Enrolment & Registration Number

ERN

Training Guide

Date: July 2009
Version: 3.0
Prepared by: Information Technology Directorate (ITD)
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1 Registration

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1.1 Description

All students must now apply to enrol at a NSW government school. The term registration is used to describe the process of initial student application through to them being accepted (or rejected) for enrolment at a school.

The registration process involves a state-wide search of students who match the identity of the student applying for enrolment; schools have to be meticulous when completing the registration process so that if the student already exists their record is maintained under the same Student Registration Number (SRN); or if they don’t exist then a new SRN is created. Duplication of students must be avoided. The SRN and student’s details are stored in a common database accessible by all schools during the registration process.

If a student leaves the state school system their information is stored so it’s available again if the student re-registers at either the same or a different school. Also, if a sibling of a current student wishes to register, specific information that is common to both students (e.g. family details) is made available to the new student’s record to simplify the registration process.
1.2 Outcomes

On completion of this module, you will be able to:

- determine if a student already has a record due to current or previous registration at a government school
- register a new student at your school
- register a sibling of an existing student
- register a student who is already registered at another government school
- register a student who was previously registered but had left the government school system, and is now returning
- register brief student details for a future enrolment
- search for a student whose name may have changed
- recognise and work within the restrictions on changing details for a student already enrolled at another school

1.3 Registration Options

Student who has not previously enrolled at a government school

- check for a previous registration
- if no match located
  - create new student, or
  - create a quick registration if the student is not positive about starting at your school but wishes to register an interest

Register a sibling of an existing student

- check for previous registration for the student now registering
- if the student is not found, locate the current registered sibling
- create the new sibling’s record

Re-register a student who had previously been registered in a government school, has left and is now registering at your school

- check for previous registration
- use the manage registration option to re-register the student

Register a student, who is already currently registered at a government school, at your school

- check for registration
- use the manage registration option to register the student at your school

(Note: in this case the student will have a blue flag against their name indicating registration at another school – you will have limited editing capability until the student is withdrawn or shown as left by the other school)

1.4 What is a Registration Status?

To help track a student through the ‘early’ contact stages with a school, a Registration Status is assigned to each student when registering. This helps you track the student through the registration process.

When completing a registration, the following options are available:
<table>
<thead>
<tr>
<th>Registration Status</th>
<th>Date Entry Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered (Interested)</td>
<td>Quick Registration Form (1 screen only) comprising</td>
</tr>
<tr>
<td></td>
<td>• Parent/Carer (short) detail</td>
</tr>
<tr>
<td></td>
<td>• Correspondence address</td>
</tr>
<tr>
<td></td>
<td>• Student personal (short) detail</td>
</tr>
<tr>
<td>Registered (Offered)</td>
<td>Quick Registration Form (1 screen only) comprising</td>
</tr>
<tr>
<td></td>
<td>• Parent/Carer (short) detail</td>
</tr>
<tr>
<td></td>
<td>• Correspondence address</td>
</tr>
<tr>
<td></td>
<td>• Student personal (short) detail</td>
</tr>
<tr>
<td>Registered (Standby)</td>
<td>Quick Registration Form (1 screen only) comprising</td>
</tr>
<tr>
<td></td>
<td>• Parent/Carer (short) detail</td>
</tr>
<tr>
<td></td>
<td>• Correspondence address</td>
</tr>
<tr>
<td></td>
<td>• Student personal (short) detail</td>
</tr>
<tr>
<td>Registered – Applied to Enrol (Incomplete)</td>
<td>Full registration process – all screens</td>
</tr>
<tr>
<td></td>
<td>• Full student, family and other data is required to be entered from the ATE form</td>
</tr>
</tbody>
</table>

1.5 How to search for any previous registration

In all cases it is necessary to search for a student's previous record. The search will provide you with the options to proceed if a previous match is located, or if no match is located. In some cases you may have to request additional data from the family to accurately identify a student e.g. a slight name spelling (or use of an abbreviated name Bob instead of Robert) may indicate no exact match is located, but that a close match has been found.

1.6 Complete a Registration Search

- access the Registration Search Screen from the Registration Menu option
- Enter the family name, given name, gender and date of birth - always input a students name in sentence case. Do not use all capital letters. A name is entered in this format – Michael Owens, Mary O’Brien, Rick Van Reyden
- to commence the search, click GO
Search outcomes

- no records match
- exact match located (3 stars)
- multiple possible matches located (2 stars)

No records match -

You can either refine the data (check names are entered correctly), ensure the DOB is correct OR Create a New Student registration (by clicking on the Create New Student button).

Exact match –

If an exact match is found three fields of data have been exactly matched:
• family name
• given name, and
• date of birth

If the three fields match, the search result will display a yellow background and have a match rating of three stars.

Multiple possible matches -

Example 1

A match of two fields will display on a white or blue background with two stars under the match rating. In this example, two possible matches have been located.
Example 2

In this example, an exact match will be located even though the given name used was a variation of the student’s real name (Bart for Bartholomew).

Note that in this instance, 3 stars have shown under match rating. The system determined that Bart is a variation of Bartholomew as the other fields matched.

1.7 Identity Matching Service or Fuzzy Search

The Identity Matching Service is that part of ERN which performs the search and match of the student details in the database against the user defined
search criteria. This is used by ERN to try and find an existing student record in the statewide student database. This is an important process to prevent a duplicate Student Registration Number (SRN) being created for a student already known and existing.

It can handle many variations of spelling and typing errors, phonetic and transliteration variation, nicknames, abbreviations, missing and extra words, sequence variations, composite fields and single field. This is generally called a “fuzzy search”.

1.8 Generic Button Functions

These buttons are available on the data entry screen and perform the same function regardless of the screen:

- **Cancel** – does not save the data entered and returns to the search screen
- **Back** – takes you back to the previous 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: XXXXX screen** – saves the data and moves to the designated screen

1.9 Drop Down Lists

To assist standardisation of data entry, a number of lists of allowable data have been developed and are available for use in specific data entry fields. You will notice some data entry fields have a V (arrowhead) at the end of the field. This symbol indicates a drop down list of options is available. Click on the V and then select the option required for data entry.

![Emergency Contact Details](image)

When this symbol is clicked, the following list is displayed:
1.10 Create a Registration for a new student

This process is followed for a student who is new to ERN, where staff have selected the Create New Student button following the Registration Search. The next screen displayed is the Registration Offering Details screen. 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 (refer to the module covering Registration Offer Setup)
- Scholastic year the student will start in, associated with Enrolment Type
- Intended start date
- Registration Status (see below)
- Roll Class
- House Group

Registration status – the registration status selected will depend on the school’s offerings and availability of places. Options are:

Options are:
- Applied to Enrol (Incomplete) – when an 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) – when a place is offered and the student has yet to accept
- Registered (Standby) – registered but on standby

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**.

### 1.11 Student Personal Details

Some data will have been automatically entered on the screen. Data required to be entered for 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

### 1.12 Parent / Carer Details

There are two Parent / Carer details screens if required. 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 other parent is nominated on the Application to Enrol from.

Data entry requirements for Parent/Carer Details is:

**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
Note 1: Ensure you have allocated the correct relationship to family indicator here. The field is set to MUM by default, but in many instances, the father’s data is entered first.

Note 2: System will set the Enrolment Owner, it is always 'Yes' to the main family and 'No' to the other parent. Non Enrolment owner should not request to change any student information. In report, set enrolment owner indicator to report on the appropriate parent.

1.13 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, system will pop a message box to define whether to Adding a new residential address or Fixing a mistake in the residential address

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

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

**NOTE 4:** Unless oversea address is ticked, system will default the address to Australia
Processing keys:

**Cancel**– Does not save the data entered and returns to the Registration Form 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 Registration Form screen (this will allow you to register the student and locate the record at a later time to continue)

**Previous: Parent / Carer 2** - Saves the data and moves to the Parent / Carer 2 screen

**Next: Other Parents** – Saves the data and moves to the Other Parents screen

**1.14 Other Parent / Carer**

This screen captures the data for another parent/carer. The screen allows a search to be completed to download the details if the person already exists on 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 (System set main family as 'Yes', other parent as 'No')
- Receive Academic Reports
- Receive invoice
- Receive back to school allowance
**Note1:** To Enter more contact numbers please go to **Student Enquiry**

**Note2:** System will set the **Enrolment Owner**, it is always 'Yes' to the main family and 'No' to the other parent. Non Enrolment owner should not request to change any student information. In report, set enrolment owner indicator to report on the appropriate parent.

**Note3:** When entering addresses simply separate each part of the address with a coma, for example: 4 Main Street, suburbia, NSW, 2022. The system will automatically validate the address when you leave the field.

### 1.15 Student Medical Details

Data entry requirements for **Emergency Contacts** is:
- Contact name
- Relationship to student
- Phone number
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
NOTE 1: System will automatically validate the address when you leave the field

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

1.16 Student Additional Personal Details

This information is collected from the Enrolment form 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

1.17 Student Residency Details

This information is collected from the Enrolment form page 8

If the student’s residency status is Australian Citizen, no other data is required unless they came from overseas and have 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.

![Image of 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

Also 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

1.18 School Details

This information is collected from the Enrolment form page 8 and 9.
Data entry requirements for School Details is:

- 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 ion the right hand side of the screen
1.19 Student Special Need & Risk Assessment

This information is collected from the Enrolment form page 9 and 10.

This screen is used to record responses by the Parent / Carer to a number of questions about student's 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 regards to these questions is not input to the ERN system.
1.20 Office Use
This screen records
· If the applicant/s have signed the Application to Enrol form and the date 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** (will only be activated if previous input indicates non citizen details)
- Passport or Travel 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** (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 have been implemented. If this field is input as YES, a warning will be provided that the student will 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: School could only down grade a ‘Red’ flag to a ‘Grey’ flag. To remove a mistake flag, please contact IT help desk on 1300 338 483

NOTE 3: This field is ONLY used for violence 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

Special Circumstances and Student History assessed
Yes

Risk Assessment required
No

Risk Assessment conducted
No

Risk Management Plan and Resources in place
No

Principal Signed
Accept

Principal Declaration Date
14/10/2008

Enrol Now
Yes

Actual Start Date

The principal will have indicated 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 are only show once the ‘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 today

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

Practice example

Complete the process to register the attached student at your school

1.21 Register a sibling of a current student at your school

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.

Check and edit Student Details:
Check and edit screens as required:

**Student Personal Details**

- Family Name: Simpson
- First Given Name: Lisa
- Second Given Name:
- Preferred First Name: Simpson
- Sex: Female
- Date of Birth: 06/06/2000

**Parent/Carer Details**

- 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.

- Parent/Carer 1
  - Title: Mrs
  - Sex: Unknown/Not Provided
  - Relationship to Student: MUM - Mother
  - Family Name: Simpson
  - Given Name: Marge
  - Occupation: Homemaker
  - Country of Birth: AU8 - Australia
  - Occupation Group: [ ] Not in paid work in last 12 months

**Contact details for parents/carers with whom the student normally lives**

- Parent/Carer: The Simpsons
- Residential Address: 2, 3BA Herbert St, ARTARMON, NSW, 2064
- Correspondence Address:
- Email Address:
  - [ ] Accept: "Valid"
1.22 Manage Registration of a student who has previously been registered at a DET school

Manage Registration is an option that should be used when a student who has been in the DET system previously, and left, and then returns to DET. Regardless of the school where they attended or the school they are coming to, their records will be held and are available for reuse.

After ERN has been used for a number of years there will be a higher degree of chance of locating a record for a previously enrolled student (in DET). When the student is determined a high rating match following the Registration search, (three stars and yellow background), and you are able to accurately determine this was the student, use the option Manage Registration rather than Create Registration.

The data held will be made available for editing depending on the changes required. This may save a considerable amount of data entry if the family and other associated data hasn’t changed.

Manage Registration option
If a match is found following a search for a new registration the result will be displayed with 3 stars under Match Rating (see Registration Search Result screen) and in a yellow background. In this situation, the student name and DOB have matched.
The student’s data held when previously registered is now available to the registering school to modify rather than have to enter all the information again.

The held data is accessed through the **MANAGE REGISTRATION** button.

It is necessary to complete the fields on the Registration Offering screen before completing the registration.

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.

1.23 **Quick Registration**

If an interested student or parent contacts the school without any firm commitment to register, the school has the option of recording minimal data to allow contact at a later time. This is done using the Registered (Interested) option through the registration process.
Complete a search using the Registration option

If the student is not located, use the option **Create New Student** and enter the following fields:

- **Enrolment Type** – select the type required if available on the school’s offerings list
- **Scholastic Year** – select the appropriate year
- **Intended start date** – enter the start date
- **Registration status** – select the **Registered (Interested)** status from the drop down list (this option will allow minimal data to be collected rather than a full data entry)

Click the **Register This Student At My School** button

The **Parent/Carer Details** screen will display. Enter (or select) data for the following fields: (those marked ** are compulsory).

Parent/Carer Details
• Title ** – select from drop down list
• Family Name **
• Given Name **
• Telephone Number **
• Mobile number
• Email address
• Relationship to Family - select from drop down list
• Preferred Family name (if provided)
• Preferred Given name (if provided)
• Contact preference – (this refers to which phone number should be called first)
• Enrolment Owner – YES if this parent/carer will be advising changes

Correspondence Details
• Use the quick address to enter the name and address (when verified, this process will automatically enter the address in the correct format)
• Adjust valid to and valid from dates if a change of address is known
• Is residential address the same – YES or NO
• In area - YES or NO

Student Personal Details
• Family name – will be automatically loaded
• Given name - will be automatically loaded
• Gender - will be automatically loaded
• Country of Birth – select country
• Preferred Family name (if provided)
• Preferred Given name (if provided)
• Date of Birth - will be automatically loaded
• Student Status – active
• Residency Status and Visa details if appropriate
The system will then display the icons which allow you to access any area of the registration system to enter any additional data. You may wish to add some extra information for a specific reason. The student status is now Registered (Interested)

Click Save when all data entered or Cancel to cancel the registration
When the student accepts a place later, locate the student record in Student Enquiry. Click the Modify Full registration icon to access all information in ATE sequence or click each icon to add information.

1.24 Register a student at your school who is currently registered at another school

This process can be completed although an advisory message will be displayed and a blue flag will be displayed against the students name until the other school shows the student as left. This option is provided if a student intends moving to another school during the school term, intends moving to another school the following year or wishes to register at a number of schools in order to gain a place at a school of choice.

While the registration can proceed, the second and subsequent school completing registration details will have access to the data already entered but limited capability to modify data. The main fields that can be modified are the student's address and contact details. Other fields such as emergency contacts cannot be modified at this stage.

Fields that cannot be modified have a blue background.

To register a student who is currently registered at another school:

- Search for the student using Registration option
- When the student is located, select Manage Registration option
- Proceed with data entry for those fields that can be adjusted

Note: a message will display “The student is currently enrolled at XXXXXXX School”

Exercise to review skills

Complete a registration for a sibling at your school. Please follow the instructions included on the ATE form supplied.

2 Student Enquiry and Maintenance

Sections:

Description
Module Outcomes
What are all these registration statuses
When completing a registration, options available
Searching for students
Student Enquiry
Search for student based on family name
Search for student on abbreviated name
Search using Name Matching option
Search for student using SRN only
Locate a student using family tree
List students in a particular cohort using Student Enquiry screen
Maintaining student records
Accessing data for maintenance purposes
Adjust student’s address
Delete parent/carer details
Maintain emergency contact details
Change a phone number Exercise
Family Tree screen

2.1 Description

When a student registers with your school the application proceeds through a number of status changes before gaining ‘Enrolled (In Attendance)’ status. The status of the student will initially depend on the registration option used, and then automatically changes as the student’s data is input and updated. The status of a student’s registration is important as it controls the functions that can be applied to the student.

The ERN System provides access to a school’s students through the Student Enquiry process and then allows access to each area of data for maintenance purposes through an icon selection process. Data for any registered student is maintained through ERN and then the data is copied to the OASIS System.

2.2 Outcomes

On completion of this module, you will be able to:

- Locate a student registered at your school
- List students enrolled in a particular cohort
- Recognise the status of a student
- Locate a family of students enrolled at your school
- Maintain details of a student at your school

2.3 What are all these Registration Statuses?

To help track a student through the ‘early’ contact stages with a school, the collection of their Application to Enrol (enrolment form), the risk assessment process and their final attendance at school, a Registration Status is assigned to indicate the stage reached.

The Statuses, what do they mean and how are they set?

It’s important to realise that not all statuses are needed by all schools and most statuses are set automatically by the system. However you can choose to take advantage of those that help you.
There are basically 5 types of status:

- Registered
- Applied to Enrol
- Enrolled
- Withdrawn
- Left

Each of these types can be suffixed with a word in brackets to explain more about this student’s status. For example Withdrawn (by School) indicates this registration is Withdrawn at the request of the school, whereas Withdrawn (by Parent) infers it was at the parents request.

<table>
<thead>
<tr>
<th>Status</th>
<th>What’s it for</th>
<th>Where/How is it set</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registered Statuses</strong></td>
<td>These are used for that first contact with a family, you may not have an application to enrol form, perhaps have had a conversation over the phone. These statuses help you see the demand for places in advance.</td>
<td></td>
</tr>
<tr>
<td>Registered (Interest)</td>
<td>This is useful if the first contact with a family is over the phone, or a casual walk up and only minimal detail is collected. This could be months/years ahead of the intended start date.</td>
<td>By the Registrar at initial registration</td>
</tr>
<tr>
<td>Registered (Offered)</td>
<td>You can set this to differentiate the families who registered an interest that you have sent an ‘enrolment pack’ to.</td>
<td>By Administrator at initial registration or in Place Management.</td>
</tr>
<tr>
<td>Registered (Standby)</td>
<td>You can set this to rank applications in order to discern who to offer the next place to.</td>
<td>By Administrator at initial registration or in Place Management.</td>
</tr>
<tr>
<td>Registered (Other Preference)</td>
<td>This is set by the system when a Primary feeds to High. Any school that is not the first preference is set to this Status. Once the first school accepts/declines the student the next schools status are adjusted accordingly.</td>
<td>By the system</td>
</tr>
</tbody>
</table>
When completing a registration, the following options and outcomes are available:

<table>
<thead>
<tr>
<th>Registration Status</th>
<th>Date Entry Screen</th>
<th>Student status achieved</th>
<th>Change Status in Place Management – options available to the user</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered (Interested)</td>
<td>Quick Registration Form (1 screen) comprising • Parent/Carer (short) detail • Correspondence address • Student personal (short) detail</td>
<td>Registered (Interested)</td>
<td>Change Status: • Registered (Offered) • Registered (Standby) • Withdrawn (parent) • Withdrawn (school) • Withdrawn (lapsed)</td>
</tr>
<tr>
<td>Registered (Offered)</td>
<td>Quick Registration Form (1 screen) comprising • Parent/Carer (short) detail • Correspondence address • Student personal (short) detail</td>
<td>Registered (Offered)</td>
<td>Change Status: • Applied to Enrol (Incomplete) • Registered (Standby) • Withdrawn (parent) • Withdrawn (school) • Withdrawn (lapsed)</td>
</tr>
<tr>
<td>Registered (Standby)</td>
<td>Quick Registration Form (1 screen) comprising • Parent/Carer (short) detail • Correspondence address • Student personal (short) detail</td>
<td>Registered (Standby)</td>
<td>Change Status: • Registered (Offered) • Applied to Enrol (Incomplete) • Withdrawn (parent) • Withdrawn (school) • Withdrawn (lapsed) •</td>
</tr>
</tbody>
</table>
| Registered – Applied to Enrol (Incomplete) | Full registration process – all screens | Applied to Enrol (Incomplete) | Change Status:  
• Withdrawn (parent)  
• Withdrawn (school)  
• Withdrawn (lapsed) |

**Applied to Enrol Statuses**

| Applied to Enrol (Incomplete) | Once you have received an application to enrol form these statuses help you manage the family/student to the point where you can enrol them |
| Applied to Enrol (Validated) | When an Application to Enrol is entered to the system but not all mandatory evidences are provided At initial registration |
| Applied to Enrol (Risk Assessed) | Once all Mandatory Evidences are provided for a student this status is in place By the system |
| Applied to Enrol (Risk Assessed) | Once the Principals Signature is recorded the student is Risk Assessed. They are now expected to turn up on their first day and can then be considered enrolled By the system |

**Withdrawn Statuses**

| Withdrawn (Lapsed) | If a student' registration exceeds the time frame set by the school, the system will auto-withdraw them. This cannot happen to an Enrolled status. By the system |
| Withdrawn (By Parent) | Should the parent contact inform the school they are no longer interested in enrolling. By Administrator in Place Management. |
| Withdrawn (By School) | Should the school decide not to take this student (out of area) By Administrator in Place Management. |
### Enrolled Statuses

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>By Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled (In attendance)</td>
<td>Once the student ‘attends’ school they are enrolled. <strong>This status should only be modified when a student is actually attending classes.</strong></td>
<td>Administrator in Place Management.</td>
</tr>
<tr>
<td>Enrolled (Leaving)</td>
<td>If the student is within 30 days of their leaving date.</td>
<td>Administrator in Place Management.</td>
</tr>
<tr>
<td>Enrolled (Suspended)</td>
<td>If the student is suspended</td>
<td>Administrator in Place Management.</td>
</tr>
</tbody>
</table>

### Left Statuses

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>By Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>Left</td>
<td>Once the students leaving date is reached</td>
<td>System when the leaving date previously entered is reached, or Administrator in Place Management</td>
</tr>
<tr>
<td>Left (Expelled)</td>
<td>Should the school expel the student.</td>
<td>Administrator in Place Management.</td>
</tr>
<tr>
<td>Left (Deceased)</td>
<td>Should the student pass away.</td>
<td>Administrator in Place Management.</td>
</tr>
</tbody>
</table>

Mandatory Evidences are Student Identity, Citizenship and if ‘in area’, residential addresses. It is also necessary to have sighted at least one applicant’s signature on the ATE.
2.4 Searching for students

A student’s data can be accessed through two methods – the student enquiry search and locating a student through a family tree.

The Student Enquiry

The search criteria used can be abbreviated for Family Name and Given Name, students with a status of LEFT can be excluded from the search and there is an option for a simple search or a Name Matching Search (which provides a greater degree of flexibility when searching).

Search for Student based on family name:

Provides a list of students:

The user can select the required Allison simply by clicking on the name.

Search for a student on abbreviated name ‘All’ instead of Allison:
Locates all student names that meet the criteria.

**Search for a student using abbreviation of ‘Al’ for Allison**

The list is comprehensive as every Family name with the combination of ‘Al’ is now listed.

The same system applies to searching for Given Names.

**Search for abbreviated name ‘Allis’ for Allison using Name Matching sort:**
Provides a list of names that may not look as though they match the criteria, but they actually do.

How each name fits the criteria:

<table>
<thead>
<tr>
<th>Name</th>
<th>How it matches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexander</td>
<td>Sounds like Allis</td>
</tr>
<tr>
<td>Alex</td>
<td></td>
</tr>
<tr>
<td>Alice</td>
<td></td>
</tr>
<tr>
<td>Aleksandar</td>
<td></td>
</tr>
<tr>
<td>Alick</td>
<td></td>
</tr>
<tr>
<td>Samantha</td>
<td>Other name is Alyce</td>
</tr>
</tbody>
</table>

These names might not always seem relevant but the Name matching option provides a powerful tool when searching for a student in different situations.

**Search for a student using SRN only**

It is possible to search for a student using the SRN only. The result of this search will take you straight to the student’s record as the SRN is unique:
Locate a student using the family tree

If you are currently working with a student’s record and wish to search for a sibling of the student you:

- Display the family tree for the current student
- Locate the sibling required at the bottom of the tree
- Click on the siblings name to display the record.

Double click on sibling Keliher to access his record.
2.5 List students enrolled in a particular cohort using Student Enquiry screen

Options are:

- **Calendar Year**: Request a specific year (e.g. to obtain a list of pre-enrolments)
- **Scholastic Year**: Restrict the search to a specific scholastic year
- **Enrolment Type**: Restrict the search to a specific enrolment type
- **Registration Offering**: Specifies the scholastic year/ enrolment type to be accessed in the search
- **Registration Status**: Requests only a specific status be selected in the search
- **Student Group**: Select a specific roll class or group (eg excursion group)

Access to cohorts of students is available through selection of the options available on this screen.

This example will select students in scholastic year 3 (regardless of enrolment type or status)
The list displays all students in scholastic year 3. You can save this data in a spreadsheet using the button indicated or print the list using the printer icon located at the very top of the search screen.

If the CSV option is used a spreadsheet can be created, saved and then manipulated as required.
2.6 Student Enquiry to list all students with status of Applied to Enrol (Incomplete)

The only students listed are those that meet the criteria:

2.7 List a roll class from the Student Enquiry screen

Select the roll or group required from the Student Group option and click the Go button. The students listed are only those in Roll 1J.
The search options available in this screen provide a flexible yet comprehensive approach to searching for individual or groups of students.

2.8 Maintaining student records

There is a constant need to update student records. Access to any part of a student’s record is made from the Student Enquiry screen. The search will either locate the specific student required or open the student screen immediately, or will provide a list of students meeting the search criteria and the user simply selects the student required.
An additional feature will be available shortly on the student’s screen. All students listed after the search enquiry will be available in a drop down list to allow you to work through a series of students if required rather than having to search again for the next one.

If you click on the ‘>’ button the next student in the list will be displayed, or if the ‘<’ button is used, the previous student will be displayed.
Accessing data for maintenance purposes.

Data can be accessed as individual items using the icons shown on the top of the screen.

- Search again – another Student Enquiry search
- Shows the students registration history, schools, and future registration
- Office use – declarations and evidence
- Prints the registration details in the form of an ATE
- Access all data entry screens in order of an initial registration
- Family tree
- Evidence requirements and documentation
- Dossiers
- Risk assessment details
- Doctor and medical details (not dossier information)
- Residency details
- Previous schooling details
- Student personal details
- Emergency contacts
- Contact details
- Address details
- Parent /carer details
Select the icon applicable to the changes required, click on the icon to reference the required screen/s.

Quick Reference Guides covering a number of maintenance examples follow.

2.9 How to adjust a student’s address
To change an address on the student’s record access the record through Student Enquiry option. Locate the student.

When the Student Personal Details screen displays, access the Address Details through the icon

All addresses associated with the family will be listed. If the parent/carers have different addresses, they will be included in the list.

For example, Student Claire Smith will move home on 16/07/2008 (future date). For statistic reason, always add a new address, do not modify the existing address.
Click the drop down list of **Family / Parent / Carer** to select the name, then select the correct **Address Type**, and then click the **Create** button.

Input the new address, the new address will be listed as priority 1. It could also setup a **Valid From Date, Valid To Date** and **Priority**. When the address inputted, click the **Verify Details Address** button to check against the Australian Post list. If the address cannot be located you can manually Accept the address. Then click the **SAVE** or **SAVE & EXIT** button.

<table>
<thead>
<tr>
<th>Family / Parent / Carer</th>
<th>Address Type</th>
<th>Address</th>
<th>Start Date</th>
<th>End Date</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family</td>
<td>Correspondence</td>
<td>PO Box 45 CHATSWOOD 2057 NSW Australia</td>
<td>16/06/2008</td>
<td>31/12/2099</td>
<td>1</td>
</tr>
<tr>
<td>Family</td>
<td>Residential</td>
<td>20 Herbert St ARTARMON 2064 NSW Australia</td>
<td>16/07/2008</td>
<td>31/12/2099</td>
<td>1</td>
</tr>
<tr>
<td>Family</td>
<td>Residential</td>
<td>39A Herbert St ARTARMON 2064 NSW Australia</td>
<td>16/08/2008</td>
<td>31/12/2099</td>
<td>2</td>
</tr>
</tbody>
</table>

To change the priority 2 address valid until 15/07/2008. Select the address to be adjusted, click the **Address Type** (in this example, residential will be adjusted)

The residential address will be displayed in an extra window which opens below the Address Details list.

<table>
<thead>
<tr>
<th>Family / Parent / Carer</th>
<th>Address Type</th>
<th>Address</th>
<th>Start Date</th>
<th>End Date</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family</td>
<td>Correspondence</td>
<td>PO Box 45 CHATSWOOD 2057 NSW Australia</td>
<td>16/06/2008</td>
<td>31/12/2099</td>
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</tr>
<tr>
<td>Family</td>
<td>Residential</td>
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<td>1</td>
</tr>
<tr>
<td>Family</td>
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<td>39A Herbert St ARTARMON 2064 NSW Australia</td>
<td>16/08/2008</td>
<td>31/12/2099</td>
<td>2</td>
</tr>
</tbody>
</table>

Change the **Valid To Date** to 15/07/2008, and change the **Priority** if necessary. Then click the **SAVE** or **SAVE & EXIT** button.

The new address list will looks like this:
There are 2 types of addresses being refreshed into OASIS:
- addresses belong the Main Family, and
- address belongs to the Other Parent/Carer

**MAIN FAMILY ADDRESS**
In the main family, there are 2 addresses being refreshed into OASIS are
- Family Correspondence Address with the highest priority, and
- Family Residential Address with the highest priority

Please note: the addresses created for Mother or Father will not be refreshed into OASIS.

**OTHER PARENT/CARER FAMILY ADDRESS**
In the other parent/carer family, only 1 address is being refreshed into OASIS, i.e. the Family address with the highest priority.

It could be
- Family Correspondence Address, or
- Family Residential Address, or
- Family Business Address

Likewise, the address created for Mother or Father will not be refreshed into OASIS.

It is always the family addresses being refreshed into OASIS for Main Family and for the Other Parent/Carer.

### 2.10 How to delete parent/carer details
To delete a parent/carer details from a student record:
- Locate student record
- Access family details screen
- Select parent/carer to be deleted
- Remove the parent/carer from the relationship (the family)
- Delete the parent/carer details
Click Family Details icon to access parent/carer data:

Click the parent/carer to be deleted:

At the bottom of the screen, click Delete Relationship

Note the Relationship details have been adjusted to ‘NONE’. Click on this parent/carer again to access the record.
At the bottom of the screen, all data has been adjusted. Click ‘Delete from Family’ to delete the record, and if correct, confirm when requested.

The details have been removed from the parent/carer details.

Check the family tree if required.
2.11 How to maintain Emergency Contact Details

Because of the importance of contact information, the process of maintaining up to date information is easy to use. Once the student record has been created, to maintain the Emergency Contact details:

- Access the student record through **Student Enquiry**
- Select the **Emergency Contact** icon
- Click the area of the data to change any existing record
- Click the **Create** button to create a new contact
- Click the **Delete** button to remove a current contact

Examples of each follow.

2.12 Delete a current contact

To remove a contact from the list, click on the name of the person to be deleted.
When the details screen for that person displays, click the **Delete** button.

Check the Emergency Contact Details list – the ‘no longer required contact’ has been removed.

**2.13 Add a new contact and change priorities**

There are four contacts shown. Now the parent has requested a fifth be added. This is done using the **create** button.

Enter the new contact’s details:

Enter the details for the new contact:

- Contact name
- Mobile phone number (only provided)
- Select the priority – priority 3 in this example
- Select Relationship to family from the list
- Click **SAVE** (to remain at the screen)
- Tick the sibling name who you wish to duplicated the contact to
The new contact is added to the list.

This new entry has caused the priorities to change.

2.14 Manage existing contacts

Padre Dennis has been included on the Emergency Contact List however, the priority is shown as 1 but the parent have requested this be changed to priority to 2.

Adjust the priority to 2 and save and Exit.
If another change is required, re-enter through the icon.

2.15 Add new contact and change priorities

There are four contacts shown. Now the parent has requested a fifth be added. This is done using the CREATE button.

Enter the new contact’s details:

Enter the details for the new contact:
- Contact name
- Mobile phone number (only provided)
- Select the priority – priority 3 in this example
- Select Relationship to family from the list
- Click SAVE (to remain at the screen)

The new contact is added to the list.
This new entry has caused the priorities to change.

2.16 Change a phone number

To change a phone number, click on the number to be adjusted. Enter the new number and SAVE.

2.17 How to Change Student Family

Find the student in Student Enquiry, and then click the Family Management icon.

There are two ways to change student family:

1. Family already exist in ERN system, use Change Student Family icon to push the current student to the new family.
2. Family does NOT exist in ERN system, use Add Other Parent icon to add the new family, then use Switch Main Family to move the custody of the student, and then use Remove Other Parent to remove the original family from the screen.

What is the Main Family and Other Family?
The Main Family is the parent/carer(s) who live with the student. The other family contains the parent/carer (almost always a biological parent) who doesn’t live at the students’ home. So a typical example may see a mother and her defacto partner/new husband being listed as Parent/Carers 1 and 2 and the father being listed as the 'other parent'.

Note: Please complete any OASIS invoices before any changes in Family Management

The example below shows the Simpson family, in this scenario Lisa Simpson is about to live with the Flanders, with relationship Guardian Father.

Family already exist in ERN system

Click the Change Student Family icon
And then search by parent/carer's family name, given name and gender.

The result will show like this, and then click the appropriate family.

Please check the correct student is going to the correct family, and then click the Save and Exit button.

Make sure OASIS invoices are completed with Lisa Simpson
Click the line between Ned and Lisa to setup the relationship and other information.

Now Lisa are in the Flanders family with the relationship guardian father.
**Lisa Simpson’s Family Tree.**

Important: You are "focused" on Simpson, Lisa student within The Flanders family. All actions taken will be in the context of this student and family.

---

**Family Tree**

Print Family Tree
Family does NOT exist in ERN system

Click the **Add Other Parent** icon to create an ‘other parent’ for the student, this can be described as the home stay parent/carer. This function allows you to specify an existing parent within ERN is the ‘other parent’ for a particular student.

Add Ned Flanders as the 'other parent' with a relationship of ‘Guardian Father’ to Lisa. And then click the **Save** button.
Then the system will pop up a message to describe the relationship between the siblings and the new family. Select appropriate relationship, and click the **Save**
Now the family tree looks like this.

Use the **Switch Main Family** option to move the student to now be ‘with’ the Guardian parent.
Click the **Save and Exit** button to confirm the action

Use **Remove Other Parent** option to detach the erroneous family
The other family will only gone if all the relationship with the student is gone.

Now Lisa are in the Flanders family with the relationship guardian father
3 Place Management

3.1 Definition

Place management describes functions to manage individuals and groups of students according to their scholastic year, student group, classes, and enrolment type. It also allows maintenance of DET staff located in the school.

3.2 Outcome

This training guide is relevant to new and regular users of ERN. New features have been developed to assist and benefit all users in their day to day tasks while using ERN. Outcomes from this training guide include:

Registration Offers
- Group students by enrolment type
- List students in a scholastic year
- Adjust the start date for a student
- Transfer a student to a different scholastic year
- Share a student with another school
- Set students’ EOI information
- Set a student as left or leaving
- Un-withdraw a lapsed application
- Indicate a suspended student
- Look ahead to next years student enrolments
- Manage existing registration offer detail

Student Group Offers
- Create, view and adjust roll classes, houses and other student groups
- Add/Remove Staff from a group
- Add/Remove Student(s) from a group
- Clone an existing group
- Manage existing student group offer detail

Tracking Sheet
- Understand High School tracking sheet
- Understand Primary School tracking sheet

Staff Maintenance
- Add staff to your school staff list
- Remove staff from your school staff list
- Manage existing staff detail
3.3 Registration Offers

What is an Enrolment Type?

An Enrolment Type describes a program offered by your school; a school may offer more than one Enrolment Type. Students are enrolled into only one Enrolment Type at a school.

The Enrolment Types currently supported by ERN are:

- **Mainstream Enrolment** – This is intended for most enrolments at most schools and is the usual standard enrolment.
- **Mainstream (Distance Education)** – Where a school is a distance education school, servicing only students studying through distance education.
- **Mainstream (International Students)** – This is for students who are enrolled through the International Students Centre. Other students in the school may be of Mainstream or other Enrolment Types.
- **Opportunity Class** – This is for students in Opportunity Classes, other students in the school will generally be of Mainstream Enrolment Type.
- **Selective High School** – This as the name suggests is used for student enrolments in a Selective High School. It may also be used for students in a Selective Stream in a predominantly Mainstream High School.
- **Distance Education Centre** – This describes a DEC which is part of a school which offers other Enrolment Types, usually for Mainstream students who do attend the school.
- **Intensive English Centre** – A number of High Schools have IEC’s attached, the students at these centres plus the Cleveland Street IEHS are enrolled in this Enrolment Type. The High Schools to which the centres are attached are predominantly of Mainstream students.
- **Support Class** – For students in a school which offers some (or only) support classes. This does not refer to the group of students accessing
Funding Support/Integration. The school may also have *Mainstream* students.

- **Evening Class** – Where a school offers additional learning classes outside the normal delivery time which are often for mature aged students.
- **Saturday Class** – A number of High Schools offer classes for the Saturday School of Community Languages, students enrolled in these classes should be allocated to the *Saturday Classes* Enrolment Type.

### Why do we have Enrolment Types?

Within ERN every enquiry, every report, every student can be grouped, counted or reported by Enrolment Type. It is very easy to filter students by Enrolment Type. Roll Classes, Houses, Sporting Events, etc can all be constrained to support/allow any one or multiple Enrolment Types.

### Why do all Scholastic Years have to be setup?

ERN needs to know what scholastic years your school offers and supports. In ERN there is no rollover required for enrolments. When a student is enrolled their future years are projected based on the full range of Scholastic Years you have defined for your school. You need to tell ERN your school offers years K-6 in *Mainstream* and for example, years 5-6 in *Opportunity Class*.

Once the scholastic years are defined for each Enrolment Type, ERN is able to plan a student’s future enrolments. This simply means that when you add a *Mainstream* student, let’s say to year 3 in 2008, the system will automatically enrol them in year 4 for 2009, year 5 for 2010 and year 6 for 2011 with an expected leaving date being the last day of term 2011.

This means you can plan your student groups (roll classes etc) whenever you want for the next year without affecting your current year’s students.

There is a special **scholastic year of S**. This is only to be used if there is no scholastic year associated with the student registration. A student enrolling in S will be marked (and processed) as a leaver at the end of that year. This may be appropriate for *Evening or Saturday Classes* or other situations where the enrolment in the following year is not an automatic process. This ‘S’ scholastic year should not be used for students in Support Classes, who should have a ‘nominal’ Scholastic Year.

### 3.4 List Existing Offers

The Search Screen displayed on selecting Registration Offers is used to list the offers in your school. Offers can be altered by changing the search criteria:

**School:** Display your default school name
Calendar Year: Show offers for this calendar year, default is current calendar year

Scholastic Year: Show offers for this scholastic year, default is ‘All’ scholastic years

Offering Status: Show offers which are Available, Draft or Cancelled, default to ‘Available’

- Available: available to all staff to view and maintain, offer information can be adjusted
- Draft: personal use ONLY, only the user creating the offer can view the offer, offer information can be adjusted
- Cancelled: group can not be deleted, only cancelled.

Enrolment Type: Show offers for the selected enrolment type, default to 'Mainstream Enrolment'

- Mainstream Enrolment
- Mainstream (Distance Education)
- Mainstream (International Students)
- Opportunity Class
- Selective High School
- Distance Education Centre
- Intensive English Centre
- Evening Classes
- Support Class

Once the selected details have been set, hit the Go button to activate the search

Click to download a list of these offers to Excel

3.5 Create a New Registration Offer

Click the Create button at the bottom of the Registration Offers list (see above). The Registration Offer definition screen will be displayed:
Input appropriate new offer detail

- **Calendar year**: indicate offer commencement year
- **Scholastic Year**: for the scholastic year associated with this Registration Offer
- **Offering Status**: status can be either **Available**, **Draft** or **Cancelled** (see 3.4 above for definition)
- **Enrolment type**: indicate the types of students to be registered into this Offer
- **Offering name**: indicate the name show in ERN system
- **Estimated annual intake**: indicate the typical annual intake of the offer

**NOTE1:** **Offering Status** is default to ‘Draft’, it needs to be changed to ‘Available’ for others to view and use

**NOTE2:** **Estimated annual intake** (Mandatory field) needs to be greater than ‘0’

Click **Save and Exit** to save the current window and return to **Registration Offer** window

A new offer has now been created. Students can now be registered into this offer or transferred from another offer.

### 3.6 Manage an Existing Offer

Click on the offer name in **Registration Offer**
The ONLY details that can be changed are:

- Offering Status
- Offering name
- Estimated annual intake
- Offering Notes

3.7 Manage Students in an Offer

Go to Place management and then click the Registration offer tab
Click the **** alongside the students belongs to.

![Registration Maintenance - St Leonards Public School 2008 Mainstream Enrolment](image)

### 3.7.1 Transfer

Tick the check box alongside the students name need to be transferred. (Multiple selection are permitted)

Click the **Transfer** button

Select appropriate **Calendar Year** and **Enrolment Type**. Click the **Get offers** button to list the offers in selected calendar year and enrolment type.

Select the offering that the student will transfer to. Note that the student's current offering (K) is not listed. Click the **Transfer and Exit** button
Tick the radio button alongside the **Offering name**, Click the **Transfer and exit** button to return to **Registration Maintenance** window

A transfer confirmation message will display. Click **OK** to continue

The student will now be shown as INTERNAL TRANSFER on the Registration Offering List where the listing was shown before the transfer.

**3.7.2 Share**

Tick the check box alongside the students name need to be shared. (Multiple selection are permitted)
Click the **Share** button.

Click 📊 alongside the **School** field to select the school that should see the selected student(s).

Select appropriate **Calendar Year** and **Enrolment type**. Click the **Get offers** button to list the offers in another school.

Indicate the offering that the student will attend.
Confirm the concurrent registration

Check to see if the concurrent registration has been successful

Click on the flag to obtain details.
3.7.3 EOI

Tick the check box alongside the student name need to be feed. (Only one selection is permitted)

Click the **EOI** button

(b) Now enter the designated local high school (See Section B of the EOI).

- If you have only set up one designated local high school in advance, this school will automatically appear as the default school. If this is the correct school, then go to Step (c).

- If this is not the correct school, then click alongside the Designated high school field to select the name of the designated local high school of this student. Type in the first three or four letters of the school name and then select the correct school from the list.

- If you have set up multiple designated high schools, then the first school on this list will show as the default school. If this is correct then go to Step (c).

  If this is not the correct school, then you can either:

  (i) select the name of the school from the drop-down list (if it has been set up as one of your designated high schools), or

  (ii) click alongside the Designated high school field to select the name of the designated local high school of this student. Type in the first three or four letters of the school name and then select the correct school from the list.

Please note that it is important that you have set up your designated high schools in advance – please see [How to set up multiple designated high schools](#).

(c) If the student has requested non-local placement, click alongside each of the Choice fields to select the names of the schools in which this student is seeking non-local placement (See Section C of the EOI). Type in the first three
or four letters of the school name and then select the correct school from the list.

(d) If a student has also submitted an application for a selective high school or specialist high school, click the check box alongside **Has also submitted a selective or specialist high school application** (see Section D of the EOI).

(e) If a student has indicated that they will be going to a non-government high school, click the check box alongside **Intends to enrol at a non-government school** (See Section E of the EOI).

Please note that the following functions are only available for an individual entry:

**NOTE 1:** If you have NOT saved a student’s EOI information and wish to change one of the school choices, use the to find another school.

**NOTE 2:** If you have NOT saved a student’s EOI information and wish to clear one of the school choices, i.e. make it a blank field with no school name, use the **Clear** button to reset the field to a blank field.

**NOTE 3:** If you have ALREADY SAVED a student’s information and want to make a change or addition, use the **Clear** button to clear ALL CHOICES and then **Save and Exit**. Then go back in and re-enter all the school information, including the designated high school. Please note that you cannot just clear one of the choices if the student’s EOI information has already been saved. You need to clear all fields, SAVE this clearing action, and then re-enter the correct schools.

**NOTE 4:** You can ONLY CLEAR a student’s school choices if NO school has changed this student’s registration status. For example, once a secondary school has changed a student’s status from “Registered (interested)” to either “Registered (offered)” or “Withdrawn (by school)”, the school choices are locked in.

**NOTE 5:** The information in Note 4 also means that parents/carers cannot change their EOI choices once a secondary school has changed a Year 6 student’s status.

**NOTE 6:** You will also see additional information on the EOI screen if the student is a
- Non-Australian citizen
- Support class student
- Student on integration funding support.

(f) Click the **Save and Next** button to enter the next student’s EOI
Click the Save and Exit button to return to the Registration Maintenance window.

(g) When you return to the Active Registrations window, a blue flag should appear against the student’s name.

[Image]

Click the blue flag. The student’s concurrent registration details should show.

3.7.4 Bulk EOI
Please note that bulk entry of students is useful when you have several students requesting:
- one designated local high school only, or
- exactly the same combination of schools (i.e. same designated local high school plus the same non-local high schools), or
- exactly the same combination of schools plus selective or specialist high school applications, or
- the same designated local high school but they all intend to enrol in a non-government school.

(a) Tick the check boxes alongside all those students’ names whose EOIs you want to enter, and then click the Bulk EOI button.
Please note: All of these students must have exactly the same combination of choices for you to be able to bulk entry their EOIs.
(b) Now enter the designated local high school (See Section B of the EOI).
  
  If you have only set up one designated local high school in advance, this school will automatically appear as the default school. If this is the correct school, then go to Step (c).

  If this is not the correct school, then click alongside the Designated high school field to select the name of the designated local high school of this student. Type in the first three or four letters of the school name and then select the correct school from the list.

  If you have set up multiple designated high schools, then the first school on this list will show as the default school. If this is correct then go to Step (c).

  If this is not the correct school, then you can either:

  (i) select the name of the school from the drop-down list (if it has been set up as one of your designated high schools), or

  (ii) click alongside the Designated high school field to select the name of the designated local high school of this student. Type in the first three or four letters of the school name and then select the correct school from the list.

Please note that it is important that you have set up your designated high schools in advance – please see How to set up multiple designated high schools.
(c) If all these students have the same designated local high school AND have also requested the same set of schools for non-local placement, select the designated local high school and then click alongside each of the Choice fields to select the names of the schools in which these students are seeking non-local placement (See Section C of their EOIs). Type in the first three or four letters of the school name and then select the correct school from the list.

**NOTE 1:** If you have NOT saved this EOI information and wish to change one of the school choices, use the to find another school.

**NOTE 2:** If you have NOT saved this EOI information and wish to clear one of the school choices, i.e. make it a blank field with no school name, use the clear button to reset the field to a blank field.

**NOTE 3:** If you have ALREADY SAVED these students and want to make a change or addition, you will need to treat each student as an individual student, i.e. go back into each student one-by-one and use the Clear button to clear ALL CHOICES and then Save and Exit. Then go back in and re-enter all the school information, including the designated high school. Please note that you cannot just clear one of the choices if the student’s EOI information has already been saved. You need to clear all fields, SAVE this clearing action, and then re-enter the correct schools.

(d) If all these students have the same designated local high school AND the same choices of non-local schools AND have also submitted an application for a selective high school or specialist high school, select the designated local school, enter the choices of schools and then click the check box alongside Has also submitted a selective or specialist high school application (See Section D of their EOI).

(e) If all these students have the same designated local high school AND have indicated that they will be going to a non-government school, enter the
designated high school and then click the check box alongside **Intends to enrol at a non-government school** (See Section E of their EOI).

(f) Click the **Save and Exit** button to return to the **Registration Maintenance** window.

### 3.7.5 Change Status

Tick the check box alongside the student’s name that status needs to be changed. (Multiple selection are permitted)

Click the **Change Status** button

For more information to enter the rest screen, please see: **Student Exit Survey**

The same procedure is followed if the student has already left – but select **LEF – Left** in the drop down box of **<New registration status>** and enter the date the student left.

Click the **Save and Exit** button to save change and return to **Registration Maintenance** window.

The Student’s Status has changed from Enrolled (In Attendance) to Enrolled (Leaving).
At the end of the Leaving Date, the student status will automatically be changed by ERN to Left.

Click **⬇️** to download the selected students

**New registration Status:**
• **Enrolled (Leaving):** a student is leaving in near future. Setup a **Leaving date**, once the date comes, student status should change to left automatically

• **Left:** a student has left school. Need to setup a past date in **Leaving date**

• **Enrolled (Suspended):** a student is been suspended from school for a period time. Need to setup a **Suspension from** and **Suspension to date**, and **Dossier**. During that period of time, the selected student can not enrol in any other schools.

• **Left (Deceased):** a student passed away. Need to setup a **Leaving date**

• **Left (Expelled):** a student has expelled from the school, the student can never go back to this school any more. But can enrol in another school. (Not recommend). Need setup **Leaving date** and **Dossier**

*Save and Exit* button will save the change and return to **Registration Maintenance** window

### 3.7.6 Adjust Student Registration Information

Click the student name that needs to be changed

![Registration Dates](image)

Check the **Intended start date**, **Actual start date** and **Leaving date** of the selected student

### 3.7.7 Un-withdraw a Withdrawn (lapsed) application

Click the 🌈 alongside the students belongs to. Change the **Show students with: Active Registration to Inactive Registration** to enable system to display the students with status left.
Student status sometimes change to Withdrawn (lapsed) by system because in Registration Offer Setup, After how many days of inactivity auto withdraw registration, there is a number school has indicate after this question.

If school has indicated to ‘0’, means application will never change to withdraw (lapsed) status. We are recommended school input a large mount of days, such as 90, which means after the Intended start date +90 days, the application status will change from whatever status to Withdrawn (lapsed).

Once Withdrawn (lapsed) status appear and school wish to unwithdraw the application, by click the student name. Click the Unwithdraw button to unwithdraw the registration.

If the selected student is attending another school, the application can NOT be unwithdrawn, the application need to re-registered into the school.
Click the Close button to return to Registration Maintenance window, the student status should change to whatever before Withdrawn (lapsed), for this case Applied to Enrol (Incomplete).

3.7.8 Show students with status Left

Change Show students with: Active Registration to Inactive Registration to enable system to display the students with status left.

Click to download the students

Click Close button will return to Place Management window

3.8 Student Group Offers

Student group offers is where student groups are defined and maintained. Groups of students can be defined for many purposes, the most common being for Roll Classes and Houses, but includes activities such as an Excursions,
Sport, Music, etc. Any need for defining a group of students can be accommodated here.

Student groups have certain information to identify them, plus have students and optionally staff assigned to the group.

There are two methods for creating a new student group:

1. create a new group from a blank template
2. clone (or copy) an existing group

### 3.9 List existing Student Group Offers

The Search Screen displayed on selecting Student Group Offers is used to list the groups in your school. By default all groups are listed for the current calendar year. This can be altered by changing the search criteria:

- **School:** Displays your default school name
- **Calendar Year:** Show groups for this calendar year, defaults to current year
- **Scholastic Year:** Show groups for this scholastic year, or 'All' scholastic years
- **Offering Status:** Show groups which are Available, Draft or Cancelled, default to ‘Available’
  - **Available:** available to all staff to view and maintain, staff and student can be added into group
  - **Draft:** personal use ONLY, only the user creating the group can view the group, staff and students can be added into the group
  - **Cancelled:** a group can not be deleted, only cancelled.

- **Enrolment Type:** Show groups which belong to this enrolment type, default is 'All'

- **Sub Enrolment Type:** Show sub groups which belongs to SCAS Enrolment Type, default is 'All'

- **Activity Type:** Show groups for this activity type, default is 'All'. Only House and Roll Class activity types are synchronised with OASIS. Other activity types include: Sport, Excursion, Library, Music, Drama and Other activity. NB. New specific Activity Types can be added on request.

- **Staff:** Show groups which have this staff member assigned to them. Search for a staff name by using the magnifying glass beside the field.
• Select appropriate Calendar year, Scholastic Year, Offering Status (see notes below), Enrolment Type, Sub Enrolment Type (for SCAS), Activity Type or Staff.

• Click Go. It will list student groups as per selected criteria.

<table>
<thead>
<tr>
<th>Group offer name</th>
<th>Curriculum Offer</th>
<th>Scholastic Years</th>
<th>Staff</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>JFR</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JHC</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JMS</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IST</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTES ON OFFERING STATUS - DRAFT

• All Student Group Offers (SGOs) are created by default with "Draft" status (unless specifically set to Available by the user on create).

• It is not possible to add students to an SGO with "Draft" status.

• Once the status of a SGO is changed from "Draft" to "Available", it will no longer be possible to revert it back to "Draft".

NOTES ON OFFERING STATUS - CANCELLED

• When the status of a SGO is changed to "Cancelled", the Current Membership status of all its students will be set to "No" (i.e. all the students are removed), this process cannot be reverted in any way, it is therefore extremely important to be careful when changing the status of the SGO to cancelled.

• The only way to add students to an SGO after it has been set to cancelled is by either adding them back one by one or re-transferring them from another group.

• When a SGO's offering status is set to "Cancelled", the only attribute that can be changed is the Offering Status, and that is back to "Available".

• Instead of trying to fix problems in an existing SGO one by one, it is recommended to "Clone" a SGO then "Cancel" the original.
3.9.1 Search a Student Group by Staff

To enable a list of student groups for a specific staff member, the staff member can be located in the list of staff at your school.

- Click the magnifying glass alongside the Staff field. A list of all staff in the school is shown.

- Click to download a list of these staff to Excel.

- Scroll through the list to find the required staff member, click on their name. The name will be returned to the Student Group Offers search page. Only one selection is permitted. The selected one will appear in the Staff field.
- If the staff name is NOT listed, they will need to be added to your school’s list through the Staff Maintenance function described later in this chapter.

3.10 Create a New Group

There are two ways to create a group
1. Create a new group from scratch
2. Create a group based on an existing group – i.e. cloning (e.g. copy year 3 to year 4 roll class where majority of the students are the same)

Click ☞ to download a list of your student group offers to Excel

- Click **Create** button at the bottom of the page
- **Student Group Offers** window will be displayed
- Select appropriate **Supported enrolment types criteria**. This can be done by specifying **All** or by specifying one or particular type, meaning only those students who are registered as the selected ‘type’ will be displayed. For example a group with only International Students ‘ticked’ will only allow Registrations of Enrolment Type ‘International’ to be added to the group. Multiple selections are permitted. If not sure, tick **All**. (Please be aware that enrolment types are different from school to school)
  - Mainstream Enrolment
  - Mainstream (Distance Education)
  - Mainstream (International Students)
  - Opportunity Class
  - Distance Education Centre
  - Intensive English Centre
  - Support Class

- Select appropriate **Supported scholastic years**. This can be done by specifying **All** or by specifying one or particular scholastic year, meaning only those students who are registered as the selected ‘scholastic year/s’ will be displayed. For example a group with only Year 1 and Year 2 ‘ticked’ will only allow students registered in Year 1 or 2 to be added. Multiple selections are permitted. If not sure, tick **All**. (scholastic years are different from school to school)
  - Pre-school
  - Kindergarten
  - Year
The fields marked with an * are mandatory.
  - Group name: Roll class name shown in ERN
  - Expected Size: Size of roll class
  - Calendar Year: The year the roll class will be set up for.

- Click the check box to select **Supported enrolment types**.
- Click the check box to select **supported scholastic years**. For example, “Year 4”
- Enter **Offering name**. For example, “4”.
- Change the **Calendar Year**. For example ‘2009’
NOTE 1: Expected size MUST be greater than 0
NOTE 2: Calendar Year can be future time
NOTE 3: Offering ends in Calendar Year 2009? If ticked, the roll class will expiry end of the year. Otherwise, it is a vertical roll class.

- The Cross-reference Info Table displays as follows when is selected;

- OASIS Name: Is the name to be displayed in OASIS.

The Subordinate Reporting Groups Automatic Generation Table displays as follows when is selected
Select the Curriculum Offer Type and the Learning Program Type (LPT) such as STD, ESL or LAS. (If not sure please leave it as default)

The available Learning Program Type depends on the selected scholastic years. They are available in stages as shown. (If not sure please leave it as default)

Make sure your input information is accurate, click Save button on the bottom of the page.

A message may come up if you input OASIS Name is different than the Offering Name. Click Ok if names are correct.

Message comes up when the input information is validated.

A new roll class has been created without staff members or students attached.

3.11 Add/Remove Staff

- From ERN School Enrolment
- Click on Place Management
- Click on the Student Group Offers tab
• Select the correct class (ie roll class or course class) by clicking on the Group offer name.

• Click the Add Staff button at the bottom of the screen, multiple staff can be added into a roll class.

• Search Staff window appears as follows

• Select the existing staff from staff list by clicking on the staff member’s name. The staff member can be located by either arrowing/scrolling down the list displayed or typing the Staff member’s surname in the Last name field and selecting the search button.

• If the staff member is not on the list click on Add Employee to ERN staff list. (Please see ‘QRG- How to Add/Remove Staff from my school ERN list)
When Staff member is selected a screen similar to the following will be displayed

Select the staff Role, options are as follows;
- Unknown/ Not Provided
- Other/ Not Applicable
- Assistant Teacher
- Delivery Teacher
- Supervisor Teacher
- Year Advisor

To Remove Staff: tick the check box alongside staff name. Then click Remove staff button.

After all staff members are added in the list with appropriate roles, click Save and Exit

The following message is displayed when the information is validated.

The student group offer was saved successfully!
3.12 Add or Remove Students

- Click alongside the roll class name you wish to add students to.
- The Student Group Management window will be displayed.

![Student Group Management Window]

- Click the Add Students button, the Search Criteria window is displayed. Filter the data with appropriate detail, and then click the Go button.

![Search Criteria Window]

- All students matching the selected criteria will be displayed.

![Student List]

- To select the students tick the check box at the end of student record. After selection, click the Add Selected students button at the bottom. Note: Multiple students can be ticked.
• When student selection is completed a screen similar to the following will be displayed.

![Students in Y7ENG08](image)

- **To remove students**: tick the check box at end of the student record, click the **Remove students** button at the bottom of the page.

![Students in Y7ENG08](image)

- A message will pop up to confirm your action. Multiple students can be ticked and removed at the same time.

![Message](image)

- Click the **Close** button once you have finished your selection

### 3.13 Clone an Existing Group

- Select the radio button alongside roll class you wish to clone

![Clone button](image)

- Once the selection has been made, the **Clone** button will appear, click Clone button, A screen similar to the following will be appear;
- Click the check box to select **Supported enrolment types**.
- Click the check box to select **supported scholastic years**. For example, “Year 2”
- Enter **Offering name**. For example, “2ST”.
- Change the **Calender Year**. For example ‘2009’

- **Group name**, and **OASIS Name** must be changed
- Make sure the **Calendar Year** and **Expected Size** are correct for new course class

**NOTE 1:** **OASIS Name** field can only take up to 10 characters (space are counted).

**NOTE 2:** **Expected size** MUST be greater than 0

**NOTE 3:** **Calendar Year** can be in the future

- Tick **Copy all students from the original group** check box when the student stay in the new class.
- Tick **Copy all staff from the original group** check box when the staff stay in the new class
• Check the data input is accurate, REMEMBER to change to **Offering Status** to **Available**
• Click the **Save or Save and Exit** button at the bottom
• The following message is displayed when the input information is validated.

**OPTIONAL**
• In the Create Subordinate Reporting Groups section, the user may create new subgroup.
• In the Subordinate Reporting Groups section, the user may modify the existing subgroup. *(relevant for Primary Schools only)*

• Check the data input is accurate, click the **Save and Exit** button at the bottom
A new group has been created with the same staff member/s and students of the original one cloned from.

3.14 Manage Existing Student Group Offer Details

From the list of Student Group Offers, click on the name of the student group offer that you wish to modify. The Student Group Offer definition screen is displayed:
Change details as appropriate. See the section on Create a new group from scratch (3.10.1) for definitions of the fields.

NOTE: The Subordinate Reporting Groups are auto generated by ERN, and can not be removed for reporting purpose. These groups will be auto hidden from the student group Offers main page unless the Show Subgroups is ticked.
Click **Save and Exit** button to save the current window and return to **Student Group Offer** list window

### 3.15 Create a Course Class

#### 3.15.1 List the existing course class in your school

- From ERN School Enrolment
- Click **Place Management**
- Go to the **Student Group Offers** tab
- Select **CCL-Course Class** in **Activity Type**

- Select appropriate **Calendar Year**, **Scholastic Year**, **Offering Status**, **Enrolment Type**, **Sub Enrolment Type** (for SCAS), **Activity Type** or **Staff**. Click **Go**. It will list student groups as per selected criteria.

#### NOTES ON OFFERING STATUS - DRAFT

- All Student Group Offers (SGOs) are created by default with "Draft" status (unless specifically set to Available by the user on create).
- It is **not possible to add** students to an SGO with "Draft" status.
- It is possible to **modify the Curriculum Offer** of a Course Class when the status is set to Draft, but once the status is changed to "Available", it will no longer be possible to do so.
- Once the status of a SGO is changed from "Draft" to "Available", it will no longer be possible to revert it back to "Draft".

#### NOTES ON OFFERING STATUS - CANCELLED
• When the status of a SGO is changed to "Cancelled", the Current Membership status of all its students will be set to "No" (i.e. all the students are removed), this process cannot be reverted in any way, it is therefore extremely important to be careful when changing the status of the SGO to cancelled.

• The only way to add students to an SGO after it has been set to cancelled is by either adding them back one by one or re-transferring them from another group.

• When a SGO's offering status is set to "Cancelled", the only attribute that can be changed is the Offering Status, and that is back to "Available".

• Instead of trying to fix problems in an existing SGO one by one, it is recommended to "Clone" a SGO then "Cancel" the original.

3.15.2 Create a New Course Class

• Click Create button at the bottom of the page

• Student Group Offer window will be displayed

• Select appropriate Supported enrolment types criteria. This can be done by specifying All or by specifying one or particular type, meaning only those students who are registered as the selected 'type' will be displayed. For example a group with only International Students 'ticked' will only allow Registrations of Enrolment Type 'International' to be added to the group. Multiple selections are permitted. If not sure, tick All. (Please be aware that enrolment types are different from school to school)
  o Mainstream Enrolment
  o Mainstream (Distance Education)
  o Mainstream (International Students)
  o Opportunity Class
  o Selective High School
  o Distance Education Centre
  o Support Class
  o Evening Classes
  o Intensive English Centre
  o Saturday Class

• Select appropriate Supported scholastic years. This can be done by specifying All or by specifying one or particular scholastic year, meaning only those students who are registered as the selected 'scholastic year/s' will be displayed. For example a group with only Year 1 and Year 2 'ticked' will only allow students registered in Year 1 or 2 to be added. Multiple selections are permitted. If not sure, tick All. (scholastic years are different from school to school)
  o Pre-school
  o Kindergarten
  o Year
3.15.3 Select the Course to create the Course Class

- Click magnifying glass icon in the Curriculum Offer section of the page.

- A popup Search Curriculum Offer screen is displayed

- Select the search criteria to search for the course(s)
- Click the Go button to get the matching course(s) to the selected criteria.

- Click on the course in Matching Curriculum Offer(s) section to select the course to create the course class.

- The course details are displayed on the Curriculum Offer screen, when the folder on the right hand side is selected. Click the folder again to minimise Curriculum Offer Details.
The fields marked with * are mandatory.

- Course: The long name of the course

3.15.4 Enter Details of the Course Class

- The fields marked with an * are mandatory.
  - Group name: Course class name shows in ERN
  - Expected size: Size of course class
  - From date: Date course class commence
  - To date: Date course class ending
  - Is a Reporting Group? To indicate if the group is a reporting group in RSAP

- OASIS Cross-reference info will only show up after you click the SAVE or SAVE and Exist button
- OASIS Class Name: Course class name shown in OASIS system. This field will be displayed when ☑️ is selected.
NOTE 1: OASIS Class Name field can only take up to 10 characters (space are counted).

NOTE 2: Expected size MUST be greater than 0

NOTE 3: From date and To date can be future time

NOTE 4: Is a Reporting Group? Need to set ‘Yes’ if this group is required to generate student report using RSAP (Report Student Achievements to Parent)

- Make sure your input information is accurate, click the Save button on the bottom of the page.

- The following message is displayed when the input information is validated.

A new course class has been created without staff and students.

3.16 Tracking Sheet

3.16.1 Understanding the Primary School Tracking Sheet
**Entering students’ EOIs into ERN**

1. Once the primary school has received a completed EOI (Expression of Interest) back from parents, it can input this information into ERN.

2. Once each student’s EOI information has been entered into ERN, the primary school will be able to see all their Year 6 students on the on-screen tracking sheet. Go to **Place Management, Tracking Sheet** tab.

3. The tracking sheet can be sorted to show:
   - all those students whose placement is not yet finalised (see Example 1)
   - all those students whose placement has been finalised (see Example 2)
   - all students (sorted alphabetically) regardless of whether or not they have had their placement finalised.

4. The tracking sheet can also be downloaded and printed out when needed as an Excel spreadsheet. It can also be saved to hard disk as an Excel file. If saved as an Excel file, you can then add extra columns to the spreadsheet, if necessary.

   ![Click this icon:](to download students into an Excel spreadsheet. (Icon is in top left corner of tracking sheet.)

**Interpretation of the tracking sheet**

1. **Black** school name
   This is the current **Active Registration** for this student, i.e. this secondary school is the one that currently needs to deal with and make decisions about this student. As such, the student’s ERN enrolment status could be either:
   - **Registered (Interested)**, i.e. the student has registered their interest in gaining a place at that high school, but a decision about placement has not yet been made or
   - **Registered (Offered)**, i.e. the high school has now identified this student for placement and has sent them an Application to Enrol (ATE), or
   - **Applied to Enrol (Incomplete)**, i.e. the ATE has been returned and some data is missing or incomplete, or
   - **Applied to Enrol (Validated)**, i.e. all the data is in and correct, but the principal has not yet undertaken the risk assessment, or
   - **Applied to Enrol (Risk Assessed)**, i.e. all data is in and the principal has signed off on the enrolment. Please note that once a student reaches this status, their name and the name of the school go to **green**.

2. **Grey** school name
   This is an **Inactive Registration** for the secondary school shown in grey, i.e. the student is currently not that school’s concern because he/she is being dealt with by another school (the school in black). As such, the student’s registration status with the inactive school could be either:
• **Registered (Other Preference)**, i.e. the student is currently being considered for placement by another school that is ahead of this school in the student’s preference list, or

• **Withdrawn (by school)**, i.e. this school has already considered this student for placement and declined them.

3. **Green** school name

When the school name and the name of the student go to green, the student has reached the status at the green school of **Applied to Enrol (Risk Assessed)**.

4. Please note that a student’s status will show up when you put the cursor on the school name.

5. A number of **symbols** may be on the left side of the screen. These are:

   - **SH** Students who have also applied for selective or specialist high school placement
   - **NG** Students who intend to enrol at a non-government school
   - **FS** Students on integration funding support
   - **SC** Students in a support class
   - **NA** Non-Australian citizen

   - **Blue flag** – concurrent registration at both the primary school and high school
   - **Orange flag** – students with a medical condition or allergy
   - **Red flag** – students with a current risk management plan in place
   - **Grey flag** – students who have had a risk management plan in the past

6. View more information about students

   - **Flags** (medical, behaviour and Multiple Enrolments)
   - **Date of Birth**
   - **Mailing Address and Title** lists the Family correspondence address with the highest priority and if one doesn’t exist will list the Family residential address with the highest priority
   - **Phone Contact Details** lists the ‘priority’ contact number (Family contact priority 1 is used here, if one doesn’t exist the system finds the highest priority phone number for the first parent on the enrolment form)
   - **If the student has a sibling at the school**

Selecting these options will allow the extract data file to show these additional items.

**NOTE**: Click the **Go** button to refresh the data on the screen

The system will also let you see them on the screen if you select the + symbol in the tracking sheet.
Example 1 – Students with placement not yet finalised

This screen shows a situation you might expect late in Round 1:

- Jessica receives funding support and has a medical condition or allergy. She has been overseas for three months and therefore the primary school has not yet been able to enter her EOI preferences. Jessica shows as “Not Entered”.

- Lee has submitted a selective or specialist high school application and is also currently on a risk management plan. She has expressed interest in Killara HS as her choice 1 non-local school, but the school is yet to make a decision on whether or not to offer her placement, because she still shows as “Registered (Interested)”. Lee also intends to apply for placement at St Ives HS and Concord HS should she not be successful at Killara HS.

- Sam has a medical condition or allergy. He also wants to go to a non-local high school. He has been considered by Concord HS in Round 1 and they have already made their placement panel decision about him. He is not going to be offered a place at Concord, so the school altered his status to “Withdrawn (by school)”. When this happened, ERN immediately transferred him across to the second round where he currently waits for Round 2 to begin. He would be currently shown as “Registered (Interested)” at St Ives HS.

- Kay didn’t want to go to her designated local high school, but only applied for one non-local school, Concord HS. If we assume that Concord has already run its placement panel and Kay has been successful in being offered a place at Concord, then Kay’s status at this stage would probably...
show as “Registered (Offered)”, i.e. she has been sent the school enrolment pack including the Application to Enrol.

- Linda is a non-Australian citizen. She is in a similar situation to Sam. She has been declined her first non-local preference (Castle Hill HS) in Round 1 and is currently waiting for the commencement of Round 2, when her request for placement will be considered by Killara HS.
Example 2 – Students with their placement finalised

This screen shows a situation you might expect at the end of Round 2:

- Karyn receives funding support and has a medical condition or allergy. She applied in Round 1 for St Ives HS as a non-local school, but she has been declined. With no other non-local preferences, Karyn is currently being enrolled at her designated local high school, St Leonards HS. By this stage of the process she would probably be at least “Registered (Offered)” as the school would have at least sent her an Application to Enrol.

- Cathy applied for Killara HS as her first preference non-local school and has been accepted by them. She has obviously returned her Application to Enrol very quickly and has already passed the risk assessment to be classified as “Applied to Enrol (Risk Assessed)”

- Peter is a non-Australian citizen and has a medical condition or allergy. He applied for placement at Concord HS in Round 1 and was not successful. In Round 2 he was considered by Castle Hill HS and has been accepted. We know this because this screen is the “Placement finalised” screen. Peter would probably have an enrolment status at Castle Hill HS of “Registered (offered)”.

- Alana has submitted a selective or specialist high school application and is also currently on a risk management plan. Alana requested placement at Concord HS in Round 1 and has been offered enrolment at that school.

- Vanessa is a non-Australian citizen. Her local high school is St Leonards HS and this is the only school that she wants to go to.

Please note:

- It is important that all primary schools have the EOI information entered in ERN by the completion date specified in the timeline.
- It is important that all the secondary schools strictly adhere to the published timeline for the start and finish of each of the placement rounds.
• With the computerisation of the process, any other situation could lead to considerable disadvantage to individual students and difficulties for the school(s) concerned.

3.16.2 Understanding the High School Tracking Sheet

Introduction

1. As soon as a primary school enters a Year 6 student's EOI information into ERN, the high school can access this information. This will show up on the on-screen tracking sheet. Go to Place Management, Tracking Sheet tab.

2. From the high school point of view, any student who has had their EOI entered in ERN will be shown on the tracking sheet as either:
   • an Active Registration, i.e. these are all the students that your school currently needs to deal with and make decisions about, or
   • An Inactive Registration, i.e. these students are currently not your concern because they are being dealt with by another school.

3. The tracking sheet can be sorted to show:
   • all those students with an active registration (see Example 1)
   • all those students with inactive registration (see Example 2)
   • all students (sorted alphabetically).

4. The tracking sheet can also be downloaded and printed out when needed as an Excel spreadsheet. It can also be saved to hard disk as an Excel file. If saved as an Excel file, you can then add extra columns to the spreadsheet, if necessary.

   Click this icon: ✉ to download students into an Excel spreadsheet. (Icon is in top left corner of tracking sheet.)

5. Students who are shown as an Active Registration will have one of the following ERN enrolment statuses:
   • Registered (Interested), i.e. the student has registered their interest in gaining a place at your school, but a decision about placement has not yet been made, or
   • Registered (Offered), i.e. the school has now identified this student for placement and has sent them an Application to Enrol (ATE), or
   • Applied to Enrol (Incomplete), i.e. the ATE has been returned and some data is missing or incomplete, or
   • Applied to Enrol (Validated), i.e. all the data is in and correct, but the principal has not yet undertaken the risk assessment, or
   • Applied to Enrol (Risk Assessed), i.e. all data is in and the principal has signed off on the enrolment.

6. Students who are shown as an Inactive Registration will have one of the following statuses:
• **Registered (Other Preference)**, i.e. the student is currently being considered for placement by another school that was ahead of you in the student’s preference list, or
• **Withdrawn (by school)**, i.e. you have already considered this student for placement and declined them.

7. Please note the following points about student status:
• The student’s status will show up when you put the cursor on the school name.
• To learn how to change a student’s status, go to QRG – How to change a student’s status to Registered (Offered) and QRG – How to Withdraw Students
• Once a student becomes “Applied to Enrol (Risk Assessed)” the student is automatically placed on the enrolment register for next year and will also be sent to OASIS as a ‘pre-enrolment’.

8. A number of **symbols** may be on the left side of the screen. These are:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SH</td>
<td>Students who have also applied for selective or specialist high school placement</td>
</tr>
<tr>
<td>NG</td>
<td>Students who intend to enrol at a non-government school</td>
</tr>
<tr>
<td>FS</td>
<td>Students on integration funding support</td>
</tr>
<tr>
<td>SC</td>
<td>Students in a support class</td>
</tr>
<tr>
<td>NA</td>
<td>Non-Australian citizen</td>
</tr>
</tbody>
</table>

- **Blue flag** – concurrent registration at both the primary school and high school
- **Orange flag** – students with a medical condition or allergy
- **Red flag** – students with a current risk management plan in place
- **Grey flag** – students who have had a risk management plan in the past

9. View more information about students

• **Flags** (medical, behaviour and Multiple Enrolments )
• **Date of Birth**
• **Mailing Address and Title** lists the Family correspondence address with the highest priority and if one doesn’t exist will list the Family residential address with the highest priority
• **Phone Contact Details** lists the ‘priority’ contact number (Family contact priority 1 is used here, if one doesn’t exist the system finds the highest priority phone number for the first parent on the enrolment form)
• **If the student has a sibling at the school**

Selecting these options will allow the extract data file to show these additional items.

**NOTE:** Click the Go button to refresh the data on the screen
The system will also let you see them on the screen if you select the + symbol in the tracking sheet.

### Interpretation of the tracking sheet

1. **School names**
   - **Black** school name: The student is an **Active Registration** for this school and it therefore needs to deal with and make decisions about this student.
   - **Grey** school name: The student is an **Inactive Registration** for this school, i.e. the student is currently not the concern of this school.
   - **Green** school name: The student has reached the status of **Applied to Enrol (Risk Assessed)** at this school.

2. **Student names**
   - **Black** student name: The student is an **Active Registration** for the school in question, and their status will show up when you put the mouse point on the school name.
   - **Grey** student name: This student is an **Inactive Registration** for the school in question.
   - **Green** student name: This student has reached the status of “**Applied to Enrol (Risk assessed)**” at the school in question. When this happens the student’s name will be dropped from all other schools’ Inactive Registration lists.

### Example 1 – Students with active registration
This screen shows a situation at St Leonards HS that you might expect during Round 3:

- Karyn is a non-Australian citizen and receives funding support. She has a medical condition or allergy and is also currently on a risk management plan. She currently attends St Leonards PS. Karyn was declined placement at the one non-local school for which she applied (St Ives HS), and is now at the final stage of enrolment at her designated local high school – “Applied to enrol (risk assessed)” – therefore her name and the name of the school is in green.

- James is a local student, with St Leonards HS as his designated local high school. However, James’ EOI indicated that he intends to enrol at a non-government school in Year 7 and as a result, he has the “NG” symbol next to his name. This means that he will not be attending St Leonards HS.

- Ben has a medical condition or allergy and his designated local high school is Killara HS. He applied for three non-local schools and has been declined by Concord HS in Round 1, and St Ives HS in Round 2. He is currently being considered for placement at St Leonards HS in Round 3.

- Vanessa is a local student and applied for St Leonards HS as her designated local high school. She has reached the stage of “Applied to Enrol (Risk Assessed)” – therefore her name and the name of the school is in green.

- Sarah has submitted a selective or specialist high school application. Her local high school is Hunters Hill HS, and she has applied for St Leonards HS in Round 1. We know that Sarah is currently in the process of being enrolled as a non-local student at St Leonards HS because it is now Round 3.
  
If Sarah had been declined at St Leonards HS in Round 1, she would have automatically gone onto Killara HS in Round 2, who would have also had to make a decision to accept or decline her by this stage in Round 3.

Sarah has not yet reached the stage of being “Applied to enrol (risk assessed)” at St Leonards HS because her name and the name of the school are not yet in green. You could check on Sarah’s status by putting the cursor over her name.

Example 2 – Students with inactive registration
This screen shows inactive registrations for St Leonards HS towards the end of Round 1. These students are either:

- **Local students at St Leonards HS** who are currently being considered for placement or have been accepted for placement elsewhere, e.g.
  - Amy is currently being considered or may have even been offered a place at St Ives HS (You would need to check what her status was by placing the cursor over the name of the school.)
  - Sam has been declined by Concord HS and is currently waiting to go into Round 2 for consideration at St Ives HS
  - Linda has been declined by Ashfield HS and is currently waiting to go into Round 2 for consideration by Killara HS.

OR

- **Non-local students** who have St Leonards HS on their preference list, but who are still being considered for placement elsewhere, e.g. Rebecca and Alana.

Please note:

- It is important that all primary schools have the EOI information entered in ERN by the completion date specified in the timeline.
- It is important that all the secondary schools strictly adhere to the published timeline for the start and finish of each of the placement rounds.
- With the computerisation of the process, any other situation could lead to considerable disadvantage to individual students and difficulties for the school(s) concerned.

### 3.17 Staff Maintenance

Staff Maintenance is where the list of staff for you school is maintained. Staff available are usually limited to those that are employees of DET, but other staff can be added if necessary.

These staff are used for association with Student Groups (e.g. Roll Classes, Excursions). Staff can be added or set to Left, they cannot be deleted. ERN uses the Identity Management System (IDM) as the authoritative source of staff.
The IDM uses the Department’s Human Resources database to source staff details.

Select the **Staff Maintenance** tab from **Place Management**.

The list of staff defined in ERN for your school is displayed.

Click 📂 to download a list of your staff to Excel

### 3.17.1 Add Staff

Click the **Add employee to ERN staff list** button. The following window will open

*Indicates mandatory field.*
Add new staff by first looking up the Department’s staff list. Click the magnifying glass alongside the Search employee in HR staff list field.

We recommend you search by Employee ID where this is known. Otherwise the minimum input required is First initial and Family name.

Hit the Search button to start search

Confirm that the staff details displayed is as expected. Note that names are the staff member’s legal names, not those they may be commonly known as.

Click the staff name to continue adding that staff member to your school.

All information will be returned to Staff Detail window, the Validated check box will be ticked

Note: Print Name is the name shown in the ERN system and can be changed to the staff members preferred details. Print name is defaulted to Title+ First initial + Last name.

Click Save or Save & Exit button to save staff and return to Staff Maintenance window

OR

If the staff member you wish to add was not found in the Central HR staff list (above) then they can be added manually – see below
* This may occur if you don’t know their Employee ID, or they are very new to the Department and details are not yet available to ERN.

- On the Staff Details screen, enter the details for:
  - Title
  - Family Name: mandatory
  - Given Name: mandatory
  - Employee ID: mandatory
  - Active Status
  - Gender (Optional)
  - Date of Birth (Optional)
  - Print Name: is the name show in the ERN system and can be set to the staff member’s preferred details. Print name is defaulted to Title + First initial + Last name.

- Tick Accepted check box – this indicates that details you have entered about the staff member have not been validated against the central HR staff list.
- Click Save or Save & Exit button to save staff and return to Staff Maintenance window.

NOTE: If staff does not have an Employee ID, you should always put something in (e.g. -3) and change it later.
3.17.2 Remove Staff

- Tick the check box alongside the staff name, multiple selections is permitted.
- Click the **Change Status** button

- Change the **New Active Status** from Active to Left
- **Save** or **Save And Exit** to save the details and return to the Staff Maintenance list

The removed staff will not by default be visible in the school’s staff list. Change the Status dropdown on the Search Selection screen to see staff with a Left status.

3.18 Manage Existing Staff Details

Click the staff member’s name on the School Staff list. The staff member definition screen is displayed.

Change the necessary details for the staff member.
If the Validated box is not ticked, you can try to verify the staff member details against the Central HR list. Click on the **Verify Employee Details** button to activate the check. If all information is accurate, the **Validated** check box will be ticked automatically.

If the information cannot be verified, a message is displayed advising you. Either change the staff member’s details and try to re-verify, or click the **Accepted** check box to override the validation.

Click **Save and Exit** button to save the current input and return to the **Staff Maintenance** window.
4 Reports

4.1 Description

Report production is achieved through a number of set reports which allow many options and variations to be created. Additional report options will be added over time.

Reports can be customised to user requirements though use of the criteria specification process by which the user indicates the data to be selected and then to be printed. The criteria nominated acts as a filter by identifying the data which meets those criteria, and then printing the fields nominated by the user.

The types of reports currently available include the following, each is identified as a Tab in the Reports screen:

- **Student Details Report**: Reports on information specific to the student (either in a group or by registration offerings)
- **Medical Report**: Reports on medical details specific to the student (either in a group or by registration offerings)
- **Languages and Visa Report**: Reports on language and visa details specific to the student (either in a group or by registration offerings)
- **Validation Report**: Allows the user to identify ‘missing’ data applicable to individual students (either individually, in a group or by registration offerings)
- **Ghosted Enrolment**: Provides a copy of the student’s data (either individually, a sibling, in a group or by registration offerings) on an “Application to enrol in a NSW Government school” form. School staff can specify to print the complete form or these sections only:
  - Family details
  - Parent/Carer details
  - Student details
- **Family Report**: Reports on family details specific to the student (either in a group or by registration offerings)
- **Class Management Report**: Used at student group level to list classes and the students in classes. Similar to A1 Report from OASIS
- **Registration Management**: Used to list students in registration offerings
- **Leavers Report**: Lists students whose status (based on Registration Offerings or an individual) is Leaving or Left and provides a transcript of the Enrolment history of the student/s registrations.
Outcomes

On completion of this module, you will be able to:
- Access the type of report required
- Enter the criteria to select the type of information required
- Identify the data to be included in the report
- Select the report type – PDF or CSV
- Give the report an appropriate heading
- Select the time frame for the report to be run
- Indicate if the report is to be sent to an email address
- Save report criteria for later use
- Schedule the report, download and print

4.2 How to create a class list

The Class List report will allow a user to produce a report similar to OASIS A1 Roll Class List report, but additionally will provide the ability to produce class lists for other uses such as excursion, sport, music, house and drama class reports

To access the class management report select the Reports menu Item and then the Class Management Report tab.
4.3 Adding a column on to the report

You can add a column to the report by ticking the checkbox next to the field name. On a class management report the Class, SRN and Student Name will automatically be displayed.
The Report above will display the class, SRN and student name and additionally the staff name relating to the class, the scholastic year and the student gender.

### 4.4 Specifying Report Selection Criteria

When a report is run it will automatically be generated for all students at your school. However often administrators are required to produce lists for specific groups of students. For example those in scholastic years 12 or those who are of a particular age or students who are from a non English speaking background. The ability to specifically these conditions is done through filters known as Selection Criteria. The class management report offers a suite of selection criteria which allow the user to make simple lists to complicated reports spanning the entire student enrolment record.

To specify criteria simply select the criteria value.
The report criteria above will produce a class list for all students in scholastic year 3 which are in a library group setup for the year 2008 and are Aboriginal.

To create a standard roll class report simply select the **Activity type** to be **Roll Class** as shown in the screenshot below.
Click the **Schedule Report** button to run the report. By default the report will be sent to your “My Reports” page which is accessible from the **My Reports** menu link.

Report can be run at a later date or even scheduled to run at a regular interval such as (daily, weekly, monthly)
The Report can be given a name and the criteria may be saved if you would like to recall the criteria at a future date. The save/load criteria function should be used if you have defined complicated criteria and regularly run the report.

The Report may be created in a format which can be opened by Microsoft Excel – simply change the Report Format selection from PDF to CSV (for “comma separated value”). This is very handy for further manipulation of the report.

4.5 Running the report

The Report Schedule section at the bottom of the report selection screen allows you to specify how you want the report to be run.

**Report name:** Specify a name to help identify the report later

**Run Report:** This allows you to run the report Now, at a later time (Once), each day at a set time (Daily), weekly at a set time (Weekly), monthly at a set time (Monthly). Some of this option requires you to provide additional information

**Report Format:** This can be either PDF or CSV. The PDF format creates a report which is read by Adobe Acrobat, details on the report cannot be changed once it has been generated. The CSV format creates a report which is opened in Excel and allows you to manipulate the report as for any Excel spreadsheet.

**Email Notification:** check this box to have your report sent to your email account. It will also be saved in you’re My Reports site as for all other reports

**Report Header Criteria:** this allows you to vary what details about the report selection criteria are also listed on the report. Sometimes it is useful to show the criteria on the report so you know the rules specified for it. Options are Include All Criteria, Include Changed Criteria, Exclude All Criteria

**Schedule Report:** Click this button to run the report. By default the report will be sent to your “My Reports” site which is accessible from the My Reports menu link.

**Save Criteria:** click this button to save the selection criteria you have specified for the report for later use by you.

**Load Criteria:** click this box to view and select a report selection criteria previously saved using the Save Criteria button. It will also show report criteria saved using the DET Criteria option.

**DET Criteria:** check this box to save the selection criteria you have specified for the report and make the report criteria available to other staff in your school.
To open and view your generated report, go to the My Reports Tab and select the saved report – click the Download to view the report.

If you elected to have the report produced in PDF format, it will be displayed on screen by Adobe Acrobat. The report will be in a read only format and can be printed to your printer – use the Acrobat options to print. It can also be saved to another local disk drive or storage device, or emailed to another person.

If you selected the CSV format, the report will be opened in Excel. You can then manipulate the report as for any spreadsheet, some columns may require expanding to view their full contents. The report can be saved to another local disk drive or storage device, or emailed to another person. If saving the file, ensure you change the file format from .CSV (Comma delimited) (*.csv) to Microsoft Office Excel Workbook (*.xls). It may also be necessary to remove any square brackets [ ] from the filename.

### 4.6 Medical Report

This example describes how to print a report of all students at the school showing medical details. This is achieved by:
1) Selecting the medical report tab from the Reports Screen
2) Selecting the registration offering focus
3) Going to Advanced Medical Criteria and select to display medical dossier details
4) Changing the Medical Alert pull down to “Yes” which will only display those records which have a medical detail.

You can also filter by a specific medical condition – i.e. by allergies only. In this case you would keep the medical alert pull down set to “ALL” and change the medical dossier type to “Allergies”

For example:
4.7 Student Details Report

The criteria that a user can specify are very comprehensive and cover nearly all fields held in a student’s record. Each area (4 are available) can be expended to access additional criteria. Click on the arrowheads at the end of the banners.
NSW Department of Education and Training

ERN Training Guide v3.0
The areas, when expanded, provide access to criteria (or fields) by which data is nominated to be used in preparing the report. Sometimes, there may be an additional window of criteria inside the first window.

The user can adjust the field criteria by selecting from a drop down list, entering a date and then clicking the button to include that field in the report.

Users should be careful not to print too much data on the report as the information will wrap around if the page width is breached. It may be wiser to create the report in CSV format and use the spreadsheet produced to modify and adjust columns as a formatted report.

**Additional student details**

To produce a report showing student contact details, both emergency and family details. Click the required fields from the expanded section(s).
Give the report a meaningful name, run the report NOW.

Go to the **My Reports** menu option and when the report is completed, download and display. Note that a student can have more than one line of output – this will depend on the number of emergency and family contacts the student has recorded in ERN.

### 4.8 Validation Report

Validation Reports are used to identify any data fields that are missing from a student’s record. Criteria can be specified to produce missing data that is considered important or all missing data. Within these categories, some data is considered high importance and the balance lower importance.

An example of high importance data is a student’s emergency contact details, whereas, data of a lower importance could be a parent’s education details.

A validation Report can be produced for a:
- Student Group
- Registration Offering
- Individual Student

**To prepare a Validation report for a Registration Offer:**
- Access reports through the Reports menu option
- Click Validation Report from the tabs at the top of the screen
• Enter the report specific criteria to define the output requirements
  o Reporting focus – specify whether the report is to be group, registration offering or for an individual student (note, there are slightly different screens for each case – see below)
  o School Name
  o Registration Offer
  o Registration Status – select Active/Expelled/Deceased
  o Is Census – select All/yes/No
• Report Criteria
  o Alert Level – ALL produces both Red and Orange level, Red only, Orange Level only (Red are crucial requirements, Orange are data that is required but will not affect the system if not available)
  o Report Depth – headings – lists important data, detail lists all data missing
  o Colour – if colour is selected, the report will show results in Red and Orange, monochrome will be black and white. Colour may reproduce in lighter shades.
• Report Schedule
  o Report Name – enter a name so that the report is easily recognisable
  o Run report – select when the report will run
  o Report Format – PDF for printing, CSV to import to a spreadsheet
  o Email notification – if checked, file will be sent to email box
• To produce the report, click SCHEDULE REPORT
• To print the report, go to the My Reports option and print.

This report will produce headings depth only (see below for example)
This report will produce detailed depth (see below for example)

When reports are completed, they are held in My Reports for printing, click Download to open or save the file.

The two reports are listed here and can be viewed on the screen before printing.
Report listing – Heading detail (note, the full student name would be shown on a report but has been shaded in these examples)

St Leonards Public School
Enrolment Validation Report

<table>
<thead>
<tr>
<th>Student Group:</th>
<th>Enrolment Type:</th>
<th>Scholastic Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ALL</td>
<td>ALL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Census Indicator:</th>
<th>Student Status:</th>
<th>Alert Level:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL</td>
<td>Active</td>
<td>ALL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reporting Level:</th>
<th>Group Membership:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heading</td>
<td>All current members</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Registration Status:</th>
<th>Enrolled, In Attendance, Leaving, Suspended</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>SRN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Majumder</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Alert Description</th>
<th>Severity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>SRN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kim</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Alert Description</th>
<th>Severity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>SRN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mukhamedyarov</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Alert Description</th>
<th>Severity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>SRN:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Alert Description</th>
<th>Severity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>SRN:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Alert Description</th>
<th>Severity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Alerts: 0  Red: 0  Orange: 0

Total Alerts: 2  Red: 0  Orange: 2

Total Alerts: 3  Red: 1  Orange: 2
Report listing – Detail

St Leonards Public School
Enrolment Validation Report

<table>
<thead>
<tr>
<th>Section</th>
<th>Alert Description</th>
<th>Severity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Majumder</td>
<td>SRN:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Alert Description</th>
<th>Severity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kim</td>
<td>SRN:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Alert Description</th>
<th>Severity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mukhamadyarov</td>
<td>SRN:</td>
<td></td>
</tr>
</tbody>
</table>

Total Alerts: 6
Red: 0 / Orange: 0

Total Alerts: 4
Red: 1 / Orange: 3

Total Alerts: 4
Red: 2 / Orange: 1
Screen for Student Group Validation Report

[Image of the Screen for Student Group Validation Report]

Screen for individual Student Validation Report

[Image of the Screen for individual Student Validation Report]
4.9 Ghosted Enrolment Report

A ghosted enrolment is a printout of all or parts of an enrolment form for a student or students. This could be done to provide a student or students with details of their information for checking and amendment where necessary. If the option to print ALL SECTIONS is used, then 12 pages for each student will be produced.

To print a ghosted enrolment form

- Access the **Ghosted Enrolment** option through the **Reports** menu
- Select the required criteria
- Schedule and print the report (it is suggested you check the report on the screen before printing)

Access the Ghosted Enrolment report screen and enter the criteria:

- Reporting Focus – select from Student Group, Registration Offering, Student SRN, and Sibling
- Completed the required fields (depending on the reporting focus selected – other screens are shown below)
• Tick to display ALL, Family Details, Parent Carer Details, Student Details or Emergency Contact Details
• Enter the **Report Name**
• Click the **Schedule Report** button to run report
• Access **My Reports** menu to print the report

**NOTE:**

The ghosted enrolment form is printed as in translucent, so parents could write over the top of it.

It is also possible to set how 'dark' you want the ghosted enrolment form to print the 'ghosted' text. Simply go to **My Profile** and select against ‘**Print my Ghosted Enrolment forms with the ghosted text**’:

**Default** - As it is now  
**Darker** – In between Default and Darkest  
**Darkest** - As dark as the headings on the form

ERN is true-case, so reports will print as what users have typed in.

**Important:**

If printing ghosted enrolment forms for students not yet in attendance remember to select from the **Registration Status** options that you want, for example, Applied to Enrol (Risk Assessed)
For the example, details will be produced for one student only.

When the **Report Focus** is selected,
- Enter a student SRN
- Select the details to display in the report
- Enter the **Report Name**
- Click the **Schedule Report** button

**Report Focus** – Student SRN:
Access **My Reports** and review the details produced before printing.

**Emergency contact produced – 1 pages**

**Default - As it is now**
### Emergency contacts

<table>
<thead>
<tr>
<th>Name of person</th>
<th>Relationship</th>
<th>Telephone 1</th>
<th>Telephone 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>Father</td>
<td>123-4567</td>
<td>789-0123</td>
</tr>
<tr>
<td>Jane Doe</td>
<td>Mother</td>
<td>789-0123</td>
<td>456-7890</td>
</tr>
</tbody>
</table>

### Student details

<table>
<thead>
<tr>
<th>Address</th>
<th>Mobile phone</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>123 Main St.</td>
<td>0400-123456</td>
<td><a href="mailto:student@email.com">student@email.com</a></td>
</tr>
</tbody>
</table>

---

**Darker – In between Default and Darkest**

<table>
<thead>
<tr>
<th>Emergency contacts</th>
<th>Student details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name 1</td>
<td>Relationship</td>
</tr>
<tr>
<td>John Doe</td>
<td>Father</td>
</tr>
<tr>
<td>Jane Doe</td>
<td>Mother</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Mobile phone</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>123 Main St.</td>
<td>0400-123456</td>
<td><a href="mailto:student@email.com">student@email.com</a></td>
</tr>
</tbody>
</table>
Darkest - As dark as the headings on the form

Report Focus - Student Group:
Reporting Focus – Registration Offering
Reporting Focus – Sibling

4.10 Report Criteria Glossary

Standard Criteria

Student Group: Choose to report on students in a specific student group at your school. Leave blank to report on all student groups at your school. For example K/1 Roll Class.

Student Group Status: Choose to report on a student groups that have a specific status such as those which are available, in draft or cancelled.

Staff Name: Selects classes with a taught by a particular staff member. For example show me all the classes that are taught by Andrew Jones.

Has Staff: Select student groups which have staff members attached. For example show me all the classes that have a staff member associated with it.
Has Curriculum Attached

Select student groups which have curriculum attached.

Enrolment Type

Select all the students who have a particular enrolment type such as Mainstream, Support class, International etc. For example show me all the students in the k/1 student group who have a mainstream registration only.

Scholastic Year

Selects all the students who have a registration in a particular scholastic year. For example show me all the students in the Acacia House Student Group that are in Year 12 scholastic year

Is Census

Selects all the students who have a census or non census enrolment. For example show me all the students in K/1 that are non census

Activity Type

Selects all the student groups that are of a particular type such as roll classes, excursions, music classes, drama classes etc. For example show me all the roll classes in the school.

Calendar Year

Selects all the students that have a registration within a particular calendar year. For example show me all the students that are in the Acacia House Student Group for the year 2009.

Advanced Criteria

Student Status

Selects students that are of a particular status such as deceased, expelled, active. For example show me all the students in the K/1 Roll Class that are expelled only

Intended Start Date

Selects those students that are starting enrolment between a specific date ranges. For example show me all the students in the K/1 group with an intended start date between 01/01/2008 and 01/03/2008

Actual Start Date

Selects those students who had a date of enrolment between a specific date ranges. For example show me all the students in the K/1 group with an enrolment date between 01/01/2005 and 01/03/2005

Leaving Date

Selects those students that have a leaving date between a specific date range. For example show me all the students in the 12R student group with a leaving date between 1/10/2007 and 12/12/2007

Date of Birth

Selects those students that have a date of birth between a specific date range. For example show me all the students who were born earlier than 01/01/2001 and are in the Zoo Trip Excursion Group
Gender
Show me all the students who are of a particular gender. For example show me all the males in the K/1 roll class.

Religion
Selects those students who are of a particular religious faith. For example show me all the Christians in K/1 Group.

Aboriginal and Torres Strait Islanders
Selects those students who are ATSI. For example show me all the students in k/1 who are Aboriginal.

5 Iconic function

5.1 Print emergency details in bulk

The emergency contact details (ambulance icon) report is available on the following screens:

• Student Enquiry
• Registration Offers
• Student Group Offers

Clicking the ambulance icon will deliver a report to the screen (not to my reports) that contains all students you have selected on that screen.

By Student Enquiry

Using the Student Enquiry screen you can find multiple students or search on groups and run the emergency detail report for all of the displayed students.

Search for students using the standard Student Enquiry filter options (i.e. Registration Offering) and the ambulance icon will be displayed:
Click the ambulance icon and the emergency contact details report will be run instantly for all students in the list. You will be given the option to open or save the PDF report.

NOTE: If you are running the report for a large number of students it will take longer to generate the PDF document.

Open the report and it will display the emergency contact details for all selected students:
By Registration Maintenance

You can print bulk emergency contact detail reports for multiple students across a selected year through the Registration Offers page under Place Management.

In the Registration Offers page select the show student’s icon beside the required scholastic year to view the current members of this offering:

Select the students you would like to run the emergency contact report for by ticking the tick box next to their name and then click the ambulance icon above the student list:
You will be given the option to open or save the PDF report:
Open the report and it will display the emergency contact details for all selected students:

By Student Group Maintenance
You can print an emergency contact details report for multiple students who are attached to a student group created within your school.

Enter the Student Groups Offers page and select the view student’s icon next to the student group offer you wish to run this report on:

Tick the tick box for the students in this group you would like to run the report for or select the top tick box to select all students in this group then click the ambulance icon:

You are then given the option to open or save the PDF report:
Open the report and it will display the emergency contact details for the selected students:
5.2 Add a student to multiple groups

When a student newly registered to your school, one easy way to add the student to all associated student groups is click 🧑 icon anywhere in ERN to go to the **Student Centric Group Management** screen.

This Student Centric Group placement could also used to manage student current year and future year student groups

You could go to student centric group placement every where when you click on this 🧑 icon, the options are:

- On student enquiry, and all student lists there is an icon 🧑 that allows you to float over and view the groups a student is currently in. This icon appears on ALL ERN student lists. We have activated this icon to allow you to now use a new screen that allows you to perform student centric group placement.

- Once you locate the student, 🧑 is also available next to the student family name in student details page, click 🧑 to access the **student centric group management**

- Locate the student in **Place management → registration offers** tab. Click 🧑 to access the **student centric group management**
• Locate the student in **Place management → Student Group Offers** tab. 
  Click 📘 to access the **student centric group management**

The **Group Management** screen is in two halves. The top half shows what the student is currently in. The bottom half shows what the student could be in, these are all the eligible groups for the selected calendar year and activity type that the student can be placed in (constrained by the students enrolment type and scholastic year). You can change the Calendar Year on either half to see previous years or next years (and different activity types)

**NOTE 1:** To REMOVE a student from a group they are in simply click on the check next to the groups in the top half of the screen and the student will be removed.

**NOTE 2:** To ADD the student to any groups simply click on the check box next to the groups in the bottom half of the screen and the student will be added.

**NOTE 3:** On the top half, the subgroup is not listed. For example: Primary school will not see the course class created under the roll class. High school will not see the course class created under the composite class

**NOTE 4:** On the bottom half. For scholastic year K-6 is default to the roll class. For scholastic year 7-12 is default to the course class

The changes happen instantly and there is no SAVE or GO button to click. If you make a mistake simply re-add or remove the erroneous entry.
Once the student is placed into the correct group, click the Close at the bottom of the screen.

Put the cursor next to the 🏠 icon to review groups the student current in.

6 My School

ERN needs to know your school profile, what are the designated high schools.

(a) your designated local high school – if you are a Primary school, or a Junior High school, then enter the local High school to which students in area would normally feed to. If there are multiples, then choose the most common, or it can be left blank. Use the ‘magnifying glass’ to locate the required school.

(b) How many days of inactivity auto withdraw registrations - If a student has any REGISTERED or APPLIED TO ENROL status and it is more than X days after the student’s INTENDED START DATE, ERN will automatically withdraw it. If it is left as zero, the auto withdrawal function will not operate. We suggest starting with 20 days.
(c) **How many days after the start of the year list students not enrolled** - If the student is APPLIED TO ENROL (Risk Assessed) and it is X days after their INTENDED START DATE, the ERN system will notify the user through email and Notification – note this notification function is not yet operational. If it is left as zero, the notifications will not operate. We suggest starting with 90 days.

7 **My Report**

Any reports created in report section can be accessed from the "**My Reports**" navigation button found on the left hand side of the screen. Click on "**Go**" to view reports generated from the date shown or change the date to view reports generated at other times. All reports generated will appear in a list ready for download. Latest requests will be at the top of the list. To be able to print a report you must first download it to your local computer.

To delete a report in the list, select the check box which appears next to the unwanted report and then click the **Delete Report** button.
Select the report you wish to view by clicking on the word "Download". The reports are created as PDF or CSV and users are required to either “save” or “open” the requested report to their local computer.

Choose “save” the file.

The user will then be prompted to specify a location to save report e.g. desktop.

Once the file has been saved, users can navigate to the location previously specified and double click on the PDF icon which appears next to the downloaded report.
Print single report:

After the report opens it can be printed by selecting “print” option from the “File” menu within Adobe Acrobat.

Print Multiple reports:

**Step 1** - Unzip the downloaded archive;

**Step 2** - Open the downloaded unzipped folder

**Step 3** - Print the Report

**Step1 - Unzip the downloaded archive**

Once the file has been saved, users can navigate to the location previously specified and right click on the archive downloaded.
A folder with the name of the downloaded winzip archive will appear in the location selected.

Double click the unzipped folder that contains the reports you wish to print.
1. Click the first student you wish to print
2. Select and hold down the shift key
3. Click and select the last student you wish to print
4. Go to the File menu
5. Select the print option

Be aware however that some printers may not be capable of printing multiple student reports due to lack of installed memory.

8 My Profile

My profile is used to set up the basic settings in user basis.

**Inactivity Timeout**: How long ERN will log you off

**Inactivity Warning Sound**: When ERN is about to be log out, what sound is used for warning

**Default School**: When staff has been assigned more than one school, default school is used to define the school name in other screens

**Show Page Header**: show the blue ‘Welcome to NSW Public School’ message on the top of the screen.

**Show Message Image**: show the little picture message when successful or wait and etc.
Print My Ghosted Enrolment from with the ghosted text: print the ghosted enrolment form text in three different shade of black

Mail subscription to InErnest: change this to ‘Yes’ to allow subscript to the InErnest.

9 Enabling Staff Access to ERN

9.1 Description

Assigning access privileges to ERN will be done using the AMU application. This is the same application used for assigning profiles for OASIS thin client, SBSR, etc.

AMU is automatically provided to school Principals and appears in their Portal under My Applications. Principals can delegate access for other staff to AMU if they wish.

9.2 Becoming an ERN Authoriser

For ERN, Principals will initially need to go into AMU and add themselves (or another staff member) as an “ERN Authoriser”. To do this:

1. In AMU, select Access Management Utility (AMU) and click Next.
2. One of the columns displayed will have a heading “ERN Authoriser”
3. Assign staff from the list to be an ERN Authoriser, this includes the Principal. Whoever is assigned as an ERN Authoriser will then have the rights to assign ERN Profiles.
4. Click Home from the menu.

5. The list of applications will now include one for ERN (Enrolment and Registration Number). If other staff have been assigned as an ERN Authoriser by the Principal in step 3, then they will also be able to see this application.

6. From the Home page, select the ERN application.

7. The school staff will be listed, and columns for the ERN Roles (Principal, Student Registration, Student Administration, Enquiry Only).

8. Select the staff and corresponding role. A description of the roles is shown below. We suggest limiting access to those staff that have had some training in ERN.

9. As staff are assigned to an ERN Role, the link to ERN will appear in their Portal under My Applications. Training ERN will appear under the ‘My Training’ tab. NOTE, this may not appear immediately, could even be delayed until the next working day.

10. If you go to ERN through the Portal/My Applications link, you will be logged into ERN automatically.

9.3 Staff Roles and Security Profiles for ERN

There are four (4) Staff Roles which have been defined for access to the ERN application. Each Role has a Security Profile associated with it which is used internally to determine the user’s Menu.

Note that each role has specific menu items. Staff may have to be given access to multiple roles to obtain the required access.

Our suggestion is for your key SAM/SAOs to have Student_Registration and Student_Administration. Other Administrative staff would have Student_Administration. Principals would be given Enquiry_Only and Principal.

PRINCIPAL

School Principal - gives access to the functions of:
   Data Harvest

STUDENT_REGISTRATION

This will normally be delegated to one/two key administrative staff as it allows access to look for students across the state and register them at their school. Gives access to the functions of:
   Registration – new students and transfers

STUDENT_ADMINISTRATION
This will be the general student administrative role at a school, should allow most functions around maintaining and reporting on students at their school. Gives access to the functions of:
- Student enquiry and maintenance
- My School
- Place management
- Reports

**ENQUIRYONLY**

A read only role of students at their school, typically for teachers but could of course be given to any school staff where appropriate. Gives access to functions of:
- Student enquiry
- Reports