1. Introduction
2. Financially Responsible – Statement of Account
   2.1 Scenario: Access Financially Responsible Screens
   2.2 Scenario: Register a Student at my School with financially responsible parent/carer
   2.3 Scenario: Change Financially Responsible Parent
3. Student Groups – LMBR Schools (229) only
   3.1 Initial Student Registration at an LMBR School
   3.2 Group Management Screens
4. Student Health Conditions (Medical) LMBR (229) only
5. Student Suspensions LMBR Schools (229) only
1. **Introduction**

Student Management is the second part of the SALM solution. LMBR Schools will be able to use Student Management to manage curriculum, timetabling, attendance and student payments. The ERN Release corresponding to the new Student Management System will have a number of changes effecting both LMBR schools and non-LMBR schools in order to facilitate the new Student Management System.

This document describes the changes in functionality in ERN:

- Statement of Account Indicator – financially responsible parent carer
- Student Groups
- Student Health Conditions (medical)
- Student Suspensions

and which schools the changes are applicable to:

- All NSW school
- LMBR schools Only
- Non-LMBR schools only

2. **Financially Responsible – Statement of Account (All Schools)**

**Note:** These changes apply to all NSW schools

ERN functionality has been enhanced to record parent/carers financial responsibility associated with each student.

It is mandatory for a student to have a parent/carer who is financially responsible. This functionality is to support the new Student Finance Module in the Student Management Software in the 229 LMBR schools but is available to All schools.

A parent/carer may be any one of the following:

- Financially Responsible
- Financially Interested
- Neither Financially responsible or Financially Interested

<table>
<thead>
<tr>
<th>Statement of Account Value</th>
<th>Implications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financially responsible</td>
<td>• Receives the original statement of account</td>
</tr>
<tr>
<td></td>
<td>• Inherits enforceable debts (preschool and boarding school fees)</td>
</tr>
<tr>
<td>Financially Interested</td>
<td>• Receives a copy of the statement of account</td>
</tr>
<tr>
<td>No</td>
<td>• Does not receive the statement of account</td>
</tr>
</tbody>
</table>

**Note:** The Statement account indicator on the parent relationship does not impact OASIS finances.
### Business rules – financially responsible/financially interested

<table>
<thead>
<tr>
<th>Financially Responsible/Financially Interested Business rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>It is mandatory for each student to have one parent/carer who is flagged as <strong>financially responsible</strong>.</td>
</tr>
<tr>
<td>There must be one and only one parent/carer flagged as <strong>financially responsible</strong> for each student.</td>
</tr>
<tr>
<td>There is no restriction on how many parent/carers can be flagged as financially interested.</td>
</tr>
<tr>
<td>At least one parent/carer from the student’s <strong>main family</strong> (enrolment owning family) must be flagged as either <strong>financially responsible</strong> or <strong>financially interested</strong>.</td>
</tr>
<tr>
<td><strong>Financially Interested</strong> and <strong>Financially responsible</strong> parents must have a <strong>valid or accepted address</strong> recorded in ERN. The address may be either a family address or a parent/carer address.</td>
</tr>
</tbody>
</table>

#### 2.1 Scenario: Access Financially Responsible Screens

The school staff at Palm Tree Public School is required to view/update financially responsible information for the student Tom Red.

The Statement of Account Information for the student is found on the parent/carer relationship details.

**Step 1: Navigate to Parent/Carer Relationship Screen**

Parent/Carer Relationship details can be accessed in a number of ways in ERN. Two of these options are:

1. Via the individual parent/carer details  
   **Note:** This option exposes relationship details and the statement of account indicator for the individual parent/carer only.

2. Via the family tree  
   **Note:** This option exposes relationship details and the statement of account indicator for all the parent/carers in the family.
**Option 1 - step i: Click on “Family Details” Icon in Student Details**

Select Family Icon to navigate to parent relationship and change Financial indicator

The Parent/Carer details will be displayed

**Option 1 - step ii: Click on Margaret Red**

Select Margaret Red to access her relationship details

The Parent/Carer details screen will be displayed for Margaret Red, including the relationship details
**Option 2:** Click on a “Parent/Carer- Student” Link in the Family Tree

Parent relationship details screen is displayed for all parent/carers in the family.

![Family Tree Diagram]

- **Tom Red’s Family Tree:**
  - Important: You are “focused” on (Year 4) Red, Tom student within Mrs Margaret Red family. All actions taken will be in the context of this student and family.
  - Click on Tom Red’s link tohis mother to update Margaret Red relationship details and statement of account indicator.

---

**Parent Relationship Screen**

- **Father:** Red, David
  - Relationship to Family: Father
  - Resides with student: Yes
  - Receive Academic Reports: Unknown/Not Provided
  - Shared Parental Responsibility: Unknown/Not Provided
  - Statement of Account: Unknown/Not Provided

- **Mother:** Red, Margaret
  - Relationship to Family: Mother
  - Resides with student: Yes
  - Receive Academic Reports: Yes
  - Shared Parental Responsibility: Yes
  - Statement of Account: Financially Responsible - receives the original Statement of Account
  - Marginal Red/Statement of Account Indicator can be updated here.

---

**Note:**
- Statement of Account Indicator can be updated here.
- Marginal Red/Statement of Account Indicator can be updated here.

---

**Options:**
- Cancel
- Save & Exit
2.2 Scenario: Register a Student at my School with financially responsible parent/carer

Staff at Palm Tree Public School register a student at their school. The financially responsible parent is parent/carer 1 on the enrolment form.

Step 1: Register Kate Green at Palm Tree Public School using ERN full form.

**Note:** During the enrolment process ERN will automatically set
- Parent/carer 1 to be the financially responsible parent
- Parent/carer 2 to be financially interested
- Other parent/carers to be neither financially responsible nor financially interested

**Note:** If parent/carer 2 or any other parent/carer on the enrolment form has informed the school they are the financially responsible parent/carer, the school staff must navigate to the parent relationship details and set these values appropriately as in 2.3 Scenario: Change Financially Responsible Parent

2.3 Scenario: Change Financially Responsible Parent

ERN has recorded Margaret Red as the parent financially responsible for Tom Red. The school has been informed that the father, David Red is financially responsible and Margaret Red is financially interested.

**Note:** Relationship details must be accessed via family tree to allow changing of statement of account indicator for more than one parent/carer at given time. This is because ERN will **not allow** any individual update that will result in:
- a student having no financially responsible parent/carer or
- to allow a student to have more than one parent carer who is financially responsible at any given time.

  - The following error messages will be displayed appropriately.

  i.  *One and only one parent/carer can be financially responsible for a particular student at any given time.*

  ![Error Message: Invalid operation. (Student[Red, Tom] | One and only one parent/carer can be financially responsible for a particular student at any given time.]

  ii.  *One parent/carer must be financially responsible for a particular student at any given time*

  ![Error Message: Invalid operation. (Student[Red, Tom] | One parent/carer must be financially responsible for a particular student at any given time.]
Step 1: Navigate to Parent Relationship Details screen via the family tree

The parent relationship details for all parent/carers related to the student are available for update.

Step 2: Change Statement of Account Indicators for Margaret Red and David Red

Change David Red to be financially responsible
Change Margaret Red to be financially interested
Click “Save and Exit”
3. **Student Groups – LMBR Schools (229) only**

**Note:** These changes apply to all LMBR schools. They do not impact Non-LMBR schools.

Management of student groups for LMBR schools will be performed using the new student management system - Ebs4.

All student groups except for curriculum are **read only** in ERN for LMBR schools. This includes creating and updating group information and assigning students to groups – group membership (With the exception of assigning roll class, scripture group and house group during the enrolment process).

The read only groups are:

- DRA Drama
- EXC Excursion
- HOU House
- LIB Library
- MUS Music
- YYY Other Activity
- BST PLAN Assessment
- PSG Peer Support Group
- ROL Roll Class
- SCR Scripture Group
- SPO Sport

**Note:** Subordinate groups under roll classes continue to be maintained in ERN.

LMBR schools will continue to be able to assign the following groups in ERN for all new registrations at a school during the registration process:

- Roll class
- House group
- Scripture group

**Note:** LMBR schools will be unable to make amendments to the students roll class, house group and scripture group until after the student has been **risk assessed**, at which stage any amendments will be made via the new student management system – Ebs4.
3.1 Initial Student Registration at an LMBR School

LMBR schools maintain groups and their membership in the new student management system. Roll class, house group and scripture group can be assigned during the registration process, but will be disabled thereafter. Any maintenance of the membership of groups can only be done post risk assessment in the new student management system.

Registration Screen – House Group and Roll Class

LMBR schools continue to have the ability to assign Roll Class and House Group during the Registration process. (Disabled after Save)
Full Form Page 11 – Scripture Group

ERN Full Form Page 11
Assign Scripture Group

Scripture group continues to be validated after verification process.

Student Groups
Scripture Group
Is Scripture Insured

Enrollment Notes

Principal's Checklist and Certification
Special Circumstances and Student History assessed
Unknown Not Provided
Risk Assessment required
Unknown Not Provided
Risk Assessment conducted
Unknown Not Provided
Risk Management Plan and Resources Applied
Unknown Not Provided
Principal Signed
Unknown Not Provided
Printed/Redacted Date
22/11/2013

Next...
Scripture Group available for selection during registration/enrolment process

Scripture Group disabled in ERN after enrolment for LMBR schools
(For LMBR schools - All group membership with the exception of curriculum must be maintained using the student management system – Ebs4)

3.2 Group Management Screens

Student Group Offer Maintenance Screen
### Student Group Offers Screen - (Example Roll Class)

<table>
<thead>
<tr>
<th>School</th>
<th>Activity Type</th>
<th>Offering Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fair Tree Public School</td>
<td>Roll Class</td>
<td>Available</td>
</tr>
</tbody>
</table>

#### Enrolment Types and Scholaric Years of Group Members

- **Supported enrolment types**
  - All
  - Mainstream Enrolment
  - SCAS - Intellectual Disability (ID)

- **Supported scholaric years**
  - Kindergarten
  - Year 1
  - Year 2
  - Year 3
  - Year 4
  - Year 5
  - Year 6
  - Special

#### Identification Details

- **Group name**: Year 4 Roll 11/132
- **Expected size**: 30
- **Calendar Year**: 2013
- **Number of Periods**
- **Generate Standard Reporting Groups?**

#### OASIS Cross-reference Info

- **OASIS name**: Year 4 Roll 10/10

#### Subordinate Reporting Groups Automatic Generation

- **Curriculum Offer Type**: ALL, STD ESL, LA
- **Default subgroups (Learning Program Type)**

#### Subordinate Reporting Groups

- Year 4 Roll (Year 4) Creative Arts
- Year 4 Roll (Year 4) English
- Year 4 Roll (Year 4) HASS
- Year 4 Roll (Year 4) Mathematics
- Year 4 Roll (Year 4) PDHPE
- Year 4 Roll (Year 4) Science and Technology
- Year 4 Roll (Year 4) Literacy
- Year 4 Roll (Year 4) Numeracy

#### Staff Participation

<table>
<thead>
<tr>
<th>Main Staff</th>
<th>Staff Role</th>
<th>Number of Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms J</td>
<td>Delivery Teacher</td>
<td>0</td>
</tr>
</tbody>
</table>

- **Apply Staff changes to all subgroups**: 

#### Notes

- Groups cannot be maintained in ERN for LMSR Schools
- Information cannot be updated
- Subordinate Groups continue to be maintained in ERN
- "Save" and "Save & Exit" apply to changes to subordinate groups

*Indicates mandatory field.
### Student Group Management Screen - (Example Scripture Group – Anglican)

<table>
<thead>
<tr>
<th>Offering name</th>
<th>Activity type</th>
<th>Offering Status</th>
<th>Expected size</th>
<th>Curriculum</th>
<th>Staff</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anglican</td>
<td>Scripture Group</td>
<td>Available</td>
<td>30</td>
<td>N/A</td>
<td>Ms J</td>
<td>Delivery Teacher</td>
</tr>
</tbody>
</table>

**Show students who:**
- [ ] current members

**Run in quick mode:**
- [ ]

#### Students in Anglican

<table>
<thead>
<tr>
<th>ID</th>
<th>EPN</th>
<th>Student name</th>
<th>Gender</th>
<th>D.O.B.</th>
<th>Roll Class</th>
<th>Registration status</th>
</tr>
</thead>
<tbody>
<tr>
<td>43</td>
<td>A</td>
<td>John</td>
<td>M</td>
<td>20-Aug-2001</td>
<td>6 - Year 6 Roll</td>
<td>Enrolled (In Attendance)</td>
</tr>
<tr>
<td>43</td>
<td>A</td>
<td>Mary</td>
<td>F</td>
<td>01-Sep-2002</td>
<td>5 - Year 5 Roll</td>
<td>Enrolled (In Attendance)</td>
</tr>
<tr>
<td>43</td>
<td>M</td>
<td>Joel</td>
<td>M</td>
<td>08-Jun-2002</td>
<td>5 - Year 5 Roll</td>
<td>Enrolled (In Attendance)</td>
</tr>
<tr>
<td>43</td>
<td>I</td>
<td>Tom</td>
<td>F</td>
<td>26-Mar-2003</td>
<td>4 - Year 4 Roll</td>
<td>Enrolled (In Attendance)</td>
</tr>
<tr>
<td>43</td>
<td>A</td>
<td>Sam</td>
<td>M</td>
<td>26-Mar-2003</td>
<td>4 - Year 4 Roll</td>
<td>Enrolled (In Attendance)</td>
</tr>
<tr>
<td>42</td>
<td>E</td>
<td>Erica</td>
<td>F</td>
<td>22-Jul-2001</td>
<td>6 - Year 6 Roll</td>
<td>Enrolled (In Attendance)</td>
</tr>
<tr>
<td>41</td>
<td>D</td>
<td>Daniel</td>
<td>F</td>
<td>31-Jul-2003</td>
<td>4 - Year 4 Roll</td>
<td>Enrolled (In Attendance)</td>
</tr>
<tr>
<td>43</td>
<td>A</td>
<td>Amelia</td>
<td>F</td>
<td>08-Jun-2002</td>
<td>6 - Year 6 Roll</td>
<td>Enrolled (In Attendance)</td>
</tr>
</tbody>
</table>

Updates cannot be made to student group membership.
4. **Student Health Conditions (Medical) LMBR (229) only**

*Note:* These changes apply to all LMBR schools. They do not impact Non-LMBR schools.

Recording of student health conditions will be disabled in ERN for the LMBR pilot schools. This functionality will now be provided by the Tribal solution (Synergy and Ebs4).

All the health condition information entered in Synergy will be reflected in ERN. (Excluding the actual uploaded plans associated to a health condition)

LMBR schools will continue to have the ability to read the information in ERN, but no updates will be allowed via ERN.

**LMBR Schools**

Click on the Medical icon to view the students’ medical conditions.

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The Dossier Detail: Health condition screen will be displayed for the student.

Clicking on a health condition will display the health details screen. The information cannot be updated using ERN.

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Health Condition information is Read Only for LMBR schools. Health information cannot be updated or created in ERN for LMBR schools.
5. Student Suspensions LMBR Schools (229) only

**Note:** These changes apply to all LMBR schools. They do not impact Non-LMBR schools

Recording of student suspensions will be disabled in ERN for the LMBR pilot schools. This functionality will now be provided by the Tribal solution (Synergy and Ebs4). All the student suspension information entered in Synergy/Ebs4 will be reflected in ERN.

LMBR schools will continue to have the ability to read the information in ERN, but no updates will be allowed via ERN.

**LMBR Schools**

The Student Suspension Maintenance Screen no longer allows an incident to be created (for LMBR schools)

Click on a student to display the Incident Details
Click on an incident to display Student Suspension Detail Screen. The information cannot be updated when accessed by an LMBR school.