


How to Share Student between Schools

If a student is required to attend another school for any reason in conjunction with students at the home school, then the student is **shared** with the second school (distance education, language subject, VET). The student's registration will be shared until the end of the main school year. The student's record will be flagged with a blue flag (indicating concurrent registration).

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  alongside the students belongs to.

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

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)
430821946	Zhao,	M	25-Jan-2000	4WS	Enrolled (In Attendance)
430822071	Zhong,	F	29-May-2000	4WS	Enrolled (In Attendance) <input checked="" type="checkbox"/>
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 be shared. (Multiple selection are permitted)

Click the **Share** button

Click  alongside the **School** field to select the school that should see the selected student(s).

Select appropriate **Enrolment type**. Click **Get offers** button to list the offers in another school

Scholastic year	Offering name	
K	Kindergarten 2009 (Mainstream Enrolment)	<input type="radio"/>
1	Year 1 2009 (Mainstream Enrolment)	<input type="radio"/>
2	Year 2 2009 (Mainstream Enrolment)	<input type="radio"/>
3	Year 3 2009 (Mainstream Enrolment)	<input type="radio"/>
4	Year 4 2009 (Mainstream Enrolment)	<input checked="" type="radio"/>
5	Year 5 2009 (Mainstream Enrolment)	<input type="radio"/>
6	Year 6 2009 (Mainstream Enrolment)	<input type="radio"/>

Tick the radio button alongside the **Offering name**, Click the **Share and exit** button to return to **Registration Maintenance** window

Click the **OK** button to confirm the action
Check to see if the concurrent registration has been successful

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	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)
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Close Transfer Share Repeat EOI Bulk EOI Change status

Click on the flag to obtain details.

Zhong, 430822071

Concurrent registration :

Zhong, is currently Enrolled (In Attendance) at Chatswood Public School. The registration is Year 4 2009 (Mainstream Enrolment)

Close

Mark a student as left. See [ORG - How to mark a student as Left](#)

NOTE: When a student is shared from the census school to the non-census school, the future registrations in the non-census school will be created to the end of the scholastic year offerings as per the census school.

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	2011	6	Enrolled (In Attendance)	0	Mainstream Enrolment	Y
Chatswood Public School	2011	6	Enrolled (In Attendance)	0	Mainstream Enrolment	N
Chatswood Public School	2010	5	Enrolled (In Attendance)	0	Mainstream Enrolment	N
St Leonards Public School	2010	5	Enrolled (In Attendance)	0	Mainstream Enrolment	Y
St Leonards Public School	2009	4	Enrolled (In Attendance)	0	Mainstream Enrolment	Y
Chatswood Public School	2009	4	Enrolled (In Attendance)	0	Mainstream Enrolment	N
St Leonards Public School	2008	3	Enrolled (In Attendance)	0	Mainstream Enrolment	Y

NOTE: If the main school mark the student left, the student will auto left from the shared school.

If the shared school mark the student left, it will not affect the main school's registration.