



Education

How to Manage Additional Learning & Support Record and Notes in ERN

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Lead Paragraph

This guide shows how to manage Additional Learning & Support (AL&S) record and notes in ERN

Background information

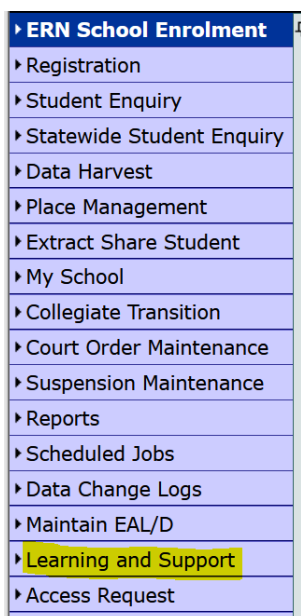
Additional Learning & Support (AL&S) module is managed to record student's additional need and support with respect to their Behaviour, Health Care, Learning, Physical & Social needs. AL&S Notes are managed to record additional notes associated with the AL&S needs,

Before you start

Users must be provisioned with access for Student Administration via ERN in AMU

Detailed Instructions – Add a new Additional Learning & Support record and notes

1. Select Learning and Support



2. Select Additional Support & Learning



3. Search for the Student by entering the search criteria and select Go

Additional Learning & Support
nce

Student Search Criteria

School **Calendar Year** **Scholastic Year** **Enrolment Type**

Registration Offering **Registration Status** **Student Group**

Family Name **Given Name** **SRN**

Name Search Mode **Show students with**

Show Students **Show Students** **Additional Need**

4. Select student from the search result

Student Search Criteria

School **Calendar Year** **Scholastic Year** **Enrolment Type**

Registration Offering **Registration Status** **Student Group**

Family Name **Given Name** **SRN**

Name Search Mode **Show students with**

Show Students **Show Students** **Additional Need**

SRN	Student name	Gender	D.O.B	Status	ALS	Cat. Note
		M	24/06/2008	Enrolled (In Attendance)	N	N
		F	26/11/2007	Enrolled (In Attendance)	N	N
		F	10/06/2007	Enrolled (In Attendance)	N	N
		M	10/04/2007	Enrolled (In Attendance)	N	Y
		M	25/10/2007	Enrolled (In Attendance)	Y	Y
		M	11/02/2008	Enrolled (In Attendance)	N	N
		M	08/08/2007	Enrolled (In Attendance)	N	N
		F	30/07/2007	Enrolled (In Attendance)	N	N
		F	29/09/2007	Enrolled (In Attendance)	N	N
				Enrolled (In Attendance)		

5. Select Create Additional Learning Support

Personalised Learning & Support Additional Learning & Support

Student: [] (Year 7 - 7M ENG [])

Additional Learning Supports

Category	Additional Need	Start Date	End Date	Primary Need
There is no additional learning support record to display.				

Create Additional Learning Support

New Additional Learning Support

*Category: Additional Need *Additional Need: [] *Start Date: []

End Date: [] Primary Need:

Cancel Save

* Indicates mandatory field.

Categorised Notes

Category	Date	Notes
There is no categorised note record to display.		

Create Categorised Note

6. Populate the required details

Personalised Learning & Support Additional Learning & Support

S [763635] (Year 7 - [])

Additional Learning Supports

Category	Additional Need	Start Date	End Date	Primary Need
There is no additional learning support record to display.				

Create Additional Learning Support

New Additional Learning Support

*Category: Additional Need *Additional Need: Behaviour *Start Date: 15/09/2021

End Date: 20/01/2022 Primary Need:

Cancel Save

* Indicates mandatory field.

Categorised Notes

Category	Date	Notes
There is no categorised note record to display.		

Create Categorised Note

7. Select Save

Personalised Learning & Support Additional Learning & Support

Student: [] (Year 7 - 7M ENG [])

Additional Learning Supports

Category	Additional Need	Start Date	End Date	Primary Need
Additional Need	Behaviour	15/09/2021	20/01/2022	Y

Create Additional Learning Support

Edit Additional Learning Support

*Category: Additional Need *Additional Need: Behaviour *Start Date: 15/09/2021

End Date: 20/01/2022 Primary Need:

Cancel Save Delete

* Indicates mandatory field.

8. Select Create Categorised Notes

Categorised Notes

Category	Date	Notes
There is no categorised note record to display.		

Create Categorised Note

New Categorised Note

* Note Category:

* Date:

* Notes:

Cancel Save

* Indicates mandatory field.

9. Populate the required details

Categorised Notes

Category	Date	Notes
There is no categorised note record to display.		

Create Categorised Note

New Categorised Note

* Note Category:

* Date:

* Notes:

Cancel Save

* Indicates mandatory field.

10. Select Save

Categorised Notes

Category	Date	Notes
Additional Learning and Support Needs	15/09/2021	Behavior needs to be monitored closely.

Create Categorised Note

Edit Categorised Note

* Note Category:

* Date:

* Notes:

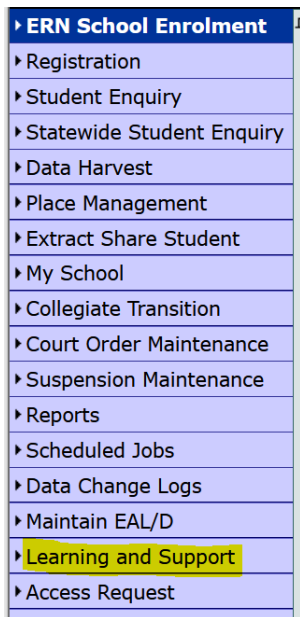
Cancel Save Delete

* Indicates mandatory field.

Adding an Additional Learning & Support record and notes has been completed successfully.

Detailed Instructions – View/ Modify Additional Learning & Support record and Notes

1. Select Learning and Support



A vertical menu titled 'ERN School Enrolment' with a list of options. The option 'Learning and Support' is highlighted in yellow.

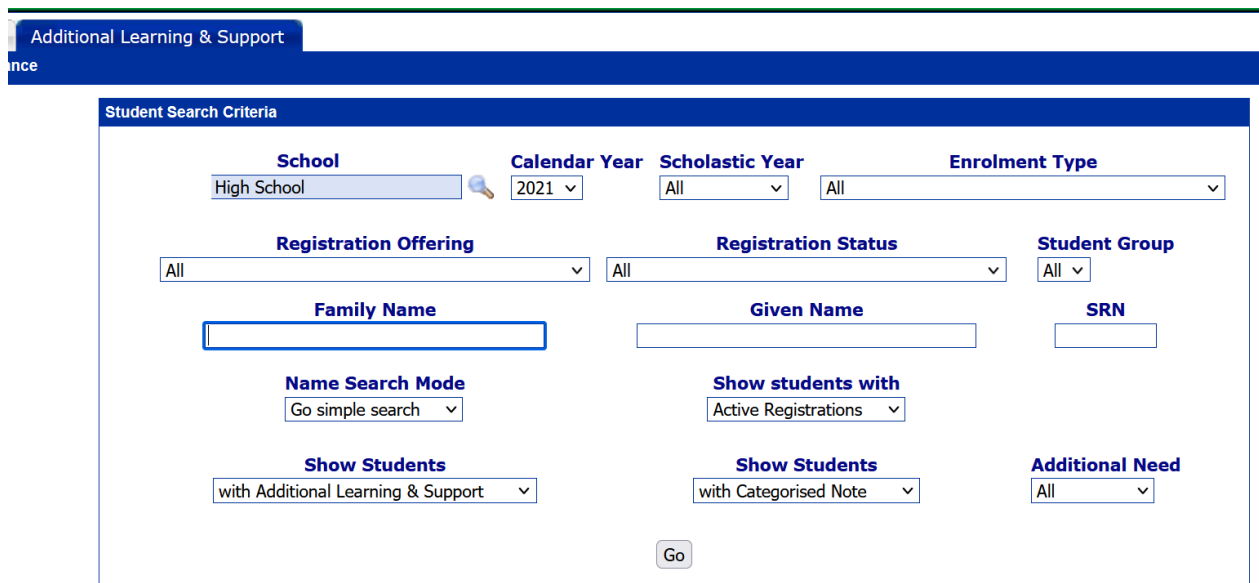
- ▶ Registration
- ▶ Student Enquiry
- ▶ Statewide Student Enquiry
- ▶ Data Harvest
- ▶ Place Management
- ▶ Extract Share Student
- ▶ My School
- ▶ Collegiate Transition
- ▶ Court Order Maintenance
- ▶ Suspension Maintenance
- ▶ Reports
- ▶ Scheduled Jobs
- ▶ Data Change Logs
- ▶ Maintain EAL/D
- ▶ Learning and Support
- ▶ Access Request

2. Select Additional Support & Learning



Two navigation tabs are shown. The first tab is 'Personalised Learning & Support' and the second tab is 'Additional Learning & Support', which is currently selected.

3. Search for the Student by entering the search criteria and select Go



The 'Student Search Criteria' form contains the following fields and options:

- School:** High School
- Calendar Year:** 2021
- Scholastic Year:** All
- Enrolment Type:** All
- Registration Offering:** All
- Registration Status:** All
- Student Group:** All
- Family Name:** [Text Input Field]
- Given Name:** [Text Input Field]
- SRN:** [Text Input Field]
- Name Search Mode:** Go simple search
- Show students with:** Active Registrations
- Show Students:** with Additional Learning & Support
- Show Students:** with Categorized Note
- Additional Need:** All
- Go:** [Go Button]

4. If the student does not already have an Additional Needs record, change the two 'show students' dropdowns to 'All'. Select student from the search result

Student Search Criteria

School: High School Calendar Year: 2020 Scholastic Year: 7 - Year 7 Enrolment Type: All

Registration Offering: All Registration Status: All Student Group: All

Family Name: Given Name: SRN:

Name Search Mode: Go simple search Show students with: Active Registrations

Show Students: All Show Students: All Additional Need: All

Go

SRN	Student name	Gender	D.O.B	Status	ALS	Cat. Note
		M	24/06/2008	Enrolled (In Attendance)	N	N
	ail	F	26/11/2007	Enrolled (In Attendance)	N	N
		F	10/06/2007	Enrolled (In Attendance)	N	N
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		M	11/02/2008	Enrolled (In Attendance)	N	N
		M	08/08/2007	Enrolled (In Attendance)	N	N
	3	F	30/07/2007	Enrolled (In Attendance)	N	N
		F	29/09/2007	Enrolled (In Attendance)	N	N
				Enrolled (In Attendance)		

5. Select Additional Learning Support Record to View/ Modify/ Delete

Personalised Learning & Support Additional Learning & Support

Student: (Year 7 - 7M ENG)

Additional Learning Supports

Category	Additional Need	Start Date	End Date	Primary Need
Additional Need	Behaviour	15/09/2021	20/01/2022	Y

Create Additional Learning Support

Edit Additional Learning Support

*Category: Additional Need *Additional Need: Behaviour *Start Date: 15/09/2021

End Date: 20/01/2022 Primary Need:

Cancel Save Delete

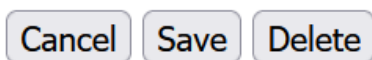
* Indicates mandatory field.

Note: If there is more than one **Additional Need**, you can select the **Primary Need** checkbox to highlight the **Additional Need** as the primary need, if relevant.

6. Select Categorised Notes Record to View/ Modify/ Delete

The screenshot shows a web application interface for managing categorized notes. At the top, there is a table titled 'Categorised Notes' with three columns: 'Category', 'Date', and 'Notes'. A single record is displayed with the following details: Category: 'Additional Learning and Support Needs', Date: '15/09/2021', and Notes: 'Behavior needs to be monitored closely.' Below the table is a 'Create Categorised Note' button. Below the table is an 'Edit Categorised Note' form. The form contains three fields: 'Note Category' (a dropdown menu with 'Additional Learning ar' selected), 'Date' (a date input field with '15/09/2021' entered), and 'Notes' (a text area containing 'Behavior needs to be monitored closely.'). At the bottom of the form are 'Cancel', 'Save', and 'Delete' buttons. A small asterisk indicates mandatory fields. A footer note states '* Indicates mandatory field.'

7. Select Save or Cancel or Delete



Note: If you have modified any information that you want to save, select save.

Note: If you do not wish to save the details you modified, select cancel.

Note: If you are only viewing the information, select cancel.

Note: If you want to delete the record, select delete.

View or Modify Additional Learning & Support record and notes has been completed successfully.

Related resources

<https://my.education.nsw.gov.au/help/platoapps/home/ern/ern-help-index>