



Education &  
Communities

NSW Schools

# ERN Reports User Guide

**NOTES:**

DRAFT

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# 1. Introduction ERN Reports

ERN Reports has been updated to reflect the changes in ERN related to:-

- Student Health Care
- School Medications
- Student Immunisation Records
- Parent Dossier – Carer Access Notes and Family Law and Court Orders.

ERN Reports have now been categorised into **ERN Dynamic Reports** and **ERN Formatted Reports**.

- ERN Dynamic Reports are those reports where a user can select the data they would like on the report and the way that the report is filtered to restrict the records displayed.

E.g. Develop a report that gives a list of student in Year 4 displaying Roll Class, Date of Birth and Country of Birth.

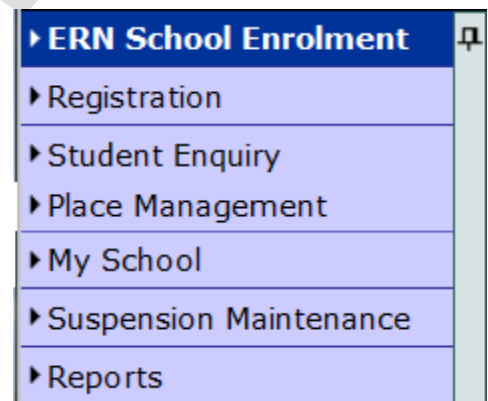
- The filter is by Scholastic Year (Year 4)
- The data required is the Student Name, Roll Class, Date of Birth and Country of Birth.

- ERN Formatted reports. Are those reports that are already formatted for print media and the user can change the filter to restrict the amount of data reported.

E.g. Print all the Roll Classes in Year 4. The report is sorted by Gender and requires a Cell format.

## 2. ERN Reports

From the ERN School Enrolment menu select Reports.



The following Screen will be displayed, defaulted to Dynamic Reports focused on the Student Details Report.



### 3. Dynamic Reports

The Dynamic Reports include the following focus areas:-

- Student Details Report
- Medical Report
- Languages and Visa Report
- Class Management Reports
- Registration Management
- Regional Report

The areas that have been updated in Dynamic Reports are associated with Student Health Care and Immunisation details, these are displayed below.-

**Medical Criteria**

Tick to Display in Report

**Medical Display Fields**

- Health Condition Start Date
- Health Condition End Date
- Health Condition Notes
- Health Condition Diagnosed By Doctor Name
- Hospital Name
- Medication Provided
- Doctor Name
- Doctor Address
- Doctor Contact Indicator
- Doctor Contact

Health Condition : ALL

Include Historical Conditions

Review Date (From) : [ ] (To) : [ ]

High Risk/Anaphylaxis : ALL

Diagnosed by doctor : ALL

Hospitalised : ALL

ASCIA Action Plan : ALL

Emergency Response Plan : ALL

Health Care Plan : ALL

Last Updated (From) : [ ] (To) : [ ]

Medication Type : ALL

Administered By : ALL

Immunisation Type : ALL

**Allergies**

- Allergy- fish
- Allergy- shellfish
- Allergy- soy
- Allergy- sesame
- Allergy- wheat
- Allergy- cow's milk
- Allergy- egg
- Allergy- other
- Allergy- insect sting/bite
- Allergy- medication
- Allergy- peanuts
- Allergy- tree nuts

**Others**

- Asthma - Severe
- Diabetes
- Asthma
- Epilepsy
- Other Health Condition
- Other High Risk Health Condition

**ERN Converted**

- ERN Converted - Medical
- ERN Converted - Allergy
- ERN Converted - Medication

**ACINJ - Adrenaline Auto-injector**

- ACINJ - Adrenaline Auto-injector
- OTHER - Other

**Emergency Medication**

- Emergency Medication
- Self Administered
- Administered with Supervision
- Administered by Authorised Staff
- To be determined

**Immunisation**

- IHC - Immunisation - Up to Date
- IHI - Immunisation - Not up to Date
- IHNM - Not Immunised
- IHXXX - Unknown/Not Provided

The panel above "Medical Criteria" is now available in the following reports:-

- Student Detail Report
- Language and Visa Report
- Family

Report

The dynamic Medical Report has a slight variation on the previous panel as it is focused on Medical Information. The Health Condition drop-list and Include Historical Conditions check box are in the main screen layout and not in the Advanced Medical Criteria panel. The screen layout is as below:-

The screenshot displays the 'Advanced Medical Criteria' panel with several dropdown menus and checkboxes. Red arrows indicate the following connections:

- From the 'Health Condition' dropdown in the top panel to the 'ALL' option in the 'Medical Display Fields' dropdown.
- From the 'Include Historical Conditions' checkbox to the 'Include Historical Conditions' button.
- From the 'High Risk/Anaphylaxis' dropdown to the 'ALL' option in the 'Medical Display Fields' dropdown.
- From the 'Diagnosed by doctor' dropdown to the 'ALL' option in the 'Medical Display Fields' dropdown.
- From the 'Hospitalised' dropdown to the 'ALL' option in the 'Medical Display Fields' dropdown.
- From the 'ASCIA Action Plan' dropdown to the 'ALL' option in the 'Medical Display Fields' dropdown.
- From the 'Emergency Response Plan' dropdown to the 'ALL' option in the 'Medical Display Fields' dropdown.
- From the 'Health Care Plan' dropdown to the 'ALL' option in the 'Medical Display Fields' dropdown.
- From the 'Medication Type' dropdown to the 'ALL' option in the 'Medical Display Fields' dropdown.
- From the 'Administered By' dropdown to the 'ALL' option in the 'Medical Display Fields' dropdown.
- From the 'Immunisation Type' dropdown to the 'ALL' option in the 'Medical Display Fields' dropdown.

The 'Medical Display Fields' dropdown menu lists the following options:

- Health Condition Start Date
- Health Condition End Date
- Health Condition Notes
- Health Condition Diagnosed By Doctor Name
- Hospital Name
- Medication Provided
- Doctor Name
- Doctor Address
- Doctor Contact Indicator
- Doctor Contact

The 'Medical Display Fields' dropdown menu also lists the following options:

- ALL
- ALL
- Yes
- No

The 'Medical Display Fields' dropdown menu also lists the following options:

- ALL
- AOINJ - Adrenaline Auto-injector
- OTHER - Other

The 'Medical Display Fields' dropdown menu also lists the following options:

- ALL
- Emergency Medication
- Self Administered
- Administered with Supervision
- Administered by Authorised Staff
- To be determined

The 'Medical Display Fields' dropdown menu also lists the following options:

- ALL
- IHC - Immunisation - Up to Date
- IHI - Immunisation - Not up to Date
- IHNM - Not Immunised
- IHXXX - Unknown/Not Provided

## 4. Formatted Reports

The Formatted Reports include the following focus areas:-

- Immunisation Report (New)
- Student Health Care Report (New)
- School Medication Report (New)
- Emergency Contact report (New)
- Student Group Report (New)
- Validation Report
- Address Validation Report
- Ghosted Enrolment
- Leavers Report
- Merge Report – Family
- Enrolment Counts By Date
- Suspension Summary Report
  - Suspension Summary
  - Suspension Detail
  - Suspension Statistical

### 4.1 Immunisation Report

The immunisation report displays the immunisations status of students and the evidence provided.

The screenshot displays the 'Immunisation Report' interface. At the top, the title 'Immunisation Report' is visible. The main area contains several filter sections:

- Reporting Focus:** A dropdown menu set to 'Registration Offering'. A red arrow points to this dropdown, and a callout box on the right shows a list of options: 'Registration Offering', 'Student Group', and 'Registration Offering'.
- School Name:** A text input field containing 'Public School'.
- Registration Offer:** A text input field with a 'Clear' button next to it.
- Enrolment Type:** A dropdown menu set to 'ALL'.
- Sub Enrolment Type:** A dropdown menu set to 'ALL'.
- Scholastic Year:** A dropdown menu set to 'ALL'.
- Is Census:** A dropdown menu set to 'ALL'.
- In Zone:** A dropdown menu set to 'ALL'.
- Calendar Year:** A dropdown menu set to '2013'.
- Offering Status:** A dropdown menu set to 'AVA - Available'.
- Immunisation Status:** A multi-selection droplist with 'ALL' selected. A callout box points to this dropdown with the text: 'Multi selection droplist. Allow All Statuses or a highlighted selection of Status.' The list includes: 'ALL', 'IHC - Immunisation - Up to Date', 'IHI - Immunisation - Not up to Date', and 'IHNM - Not Immunised'.

Below the filters are three expandable sections:

- Registration Status:** A section with a search bar and a 'PKC' button.
- Student Criteria:** A section with a search bar and a 'PKC' button.
- Report Schedule:** A section with the following options:
  - Report Name:** A text input field.
  - Run Report:** A dropdown menu set to 'Now'.
  - Report Format:** A dropdown menu set to 'PDF'.
  - Email Notification:** An unchecked checkbox.
  - Report Header Criteria:** A dropdown menu set to 'Include Changed Criteria'.
  - DEC Criteria:** An unchecked checkbox.
  - School Criteria:** An unchecked checkbox.
  - Buttons: 'Schedule Report', 'Save Criteria', and 'Load Criteria'.

**Reporting Focus:** Can be by either Registration Offer (Scholastic Year) or by Student Groups (Activity Type)

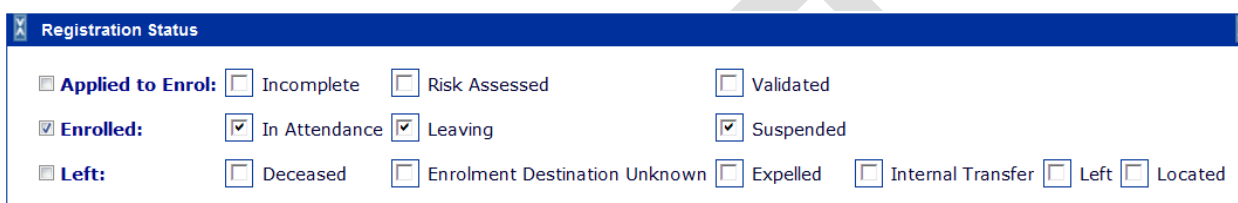
**Scholastic Year:** Default ALL or select a single scholastic Year to report against.

**Is Census:** Default ALL or select Yes for CENSUS or No for Shared Students Only.

**In ZONE:** Default ALL or select Yes or No

**Immunisation Status:** Default ALL. Select a single status or multi selection is available. Shift Drag to Highlight or Ctrl click to Highlight.

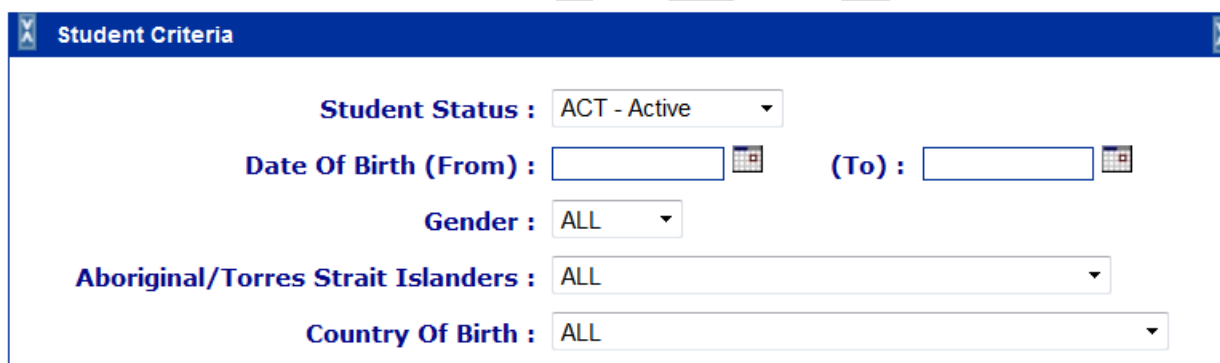
**Registration Status:** Defaults are shown below. Check and uncheck the focus group of the students you require.



The screenshot shows a window titled "Registration Status" with a blue header. It contains three sections of checkboxes:

- Applied to Enrol:**  Incomplete,  Risk Assessed,  Validated
- Enrolled:**  In Attendance,  Leaving,  Suspended
- Left:**  Deceased,  Enrolment Destination Unknown,  Expelled,  Internal Transfer,  Left,  Located

**Student Criteria:** You can restrict the Student selection criteria by any of the following options. By default no filtering is included.



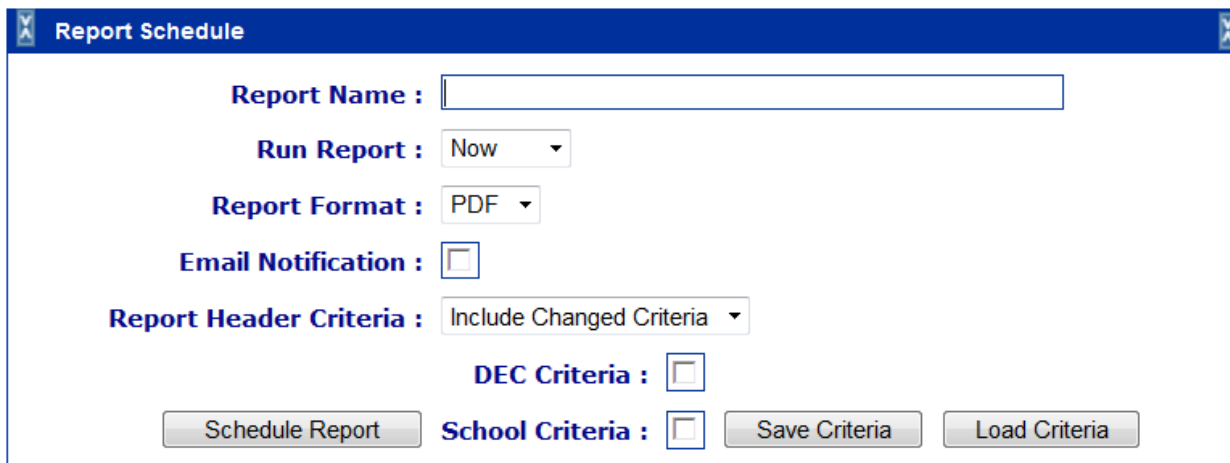
The screenshot shows a window titled "Student Criteria" with a blue header. It contains several filter fields:

- Student Status:** A dropdown menu currently set to "ACT - Active".
- Date Of Birth (From):** A text input field with a calendar icon.
- (To):** A text input field with a calendar icon.
- Gender:** A dropdown menu currently set to "ALL".
- Aboriginal/Torres Strait Islanders:** A dropdown menu currently set to "ALL".
- Country Of Birth:** A dropdown menu currently set to "ALL".

**Example:** If you wanted to get the Immunisation status of all girls then you would filter on Gender = Female



## Report Schedule:



The screenshot shows a web form titled "Report Schedule". It contains the following fields and controls:

- Report Name :** A text input field.
- Run Report :** A dropdown menu with "Now" selected.
- Report Format :** A dropdown menu with "PDF" selected.
- Email Notification :** A checkbox that is currently unchecked.
- Report Header Criteria :** A dropdown menu with "Include Changed Criteria" selected.
- DEC Criteria :** A checkbox that is currently unchecked.
- School Criteria :** A checkbox that is currently unchecked.
- Buttons:** "Schedule Report", "Save Criteria", and "Load Criteria".

**Report Name:** Enter a name for your report

**Run Report:** Default is NOW

**Report Format:** Default is PDF, can be changed to be CSV

**Email Notification:** Default is not sent. Check to get an email notification when the report is completed and available in My Reports

**Schedule Report:** Run the report

**Saving Reports:** Reports can be saved as User Reports or School Reports

- Selecting **Save Criteria** will save the report criteria to your personal reports list.
- Checking the **School Criteria** and selecting **Save Criteria** will save the report for access by any staff in the school.

**Load Criteria:** Previously saved report Criteria can be loaded.

- Selecting **Load Criteria** will display a list of your personal reports that you can select from.
- Checking the **School Criteria** and selecting **Load Criteria** will display a list of School Reports that you can select from.

# Sample Immunisation Report for Year 4

## Student Immunisation Report

Registration Offer:	Student Group:
Offering Status: ALL	Activity Type: ALL
Scholastic Year: 4 - Year 4	Group Membership: are current members
Is Census: ALL	In Zone: ALL
Calendar Year: 2013	
Enrolment Type: ALL	
Sub Enrolment Type: ALL	
Immunisation Status: ALL	
Student Status: ACT - Active	Gender: ALL
Aboriginal/Torres Strait Islanders:	
Country of Birth:	
Date of Birth(From):	(To):
Registration Status: Enrolled(In Attendance, Leaving, Suspended)	

SRN	Student Name	Scholastic Year	Roll Class	Age	Sighted	Immunisation Status	Status Verified
1000001	John Smith	Year 4	4S	10	15-10-2008	Immunisation - Up to Date	Sighted Evidence
1000002	Jane Doe	Year 4	4S	9	05-11-2008	Immunisation - Up to Date	Sighted Evidence
1000003	Bob White	Year 4	3/4D	9	15-10-2008	Immunisation - Up to Date	Sighted Evidence
1000004	Bob White	Year 4	3/4/5/6E	9	15-10-2008	Immunisation - Up to Date	Sighted Evidence
1000005	Bob White	Year 4	3/4D	9	23-10-2008	Immunisation - Up to Date	Sighted Evidence
1000006	Bob White	Year 4	3/4D	9	16-10-2008	Immunisation - Up to Date	Sighted Evidence
1000007	Frank Green	Year 4	4S	10	06-11-2007	Immunisation - Up to Date	Sighted Evidence
1000008	Frank Green	Year 4	3/4D	9	02-02-2009	Immunisation - Up to Date	Sighted Evidence
1000009	Frank Green	Year 4	4S	9	16-10-2008	Immunisation - Up to Date	Sighted Evidence
1000010	Frank Green	Year 4	3/4/5/6E	9	03-07-2008	Immunisation - Up to Date	Sighted Evidence
1000011	Frank Green	Year 4	3/4D	9		Unknown/Not Provided	
1000012	Frank Green	Year 4	3/4D	9	06-11-2008	Immunisation - Up to Date	Sighted Evidence
1000013	Frank Green	Year 4	4S	9	02-02-2009	Immunisation - Up to Date	Sighted Evidence
1000014	Frank Green	Year 4	4S	10	25-06-2008	Immunisation - Up to Date	Sighted Evidence
1000015	Frank Green	Year 4	3/4D	9		Unknown/Not Provided	
1000016	Frank Green	Year 4	4S	9	02-02-2009	Immunisation - Up to Date	Sighted Evidence
1000017	Frank Green	Year 4	3/4D	10	05-11-2008	Immunisation - Up to Date	Sighted Evidence
1000018	Frank Green	Year 4	4S	10	17-02-2009	Immunisation - Up to Date	Sighted Evidence
1000019	Frank Green	Year 4	3/4D	9	29-01-2009	Immunisation - Up to Date	Sighted Evidence
1000020	Frank Green	Year 4	3/4/5/6E	10	22-10-2008	Immunisation - Up to Date	Sighted Evidence
1000021	Frank Green	Year 4	3/4/5/6E	9	22-10-2008	Immunisation - Up to Date	Sighted Evidence
1000022	Frank Green	Year 4	4S	9		Unknown/Not Provided	

## 4.2 Student Health Care Report

The report prints a summary of Student Health Conditions that meet the criteria selected. The report can be run in Non-Compliance mode, displaying only the students whose Health Conditions are non-compliant for plans and/or medications.

Reporting Focus : Registration Offering (e.g. Year 2 Mainstream, Year 4 International Students)

School Name : [Searchable field]

Registration Offer : [Searchable field] [Clear]

Enrolment Type : ALL

Sub Enrolment Type : ALL

Scholastic Year : ALL

Is Census : ALL

In Zone : ALL

Calendar Year : 2013

Offering Status : AVA - Available

Non Compliant Only :

Anaphylactic Only :

High Risk Only :

Include Historical :

Medication Expires on or before : Month Year

Health condition/Need : [Dropdown menu showing Allergies and Others]

Multiple Selections available from the drop list.

Registration Status [Expandable]

Student Criteria [Expandable]

Report Schedule [Expandable]

**Reporting Focus:** Can be by either Registration Offer (Scholastic Year) or by Student Groups (Activity Type)

**Scholastic Year:** Default ALL or select a single scholastic year.

**Is Census:** Default ALL or Select Yes for CENSUS or NO for Shared Student Only

**In ZONE:** Default ALL or Yes or No

**Non-Compliant Only:** Allows you to print a list of students whose Health Conditions are non-compliant for Plans and/or Medications

**Anaphylactic Only:** Only include students in the report who are Anaphylactic

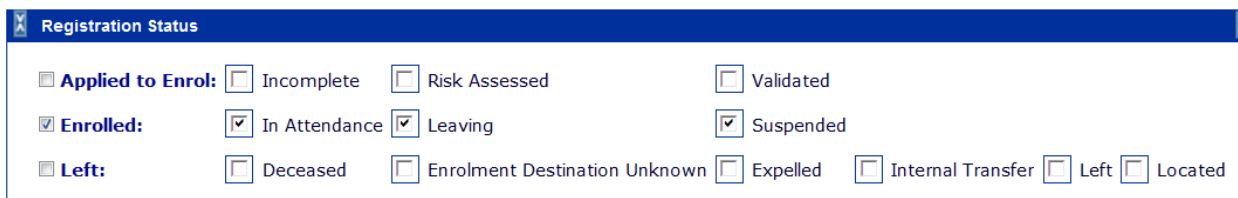
**High Risk Only:** Only include students in the report who are high risk.

**Include Historical:** Include historical health conditions for students (Conditions which have an end date in the past)

**Medication Expires on or Before:** Include health conditions that have a medication that will expire on a date specified in the future.

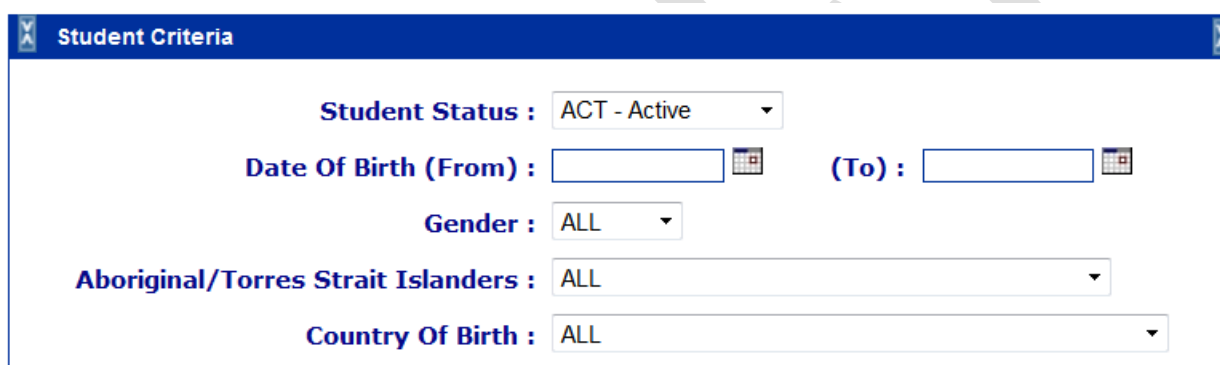
**Health Condition/Need:** Only include students with health conditions selected. The default is ALL. This drop list will allow multiple selections.

**Registration Status:** Defaults are shown below. Check and uncheck the focus groups of student you require.



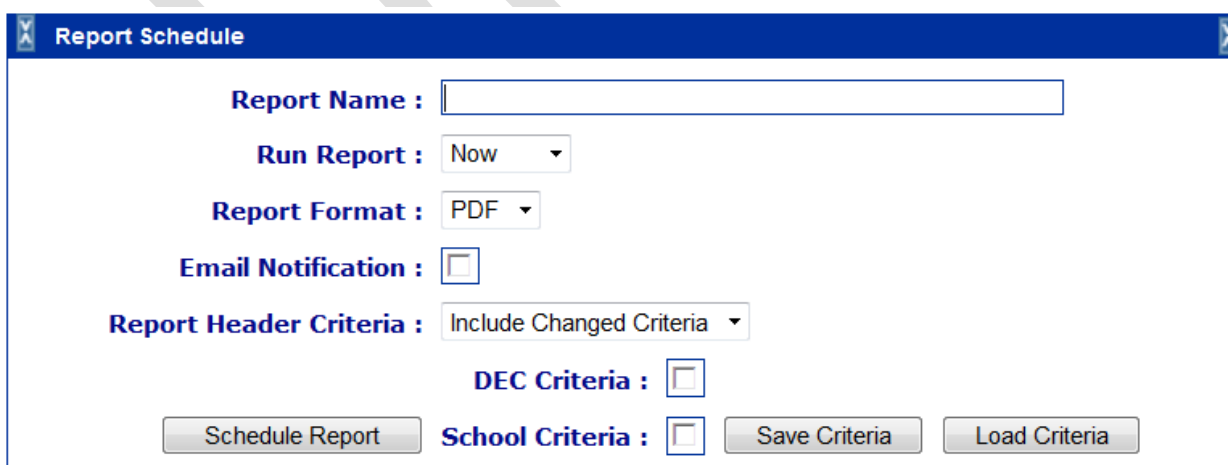
The screenshot shows a window titled "Registration Status" with several groups of checkboxes. The "Applied to Enrol" group includes "Incomplete", "Risk Assessed", and "Validated". The "Enrolled" group includes "In Attendance", "Leaving", and "Suspended". The "Left" group includes "Deceased", "Enrolment Destination Unknown", "Expelled", "Internal Transfer", "Left", and "Located".

**Student Criteria:** You can restrict the student selection criteria by any of the following options. Default is no filtering included.



The screenshot shows a window titled "Student Criteria" with several dropdown menus and text boxes. The "Student Status" dropdown is set to "ACT - Active". The "Date Of Birth (From)" and "(To)" text boxes are empty, with calendar icons to their right. The "Gender" dropdown is set to "ALL". The "Aboriginal/Torres Strait Islanders" dropdown is set to "ALL". The "Country Of Birth" dropdown is set to "ALL".

**Report Schedule:**



The screenshot shows a window titled "Report Schedule" with several form elements. The "Report Name" text box is empty. The "Run Report" dropdown is set to "Now". The "Report Format" dropdown is set to "PDF". The "Email Notification" checkbox is unchecked. The "Report Header Criteria" dropdown is set to "Include Changed Criteria". The "DEC Criteria" checkbox is unchecked. At the bottom, there are four buttons: "Schedule Report", "School Criteria" (with an unchecked checkbox), "Save Criteria", and "Load Criteria".

**Report Name:** Enter a name for your report

**Run Report:** Default is NOW

**Report Format:** Default is PDF, can be changed to CSV

**Email Notification:** Default is not sent. Check the box to get an email notification when the report is completed and available in My Reports

**Schedule Report:** Run the report

## Sample Student Health Care Report

The report criteria selected was for a list of all students in the school who are non-compliant. In the example below Tom does not have a Health Care plan to cover his Allergy – Severe (Anaphylactic).

### Student Health Care Summary

Student Group:	Activity Type: <b>ALL</b>	Group Membership:
Registration Offer:	Offering Status:	Scholastic Year: <b>ALL</b>
Is Census: <b>ALL</b>	Calendar Year: <b>2013</b>	In Zone: <b>ALL</b>
Enrolment Type: <b>ALL</b>	Sub Enrolment Type: <b>ALL</b>	
Registration Status: <b>Enrolled(In Attendance, Leaving, Suspended)</b>		
Student Status: <b>ACT - Active</b>	Gender: <b>ALL</b>	
Aboriginal/Torres Strait Islanders: Date of Birth(From):	Country of Birth: (To):	
Non Compliant Only: <b>true</b>	Anaphylactic Only: <b>false</b>	High Risk Only: <b>false</b>
Include Historical: <b>false</b>	Medication Expires on or before:	
Health Condition / Need:		

Student Name	SRN	Scholastic Year	Roll Class	Age	Health Condition / Need	High Risk	Anaphylaxis Risk (High Risk)	Start Date	End Date	Plan Provided to school? ASCIA/ Emergency Response	IHCP	Review date	Comment			
Red, Tom	436090285	Year 4	-	9	Allergy- tree nuts	Y	Y	04/03/2013	31/12/2599	Y	N		Plan missing			
<b>Condition Notes</b>					An allergy to Tree Nuts											
<b>Medication Notes</b>					Medication Type		Administered by		Expiry Date		Ownership		Provided		Comment	
					Adrenaline Auto-injector		Emergency Medication		Jun-2015		Faulconbridge Public School		Y			
<b>Medication Notes</b>					This is an emergeny medication for the student											
Total Students:					1											

## 4.3 School Medication Report

The school medication report will print a stock list of the general purpose Auto injectors purchased for First Aid kits in schools.

The report can be run in Non-Compliant Only mode which will print if the school is non-compliant with the number of Auto-Injectors purchased compared to the minimum number of auto-injectors need to support the school site.

### Sample School Medication Report

#### School Medications Report

Adrenaline Autoinjector Stock Level:	Minimum Required:	Number in Stock:
Junior Adrenaline Autoinjector (Pre-school students only):	1	1
General Use Adrenaline Autoinjector:	3	4

#### Medications

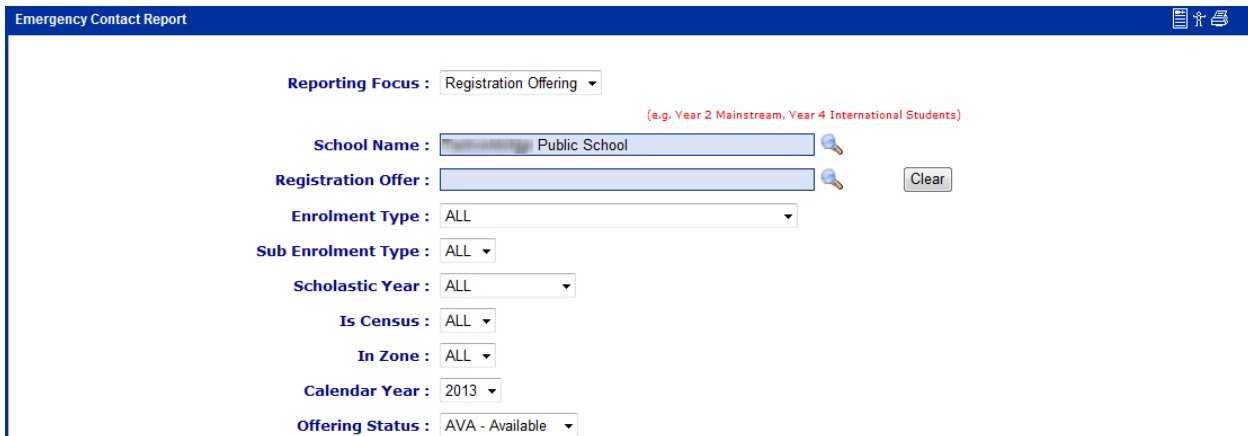
Medication Type	Purchase Date	Expiry Date	End Date	Notes	Messages
EpiPen	11/12/2012	Mar-2014	31/12/2999	Office First Aid Kit	
EpiPenJr	12/02/2013	Feb-2015	31/12/2999	PreSchool First Aid	
Anapen 300	19/03/2013	Apr-2015	31/12/2999	A Block First Aid	
EpiPen	04/02/2013	Nov-2014	31/12/2999	Excursion First Aid	
EpiPen	27/06/2013	Jun-2015	31/12/2999	Block B First Aid Kit	

#### Reference-Emergency Medication Type:

EpiPen  
EpiPenJr  
Anapen 300  
Anapen 150 (or Junior)  
Anapen 500

## 4.4 Emergency Contact Report

The report displays all the contact details for a student; Family Details, Parent Carers, Other Parents, Emergency Contacts and Doctor Contact information.



The screenshot shows a web interface for an 'Emergency Contact Report'. It features a series of filter options, each with a dropdown menu or text input field. The filters are: Reporting Focus (set to 'Registration Offering'), School Name (set to 'Public School'), Registration Offer (with a 'Clear' button), Enrolment Type (set to 'ALL'), Sub Enrolment Type (set to 'ALL'), Scholastic Year (set to 'ALL'), Is Census (set to 'ALL'), In Zone (set to 'ALL'), Calendar Year (set to '2013'), and Offering Status (set to 'AVA - Available'). A red note '(e.g. Year 2 Mainstream, Year 4 International Students)' is positioned above the School Name field.

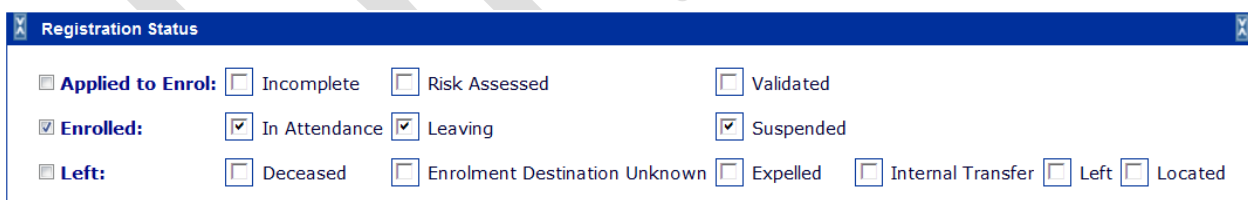
**Reporting Focus:** Can be either Registration Offer (Scholastic Year) or Student Groups (Activity Type)

**Scholastic Year:** Default ALL or select a single scholastic Year to report against.

**Is Census:** Default ALL or select Yes for CENSUS or No for Shared Students Only.

**In ZONE:** Default ALL or select Yes or No

**Registration Status:** Defaults are shown below. Check and uncheck the focus group of the students you require.



The screenshot shows a 'Registration Status' filter section with three main categories: 'Applied to Enrol', 'Enrolled', and 'Left'. Each category has several sub-options with checkboxes. 'Applied to Enrol' includes 'Incomplete', 'Risk Assessed', and 'Validated'. 'Enrolled' includes 'In Attendance', 'Leaving', and 'Suspended'. 'Left' includes 'Deceased', 'Enrolment Destination Unknown', 'Expelled', 'Internal Transfer', 'Left', and 'Located'.

## Sample Emergency Contact Report

Below is a sample page for the student Tom Red

### Student Emergency Contact Detail Report

Page 1 of 1

<b>Family Name:</b> Red	<b>First Name:</b> Tom
<b>SRN:</b> 436090285	<b>Medicare Number:</b>
<b>Date Of Birth:</b> 08/12/2003	<b>Gender:</b> Male
<b>Scholastic Year:</b> 4	<b>Roll Class:</b> KE

#### Main Family Details

Name	Address Details	Relationship to family
Family : Ms Margaret Red	Residential: 10 Palm Grove Ave   Palm Tree 2222 Australia	Family
Red, Margaret		Mother

Family/Parent/Carer	Contact Type	Contact Data	Priority
Mother-Red, Margaret	Phone (Mobile)	0449 123 456	1

#### Doctors Details

Name	Contact Details	Address Details	Priority
Dr Smith		Business: Springwood Unknown/Not Provided XXX Australia	1





## 4.5 Student Group Report

The report allows the printing of Student Groups in a formatted layout. Lists can be group by gender if required and printed with cells or blank lines. The default format is an Alphabetical List with one line per student.

The screenshot displays the 'Student Group Report' interface. The main form includes the following fields and options:

- School Name:** Text input field containing 'Public School'.
- Student Group:** Text input field with a 'Clear' button to its right.
- Scholastic Year:** Dropdown menu set to 'ALL'.
- Activity Type:** Dropdown menu set to 'ALL'.
- Calendar Year:** Dropdown menu set to '2013'.
- Show students who:** Dropdown menu set to 'are current members'.
- Draw Cells:** Checked checkbox.
- Group By Gender:** Checked checkbox.

A 'Report Schedule' dialog box is open, containing the following fields and options:

- Report Name:** Text input field containing 'Sample Roll Class'.
- Run Report:** Dropdown menu set to 'Now'.
- Report Format:** Dropdown menu set to 'PDF'.
- Email Notification:** Unchecked checkbox.
- Report Header Criteria:** Dropdown menu set to 'Exclude All Criteria'.
- DEC Criteria:** Unchecked checkbox.
- School Criteria:** Unchecked checkbox.
- Buttons: 'Schedule Report', 'Save Criteria', and 'Load Criteria'.

**Student Group:** Select an individual Student Group

**Scholastic Year:** Default is ALL or select an individual scholastic year.

**Activity Type:** All or Select a Type of Activity Group e.g Roll Class, House Group etc.

**Show Students who:** default is "are current members"

**Draw Cells:** Check the box if you require cells to be drawn.

**Group By Gender:** Check the box if you want the list to be sorted by gender.



## Sample Reports 2 - Roll Class sorted alphabetically with no Cells

### Public School

Student Group: Year 4 Roll Class 1  
 SCHL Year: Year 4

Activity Type: Roll Class  
 Teacher: Mr Brown

Name	Curr		Year 4:																
	Gen	Yr Mem																	
Abigail Adams	F	4 Y																	
Benjamin Franklin	M	4 Y																	
Charlotte Brontë	F	4 Y																	
Emily Brontë	F	4 Y																	
John Adams	M	4 Y																	
John Jay	M	4 Y																	
John Jay	M	4 Y																	
John Jay	M	4 Y																	
John Jay	M	4 Y																	
John Jay	M	4 Y																	
John Jay	M	4 Y																	
John Jay	M	4 Y																	
John Jay	M	4 Y																	

Total Year 4: 9

## Sample Report 3 – Roll Class sorted by Gender with Cells

### Public School

Student Group: Year 4 Roll Class 1  
 SCHL Year: Year 4

Activity Type: Roll Class  
 Teacher: Mr Brown

Name	Curr		Year 4: Girls																
	Gen	Yr Mem																	
Abigail Adams	F	4 Y																	
Charlotte Brontë	F	4 Y																	
Emily Brontë	F	4 Y																	
John Jay	F	4 Y																	

Total Girls Year 4: 4

Name	Curr		Year 4: Boys																
	Gen	Yr Mem																	
Benjamin Franklin	M	4 Y																	
John Adams	M	4 Y																	
John Jay	M	4 Y																	
John Jay	M	4 Y																	
John Jay	M	4 Y																	

Total Boys Year 4: 5

Roll Class Year 4 Roll Class 1 Girls : 4 Boys : 5 Total : 9

## 4.6 Validation Report

The validation report is a previously existing report. This report is used to validate data in ERN for students. It will report on missing data

The screenshot shows the 'Validation Report' interface. Key fields and callouts include:

- Reporting Focus:** A dropdown menu currently set to 'Student Group'. A callout explains: 'Student Group will be displayed when Student Group is selected in Reporting Focus'.
- School Name (lookup if more than one):** A text input field containing 'Public School'.
- Student Group:** A text input field. A callout explains: 'Registration Offer will be displayed when Registration Offering is selected in Reporting Focus'.
- Registration Offer:** A text input field with a 'Clear' button.
- Enrolment Type:** A dropdown menu set to 'ALL'.
- Sub Enrolment Type:** A dropdown menu set to 'ALL'.
- Calendar Year:** A dropdown menu set to '2013'.
- Scholastic Year:** A dropdown menu set to 'ALL'.
- Is Census:** A dropdown menu set to 'ALL'.
- Student Status:** A dropdown menu set to 'ACT - Active'.
- Show students who:** A dropdown menu set to 'are current members'.
- Registration Status:** A section with a list of checkboxes for various student statuses.
- Report criteria:** A section with dropdowns for 'Alert Level' (set to 'ALL'), 'Report Depth' (set to 'Heading'), and 'Report Color' (set to 'Color').
- Report Schedule:** A section with fields for 'Report Name', 'Run Report' (set to 'Now'), 'Report Format' (set to 'PDF'), and 'Email Notification' (unchecked).

**Reporting Focus:** Can be by either Registration Offering (Scholastic Year), Student Group (Activity Type) or SRN (Student Registration Number)

**Scholastic Year:** Default ALL or select a single scholastic Year to report against.

**Is Census:** Default ALL or select Yes for CENSUS or No for Shared Students Only.

**Registration Status:** Defaults are shown below. Check and uncheck the focus group of the students you require.

The 'Registration Status' section contains the following checkboxes:

- Applied to Enrol:**  Incomplete,  Risk Assessed,  Validated
- Enrolled:**  In Attendance,  Leaving,  Suspended
- Left:**  Deceased,  Enrolment Destination Unknown,  Expelled,  Internal Transfer,  Left,  Located

**Alert Level:** All, Red and Orange; RED – High Alert and Orange is Medium. Default is ALL

**Report Depth:** Heading or Detail; Heading is Summary Level; Detail gives specific information to be targeted.

## Sample Report

The report displays the information for Tom: Report Depth – Heading; Alert Level: ALL

Section	Alert Description	Severity
Emergency Contact	No Primary Emergency Contact provided for student	Orange
Emergency Contact	No emergency contact details provided for student	Red
Emergency Contact	No secondary emergency contact provided for student	Orange
<hr/>		
<b>Total Alerts:3</b>	<b>Red: 1 / Orange: 2</b>	

The report displays the information for Tom: Report Depth – Detail; Alert Level: ALL

Section	Alert Description	Severity
Family Details	No evidence has been supplied for proof of residential address	Red
Emergency Contact	No emergency contact details provided for Student	Red
Emergency Contact	No primary emergency contact provided for Student	Red
Emergency Contact	No secondary emergency contact provided for Student	Orange
Student Details	No contact details has not been provided for student doctor1	Orange
Student Details	Student medicare details have not been provided	Orange
Office Use	Invalid Evidence type used to site residential address	Red
<hr/>		
<b>Total Alerts:7</b>	<b>Red: 4 / Orange: 3</b>	

## 4.7 Address Validation Report

The Address validation report is an existing report. This report is used to specifically validate address data in ERN for students.

**Reporting Focus:** Can be by either Registration Offering (Scholastic Year), Student Group (Activity Type) or SRN(Student Registration Number)

**Scholastic Year:** Default ALL or select a single scholastic Year to report against.

**Is Census:** Default ALL or select Yes for CENSUS or No for Shared Students Only.

**Registration Status:** Defaults are shown below. Check and uncheck the focus group of the students you require.

**Alert Level:** All, Red and Green; RED – Non Valid Address, Green – Valid Addresses

**Report Depth:** Heading or Detail; Heading is at the Summary Level; Detail gives specific information to be targeted.

## Sample Reports

### Report 1 Address validation Year 4 Students, Alert Level Red

#### Address Validation Report

Student Group:	
Enrolment Type:	ALL
Sub Enrolment Type:	ALL
Scholastic Year:	Year 4
Census Indicator:	ALL
Student Status:	Active
Alert Level:	Red
Reporting Level:	Heading
Group Membership:	
Registration Status:	Enrolled(In Attendance, Leaving, Suspended)

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10/07/13 2:51

SRN	Full Name	Alert Description	Address	Severity
100000001	100000001 Student Name	Residential address has not been validated	100000001 Street 100000001 Suburb 100000001 Postcode	Red
100000002	100000002 Student Name	Residential address has not been validated	100000002 Street 100000002 Suburb 100000002 Postcode	Red
100000003	100000003 Student Name	Residential address has not been validated	100000003 Street 100000003 Suburb 100000003 Postcode	Red
100000004	100000004 Student Name	Invalid address format: suburb/postcode are not provided for residential address	100000004 Street 100000004 Suburb 100000004 Postcode 31/12/2999	Red
100000005	100000005 Student Name	Residential address has not been validated	100000005 Street 100000005 Suburb 100000005 Postcode	Red

10/07/13 2:51 PM

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## Report 2 Address validation Year 4 Students, Alert Level ALL

### Address Validation Report

Student Group:	
Enrolment Type:	ALL
Sub Enrolment Type:	ALL
Scholastic Year:	Year 4
Census Indicator:	ALL
Student Status:	Active
Alert Level:	ALL
Reporting Level:	Heading
Group Membership:	
Registration Status: Enrolled(In Attendance, Leaving, Suspended)	

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SRN	Full Name	Alert Description	Address	Severity
00000001	John, John/John	Verified-Pass	123 Street, Town, State	Green
00000002	John, John/John	Verified-Pass	123 Street, Town, State	Green
00000003	John, John/John	Residential address has not been validated	123 Street, Town, State	Red
00000004	John, John/John	Verified-Pass	123 Street, Town, State	Green
00000005	John, John/John	Residential address has not been validated	123 Street, Town, State	Red
00000006	John, John/John	Verified-Pass	123 Street, Town, State	Green

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## 4.8 Ghosted Enrolment Form

Allows the printing of the complete or components of the Ghosted Enrolment Form. The default is to print the complete form. The sections that can be printed are:- Family Details, Parent Carer Details, Student Details or Emergency contact details.

The screenshot shows the 'Ghosted Enrolment Report' interface. Key fields and callouts include:

- Reporting Focus:** A dropdown menu currently set to 'Student Group'. A callout explains that 'Student Registration Number will be displayed when Student SRN is selected in Reporting Focus' and 'Student Group will be displayed when Student Group is selected in Reporting Focus'. A secondary dropdown menu shows options: 'Student Group', 'Registration Offering', 'Student SRN', and 'Sibling'.
- School Name (lookup if more than one):** A text field containing 'Faulconbridge Public School'.
- Student Registration Number:** An empty text field.
- Student Group:** An empty text field with a 'Clear' button.
- Registration Offer:** An empty text field with a 'Clear' button.
- Enrolment Type:** A dropdown menu set to 'ALL'.
- Sub Enrolment Type:** A dropdown menu set to 'ALL'.
- Calendar Year:** A dropdown menu set to '2013'.
- Scholastic Year:** A dropdown menu set to 'ALL'.
- Is Census:** A dropdown menu set to 'ALL'.
- Student Status:** A dropdown menu set to 'ACT - Active'.
- Show students who:** A dropdown menu set to 'are current members'.
- Advanced Ghosted Enrolment Criteria:** A section titled 'Tick to Display in Report' with checkboxes for:
  - ALL Sections
  - Family Details
  - Parent Carer Details
  - Student Details
  - Emergency Contact Details
 A callout points to this section: 'Select which part of the Ghosted Enrolment form you would like printed for the Student Selection'.

**Reporting Focus:** Can be by either Registration Offering (Scholastic Year), Student Group (Activity Type), SRN(Student Registration Number) or Sibling

**Scholastic Year:** Default ALL or select a single scholastic year to report against.

**Is Census:** Default ALL or select Yes for CENSUS or No for Shared Students Only.

**Registration Status:** Defaults are shown below. Check and uncheck the focus group of the students you require.

The 'Registration Status' section contains the following checkboxes:

- Applied to Enrol:**
  - Incomplete
  - Risk Assessed
  - Validated
- Enrolled:**
  - In Attendance
  - Leaving
  - Suspended
- Left:**
  - Deceased
  - Enrolment Destination Unknown
  - Expelled
  - Internal Transfer
  - Left
  - Located

## 4.9 Leaver Report

The leavers report allows the printing of details relating to students who have left the school.

### Reporting Focus – Registration Offer



The screenshot shows the 'Leavers Report' interface with the following fields and values:

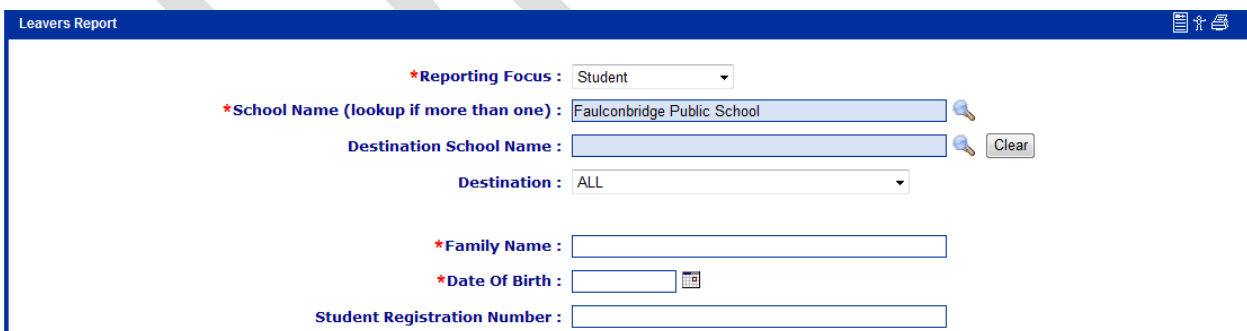
- \*Reporting Focus:** Registration Offering (dropdown)
- \*School Name (lookup if more than one):** Faulconbridge Public School (text input)
- Destination School Name:** (text input)
- Destination:** ALL (dropdown)
- Registration Offer:** (text input)
- Enrolment Type:** ALL (dropdown)
- Sub Enrolment Type:** ALL (dropdown)
- Calendar Year:** 2013 (dropdown)
- Scholastic Year:** ALL (dropdown)

**Destination School Name:** Nominate a school that the report will print all the student who have left the school with a destination nominated as a specific school

**Destination:** Default ALL. Droplist of types of schools.

**Scholastic Year:** Default ALL, can select a specific Scholastic Year.

### Reporting Focus – Student



The screenshot shows the 'Leavers Report' interface with the following fields and values:

- \*Reporting Focus:** Student (dropdown)
- \*School Name (lookup if more than one):** Faulconbridge Public School (text input)
- Destination School Name:** (text input)
- Destination:** ALL (dropdown)
- \*Family Name:** (text input)
- \*Date Of Birth:** (date picker)
- Student Registration Number:** (text input)

**Family Name:** Enter the family Name for the student

**Date of Birth:** Enter the date of Birth

**Student Registration Number:** Enter the student registration

# Sample Report

## Leavers Note

{Generated 10/07/2013 at | Palm Tree Public School }

### Student Detail

**SRN:** 457393881  
**Given Name:** Billy  
**Last Name:** RED  
**Other Name:**  
**Gender:** Male  
**Date of Birth:** 12/06/2005  
**Destination School:** Simpson Public School

### Leaving Reason

Parent or family reasons, excluding student/family relocation

### Family Details

Parent/Carer First Name	Parent/Carer Last Name	Relationship	Enrolment Owner
Margaret	Red	Mother	Y

### Enrolment History

Calendar year	School	Scholastic Year	Offering	Registration Status	Date Started	Date Left(Leaving)
2013	Faulconbridge Public School	Year 5	Year 5 2013 (Mainstream Enrolment)	Left	03/08/2013	08/07/2013



## 4.10 Merge Report – Family

The Family Merge report is used to identify duplicate families. The report is focused on students in your school and looks outside at all other school.

It is suggested that this report run for a single scholastic year at a time

The screenshot displays the 'Merge Candidate Report' window. At the top, it says 'Merge Candidate Report' with a search icon. Below this, there are several configuration options:

- Select the Merge report you wish to run:** A dropdown menu set to 'Family Merge Report'.
- School Name:** A text input field containing 'Public School'.
- Calendar Year:** A dropdown menu set to '2013'.
- Scholastic Year:** A dropdown menu set to 'All'.
- Include Left Siblings:** An unchecked checkbox.
- Summary Only:** An unchecked checkbox.
- Match Percentage:** A slider control set to 80.

Below these options is a 'Report Schedule' window with the following settings:

- Report Name:** An empty text input field.
- Run Report:** A dropdown menu set to 'Now'.
- Report Format:** A dropdown menu set to 'PDF'.
- Email Notification:** An unchecked checkbox.
- DEC Criteria:** An unchecked checkbox.
- School Criteria:** An unchecked checkbox.

At the bottom of the 'Report Schedule' window are four buttons: 'Schedule Report', 'Save Criteria', and 'Load Criteria'.

**Scholastic Year:** Default ALL or select an individual Scholastic Year.

**Include Left Siblings:** Default is NO.

**Summary Only:** Default Off, Summary will give a statistical count of the number of duplicate families.

# Sample Report

## Family Merge Report

### Public School

Match % : 80  
 Calendar Year: 2013  
 Scholastic Year: Year 6

SRN	Student Name	Sex	DOB
433199987	Fowler, Angus Ryan	M	19/02/2002
Searched Parent : Mother: [Redacted] F [Redacted]			
Duplicate Parent 90 % Mother: [Redacted] F [Redacted] NSW Australia ( R )			
Potential Siblings			
433199987	Fowler, Callin Patricia	F	17/09/1992
			High School 12 Enrolled (In Attendance)
433199987	Fowler, Callin Patricia	F	17/09/1992
Searched Parent : Father: [Redacted] M Mr & Mrs [Redacted]			
Duplicate Parent 89 % Father: [Redacted] M Mr & Mrs [Redacted] NSW Australia ( R )			
Potential Siblings			
433199987	Fowler, Callin Patricia	F	17/09/1992
			High School 12 Enrolled (In Attendance)

## Family Merge Report

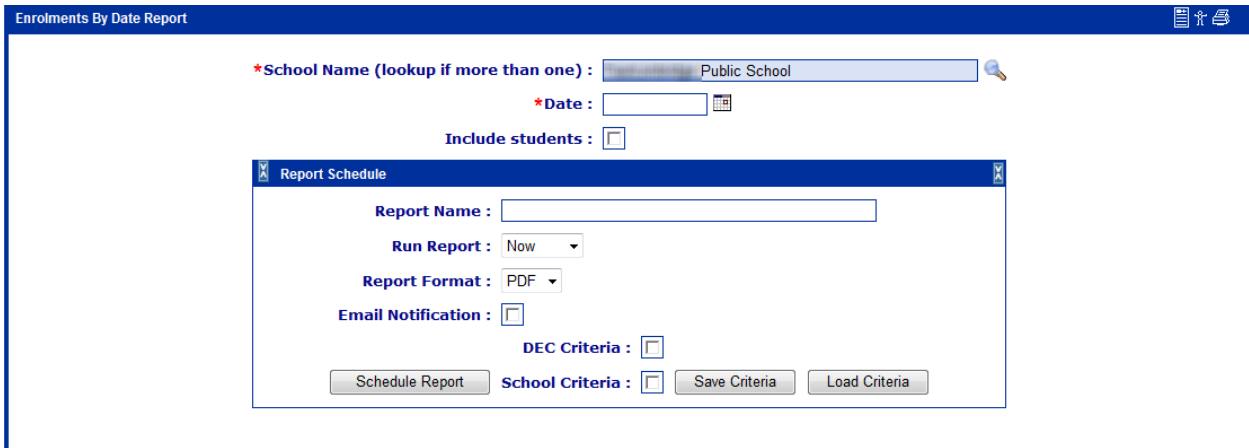
### Public School

Match % : 80  
 Calendar Year: 2013  
 Scholastic Year: All

Total Students: 8

## 4.11 Enrolment Counts by Date

The report will display the number of students enrolled in the school on a specified date. The report also has an option to print the students names on that date.



**Date:** Enter the Date for the enrolment count

**Include Students:** Default is NO. Check the box to include the list of students.

### Sample Report

#### Public School

Active enrolments on 31/05/2013

Registration Offer Name	Male	Female	Total
Kindergarten 2013 (Mainstream Enrolment)	31	17	48
Year 1 2013 (Mainstream Enrolment)	23	30	53
Year 2 2013 (Mainstream Enrolment)	20	20	40
Year 3 2013 (Mainstream Enrolment)	25	24	49
Year 4 2013 (Mainstream Enrolment)	19	32	51
Year 5 2013 (Mainstream Enrolment)	16	22	38
Year 6 2013 (Mainstream Enrolment)	25	13	38
Total	159	158	317

## 4.12 Suspension Summary

The Suspension Report has three different options:-

- Suspension Summary Report
- Suspension Detail Report
- Suspension Statistical Report

Suspension Summary Report

Report Type : **Suspension Summary Report**

School Name : Faulconbridge Public School

\*Start Date :

\*End Date :

Is Census : ALL

**Registration Status**

Enrolled:  In Attendance  Leaving  Suspended

Left:  Deceased  Enrolment Destination Unknown  Expelled  Internal Transfer  Left  Located

**Report Schedule**

Report Name :

Run Report : Now

Report Format : PDF

Email Notification :

DEC Criteria :

Schedule Report School Criteria :  Save Criteria Load Criteria

**Start Date and End Date:** Allows the setting of a Date range to report  
**Is Census:** Default is ALL. Options YES – Census Only, NO – Shared Stuidnets only.

# Summary Suspension Report

## Suspension Summary Report



School

Total Short Suspensions: 12  
 Total Long Suspensions: 2  
 Total Expulsions: 0

### Short Suspensions

SRN 11111	Student Name	Year	Enrolled (In Attendance)
19/02/2013	Suspension Title	Year 10	19/02/2013 22/02/2013
12/03/2013		Year 12	12/03/2013 15/03/2013
12/03/2013		Year 12	12/03/2013 15/03/2013
20/02/2013		Year 10	12/03/2013 15/03/2013
11/03/2013		Year 12	14/03/2013 15/03/2013
06/03/2013		Year 9	06/03/2013 08/03/2013
25/02/2013		Year 8	25/02/2013 28/02/2013
12/03/2013		Year 12	12/03/2013 15/03/2013
21/02/2013		Year 10	21/02/2013 26/02/2013
18/02/2013		Year 8	18/02/2013 19/02/2013
25/02/2013		Year 8	25/02/2013 27/02/2013
12/03/2013		Year 10	12/03/2013 15/03/2013

### Long Suspensions

12/03/2013		Year 10	12/03/2013 15/03/2013
30/01/2013		Year 11	30/01/2013 13/02/2013



## Suspension Detail Report

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### Suspension Detail Report



School

Total Short Suspensions: 1  
Total Long Suspensions: 0  
Total Expulsions: 0

---

#### Short Suspensions

SRN	Student Name	Sex	DOB	Scholastic Year	Registration Status
436090285	Red, Tom	M	08/12/2003	Year 4	Enrolled (In Attendance)

Incident No:	493263552	Incident Date:	02/04/2013
Incident Name:	Play ground Incident		
Incident Description:	Fight between two student in the Playground		

Enrolment Type: Mainstream Enrolment Reason: Aggressive Behaviour  
Duration: 2 Start Date: 02/04/2013 End Date: 03/04/2013  
Review Date: 03/04/2013 Resolution: 04/04/2013  
Comment: Aggressive behaviour in the Playground

## Suspension Statistical Report



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### Suspension Statistics Report



High School

Total Short Suspensions: 12  
Total Long Suspensions: 2  
Total Expulsions: 0

---

#### Short Suspensions

Aggressive Behaviour	3
Continued Disobedience	9

---

#### Long Suspensions

Possession or Use of Illegal Substance	2
--	---