student making the transition from, for example, Year 6 to Year 7 or from a government preschool or early intervention program to kindergarten.

Selecting this box on the *Access Request Setup* screen creates a field on the *Principal’s Verification* screen. This requires the assigned Principal to discuss the access request with the principal of the receiving school.

### 10.3 Applying for Shared Enrolment

A shared enrolment applies when a student attends two or more schools for a period of time.

Go to Online Help on the *Access Request Setup* screen for Procedures for shared enrolment status of students accessing specialist educational settings. These procedures ensure that each student has a unique student registration number.

Selecting shared enrolment creates a field in the *Principal’s Verification* screen. This requires the principal to confirm that the student remains enrolled at the home school as a census enrolment.
10.4 Assigning responsibilities to staff members

When the School Author selects specific support documents in the Access Request Setup screen, the program automatically generates the positions in the school required to complete that access request.

The School Author adds the names of the school personnel who will be responsible for completing section(s) of the access request.

To assign these School Participants, click on the search icon to the right of the role field and select the staff member’s name from the list.

To avoid deleting the names of the assigned school personnel, click < save > each time a name is added.

Note: If a staff member’s name doesn’t appear, check that he/she has been assigned a School Participant role by the principal of the school. See Delegating roles through the school’s AMU (10.9)

10.5 Changing screen size

To view the whole entry screen for any section, hide the ERN menu and reduce the screen size (for example to 90%) to fit the computer’s screen.
10.6 Cloning an 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 including gender and SRN of the student requiring the new access request by completing one or more fields in the New Access Request Search Details box and clicking <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

1. Scroll down to the Access Request to be cloned from box and select either:
   - <Search by Access Request> and set the search criteria (the current year is the default)
   OR
   - <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 and an access request.
Note: if any access requests exist for that student in the system, they will be produced through either search.

2. 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

3. 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**

1. 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. Only attachments specific to the student requiring the new Access Request can be viewed and imported into a new access request.

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

3. Continue with the access request application reviewing all screens, particularly those containing imported data, for accurate and current information.
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 access request.

10.7 Completing a quick registration for an access request

This is necessary if a student is new to the government school system.

As creating a New Student and New Access Request for an existing student will generate another, unnecessary SRN, it is essential that the School Author conducts a deep search of the ERN before proceeding.

When the School Author is confident that the student does not have an SRN:

- click on <New Student and New Access Request> and enter the:
  - parent/carer’s family and given name, daytime or mobile number, correspondence name and address
  - student’s country of birth (if not known select <Other>) and residency status (if not known select <Unknown/not provided>).

10.8 Copying information from other sources

To copy comments from an existing access request into a new access request:

1. open the new access request
2. open the pdf of the access request to be copied from
3. select the section to be copied and then select <Edit> and <Copy> from the menu bar (or <Control C>) to copy the text
4. return to the new access request, place the cursor at the relevant section and select <Edit> and <Paste> from the menu bar (or <Control V>) to paste in the text.
To copy comments from other files:

1. open the new access request
2. open the file containing the information to be copied
3. highlight the section to be copied and select <Edit> and <Copy> from the menu bar (or <Control C>) to copy the text
4. return to the new access request, place the cursor at the relevant section and select <Edit> and <Paste> from the menu bar (or <Control V>) to paste in the text.

10.9 Delegating roles through the Access Management Utility (AMU)

The AMU provides school-based staff with access to the Enrolment Registration Number (ERN) system including the online Access Request program.

To assign roles, select the ERN application button through the school’s AMU on the Home screen.

On-site staff

To assign roles to staff members who are on-site (appointed permanently or temporarily to the school), the principal of the school:

1. logs on to the Department’s portal using his/her personal account and password under Essentials, selects AMU OR
2. selects the My Applications tab and then the school’s AMU
3. under Application of AMU clicks on the <ERN - Enrolment and Registration Number> application
4. assigns the Principal role to his/herself
5. assigns the Principal role to another staff member who has the authority to submit access requests to principal network on behalf of the principal of the school if required
6. assigns the School Author role to staff members who will set up any access requests
7. assigns the School Participant role to staff members who will contribute to any access request.

---

7 the Principal role also includes the School Author actions
Off-site or temporary staff

Staff members who are off-site (not based at the school) or appointed temporarily to the school can be assigned roles as School Author and/or School Participant.

This situation can arise when, for example:

- a student has shared enrolment, between, for example, the census school and a behaviour school (the non-census school)
- a student has transferred from another school and staff from that school are prepared to assist with completing the access request
- the access request requires a hearing, vision, autism or mental health support document.

To assign roles to off-site or temporary staff, complete the steps 1-3 for on-site staff; confirm the names of the assistant principal hearing, assistant principal vision, school counsellor, district guidance officer and any others as required; and then:

1. select the link <Add person not in the list> at the bottom of the school staff list
2. use the <State Wide Staff Search> to find the staff member’s name
3. click on the staff member’s surname once when it appears below the search button (that name now appears under <Staff Not at this site>)
4. assign that staff member a role before assigning the next Access Request role (if this is not done, that staff member’s name will disappear and not be listed under <Staff Not at this site>).

Log a call with the ICT Service Desk on 1800 338 483 if a check box turns red.

To remove a name listed under <Staff Not at this site> de-select any checked boxes.
10.10 Printing an access request

A pdf icon at the end of a row indicates that a full copy of that access request can be printed.

To print the current page from any screen click on the printer icon on the dark green menu bar.

Print through the My Access Requests screen

Click on the printer icon on the light green menu bar or click on the pdf icon.

The program sends a pdf of the access request to My Reports and generates an email with the pdf file attached to the email address of the person logged in. This pdf includes a watermark showing the application’s status e.g. draft, open, validated, submitted, completed and the date of the latest status change. This file can also be printed or forwarded from that email.

10.11 Print through the Student Enquiry tab

If an access request has been created by another school and is submitted, in progress, completed or declined, the principal of the school where the student is now enrolled (in attendance) (or registered to enrol) can print that access request.

Go to the ERN, select the Student Enquiry tab and enter the student’s details. A yellow icon to the right of the student’s family indicates an access request. Click on this icon to generate the Access Request Details screen.
10.12 Searching for access requests through the My Access Requests screen

There are two basic search options:

1. Search by access request - select <Search by Access Request> and one or more filters. Use the status filter to search for active or inactive access requests

2. Search by student – select <Search by Student> and enter the student’s family name or first name or student registration number (SRN).

In either of these search windows:

- any School Author can create a list of the access requests set up by him/her by selecting the <Access request author> button and changing the show requests field from <All authors> to <to me>

- any School Participant can create a list of the access requests requiring his/her signature by selecting the <Access request participant> button and changing the show requests field from <All> to <Require my signature>

10.13 Selecting Summary Profile type

The type of Summary Profile selected identifies the School Participant required to complete the Summary Profile, i.e., the class teacher (K-6), year advisor (7-12) or L&STC (early intervention, sensory impairment or new to kindergarten)

Depending on the student’s grade, the program defaults to one of the first three types of Summary Profile.

These defaults can be changed by the School Author if required e.g. the Summary Profile Kindergarten: enrolling or newly enrolled can replace the default Summary Profile K-6.
If the student is new to the government school system, the School Author needs to select the most appropriate type.

10.14 Selecting Support Documents

No support documents are required for a student with an intellectual or physical disability who requires additional support. Information relevant to these provisions is contained within the access request application.

For a student needing Autism, Mental Health, Emotional Disturbance, Behaviour, Hearing Impairment and/or Vision Impairment support (whether in a support class, SSP or for access to Integration, Funding Support), select the relevant support document(s) in the Access Request Setup screen.

Selecting these support documents assigns responsibility to specific School Participants to complete sections or sub sections, e.g. selecting Autism Support requires the L&STC, school counsellor and district guidance officer to contribute. See Assigning responsibilities to staff members (10.4) or Sections assigned to School Participants (9.3) for more detail.
## 11.0 Access Request Icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Action</th>
<th>Location</th>
<th>Use to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Clip]</td>
<td>Attach a file</td>
<td>on the <em>My Access Requests</em> screen, in some sections within an access request, and on the <em>Principal’s Verification</em> screen.</td>
<td>add or review an attachment</td>
</tr>
<tr>
<td>![Hide]</td>
<td>Auto hide menu</td>
<td>on the top left next to the main menu bar on any screen</td>
<td>use to hide the menu and increase the screen size</td>
</tr>
<tr>
<td>![Profile]</td>
<td>Change profile</td>
<td>on right hand end of dark green menu bar on every screen</td>
<td>extend time out, change default school, and set other personal preferences</td>
</tr>
<tr>
<td>![Star]</td>
<td>Complete this section</td>
<td>next to section tabs</td>
<td>find out which sections and sub-sections have been allocated for completion to the School Participant who is logged in</td>
</tr>
<tr>
<td>![Csv]</td>
<td>Export as csv</td>
<td>on the left hand corner of the <em>Matching students</em> search results in the <em>My Access Requests</em> screen</td>
<td>export details into a spreadsheet</td>
</tr>
<tr>
<td>![Reports]</td>
<td>Go to My Reports</td>
<td>on the right hand end of dark green menu bar on every screen</td>
<td>retrieve pdf (portable document format) versions of access requests (see print file)</td>
</tr>
<tr>
<td>![Question]</td>
<td>Online help</td>
<td>on the right hand end of dark green menu bar on every screen</td>
<td>find specific information and advice about completing that screen</td>
</tr>
<tr>
<td>![Print]</td>
<td>Print current page</td>
<td>on the right hand end of dark green menu bar on every screen</td>
<td>print the current screen</td>
</tr>
<tr>
<td>![File]</td>
<td>Print file</td>
<td>on the right hand end of the light green menu bar on every screen</td>
<td>print a pdf of an access request (see <em>My Reports</em>)</td>
</tr>
<tr>
<td>Icon</td>
<td>Action</td>
<td>Location</td>
<td>Use to...</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
<td>----------</td>
<td>-----------</td>
</tr>
<tr>
<td><img src="image1.png" alt="Icons" /></td>
<td><strong>Re-assign roles</strong></td>
<td>next to student’s registration number (SRN) on the Matching students search results in the My Access Requests screen</td>
<td>re-assign roles within an open or validated access request (only visible to School Author and Principal roles).</td>
</tr>
<tr>
<td><img src="image2.png" alt="Icons" /></td>
<td><strong>Search for school</strong></td>
<td>next to ‘name of school’ field</td>
<td>find a school other than the default school</td>
</tr>
<tr>
<td><img src="image3.png" alt="Icons" /></td>
<td><strong>View Access Request</strong></td>
<td>On the Student Registration screen (access through Student Enquiry tab or Statewide Student Enquiry search)</td>
<td>Use to retrieve a pdf of an access request (from My Reports or the email attachment).</td>
</tr>
<tr>
<td><img src="image4.png" alt="Icons" /></td>
<td><strong>View file in portable document format (pdf)</strong></td>
<td>at the end of each line in the Matching Students search results in the My Access Requests screen.</td>
<td>view or print current access request (from My Reports or the email attachment)</td>
</tr>
<tr>
<td><img src="image5.png" alt="Icons" /></td>
<td><strong>View Verification screen</strong></td>
<td>on the Access Request Setup screen and on the light green menu bar in every screen.</td>
<td>view a read only version of an access request or specific sections within it.</td>
</tr>
</tbody>
</table>
| ![Icons](image6.png) | **View Summary screen** | Found next to the SRN on the Matching students search results in the My Access Requests screen and on the light green menu bar in every screen. | find out:  
- who has been assigned to a section  
- if a section has been completed  
- if a role has been re-assigned and the previous content needs to be reviewed |