

How to Merge Family

Duplicated students and families have existed since day one in ERN as data was converted from OASIS to ERN.

OASIS data is structured differently to ERN data, when the student enrolled in OASIS, one school did not know whether the student existed in another school, when a family had two children and they are in different schools, the family was duplicated, when the student change schools, the family and student was duplicated, or when the student attends more than one schools, the family and student was duplicated.

In many cases families for one reason or another within OASIS contained the same parent twice (in the main and other family).

Some Useful Notes

Please use the online video/QRG's when using change student family for the first time and remember in the Portal under My Training you can always 'test/learn' on the training system so you feel confident in production.

It is recommended that High Schools could use this for their Year 7 intake during Term 3 and/or 4 to assist in identifying siblings coming in from the Primary School who are associated to a different (duplicate family).

Using the Family Merge Report to spot duplicate families and then adjusting the Family Tree using 'Change Student Family' will assist in Family Invoicing in Term 1.

Steps that help to merge the family

- Identify Duplicate Parents/ Families – Merge Report in Reports
- Merge Family – Family Tree in Student Enquiry
- View Merged Family – Data Changed Log

Identify Duplicated Parents / Families

Duplicated Parents can be identified through the **Merge Report** in **Reports** section. The Family Merge Report is to provide the list of potential duplicate parents with similar identities such as the first name, family name and residential or correspondence address. The report can be used in the school to identify the duplicate parent/families.

For more information please go to [QRG - How to Run Merge Report](#)

To print a Family Merge Report

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

Access the **Merge Report** screen and enter criteria

- Calendar Year – Select the correct calendar year. The report can be run for the future students
- Scholastic Year – select the correct scholastic year to reduce the size of the report
- Match Parentage – we recommend run the report for more than 94% to achieve a better result

- Give a meaningful **Report Name**
- Click the **Schedule Report** button

When reports are completed, they are held in **My Reports** for printing, click [Download](#) to open or save the file.

Merge Family

Found the student in **Student Enquiry** and use the functions in **Family Tree** to merge family

Parents with no children associated to them will be removed after a long period of time from ERN by annual cleanup jobs.

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 student's 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'.

- **Scenario 1: Parents are duplicated in the same family**

Check the details for the duplicated parents, and then use Remove other parent function in the **Family Tree**

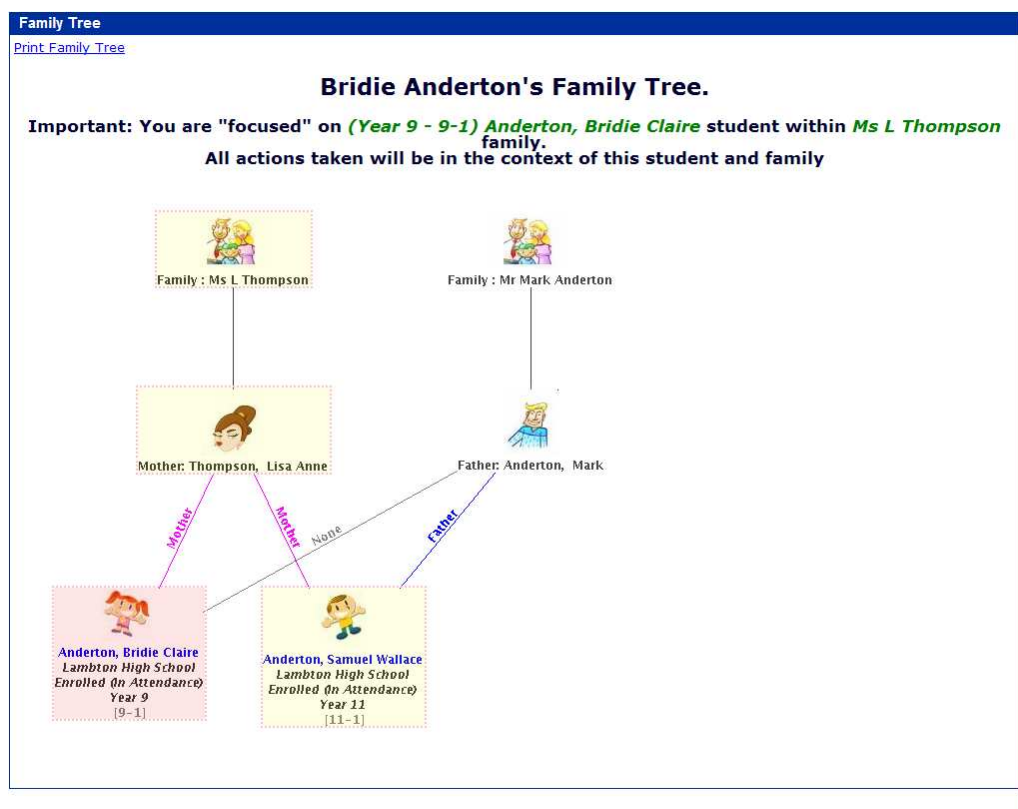
For more information please go to [QRG – Remove Other Parent](#)

Below is the example of the Student 400620971 Anderton, Bridie Claire

Click the **Remove Other Parent** button

NOTE: Click the little printer on the page. Please print the ghosted enrolment form before the relationships get deleted.

Click the **Save & Exit** button to confirm



- **Scenario 2: Parents are matching for both students**

Check the parents' details for both students and then use **Change Student Family** function to transfer one student to another family.

For more information please go to [QRG - How to Change Student Family](#)

Below is the example of SRN 400537321 Female Maria KHOSRAVIAN.

Student: (400537321) (Year 8 - 8R2) Khosravian, Maria; Family: Mr Khosravian & Mrs Dabtie

Join Parent	Split Family	Add Other Parent	Change Student Family	Search Again
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Family Tree

[Print Family Tree](#)

Maria Khosravian's Family Tree.

Important: You are "focused" on (Year 8 - 8R2) Khosravian, Maria student within Mr Khosravian & Mrs Dabtie family. All actions taken will be in the context of this student and family

Below is the example of SRN 400272981 John KHOSRAVIAN.

Student: (400272981) (Year 11) Khosravian, John; Family: Mr & Mrs Khosravian

Join Parent	Split Family	Add Other Parent	Change Student Family	Search
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Family Tree

[Print Family Tree](#)

John Khosravian's Family Tree.

Important: You are "focused" on (Year 11) Khosravian, John student within Mr & Mrs Khosravian family. All actions taken will be in the context of this student and family

For this example, we will transfer John to Maria KHOSRAVIAN's family

Change Student
Family

Use **Change student family** function



Change Student Family

Moving a student

This change will DELETE all relationships between the selected student and all current parent carers. It will let you move this child into a completely different family. Simply find the parent you wish to associate to this child using the panel above.

Search Parent/Carer

*Family Name :

*Given Names :

*Gender :

Student Registration Number :

You have requested that be moved to family *select parent above*

Please print the ghosted enrolment form before the relationships get deleted

Press 'Save & Exit' to Confirm this action or Cancel to abandon.

Put in one of the parent Family Name, Given Names, Gender and Student Registration Number of Maria, which is the destination student SRN.

NOTE: Click the little printer to print the ghosted enrolment form before the relationships get deleted

Click the **Search** button

Parent Search

Parent Search Result

Parent Name	Family Name	Address	Match Rating
Dabtie, Lina	Family : Mr Khosravian & Mrs Dabtie	RYDE 2112 Australia	☆☆☆☆
Student: Khosravian , Maria - SRN: 400537321 (Mother)		Ryde Secondary College: Year 8 2009 (Mainstream Enrolment)	
Khosravian , Razmik	Family : Mr Khosravian & Mrs Dabtie	RYDE 2112 Australia	☆☆☆☆
Student: Khosravian , Maria - SRN: 400537321 (Father)		Ryde Secondary College: Year 8 2009 (Mainstream Enrolment)	

Click the family name of the correct family

Moving a student

This change will DELETE all relationships between the selected student and all current parent carers. It will let you move this child into a completely different family. Simply find the parent you wish to associate to this child using the panel above.

You have requested that **Khosravian, John** be moved to family **Mr Khosravian & Mrs Dabtie**

Please print the ghosted enrolment form before the relationships get deleted

Press 'Save & Exit' to Confirm this action or Cancel to abandon.

Click the **Save & Exit** button the confirm

Windows Internet Explorer

Warning - Please check OASIS to ensure that any invoices or prepaid receipts regarding Khosravian, John attached to their existing family code, are cancelled or invoiced in the case of the pre-payment receipt, prior to changing their family code. Please press OK to continue or cancel to abandon this transfer.

Click the **OK** button to continue

Student: (400272981) (Year 11) Khosravian, John; Family : Mr Khosravian & Mrs Dabtie

Join Parent Split Family Add Other Parent Change Student Family Search Again

Family Tree

Print Family Tree

John Khosravian's Family Tree.

Important: You are "focused" on (Year 11) Khosravian, John student within Mr Khosravian & Mrs Dabtie family. All actions taken will be in the context of this student and family

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    graph TD
      A[Family : Mr Khosravian & Mrs Dabtie] --- B[Unknown/Not Provided: Khosravian, Razmik]
      A --- C[Unknown/Not Provided: Dabtie, Lina]
      B -.-> D[Khosravian, John  
Ryde Secondary College  
Left  
Year 11  
None]
      C -.-> E[Khosravian, Maria  
Ryde Secondary College  
Enrolled (In Attendance)  
Year 8  
BR2]
      B -.-> E
      C -.-> E
      style B stroke-dasharray: 5 5
      style C stroke-dasharray: 5 5
      style D stroke-dasharray: 5 5
      style E stroke-dasharray: 5 5
  
```

Click the relationship link to update the relationship

Parent Relationship

Please describe the relationship between the parent/s listed below and **Khosravian, John**

Unknown/Not Provided: **Khosravian, Razmik**

Relationship to Family : Resides with student :

Receive Academic Reports : Receive Invoice :

Shared Parental Responsibility :

Unknown/Not Provided: **Dabtie, Lina**

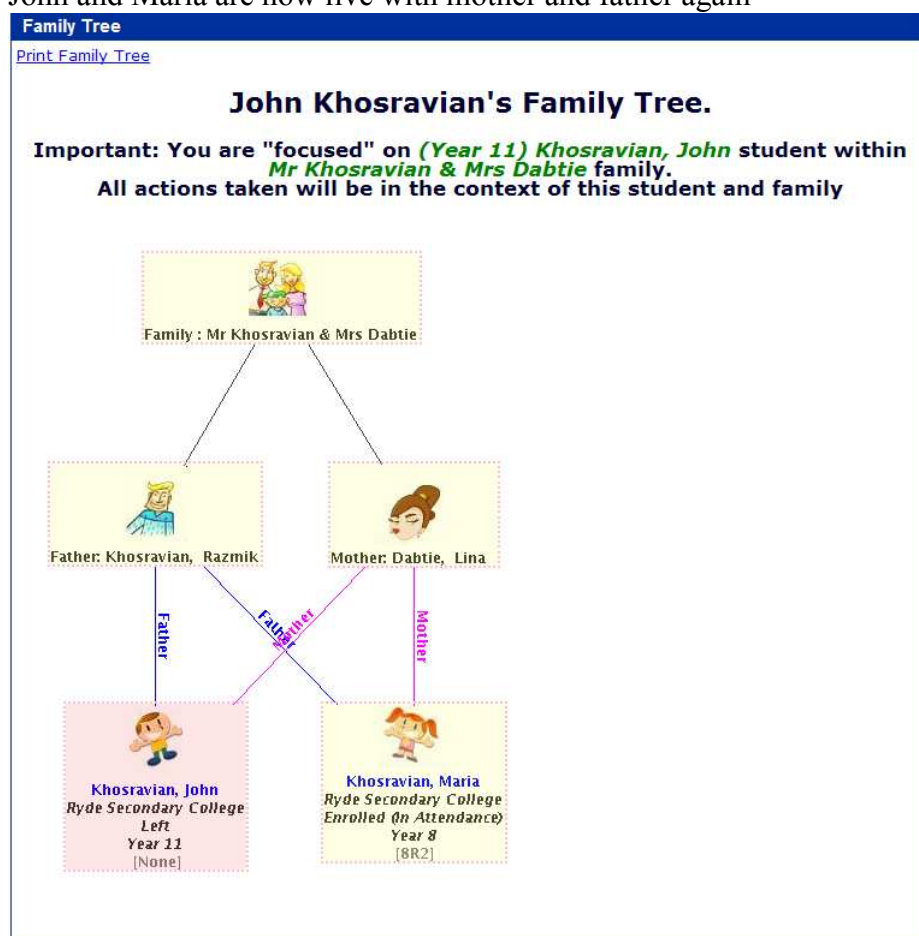
Relationship to Family : Resides with student :

Receive Academic Reports : Receive Invoice :

Shared Parental Responsibility :

Click the Save & Exit button to confirm

John and Maria are now live with mother and father again



View Merged Family

The **Data Change Log** function only covers the 'Change Student Family' function in the family tree.

For more information please go to [QRG - How to use Data Change Log](#)

The **Data Changed Log** can be found in the left menu. Click the **Data Changed Log**

The following screen will show up

Change the date to view the family has been changed in a previous date

Student has left the school

Student currently enrolled at the school

SRN	Student name	From Family	To Family	Changed By	Who	Date
	Abberton, Benjamin	Mr and Mrs Abberton	Mr & Mrs Jones	St Leonards Public School	YONG, LISA	03/09/2009
	Jones, Anna	Mr & Mrs Jones	Ms Meher Adam	St Leonards Public School	YONG, LISA	03/09/2009
430810031	Ash, Jessica	Mr R Ash and Or Ms A Millar	Ms Meher Adam	St Leonards Public School	YONG, LISA	03/09/2009

- **Grey** Student name: The student has left the school
- **Black** Student Name: The student currently enrolled at the school

Change the **View log since** to a previous date to view the old log

Click the student name to go into the Student details page, and use this the same way as in the **Student Enquiry**

Student: (430811631) (Year 3 - 3JB) Jones, Anna; Family : Ms Meher Adam

Family Details Student Details Others Reg. His.

Student Personal Details

*Family Name : Jones Gender : Female

*Given Name : Anna *Date of Birth : 12/03/2000

Other Name : Country of Birth : AUS - Australia

Preferred Family Name : Jones Religion : ANG - Anglican

Preferred Given Name : Anna Aboriginal or Torres Strait Islander : 4 - No

Medicare Number : 2352 546 1230 Sighted Document : ISP Access : Yes

Student Status : ACT - Active Student Mobile : Phone No :

Photographs at School : No response