How to Extract Share Student between Schools

Normally a student is shared from the Census School to the Non-Census School and is undertaken by staff at the Census School.

New functionality has been implemented in ERN to support students being shared to Hospital Schools, ETU’s – Educational Training Units and a number of special schools. The new functionality will allow these schools to instigate the share from their site instead of contacting the Census school to share the student; the new functionality is called “Student Share Extract” and will be available from the ERN Menu.

When a student is shared using the “Student Share Extract” the census school will be notified by an email to the schools email account. Also, specific information regarding the share will be recorded in the “Student Data Changes log” that will be available from the menu option “Data Changes Log” in the Census school of the student that has been shared.

Extract Share - Student.

The student that is to be shared into your school will need to be searched:

To Complete a Search
• Access the student search screen from the Extract Share – Student Menu
• Enter the Family Name, Given Name, Gender, (mandatory). Also enter the Date of Birth if known (not mandatory)
• click the GO button
If **no records match** you can refine your search data; (check names e.g. Bob may be Robert) and search again.

If the search returns results for your search criteria they will be displayed.

Once you have confirmed the student is to be shared at the hospital school select the button: **Extract Student to Share** The Registration offers will be display:-
Select the Scholastic Year registration that you want the child to be registered in the Hospital school by clicking the radio button. To share the student into the school select the **Share and Exit** button.

A confirmation prompt will be displayed:-

![Confirmation Prompt]

Click the **OK** button to confirm the action.

The student will know have a shared enrolment in the Hospital School. The student’s record will be flagged with a blue flag (indicating concurrent registration).

![Student Record]

**Note:** Once the share has been completed by the Hospital School (Non-Census School) an email will be generated and sent to the school email account of the Census School.

**Future Registration**

**NOTE:** When a student is shared from the census school to the non-census school, the future registrations in the non-census school will be created to the end of the scholastic year offerings as per the census school.
Data Changes Log

Also, relevant data items will be stored in the Data Changes log for the Census Schools to view.

A new tab has been included in the Data Changes log called “Student Details Change” this will display relevant information about the student shared into the non census school from the Census School.

LEFT Students

Mark a student as left. See QRG - How to mark a student as Left

NOTE: If the main school mark the student left, the student will auto left from the shared school.

If the shared school mark the student left, it will not affect the main school’s registration.