

How to Extract Share Student between Schools

Normally a student is shared from the Census School to the Non-Census School and is undertaken by staff at the Census School.

New functionality has been implemented in ERN to support students being shared to Hospital Schools, ETU's – Educational Training Units and a number of special schools. The new functionality will allow these schools to instigate the share from their site instead of contacting the Census school to share the student; the new functionality is called "**Student Share Extract**" and will be available from the ERN Menu.

When a student is shared using the "Student Share Extract" the census school will be notified by an email to the schools email account. Also, specific information regarding the share will be recorded in the "Student Data Changes log" that will be available from the menu option "Data Changes Log" in the Census should of the student that has been shared.

Extract Share - Student.

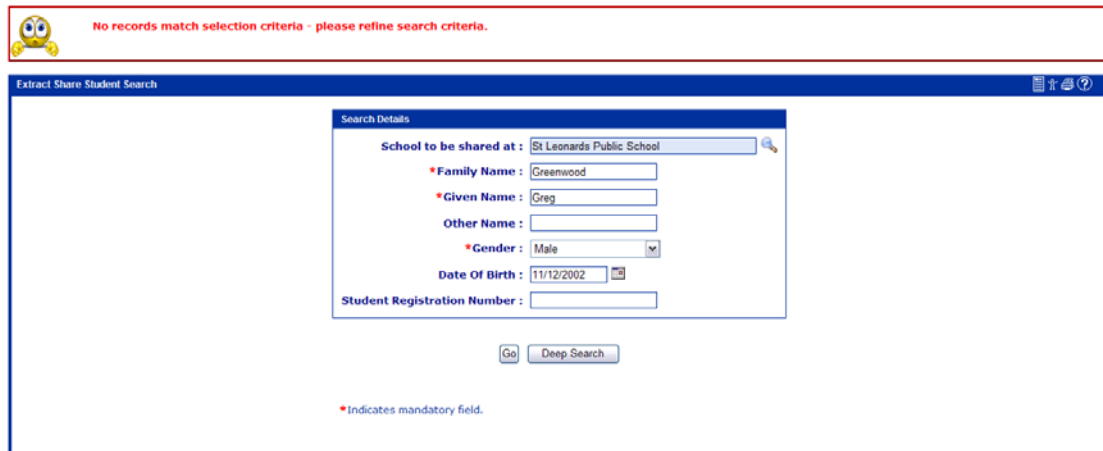
The student that is to be shared into your school will need to be searched:-

To Complete a Search

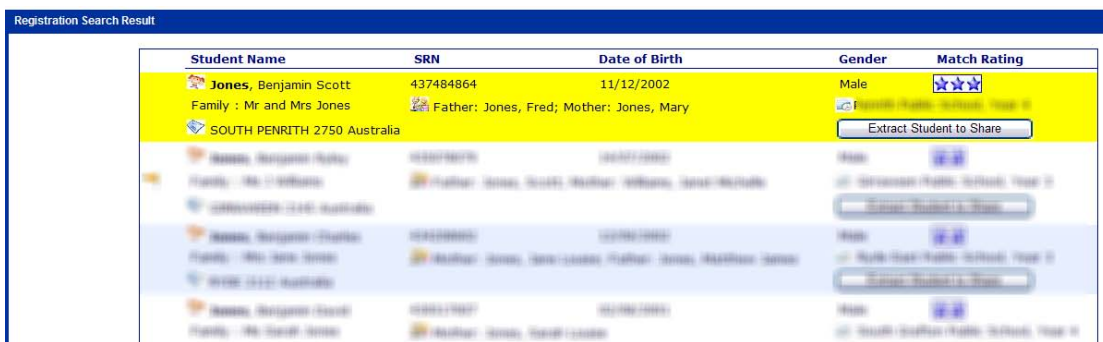
- Access the student search screen from the **Extract Share – Student** Menu

- Enter the Family Name, Given Name, Gender, (mandatory). Also enter the Date of Birth if known (not mandatory)
- click the **GO** button

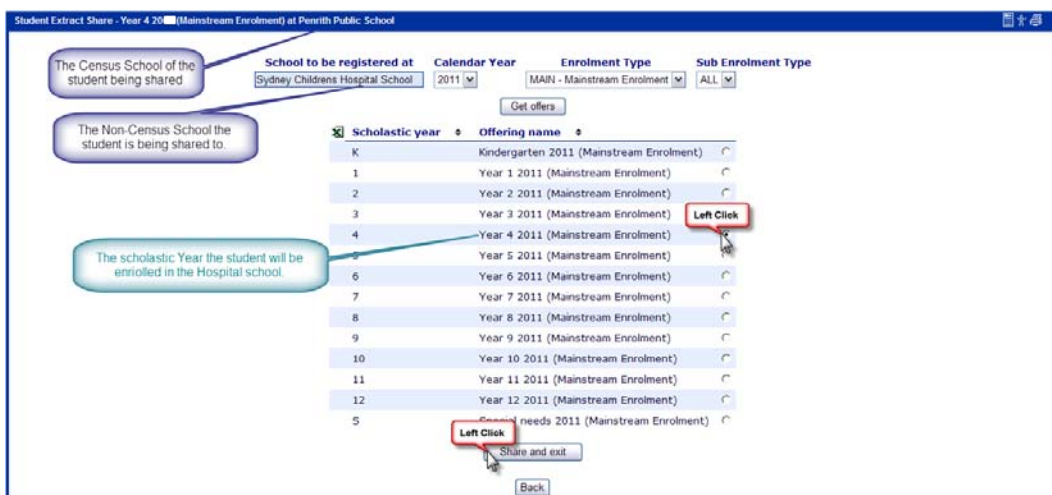
If **no records match** you can refine your search data; (check names e.g. Bob may be Robert) and search again.



If the search returns results for your search criteria they will be displayed.

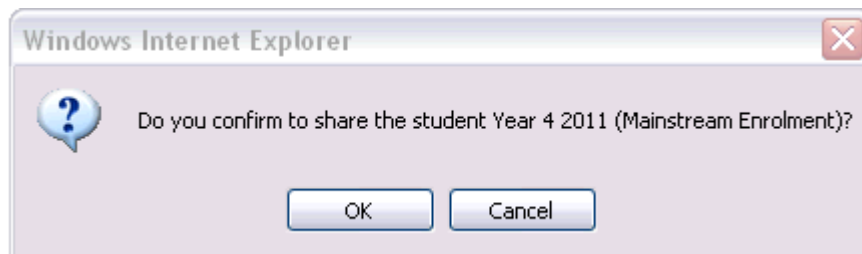


Once you have confirmed the student is to be shared at the hospital school select the button: **Extract Student to Share** The Registration offers will be display:-



Select the Scholastic Year registration that you want the child to be registered in the Hospital school by clicking the radio button. To share the student into the school select the **Share and Exit** button.

A confirmation prompt will be displayed:-



Click the **OK** button to confirm the action.

The student will now have a shared enrolment in the Hospital School. The student's record will be flagged with a blue flag (indicating concurrent registration).

Place Management						
		437484864 Jones, Benjamin	M	11-Dec-2002	Enrolled (In Attendance)	
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		437484864 Jones, Benjamin	M	11-Dec-2002	Enrolled (In Attendance)	
		437484864 Jones, Benjamin	M	11-Dec-2002	Enrolled (In Attendance)	
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		437484864 Jones, Benjamin	M	11-Dec-2002	Enrolled (In Attendance)	
		437484864 Jones, Benjamin	M	11-Dec-2002	Enrolled (In Attendance)	
		437484864 Jones, Benjamin	M	11-Dec-2002	Enrolled (In Attendance)	
		437484864 Jones, Benjamin	M	11-Dec-2002	Enrolled (In Attendance)	
		437484864 Jones, Benjamin	M	11-Dec-2002	Enrolled (In Attendance)	

Note: Once the share has been completed by the Hospital School (Non-Census School) an email will be generated and sent to the school email account of the Census School.

Future Registration

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										

Data Changes Log

Also, relevant data items will be stored in the **Data Changes** log for the Census Schools to view.

Changed Student Family Merged Student Log **Student Details Change**

Student Detail Change Log

School: View log since:

Census School

Matching Students

SRN	Student name	Change Date	User who changed	Change Category	Changed By	Change description
437484804	Jones, Benjamin	10/05/2011 03:59 PM	CHRIS WILL	REGISTRATION EXTRACT	Sydney Childrens Hospital School	Student has been shared

SRN and Student name of student shared

Date and Time of share

User who shared the student

The school (Non Census) that instigated the share

A new tab has been included in the Data Changes log called “**Student Details Change**” this will display relevant information about the student shared into the non census school from the Census School.

LEFT Students

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

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.