Managing Student Leavers through RMU

Overview

Each year about 5% of high school students change schools across the DET NSW. DER NSW expects that any student who has a device ALLOCATED to them will, should they move from one DET NSW school to another DET NSW school take that device with them. Indeed RMU automatically moves the device with the student.

In general this process is fairly easy to follow, the family of the moving student alerts the current school of their intent to leave (and when). At the same time their new school has been informed of their intent to start.

Thus the normal workflow of this process looks like this:

- Student A is Enrolled (In Attendance) at school 1
- Student A’s family informs school 1 of their intent to leave on day X, their enrolment is set accordingly to Enrolled (Leaving)
- Student A’s family informs school 2 of their intent to start on day Y, the student ‘applies to enrol’ at the new school and has a ‘registration’ (a pre-enrolment) created at the new school
- Student A leaves school 1 (and is marked LEFT) on day X
- Student A attends school 2 (and their registration matures to Enrolled (in attendance)) on day Y
- There is normally a gap between day X and Y, perhaps a weekend or a term holidays.
- It is DET NSW policy that a student CANNOT be Enrolled (in attendance) ‘full time’ at two concurrent schools.

Of course there are cases where students don’t turn up at the expected school (and perhaps take up a private school option or leave the state / country / education system). In these cases the device should be recovered.

RMU assists you recovering devices/managing student transition by providing a realtime link to the ERN (School Enrolment Process).

It is vital and indeed a condition of employment that you are aware of and adhere to Departmental Policy and Procedures for protecting Student and Family data:

Using RMU to assist in managing Student Transition – Students Leaving

From the RMU Device Management – Student Assignment screen you can see students who are known to be leaving.

If you click on a student you can view their Student Resource History (deployed as part of RMU 2.2). There are now two new tabs, one shows you the students Registration details (their history and their current / future registrations) and the other can be used to contact the family.

The Registration Details tab can be used to see where an existing student is concurrently enrolled (part time), intends to go/has gone or indeed where they came from.
**Understanding the Registration Details Tab**

You can also use the online screen guide for this tab by selecting the help icon present in the production system in the top right hand corner.

![Registration Details Tab](image)

<table>
<thead>
<tr>
<th>School</th>
<th>Calendar Year</th>
<th>Scholastic Year</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
<th>Enrollment Type</th>
<th>Census</th>
</tr>
</thead>
<tbody>
<tr>
<td>St Ives High School</td>
<td>2010</td>
<td>Year 10</td>
<td>15-Dec-2012</td>
<td></td>
<td>Enrolled (In Attendance)</td>
<td>Mainstream</td>
<td>N</td>
</tr>
<tr>
<td>Cherrybrook Technology High School</td>
<td>2010</td>
<td>Year 10</td>
<td>24-Feb-2010</td>
<td>15-Dec-2012</td>
<td>Enrolled (In Attendance)</td>
<td>Mainstream</td>
<td></td>
</tr>
<tr>
<td>Cherrybrook Technology High School</td>
<td>2009</td>
<td>Year 9</td>
<td>11-Sep-2009</td>
<td>11-Sep-2009</td>
<td>Left</td>
<td>Mainstream</td>
<td>Y</td>
</tr>
<tr>
<td>St Ives High School</td>
<td>2009</td>
<td>Year 9</td>
<td>11-Sep-2009</td>
<td></td>
<td>Enrolled (In Attendance)</td>
<td>Mainstream</td>
<td>Y</td>
</tr>
</tbody>
</table>

If a student is marked as leaving and has no school (DET NSW) in their future it implies they are leaving DER NSW. If this is the case then in accordance with DER NSW Policy and Procedures the device must be recovered when the student leaves (and returned to the pool).
Using RMU to assist in managing Student Transition – Students Left?

Within RMU you can see students who have left your school and which school they are now at (if it is a DET NSW school). To do this, enter the Device Management – Student Details tab and select registration status LEFT and make sure you also select ‘show inactive’ students in the Screen Options section:

You can then click on any student found and look at their Registration Details (as described in the previous section) to discern where they are. Following Policy and Procedures should you need to contact the family in order to recover a device from a student who has left NSW you can now also view their contact details.

It is vital you are aware of and follow DET NSW Policy regarding the protection and privacy of student and family details.
What happens to Inoperable or Lost/Stolen devices assigned to a student when they change school?

With RMU 2.3 all inoperable (hardware or software), lost, found, stolen and recovered devices will now change school when a student does. It is an important part of DET DER NSW policy that the laptop be repatriated with the student who it was initially allocated to. Thus following Policy and Procedures it is important the repaired, found or recovered device is sent on to the students new school.