How to process OASIS Pre-enrolments in ERN

Students who were in OASIS Pre-enrolments on Friday 21st September 2007 will be imported to ERN. In ERN they will be found in the calendar year according to their expected enrolment date – mostly this is 2008. Eg. A pre-enrolment into K for next year will be found in ERN Scholastic Year K, Calendar Year 2008. Similarly, a pre-enrolment into Year 7 for next year will be found in ERN Scholastic Year 7, Calendar Year 2008.

Students imported from OASIS pre-enrolments will be assigned a status of Applied to Enrol (Incomplete). This is done to ensure that the appropriate risk assessment procedures has been followed before students are invoiced/receipted for voluntary payments and other fees prior to enrolment. While they have this status they will not be returned to OASIS pre-enrolments, they will only be returned to OASIS if they have a status of Applied to Enrol (Risk Assessed) which requires the risk assessment section to be completed.

This Guide describes the process required to move the student’s status to Applied to Enrol (Risk Assessed).

Finding the students

The students can be accessed through the Student Enquiry/Search Criteria option. Ensure the Calendar Year and Scholastic Year reflect the correct years (this example is based on students anticipated for enrolment into Year 7, Calendar Year 2008). You may enter the Family Name and Given Name as search criteria, or leave blank. Click GO to commence the search.
Remember, if you enter a student name, the search uses ‘fuzzy’ search techniques, so similar names can be listed amongst the Matching Students. Click on the required student’s name to load the Student’s Personal details screen.

Click the icon for Principal Declaration screen.

The four boxes related to risk assessment are defaulted to No. Refer to the student’s Application to enrol form to verify the status (yes/no) of each assessment question. The Principal, or authorised representative, must complete this section. All questions must be completed and the Principal’s Declaration made (either ACCEPT or DECLINE). Enter the date and click SAVE.

A success statement will be displayed when the declaration is satisfactory.
If the Principal Declaration is set to ACCEPT, the student’s status should now have changed to Applied to Enrol (Risk Assessed). This can be verified through Student Enquiry as described above. Enquiries through Place Management will also show the status.

Clicking on the icon for Search Again will return you to Student Enquiry to process another student.

When the next ERN → OASIS transfer occurs, these students with a status of Applied to Enrol (Risk Assessed) will be copied to OASIS Pre-enrolments.

Note that if the Principal Declaration is set to DECLINE, the student’s status will be changed to Withdrawn (by school).