# How to mark a student as "left" or as "leaving"

When a student is going to leave the school at a known future date, you can mark the student in ERN as "**Enrolled (leaving)"**.  ERN will automatically change the status to "**Left**" on the date specified by you.  When a student has already left the school on either today's date, or at a past date, you can mark that student as "**Left**" in ERN, and include the backdate.

To complete this task, you will need to know :

- The name of the student.
- The year they are in.
- The date that they have left, or the date which they will leave.
- Confirmation that the students no longer owe any money.

1. Marking a student as left occurs in **Place Management**, so go there now.

2. We will be managing a registration offer, so remain in the first tab, **Registration Offers**.

3. We are dealing with the students in a particular year.  Therefore click on the *little people* icon against the year the student is in.

| K | Kindergarten 2008 (Mainstream Enrolment) | 35 | 0 | 33 | 0 | |
|---|---|---|---|---|---|---|
| 1 | Year 1 2008 (Mainstream Enrolment) | 35 | 0 | 30 | 0 | |
| 2 | Year 2 2008 (Mainstream Enrolment) | 35 | 0 | 19 | 0 | |
| 3 | Year 3 2008 (Mainstream Enrolment) | 35 | 0 | 29 | 0 | |
| 4 | Year 4 2008 (Mainstream Enrolment) | 35 | 0 | 20 | 0 | |

4.  You will now see a screen showing a list of all the active enrolments in that particular year.  Locate the name of the student(s), and **tick the boxes** on the right hand side for that student.  Often you will only perform this task for one student at a time, however you can do this for 2 or more students at the same time.  Even if they will have different leaving dates.



5.      Scroll to the bottom of the screen, and see the buttons;
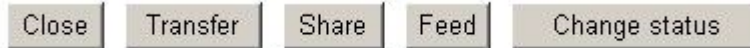


Click on **Change status**.

6.      The next window will look like this;



Here, I have selected 3 students who I will be marking as left.  You will only
see the name or names you have selected.  This is the screen where you will
mark the student as left or as leaving.
- If the student has already left, or is leaving today, set the New registration
status to **LEF – Left**.
- If the student is Going to leave tomorrow,
or at a known future date, set the status
here to **ENRLEA – Enrolled (Leaving)**.
- Naturally, you will need to enter a Leaving
date, enter a date now.
- Click on **Save and exit**.



7.  OPTIONAL.   If you are marking multiple students as left, or leaving, you
    can do them all together.  If you need to specify different dates, click into
    the little box you see labelled **Specify them individually**.  Your screen
    will change to something like this;

Now you may specify individual dates for these students.  Be aware of the new registration status, that it is set to what you require.
- **LEF – Left** for students who have already left.
- **ENRLEA – Enrolled (Leaving)** for students who will leave at a future date.

Finally, if you want to go back to the other method of applying one date for all the students, click in the little box marked **Specify them once for all**.

8.  You will see this screen;
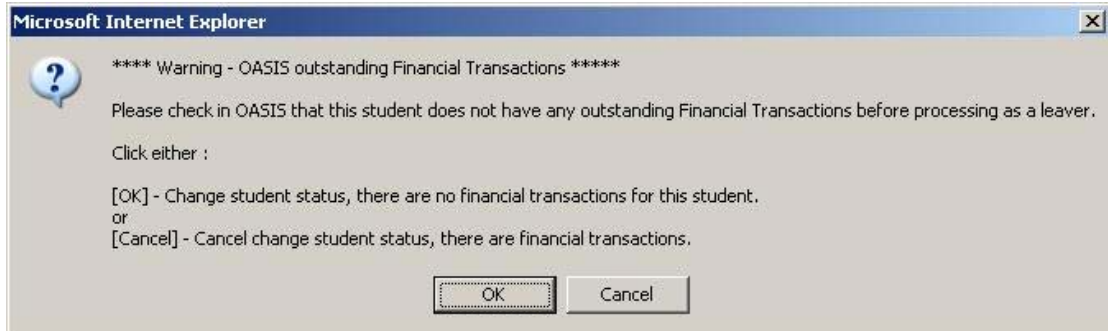


This is your last chance to change your mind.  **Clicking OK** will complete the change to the enrolments.  OASIS is no longer used to track student financial transactions.  Please remember to also update the ebs enrolments for this student.

9.  The success image at the top of the screen will confirm that the change is complete.

10. If you have marked students as "Enrolled (leaving)", you will notice that they are still enrolled.  ERN will try to remind you that these students are going to be set as "left" soon in the following screen.  Go into **Place Management**, Registration Offers.



This number here on my screen, represents that there is one student in year-5 who is still enrolled, but has been set as a leaver for a future date. ERN will automatically change their status to LEFT upon the date specified.