ACCESS REQUEST: NEW SOFTWARE RELEASE DECEMBER 2010

Updates and Hints 4 when completing an Access Request

As a result of the new software release, the following enhancements have been incorporated into the Access Request process.

For various reasons (change in support needs/disability, an additional provision required), a school may need to create an Access Request for a student who has already had an Access Request created. To date it has not been possible to do, and a school has had to use the current Access Request, change the information and re-submit. This has resulted in there being no record of the original Access Request on the ERN server.

The release of the new software allows an additional (new) Access Request to be created for a student and therefore maintaining on the system all existing Access Requests and a correct registration history for each student.

1. **Two types of Access Requests: Active and Inactive.**

**Active Access Requests**

A student can only have one *active* Access Request. An additional Access Request for a student cannot be created whilst there is an active Access Request in place. The statuses associated with an *active* Access Request will indicate that the Access Request has not yet been finalised and remains open.

For a school to identify which Access Requests are active, the Access Request filter should be changed to active and then the *go* button is pressed. A list of students and the statuses of the Access Request appear. If a student has a status of *draft*, *open* or *validated*, the Access Request can be opened at the school by clicking the name of the student and continue working on the Access Request to *submitted* status. The screen shot below shows 3 active Access Requests. Access Requests 1 and 2 are accessible to the schools for modification and completion, Access Request 3 has been submitted and no longer available to the school for modification.

If an Access Request has a status of *submitted*, *assigned to panel*, or *deferred*, it is still *active*. The region will need to be contacted if you need to *create/modify* that Access Request for the student.

An *active* Access Request can remain active for more than 12 months.
Inactive Access Requests

A student can have many inactive Access Requests and these are closed. An additional (new) Access Request for a student can be created by the school when the Access Request is closed as these Access Requests have been finalised. To identify which Access Requests are inactive, the Access Request filter should be changed to inactive and then the go button is pressed. A list of students and the statuses of the Access Requests will appear.

If a student has a status of supported, declined or withdrawn, the New Access Request tab can be clicked to create an additional Access Request for a student.

Withdrawn (by school, region, parent)
An Access Request that has the status of *withdrawn* (by school, region, parent) can become active if less than 12 months old from creation date and can have a status changed from *withdrawn* to its previous status i.e. *draft*, *open*, or *validated*.

If an Access Request is greater than 12 months old from the creation date, this Access Requests remains inactive and if an additional Access Request is required, it will need to be created.

In the screen shot below, the 2 students with Access Requests withdrawn by region cannot be made active as the creation date of the Access Request is greater than 12 months. In the case of the last student, the creation date is less than 12 months and the status can be changed by clicking □ at the end of the row with the student’s name and then the Change Status box.

**Change status**

To simplify the process, author or principal (assigned this role through AMU) can now change the following statuses of Access Requests by clicking □ at the end of the row with the student’s name and then the Change Status box:

- *Draft* to *withdrawn* (parent, school)
- *Open* to *withdrawn* (parent, school)
- *Withdrawn* (parent, school) to *draft*
- *Withdrawn* (parent, school) to *open*
- *Withdrawn* (parent, school) to *validated*

Only a principal (assigned this role through AMU) can change the following status of Access Requests:

- *Validated* to *withdrawn* (parent, school)
- *Withdrawn* (region) to *validated*
2. Reassigning Author for more than one student

If the Author who created the Access Requests is on leave and changes to the setup page need to be made, another author or principal can reassign an Author to more than one Access Request. This is done by checking the box against more than one student and then clicking the Reassign Author box.

3. Submitted Access Request

Only the region can change the status of a submitted Access Request to validated to allow a school to make changes. When this is required, there will need to be discussions between the region and the school.
4. Role of Census School (Home School)

Only the census (home) school can create an Access Request.

If there is another active Access Request or the school is not the census school, a message will appear:

![Message indicating that the school is not the census school.]

5. Tracking of an Access Request

Schools are able to track progress of an Access Request as it moves from submitted to either assigned to panel, supported, declined, deferred and withdrawn.

![Tracking table showing various statuses.]

6. Printing Access Requests - see QRG - Updates and Hints 1 - Access Request

Only Access Requests with a status of on or after submitted, (i.e. assigned to panel, supported, deferred or declined), can be printed by a principal of another school by clicking the PDF icon. When this icon is clicked, it will show which school raised the Access Request.

There will be a watermark on the PDF of an Access Request indicating its status.
7. Copy and Paste

If an Access Request is inactive and more than 12 months old, a school must create a new Access Request. However, it is possible to open the PDF of the previous Access Request and copy and paste comments into the newly created Access Request.

How to do this

- Create Access Request
- Open PDF onto the page where you wish to copy a comment
- Select Tools, Basic, Select
- Then copy (Ctrl C) comments
- Go to Access Request, put cursor at the relevant section and paste (Ctrl V)

As part of the ‘Phase 2 version’, schools will be able to ‘clone’ an inactive Access Request.

8. Creating an Student Registration Number (SRN) for a student when setting up an Access Request - see QRG - Updates and Hints 2 - Access Request

When an author creates an Access Request for a student, sometimes instead of clicking Create/Modify Access Request; Create New Student – Access Request is clicked. This button creates a new student resulting in a second SRN for the same student. A message now appears when an author clicks Create New Student-Access Request, i.e. a new SRN.
9. Documents to support the Access Request process

The following documents to support the use of Access Request are available in the ERN Help Index under Access Request Procedures.

Access Request Procedures

- Updates and Hints 1 - Access Request
- Updates and Hints 2 - Access Request
- Updates and Hints 3 - Access Request
- Updates and Hints 4 - Access Request
- Access Request Guide
- Integration, Funding Support Domains & Focus Areas

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