

How to Repeat a Student

If a student is required to attend same scholastic year for another year, the repeat function will add another registration record into the student registration history. This can only be done for the current year.

If a student needs to repeat the scholastic year they are currently enrolled in this year, then the **REPEAT** function needs to be applied. For example: If a student is in year 4 and will repeat year 4 next year then use the Repeat function.


If the student is to repeat the scholastic year they attend last year, then the **TRANSFER** function needs to be applied. For example: the student was in year 4 last year and the Repeat function wasn't applied to the student at the end of the year, they will need to be transferred from year 5 back to year 4. See [QRG - How to transfer a student between registration offers](#)

Go to Place Management → Registration Offers

| Scholastic year | Offering name | Typical annual intake | Registered | Enrolled | Leaving | Non-census Enrolments |
|-----------------|--|-----------------------|------------|----------|---------|-----------------------|
| P | Pre-school 2008 (Mainstream Enrolment) | 1 | 0 | 0 | 0 | 0 |
| K | Kindergarten 2009 (Mainstream Enrolment) | 100 | 1 | 100 | 0 | 0 |
| 1 | Year 1 2009 (Mainstream Enrolment) | 102 | 0 | 95 | 0 | 0 |
| 2 | Year 2 2009 (Mainstream Enrolment) | 120 | 0 | 108 | 0 | 0 |
| 3 | Year 3 2009 (Mainstream Enrolment) | 106 | 0 | 103 | 2 | 0 |
| 4 | Year 4 2009 (Mainstream Enrolment) | 102 | 0 | 113 | 0 | 0 |
| 5 | Year 5 2009 (Mainstream Enrolment) | 96 | 0 | 93 | 0 | 0 |
| 6 | Year 6 2009 (Mainstream Enrolment) | 95 | 0 | 98 | 0 | 0 |
| Total | | 722 | 1 | 710 | 2 | 0 |

Click the  icon beside the scholastic year the student is enrolled in.

| Scholastic year | Offering name | Typical annual intake | Registered | Enrolled | Leaving |
|-----------------|------------------------------------|-----------------------|------------|----------|---------|
| 4 | Year 4 2009 (Mainstream Enrolment) | 102 | 0 | 113 | 0 |

Show students with : Run in quick mode : 

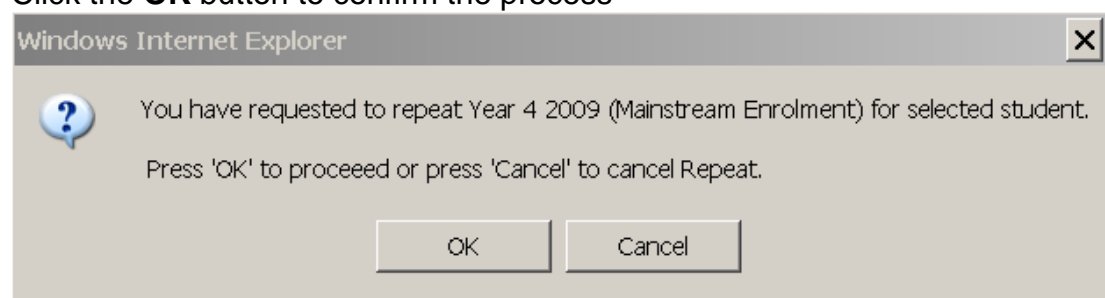
| SRN | Student name | G | D.O.B | Roll Class | Status |
|-----------|------------------|---|-------------|------------|--------------------------|
| 435480039 | Alva, | M | 13-May-1999 | 4WS | Enrolled (In Attendance) |
| 430810103 | Ballantyne, | F | 08-Mar-2000 | 4WS | Enrolled (In Attendance) |
| 430810251 | Bergman, | F | 07-Oct-1999 | 4WS | Enrolled (In Attendance) |
| 435647626 | Simpson, Rebecca | F | 03-Dec-1999 | 4WS | Enrolled (In Attendance) |
| 430822071 | Zhong, | F | 29-May-2000 | 4WS | Enrolled (In Attendance) |
| 433152743 | Zhu, | M | 12-Nov-1999 | 4CW | Enrolled (In Attendance) |
| 430822187 | Zirinsky, | F | 29-Dec-1999 | 4CW | Enrolled (In Attendance) |

Tick the check box alongside the student name need to repeat.


Click the **Repeat** button

Note: The “Repeat” function can only be applied to a single student at a time and cannot be applied in Bulk for multiple students. If a school has multiple students repeating then the “Repeat” function must be applied to each student individually.

Click the **OK** button to confirm the process




A message showing that the process was successful will display



Successfully created repeated Registration Year 4 2010 (Mainstream Enrolment) for Simpson, Rebecca.

Registration Maintenance - St Leonards Public School 2009 Mainstream Enrolment

| Scholastic year | Offering name | Typical annual intake | Registered | Enrolled | Leaving |
|-----------------|------------------------------------|-----------------------|------------|----------|---------|
| 4 | Year 4 2009 (Mainstream Enrolment) | 102 | 0 | 112 | 0 |


















Show students with : Run in quick mode : 

Locate the student in student enquiry to double check the registration by clicking on Registration History.

Student: (435647626) (Year 4 -4WS) Simpson, Rebecca; Family : Mr and Mrs Simpson

Simpson, Rebecca

Family Details
Student Details
Others
Reg. His.
Search Again

Registration History

| School | Calendar Year | Scholastic Year | Status | Preference No | Enrolment Type | Census |
|---------------------------|---------------|-----------------|--------------------------|---------------|----------------------|--------|
| St Leonards Public School | 2012 | 6 | Enrolled (In Attendance) | 0 | Mainstream Enrolment | Y |
| St Leonards Public School | 2011 | 5 | Enrolled (In Attendance) | 0 | Mainstream Enrolment | Y |
| St Leonards Public School | 2010 | 4 | Enrolled (In Attendance) | 0 | Mainstream Enrolment | Y |
| St Leonards Public School | 2009 | 4 | Enrolled (In Attendance) | 0 | Mainstream Enrolment | Y |
| St Leonards Public School | 2008 | 3 | Enrolled (In Attendance) | 0 | Mainstream Enrolment | Y |

NOTE: If repeat the wrong student, use the **Transfer** function to transfer the student into the correct scholastic year. See [QRG - How to transfer a student between registration offers](#)