QRG – How to use Maintain ESL screen

Purpose:

The ESL screen provides users with the ability to update ESL phase data and to review and print other data relevant to ESL students. The screen has been designed to assist schools organise ESL programs and to complete ESL New Arrivals Program surveys and the ESL Annual Survey.

Access the ESL Maintenance page from the ERN menu bar

After logging into ERN choose the Maintain ESL screen from the menu bar.
After selecting “Maintain ESL” from the ERN menu bar the following “Maintain ESL” screen appears with the option to determine search criteria:

![Maintain ESL screen](image)

**How to select ESL students**

- Choose ESL students by selecting from the fields for Scholastic Year, Name or Student Group (Note: Students must already be assigned to a group within ERN for the Group function to operate).
- Click GO and the page will load with your selection.

In the example below Scholastic Year 6 has been chosen, GO was clicked and the page populated.
How to edit ESL data

Data to be edited.

The only data that can be edited are the five fields under the heading “ESL Phase”, the field “Receiving Support” and the field for “Last Assessment Date”.

All other fields relate to information collected at enrolment, and must be edited in the Student Enquiry section of the ERN database. Information in these fields is required to be completed for ESL New Arrivals Program Surveys and the Annual ESL survey.

General process for editing data:

Edit all fields by clicking on the box to activate it. Deselect (change to blank) by clicking on any previously selected box. Note that only one box can checked at any time.

Each student record can be amended individually, by clicking the box in line with that student, or records for all students can be amended as a Global change, by clicking the box in the header bar, (where the field names are listed). Where large numbers of students have the same entry the most efficient way to amend data may be to make a Global change first, then change individuals where required.

Confirm changes by clicking the SAVE button at the bottom of the page. Once confirmed the selection will also be saved in the complete Student Record in the ERN database and can also be downloaded as a new Excel database report.
To Edit ESL Phase information:

Choose the ESL Phase Information relevant to your student and click on the box. You may choose from:

- **TBA** – To Be Assessed. Click to select when the student’s ESL phase is yet to be assessed. If this field is blank one of the other four fields relating to ESL Phase must be selected.

- **ESL NR** – ESL Support Not required. Click to select when ESL support is not required for this student. If ESL support is required for this student leave this field blank and choose a Phase descriptor (Phase 1, 2 or 3).

- **Phase 1**, or **Phase 2**, or **Phase 3** – choose the Phase level descriptor appropriate to the student’s ability in English. More information is provided at [https://www.det.nsw.edu.au/policies/student_serv/equity/comm_rela/d04_23_ESL_Guidelines.pdf#page=10](https://www.det.nsw.edu.au/policies/student_serv/equity/comm_rela/d04_23_ESL_Guidelines.pdf#page=10)

To edit the Receiving ESL field:

Click to select the box Receiving Support when the student is included in an ESL program within the school. Leave blank (or de-select by clicking) to show that the student is not included in an ESL program at the school.

To Edit Last Assessment Date:

This field shows the date the student was last assessed as Requiring ESL, their ESL Phase and whether they are receiving support. Edit by clicking the calendar box beside each student and choosing the appropriate date, or make a Global change for all students by using the calendar box in the header line below the field title.
How to create an ESL report in Excel format

To view your data in Excel format, click the small Excel icon found on the left side of the data fields menu bar.

Your report will appear and can be saved to your desktop or other folders for your future use and reference.

Data fields included on the ESL Maintenance page

Data is presented in the following fields:

SRN - unique Student Registration Number. This is generated when details from the Application to Enrol are first entered into the ERN system.

This field cannot be amended.
Student Name - Surname appears in bold, then given name

This field cannot be amended from the ESL Maintenance page. The Principal should be advised if details are recorded incorrectly and a change authorised to be made in the Student Enquiry section of ERN.

ESL Phase Information:

TBA - To Be Assessed
Amend by checking the box or use the box in the Header to change all students (Global change)

ESL NR: - ESL support is Not Required
Amend by checking the box or use the box in the Header to change all students (Global change)

Phase 1, 2 or 3 - Click to assign the appropriate phase descriptor to a student requiring ESL support. The phase descriptors are as per ESL Phase definitions in the Department of Education and Training ESL Guidelines. Available at: https://www.det.nsw.edu.au/policies/student_serv/equity/comm_rela/d04_23_ESL_Guidelines.pdf#page=10

Amend by checking the box or use the box in the Header to change all students (Global change).

Receiving Support - tick to indicate the student is receiving ESL support
Amend by checking the box or use the box in the Header to change all students (Global change).

Last Assessment Date - enter the date of last assessment so that the currency of ESL Phase data is indicated.

Use the calendar to set the date for each student, or use the calendar in the Header to set the same date for all students (Global change).

Date of Aus Arrival - indicates date the student arrived in Australia. This information is usually found on travel documents and should be collected at enrolment.

This field cannot be amended from the ESL Maintenance page. The Principal should be advised if details are recorded incorrectly and a change authorised to be made in the Student Enquiry section of ERN.

Date of 1st Enrol - indicates the date the student enrolled in his/her first Australian school. This information should be collected at enrolment.

This field cannot be amended from the ESL Maintenance page. The Principal should be advised if details are recorded incorrectly and a change authorised to be made in the Student Enquiry section of ERN.
Visa Sclass - indicates the visa subclass. This information is found on travel documents and should be collected at enrolment. It is used to determine eligibility for enrolment in a NSW government school and whether fees must be paid. Some Temporary Resident students may not be eligible for entry to school, or require An Authority to Enrol from the Temporary Resident Program at DET International prior to enrolment. The visa subclass is also used to determine eligibility for ESL New Arrival program support. More information on visa categories and how to find the visa subclass on travel documents is available from the DET Temporary Resident Program, at [http://www.detinternational.nsw.edu.au/schools/downloads/trp_schdvisa s.pdf](http://www.detinternational.nsw.edu.au/schools/downloads/trp_schdvisa s.pdf)

This field cannot be amended from the ESL Maintenance page. The Principal should be advised if details are recorded incorrectly and a change authorised to be made in the Student Enquiry section of ERN.

Refg Ind - indicates if the student entered Australia as a refugee.

This field cannot be amended from the ESL Maintenance page. The Principal should be advised if details are recorded incorrectly and a change authorised to be made in the Student Enquiry section of ERN.

ISC - indicates if the student is an International Student. International Students require an Authority to Enrol from DET International and fees must be paid. More information is available from [http://www.detinternational.nsw.edu.au/schools/study_options/internatio nal_students/international_students.htm](http://www.detinternational.nsw.edu.au/schools/study_options/international_students/international_students.htm)

This field cannot be amended from the ESL Maintenance page. The Principal should be advised if details are recorded incorrectly and a change authorised to be made in the Student Enquiry section of ERN.

CoB -indicates Country of Birth.

This field cannot be amended from the ESL Maintenance page. The Principal should be advised if details are recorded incorrectly and a change authorised to be made in the Student Enquiry section of ERN.

1st lang Spk Hm - indicates the student’s language background.

This field cannot be amended from the ESL Maintenance page. The Principal should be advised if details are recorded incorrectly and a change authorised to be made in the Student Enquiry section of ERN.