How to register a sibling

An option has been provided to enable registration of a new student who already has a sibling in the school system. This sibling does not have to be at the same school, as long as you can search and locate the sibling, the common data can be utilised in the new registration.

In Brief:
- Use Registration option to locate the existing student, ie. the new student’s sibling
- When located, use the CREATE SIBLING option to start the registration process
- Enter registration data for the new sibling – family name, given name, gender, date of birth, and
- Enter registration offering details – enrolment type, scholastic year, registration status and select roll class and house group if known
- Select REGISTER THIS STUDENT AT MY SCHOOL
- The family correspondence screen displays, check for accuracy and click NEXT & GO TO STUDENT ADDRESS
- Check and edit data as necessary for
  - Emergency contact screens
  - Parent/Carer 1 details
  - Parent/Carer 2 details (if required)
  - Student details – 4 screens
  - Complete Risk assessment
  - Other parent details (if required)
- Complete
  - applicants declaration
  - birth certificate
  - citizenship (if required)
- Complete Principal’s declaration, Save and Exit

In Detail:
Search and locate the existing student who is the new student’s sibling, then CREATE SIBLING

Complete the Sibling Details and Registration Offering Details:
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 previous data held 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 school’s 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 is to 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.

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**Check and edit Student Details:**

**Check and edit screens as required:**

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**Note**: If there has been a significant change in the family makeup (parents left/joined) please use family manager and NOT full form to make this change.
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When completed, new student is registered.