How to Register a new student to the NSW Government School System

To register a new student that has not attended a DET school in NSW at either primary or secondary level:
- Complete a registration search
- Select the registration option applicable based on the outcome of the search
- Complete registration input screens

To Complete a Registration Search
- Access the Registration Search Screen from the Registration Menu
- Enter the family name, given name, gender and date of birth
- click the GO button

Link to the appropriate registration pathway:
- Create New Student – if the student has never registered at a DET school
- Manage Registration – if the student has registered previously at a DET school, regardless of where and when
- Create Sibling – if a student has a sibling registered at a DET school, locate the sibling record and create sibling
- Deep Search – have the search apply a wider range of search techniques against the students name

If no records match you can either refine the data (check names e.g. Bob may be Robert), and ensure the DOB is correct OR Create a New Student registration.
If the search return students where the only button available is the **Register Non DET Student**, this means the student is from a non-government school.

### How to Create a Registration for a new student

The first screen used in this process is the Registration Offering Details screen. The student’s requirements will be matched to the school’s offerings at this screen.

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

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

<table>
<thead>
<tr>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied to Enrol (Incomplete)</td>
</tr>
<tr>
<td>Registered (Interested)</td>
</tr>
<tr>
<td>Registered (Offered)</td>
</tr>
<tr>
<td>Registered (Standby)</td>
</tr>
</tbody>
</table>
The Roll Class and House can be allocated at registration time if these groups have been setup in Place Management. These fields can be left showing Not Specified if required.

Click the Register This Student At My School button to proceed. If you decide not to proceed, click CANCEL.

Student Personal Details

Data required to be entered on this screen is:

- Family name
- First Given name
- Second Given Name
- Preferred First name
- Sex
- Date of Birth

There are four options available when data has been entered:

Cancel– Does not save the data entered and returns to the search screen

Save– Saves the data and remains on this screen (useful if only half way through and need to check data)
Save & Exit—Saves the data and returns to the search screen (this will allow you to register the student and locate the record at a later time to continue)

Next: Parent / Carer 1—Saves the data and moves to the Parent / Carer 1 screen.

Parent/Carer Details

There are two Parent / Carer details screens. The Parent / Carer 2 screen is the same as Parent / Carer 1 screen. If there is no second parent / carer, just bypass the screen using Next.

There is another screen “Other Parent” after the Contact Details page, if another parent is nominated on the Enrolment form.

Data entry requirements for Parent/Carer Details:

Parent/Carer Details

- Parent Title
- Sex
- Relationship to Student
- Family Name
- Given Name
- Occupation
- Country of Birth
- Occupation Group

Parental background and demographics (all fields have drop down lists to select responses)

- School Education
- Highest Qualification
- Speak a language other than English at home (if Yes is selected, the following fields will open for data)
  - Main language other than English spoken at home
  - Other language spoken at home
  - Interpreter required
- Contact Email Address

Relationship Details (some of the data here is not included on the application form and all fields have drop down lists to select responses)

- Enrolment Owner (System set main family as 'Yes', other parent as 'No')
- Receive Academic Reports
- Receive invoice
- Receive back to school allowance
- Shared parental responsibility
**Note1**: Ensure you have allocated the correct relationship to family indicator. The field is set to MUM by default, but in many instances, the father’s data is entered first.

**Note2**: ERN will set the **Enrolment Owner**; it is always ‘Yes’ to the main family and ‘No’ to the other parent. Non Enrolment owners can not request changes to any student information. In report, set enrolment owner indicator to report on the appropriate parent.
Contact details for parents/carers

Data entry requirements for Family Contacts are:

Family address

- Family Correspondence name
- Residential address
- Correspondence (If applicable)
- Email address for correspondence
- In Area

Family Contact

- Contact name
- Phone number
- Type
**NOTE 1:** By clicking the address section, a pop-up will appear that enables you to add a new residential address or edit an existing residential address.

**NOTE 2:** ERN will automatically validate the address when you leave the field.

**NOTE 3:** Go to Student Enquiry to add more family contacts.

**NOTE 4:** Unless overseas address is ticked, ERN will default the address to Australia.

**Other Parent/Carer**

This screen captures the data for another parent/carer. It allows a search to be done and will download the details if the person exists in the system.

Data entry requirements for **Other Parent / Carer Details** is:

**Parent / Carer Details**

- Title
- Sex
- Relationship to Student
- Family Name
- Given Name
- Phone number
- Type of phone number
- Residential address
- Correspondence address (If applicable )
- Does the student sometimes reside at this address?

**Relationship Details** (some of the data here is not included on the application form and all fields have drop down lists to select responses)

- Enrolment Owner
- Receive Academic Reports
- Receive invoice
- Receive back to school allowance
Quick Reference Guide

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Note 1: To Enter more contact numbers please go to Student Enquiry

Note 2: ERN will set the Enrolment Owner, it is always 'Yes' to the main family and 'No' to the other parent. Non Enrolment owners should not request to change any student information. Set the Enrolment Owner indicator to report on the appropriate parent.
Note: When entering addresses simply separate each part of the address with a comma, for example: 4 Main Street, suburbia, NSW, 2022. ERN will automatically validate the address when you leave the field.

Student medical details

Data entry requirements for Emergency Contacts is:

- Contact name
- Relationship to student
- Phone number
- Type

Data entry requirements for Student Medical Details is:

- Doctor's name / medical centre
- Parent / carer permission
- Doctor's address
- Doctor's phone number
- Student's Medicare number
- Allergies
- Other Medical Conditions
- Medication
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1. Go to Student Enquiry to add more emergency contacts.

2. Tick here for Overseas address, otherwise the system will default to Australia.

3. System will automatically validate the address when you leave this field.

4. Change this field to Yes to enable the Title and details.

5. Please give a meaningful name in the Title field.

6. Click here to go to Other Parent / Carer and this page will be saved.

7. Click here to go to Student Additional Personal Details and this page will be saved.
NOTE 1: System will automatically validate the address when you leave the field

NOTE 2: Go to Student Enquiry to add more emergency contacts

Student Additional Personal Details

This information is collected from the Enrolment form on page 8.

Data entry requirements for Student Additional Personal Details are:

- Country of Birth
- Languages other than English spoken at home
- Main language other than English spoken at home
- Other languages spoken at home
- Religion
- Aboriginality
Student Residency Details

This information is collected from the Enrolment form on page 8.

If the student’s residency status is Australian Citizen, no other data is required unless the student was originally from overseas and obtained Australian citizenship. If the options Temporary or Permanent resident are selected, visa details will be required.

If the applicant is not an Australian Citizen, select an option from the drop down list

If either Permanent Resident or Temporary Visa Holder are selected, this will activate the fields
- Current Visa class
- Current visa sub class
- Visa holder
- Visa expiry date

Enter data in Authority to Enrol Expiry Date and Authority to Enrol Start Date (when activated, calendars will be provided to select the date or key in using the format dd/mm/yyyy).

Data entry requirements for Student Residency Details is:

- Student’s Residency Status
- If born overseas, Date Arrived in Australia
- If living overseas for two or more years, Date Returned to Australia
- Current Visa Class
- Current Visa Sub Class
- Visa Holder
- Authority to Enrol Start Date
School Details

This information is collected from the Enrolment form on pages 8 and 9.

Data entry requirements for School Details are:

- Photographs at School

Previous Schooling for Enrolments other than Kindergarten

- Type of school
- Name of School Last Attended
- Location of School
- Date of Attendance (for example: from May 2004 to June 2007)
- First Australian enrolment date (other than this enrolment)
Previous schooling for Kindergarten Enrolments

- Type of school
- Name of School Last Attended
- Location of School
- Date of Attendance (for example: from May 2004 to June 2007)
- Type of care
- Hours of care
- School
- First Australian enrolment date (other than this enrolment)

Note – the tab key will not take you to the fields on the right hand side of the screen.
Student Special Need & Risk Assessment

This information is collected from the Enrolment form on pages 9 and 10. This screen is used to record responses by the Parent / Carer to a number of questions about special needs and behaviour in the ATE. In each instance, select the information from the left panel or change the indicator to **YES** or **NO** as shown on the ATE. Any other information noted on the form in regards to these questions is not entered into the ERN system.
Office Use
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**Application to enrol in a NSW Government School**

**Declaration of accuracy**
- **Signature of Applicant**
  - Yes
- **Signature of Second Applicant**
  - Unknown/Not Provided

**Office Use Only**

**Record of Evidence - Student Identity**
- **Evidence Type**
  - I000 - OASIS Data Conversion
- **Verified Status**
  - TRU - Trusted
- **Date Entered**
  - 1/01/2008

**Record of Evidence - Residential Address**
- **Evidence Type**
  - I000 - OASIS Data Conversion
- **Verified Status**
  - TRU - Trusted
- **Date Entered**
  - 1/01/2008

**Non-Permanent Residential Details**
- **Passport or Travel or Travel Documentation No**
- **Country of Issue**
  - Unknown/Not Provided
- **Authority to Act**

**Record of Evidence - Immunisation Certificate**
- **Evidence Type**
  - I000 - Unknown/Not Provided
- **Verified Status**
  - Unknown/Not Provided
- **Date Entered**
  - 1/01/2008

**Record of Evidence - Citizenship**
- **Evidence Type**
  - C000 - OASIS Data Conversion
- **Verified Status**
  - TRU - Trusted
- **Date Entered**
  - 1/01/2008

**Student Groups**
- **Telephone/Group**

**Enrolment Notes**

**Principal's checklist and certification**
- **Special Circumstances and Student History assessed**
  - Yes
- **Risk Assessment required**
  - Yes
- **Risk Management Plan and Resource in place**
  - Yes
- **Principal Signed**
  - Accept
- **Principal Declaration Date**
  - 1/01/2008

*How to register a new student to the NSW Government School System*
This screen records
- If the applicant/s have signed the Application to Enrol form and the date they signed.
- Details of evidence provided by the registering student
- Principals risk assessment outcomes

The student’s application for registration cannot be finalised until the applicant has signed the form. In addition, all evidence requirements can be noted and details recorded. Without this record, the application will not be registered.

The screen contains these data fields:

**Applicant’s Declaration Section (Mandatory)**
- Indicate whether signature of applicant and second applicant was provided
- Date of signing

**Office Details Section**

**Record of Evidence - Student Identity (Mandatory)**
- Evidence type presented
- Verify status
- Date sighted

**Record of Evidence - Residential Address (Mandatory)**
- Evidence type presented
- Verify status
- Date sighted

**Non Permanent Resident Details** (this is only activated if previous input indicates non citizen details)
- Passport or Travel documentation No.
- Country of Issue
- Authority to Enrol

**Record of Evidence - Immunisation Certificate/History Statement**
- Evidence type presented
- Verify status
- Date sighted

**English for Second Language** (this will only be activated if previous input indicates ESL requirements)
- ESL Phase
- Student receiving ESL support
- Last ESL assessment date

**Record of Evidence – Student Citizenship (Australian citizens must have documentation) (Mandatory)**
- Evidence type presented
- Verify status
- Date sighted
Student Groups
- Scripture Group

Enrolment Notes

**Principal's Declaration** (all responses either YES or NO) **(Mandatory)**
The Principal's Declaration is completed after a risk assessment of each student is carried out in accordance with DET policy.
Based on the risk (if any) associated with the student, a notation of YES or NO will be done on the ATE. The declaration will be signed by the Principal.
- Special circumstances and Student history assessed
- Risk Assessment required
- Risk Assessment conducted
- Risk Management Plan and Resources in place

If there is a risk associated with any student, it is likely that a management plan will be implemented. If this field is input as YES, a warning will be provided that the student is be **red flagged**. A confirmation screen will confirm this action.

Enter the OK or Cancel to continue.

**NOTE 1:** By clicking the OK button, system will raise a 'Red' flag against the student

**NOTE 2:** A school can only downgrade a ' Red' flag to a 'Grey' flag. To remove a flag done in error, please contact IT help desk on 1300 338 483

**NOTE 3:** This field is ONLY used for violent behaviour
**Principal's signature**

The principal will either Accept or Reject the registration and record this on the ATE. The detail is recorded in these fields:
- Principal Signed (ACCEPT or REJECT)
- Date

The other fields to be completed are:
- Enrol Now: if the student has started classes this field is set to YES. If the starting date is in the future, the field is set to NO.
- Actual Start Date: **this field is only used if the ‘Enrol Now’ field was set to YES.**

The actual date that the student commenced is entered. If the student is yet to start, the field is left blank.

**Note 1:** **In order to progress a student registration to the status of ‘Applied to Enrol - Risk Assessed’ all ‘pink’ boxes must be completed. All registrations must get to this status to become pre-enrolments in OASIS and eventually Enrolments in ERN and OASIS.**

Each section must be completed correctly otherwise the registration cannot be finalised.

![Principal's checklist and certification]

The principal will indicate ACCEPT or DECLINE on the certification. Enter this data from the drop down list. If ‘Decline’ is entered, the student’s status will show as Withdrawn (By School).

**NOTE 1:** **The ‘Actual Start Date’ fields will only show once ‘Enrol Now’ has changed to ‘Yes’**
**NOTE 2:** The ‘Actual Start Date’ is only used when the student has already started at the school or is starting that day.

**NOTE 3:** The ‘Actual Start Date’ must be on or before today’s date.

**NOTE 4:** If the student commence in the future, leave the ‘Enrol Now’ field as **NO**.

**NOTE 5:** If both the ‘Enrol Now’ and ‘Actual Start Date’ is filled in, the student status will change to **Enrolled (In Attendance)**

Save or Save and Exit.

Completing the Principal’s Declaration does not automatically move the student to Enrolled (Risk Assessed). If there is any other data missing, error messages will display at the top of the screen. An example follows. These will have to be fixed and the Principal’s Declaration completed again.

- Principal cannot declare unless Applicant has declared
- Principal cannot declare unless the registration has sighted document – Birth Certificate/Identity Document
- Principal cannot declare unless the registration has sighted document – Student Citizenship
- Actual Start Date must be on or before today.

When all input has been done, the student will have a status allocated depending on the stage reached. These are described fully in the “QRG - Registration Statuses”