






## 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.

Registration Maintenance - Gwynneville Public School 2008 Mainstream Enrolment

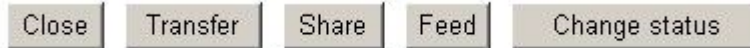
Scholastic year	Offering name	Typical annual intake	Registered	Enrolled	Leaving
3	Year 3 2008 (Mainstream Enrolment)	35	0	29	0

Show students with : Active Registrations Show Legend

tick boxes

SRN	Student name	Gender	D.O.B	Roll Class	Status	
429611156	Anderson, Lucille	F	06-Aug	3.4B	Enrolled (In Attendance)	<input type="checkbox"/>
429611181	Aquilina, Elijah	M	08-Feb	3.4B	Enrolled (In Attendance)	<input type="checkbox"/>
429611253	Bowers, Courtney	F	30-Apr	3.4B	Enrolled (In Attendance)	<input checked="" type="checkbox"/>
429611270	Braicovic, Myo Jin	F	03-Jun	3.4B	Enrolled (In Attendance)	<input type="checkbox"/>
429611300	Chrissostomidis, Aristithis-Micheal	M	24-Mar	2.3R	Enrolled (In Attendance)	<input type="checkbox"/>
429611377	Dale, Gordon Zachary	M	24-Jan	3.4B	Enrolled (In Attendance)	<input type="checkbox"/>

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



Click on **Change status**.

6. The next window will look like this;

<input checked="" type="checkbox"/> SRN	Student name	Current status
429612420	Reay, Brooklyn	Enrolled (In Attendance)
429612608	Smark, Adrian	Enrolled (In Attendance)
429612551	Stacy, Allan	Enrolled (In Attendance)

New registration status :

Specify them individually :

\*Leaving date :

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**.

ENRLEA - Enrolled (Leaving)
<b>ENRLEA - Enrolled (Leaving)</b>
LEF - Left
ENRSUS - Enrolled (Suspended)
LEFDEC - Left (Deceased)
LEFEXP - Left (Expelled)

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;

<input checked="" type="checkbox"/> SRN	Student name	Current status	Leaving date
429612420	Reay, Brooklyn	Enrolled (In Attendance)	<input type="text" value="17/06/2008"/> <input type="button" value="Calendar"/>
429612608	Smark, Adrian	Enrolled (In Attendance)	<input type="text" value="17/06/2008"/> <input type="button" value="Calendar"/>
429612551	Stacy, Allan	Enrolled (In Attendance)	<input type="text" value="17/06/2008"/> <input type="button" value="Calendar"/>

New registration status :

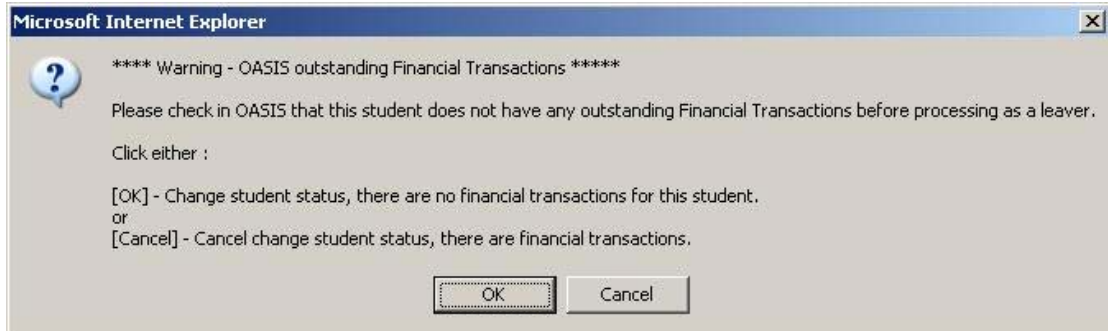
Specify them once for all :

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.

Registration Offers Student Group Offers Staff Maintenance

Registration Offer Maintenance

School: Gwynneville Public School Calendar Year: 2008 Scholastic Year: All Offering Status: AVA - Available Enrolment Type: MAIN - Mainstream Enrolment

Go

Scholastic year	Offering name	Typical annual intake	Registered	Enrolled	Leaving
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	26	0
4	Year 4 2008 (Mainstream Enrolment)	35	0	20	0
5	Year 5 2008 (Mainstream Enrolment)	35	0	22	1
6	Year 6 2008 (Mainstream Enrolment)	35	0	19	0
Total		245	0	169	1

Create

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.