Using the Family Report to list admissions register information

Navigate to the Family Report in ERN.

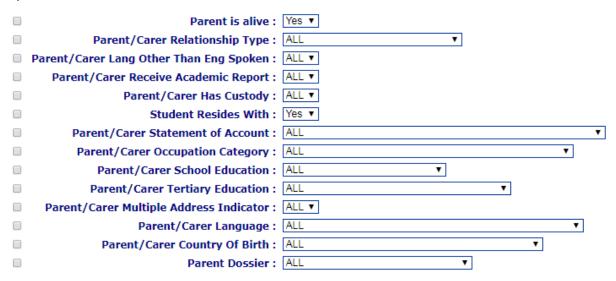
FRN School Enrolment	Dynamic Reports Formatted Reports
 Registration 	Student Details Report Medical Report Language and Visa Report Family Report
Student Enquiry	Class Management Report Registration Management Principal Network Report
 Statewide Student Enquiry 	Family Report
 Place Management 	Tick to Display in Report
Extract Share Student	Reporting Focus: Student Group
My School	(e.g. 1C, 4NI, Stewart, Term3 Zoo Trip, Prefects)
Collegiate Transition	School Name : Blackalls Park Public School
Court Order Maintenance	Student Group :
Reports	Enrolment Type : ALL
Data Change Logs	Sub Enrolment Type : ALL ▼
• Maintain EAL/D	Scholastic Year : ALL
 Personalised Learning & Support 	Is Census : ALL V

Place a tick in the box next to any of the fields you would like to display in the report ie Scholastic Year.

Expand the 'Advanced Family Criteria' box by clicking on the 'x' in the top right corner. Expand the 'Family Details Display Fields' box by clicking on the 'x' in the top right corner.

'Carer Salutation' and 'Parent/Ca	dvanced Family Criteria
	k to Display in Report
	Family Details Display Fields
Family Title	
Family Mailing Address	
Family Residential Address	
Family Correspondence Address	
Family Contact Phone	
Family Contact E-Mail	
Student Medicare Card ID	
Parent/Carer Salutation	2
Parent/Carer Name	
Parent/Carer Preferred Name	
Parent/Carer Other Name	
Parent/Carer Gender	
Parent/Carer Residential Address	
Parent/Carer Contact Phone	
Parent/Carer Contact Email	
Sibling SRN	
Sibling Name	
Sibling Other Name	
Sibling Preferred Name	
Sibling Gender	
Youngest Sibling	
Oldest Sibling	
Differentiate student from sibling	

- Update the value of 'Student Resides With' to 'Yes'.



- You can place a tick next to any of the other values you'd like to see in the report.

Expand the 'Student Criteria' box by clicking on the 'x' in the top right hand corner.

Expand the 'Student Display Fields' box by clicking in the 'x' in the top right hand corner.

- Place a tick next to 'Student Other Name' and 'Previous School Attended'.
- Place a tick next to 'Actual Start Date (From)'. Enter the date range for enrolments that you want to report on. In this example, a list of all students enrolled between 1 June 2018 and 8 June 2018 will be returned.

- Place a tick next to 'Gender'.

Display in Report	
X Student Display Fields	
۲	Student Other Name
	Preferred Student Name
	Student Mobile Number
	Emergency Contact Family Name
	Emergency Contact First Name
	Emergency Contact Number
×	Previous School Attended
	Pre-School Name
	Pre-School Type
	Pre-School Formal Care Hours (Wkly)
	Scripture Class
	nt Status : ACT - Active V
Intended Start Date	
Actual Start Date	e (From): 01/06/2018 🔳 (To): 08/06/2018 🔳
Leaving Date	e (From) : 🔤 🔲 (To) : 🔤
Date Of Birth	h (From) : 🔤 🔲 (To) : 📃 🗐
۲	Gender : ALL •
	Religion : ALL
Aboriginal/Torres Strait I	slanders : ALL 🔹
Permission To	Publish : ALL V
Online	Services : ALL 🔻
Country	Of Birth : ALL
X Other Student Details	

Scroll to the bottom of the page to the 'Report Schedule' box.

- choose whether you'd like a pdf or csv output file in the 'Report Format'
- choose whether you'd like to see header information in the output file using the 'Report Header Criteria'
- modify the other options depending on your preferences

Click the Schedule Report button.

Note: If this is a report that you anticipate running frequently, you can save the criteria using the 'Save Criteria' button. You can then use the 'Load Criteria' button at a later date to save having to go through and tick the required boxes. You would need to update the date range that you are interested in seeing enrolments for.