

How to complete the “Office Use” page

The Declaration of Accuracy, Record of Evidence, Principal Check List and Principal’s certification in the Office Use page is now found on Page 13/14 in ERN of the Full Registration Form.

How to complete the Declaration of Accuracy

The Declaration of Accuracy relates to Parent/Carers of the Student applying to enrol. The information found in this section of the page is found on page 13 of the ATE.

The screenshot shows the 'Declaration of accuracy' form with the following fields and callouts:

- Signature of Parent/Carer:** Yes (Callout: Parent Declaration Page 13)
- Date:** 10/06/2014
- Signature of Second Parent/Carer:** Yes (Callout: Parent Declaration Page 13)
- Date:** 10/06/2014
- Permission to Publish:** Yes (Callout: Permission to Publish - Page 13)
- Online Services:** Yes (Callout: Permission to Online Services - Page 13)

Record of Evidence

The screenshot shows the 'Record of Evidence' form with the following sections:

- Record of Evidence – Student Identity:** Evidence Type: IBRC - Birth Certificate; Verify Status: SIE - Sighted Evidence; Date Sighted: 09/06/2014
- Record of Evidence – Residential Address:** Evidence Type: RECI - Electricity/Water/Council Invoice; Verify Status: SIE - Sighted Evidence; Date Sighted: 09/06/2014
- Non Permanent Resident Details:** Passport or Travel or Travel Documentation No: []; Country of Issue: AUS - Australia; Authority to Enrol Code: []

The record of evidence relates to a number of different areas including; Student Identity, Residential Address if the student is “In Area”, Non-Permanent Resident if applicable, Immunisation and Student Citizenship.

Parent/Carers are requested to bring the original documents with them at the time of applying to enrol. These are referred to in the Checklist for Parent/Carers on page 15 of the ATE.

The screenshot shows the 'Record of Evidence – Immunisation Certificate' form with the following fields:


- Immunisation Status:** IHC - Immunisation - Up to Date
- Verify Status:** SIE - Sighted Evidence
- Date Sighted:** 09/06/2014

Below it is the 'Record of Evidence – Student Citizenship' form with the following fields:

- Evidence Type:** CBRC - Birth Certificate
- Verify Status:** SIE - Sighted Evidence
- Date Sighted:** 09/06/2014

How to complete the Principal's Checklist

When processing the information for the Application to Enrol (ATE), the "Office Use page (Page13/14 in ERN)" requires the Principal's Checklist to be completed. This can only be done if the Principal has completed and signed the certification section of page 14 of ATE.

The Principal's Checklist can be completed during the data entry for the ATE if the certification has been completed. If you have to return to complete the data entry process, access the Principal's Declaration through the **office use** icon  in **Student Enquiry**.

The principal will need to complete the Principal's Checklist on page 14 of the ATE. All that is needed to be entered is **Yes/No** or **Not required** from the drop down list. Enter the data exactly as the principal has indicated.

Principal's checklist	
Enrolment interview conducted?	Unknown/Not Provided
Special circumstances, additional support needs and student history assessed?	Unknown/Not Provided
Risk Assessment required?	Unknown/Not Provided
Risk Assessment conducted?	Unknown/Not Provided
Is personalised learning and support required for this student?	Unknown/Not Provided
Consultation with parents/carers conducted?	Unknown/Not Provided
Planning to personalise learning and support completed?	Unknown/Not Provided
Behaviour Management Plan (violence) developed	Unknown/Not Provided
Behaviour Management Plan (other) developed?	Unknown/Not Provided
Individual Health Care Plan developed?	Unknown/Not Provided
Emergency Response Plan developed?	Unknown/Not Provided
Communication of documented provision/s and plan/s to relevant staff?	Unknown/Not Provided
Principal's certification	
Principal Signed	Unknown/Not Provided
Principal Declaration Date	07/07/2014
Enrol Now	No

1. Enrolment interview Conducted?

This is an independent question and requires a response of **Yes** or **No**

Enrolment interview conducted?

Unknown/Not Provided ▾

2. Special circumstances, additional support needs and Student history assessed?

Special circumstances, additional support needs and student history assessed?

Unknown/Not Provided ▾

This question requires a **Yes** or **Not required** response.

If you answer **Yes** to this question it drives the need for responses for the Risk assessment required and Personalised learning and support questions.

If you answer **Not required** for this question:-

The Risk Assessment responses are automatically set to **No** in both cases.

The personalised learning and support question is set to **No** and all subsequent question are either set to **No** or **Not required** as appropriate.

3. Risk assessment required?

A response to this question is only required if you have indicated there are special circumstances in question 2 previously.

Risk Assessment required?

Unknown/Not Provided ▾

Valid responses are **Yes** or **No**

Risk assessment conducted?

If you have indicated that a risk assessment is required then you must indicate **Yes** to it being conducted.

Risk Assessment conducted?

Unknown/Not Provided ▾

If you have indicated that a risk assessment is not required then the answer to risk assessment conducted is automatically set to **No**.

4. Is personalised learning and support required for this student?

A response to this question is only required if you indicated **Yes** to the special circumstances in question 2 above.

Is personalised learning and support required for this student?

Unknown/Not Provided ▾

If you indicate **Yes** to personalised learning and support then you must consult with parent/carers.

Consultation with parents/carers conducted?

Unknown/Not Provided ▾

The valid responses are **Yes** or **No**

Note: If you indicate **Yes** to question 4 you must indicate **Yes** to the consultation with parents question.

Also you must indicate at least one of the following options as Yes.

Planning to Personalise learning and support completed ? Options - Yes or Not Required

Behaviour Management Plan (violence) developed ? Options - Yes or Not Required
See below...

Behaviour Management Plan (other) developed ? Options - Yes or Not Required

Individual Health Care Plan developed?
Options - Yes or Not Required

Emergency Health Care Plan developed?
Options - Yes or Not Required

Behaviour Management Plan (violence) developed?" If YES is indicated, then a confirmation window will display.

Enter the OK or Cancel to continue.

Planning to personalise learning and support completed?
Unknown/Not Provided

Behaviour Management Plan (violence) developed
Unknown/Not Provided

Behaviour Management Plan (other) developed?
Unknown/Not Provided

Individual Health Care Plan developed?
Unknown/Not Provided

Emergency Response Plan developed?
Unknown/Not Provided

Risk Assessment conducted?
No

Is personalised learning and support required for this student?
Yes

Behaviour Management Plan (violence) developed
Yes

Message from webpage

Important: You have identified this student as requiring Risk Management. Doing so will raise a "red" flag against the student. If you wish to continue with this action press OK otherwise press Cancel and review your Risk Management setting.

OK Cancel

Behaviour Management Plan (other) developed?
Not Required

NOTE 1: By clicking the OK button, system will raise a 'Red' flag against the student

NOTE 2: School could only down grade a 'Red' flag to a 'Grey' flag. To remove a mistake flag, please contact IT Service Desk on 1300 338 483

NOTE 3: This field is ONLY used for violent behaviour.

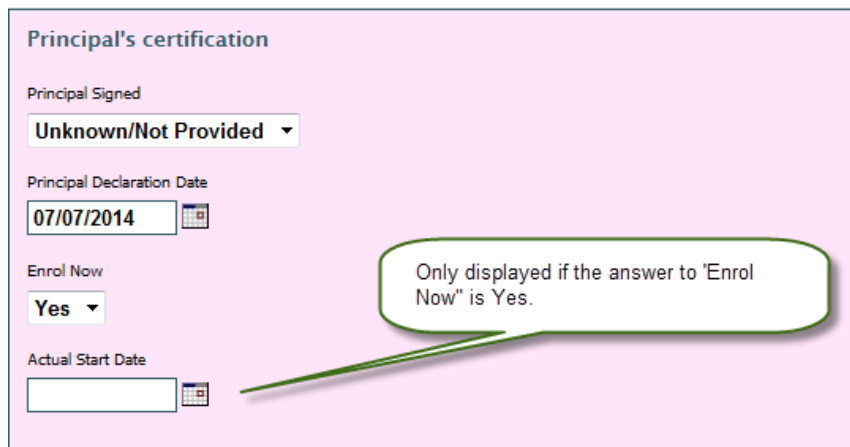
5. **Communication of documented provision/s and plan/s to relevant staff?**

Communication of documented provision/s and plan/s to relevant staff?
Unknown/Not Provided

This field requires a response if you have indicated **Yes** to the question "**Is personalised learning and support required for this student?**"
Options - Yes or Not Required

How to complete the Principal's Certification

The principal will have indicated ACCEPT or DECLINE on the certification. Enter this data from the drop down list. If 'Decline' is entered, the student's status will show as Withdrawn (By School).



Principal's certification

Principal Signed
Unknown/Not Provided

Principal Declaration Date
07/07/2014

Enrol Now
Yes

Actual Start Date

Only displayed if the answer to 'Enrol Now' is Yes.

NOTE 1: The 'Actual Start Date' fields are only show once the 'Enrol Now' has changed to 'Yes'

NOTE 2: The 'Actual Start Date' is only used when the student has already started at the school or is starting today

NOTE 3: The 'Actual Start Date' must be on or before today's date

NOTE 4: If the student commence in the future, leave the 'Enrol Now' field as NO.

NOTE 5: If both the 'Enrol Now' and 'Actual Start Date' is filled in, the student status will change to **Enrolled (In Attendance)**

Save or Save and Exit.

Completing the Principal's Declaration does not automatically move the student to Enrolled (Risk Assessed). If there is any other data missing, error messages will display at the top of the screen. An example follows. These will have to be fixed and the Principal's Declaration completed again.

- Principal cannot declare unless Applicant has declared
- Enrolment Interview Conducted. Principal cannot declare unless the Enrolment Interview Conducted has a valid value
- Student History Assessed. Principal cannot declare unless the Student History Assessed has a valid value
- Communication of documented provision/s and plan/s.. Principal cannot declare unless the Communication of documented provision/s and plan/s. has a valid value