How to Manage Registration (returning student)

Manage Registration is an option that should be used when a student has been in the DET system previously, left, and then returns to DET. Regardless of the school they attended or the school they are going to, their records will be held and are available for re-use.

When searching for on student details in ERN, if you determine a high rating match (three stars and a yellow background) and confirm that is the correct student, use the Manage Registration option rather than Create Registration.

The data held will be made available for editing depending on the changes required. This may save a considerable amount of data entry if the family and other associated data hasn’t changed.

Manage Registration option
If a match is found following a search for a new registration, the result will be displayed with 3 stars under Match Rating (see Registration Search Result screen) and in a yellow background. In this situation, the student name and DOB have matched.

The student’s previously registered data is now available for the school to modify rather than enter all the information again.

The held data is accessed through the **MANAGE REGISTRATION** button.
**NOTE:**

A search might return some students where the only button available is the **Register Non DET Student**. This means the student is from a non-government school.

It is necessary to complete the fields on the Registration Offering screen before completing the registration.

<table>
<thead>
<tr>
<th>Registration Offering Details</th>
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<tbody>
<tr>
<td><strong>Enrolment Type:</strong></td>
</tr>
<tr>
<td><strong>Scholastic Year:</strong></td>
</tr>
<tr>
<td><strong>Intended Start Date:</strong></td>
</tr>
<tr>
<td><strong>Registration Status:</strong></td>
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<tr>
<td><strong>Roll Class (e.g. 3 SMITH, 9R2):</strong></td>
</tr>
<tr>
<td><strong>House Group:</strong></td>
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</tbody>
</table>

The student’s requirements will be matched to the school’s offerings at this screen.

- Enrolment Type – the school must have this type of enrolment as one of its offerings to enable the registration to proceed
- Scholastic year associated with the offering nominated
- Intended start date
- Registration Status (see below)
- Roll Class
- House Group

Then Click the **Register This Student At My School** button to proceed. All data is now accessible through the maintenance icons, or you can access the ‘modify full registration’ icon in **Student Enquiry** to access information on ATE sequence.

**Registration status** – the registration status selected will depend on the schools offerings and availability of places. Options are:

- **Applied to enrol (Incomplete)** – when a complete Application to Enrol form is to be entered. This status will change to **Enrolled (Risk Assessed)** when all data is entered and the application is accepted by the Principal
- **Registered (Interested)** – this is a quick registration where minimal data is entered
- **Registered (Offered)** – where registration is offered but the parent must advise if the position will be taken
- **Registered (Standby)** – where a student is placed on standby

The Roll Class and House can be allocated at registration time if the groups have been setup in **Place Management**. These fields can be left showing Not Specified if required.

At this point in the process, the **Student Personal details** screen is displayed with the data from the previous registration.

If adjustments are required, change the data and save. Data will be saved by going to the next page in **Registration**.

You have the option to continue with the next screen or to exit from this process. If there are many changes, the best approach is to continue.

If there are few changes, exit and complete a search under **Student Enquiry**, so that you can access the specific screen required using the icons. Or simply click the icon on the top of the screen to go to a particular page.