How to enter a student's EOI into ERN

1.   SOME IMPORTANT INFORMATION BEFORE YOU BEGIN

(a)   You need to have at least one secondary school set up in ERN as a 'designated high school' before you can start entering your EOIs.

The best way to check this is to start entering your EOIs. When the first student's EOI window comes up there should be a school showing in the 'Designated high school' box.
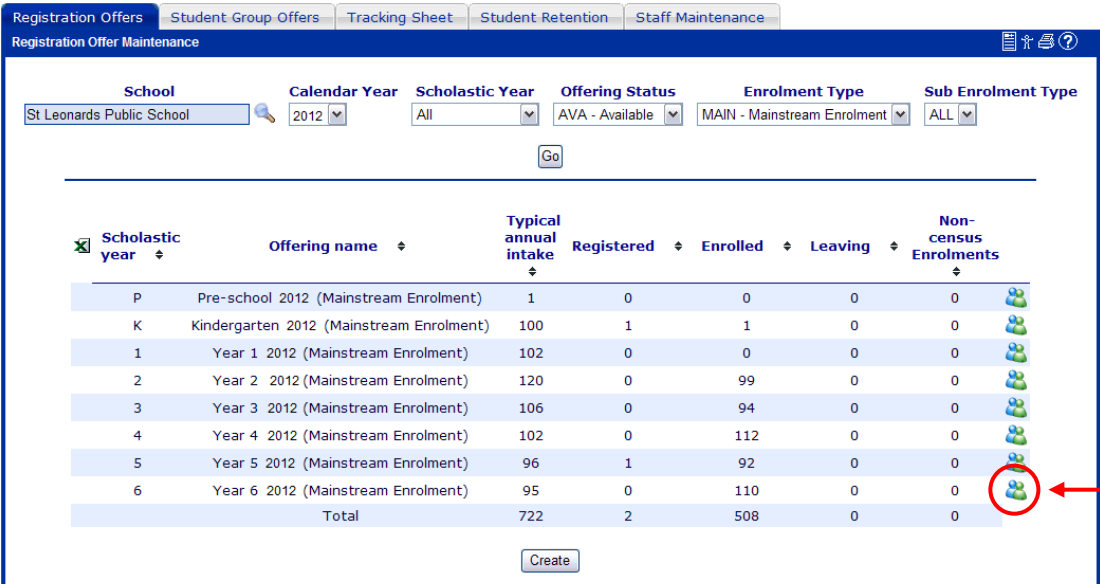
If you don't have any school showing in this box please go to the ERN QRG: *How to set up multiple designated high schools*. You can have more than one school listed as a designated high school.

(b)   We suggest you wait until you have a number of fully completed EOIs before you start entering them into ERN. You can then decide whether to enter each student one after the other, or do a 'bulk entry' of students – see page 2.

2.   HOW TO ACCESS THE NAMES OF YOUR YEAR 6 STUDENTS

(a)   Go to **Place Management** in ERN and click on the **Registration offers** tab.

(b)   Click on the 🧑‍🤝‍🧑 icon next to the correct student group.

Figure 1 – Selecting the student group

(c)   Now choose the method that you will use to enter student EOIs – see next page.

> **There are three ways to enter student EOI information:**
>
> 1. **Entering each single student and then clicking 'Save and exit' to return to the main list of students** – see below
>
> 2. **Entering several students, one after the other, by using the 'Save and next' button** – see below
>
> 3. **Entering several students with identical information in one go (bulk entry)** – see page 6

3. HOW TO ENTER A SINGLE STUDENT, OR SEVERAL STUDENTS ONE AFTER THE OTHER

(a) Tick the box of the first student whose EOI needs to be entered, and then click the **EOI** button at the bottom of the window.

Figure 2 – Selecting one student to enter his/her EOI information

(b) Clicking on the EOI button will bring up the EOI window for the first student.

- If you have only one designated high school set up in ERN, the name of that school will appear in the 'Designated high school' box. If you have more than one designated high school set up in ERN, a drop-down menu will appear above the 'Designated high school' box so that you can choose which school you want to enter – see example of drop-down menu in Figure 3.

- Apart from the blank data entry boxes and tick boxes, ERN will also insert additional student information at the bottom of the window if the student is a non-Australian citizen, current Year 6 support class student or student on integration funding support – see example of a 'non-Australian citizen' in Figure 3.

Figure 3 – EOI data entry window for a single student

(c)   Check the name of the school listed in the **Designated high school** box. (Please note that no matter what else you enter, you must enter the designated high school before ERN will let you save and exit.)

- If this is correct, go to step (d).

- If this is not correct, select the correct school from the 'designated high school' drop down menu.

- If the school is not in the drop down menu, click on the 🔍 icon next to the 'designated high school' box, type in the first 3-6 letters of the school name and select the correct school from the list provided.

- If you make a mistake then either re-select from the drop down menu or use the 🔍 icon to find the correct school.

- To add a school to the list in the drop down menu, please see the ERN QRG *How to set up multiple designated high schools*.

(d)   If the student has requested placement at other government schools in Section C of the EOI, go to the **Choice 1** box and click on the 🔍 icon next to it. Type in the first 3-6 letters of the first preference school and then select the correct school from the list provided. Now complete the **Choice 2** box and the **Choice 3** box if appropriate.

- If you make a mistake then go back and use the 🔍 icon to select the correct school.

- If you make a mistake and one of the Choice boxes should be empty (i.e. a blank box with no school name), click on the **Clear** button.

- Please note that ERN will not allow you to enter a fully-selective high school in Section C.

(e)   If the student has also submitted an application for a selective high school (see Section D of the EOI and/or check the Selective High School Unit Test Centre Advice), tick the box:
❑   **EOI Section D: Has also submitted a selective high school application**.

(f)   If the student has indicated that they will not require placement in a NSW government secondary school (see Section E of the EOI), tick the box:
❑   **EOI Section E: Placement not required in a NSW government secondary school next year**.

(g)   If you have been unable to obtain a completed EOI from the parent or carer despite every effort to do so, but you are confident that you can enter a student's EOI information on the basis of other documents, parent conversations or other verified sources, tick the box:
❑   **Verbal advice only- no EOI form available**.*

* Please see the *Year 6-7 Reference Guide* Section 5, Steps 6.4 and 6.13 for detailed guidelines on when to use the [**VA**] symbol.
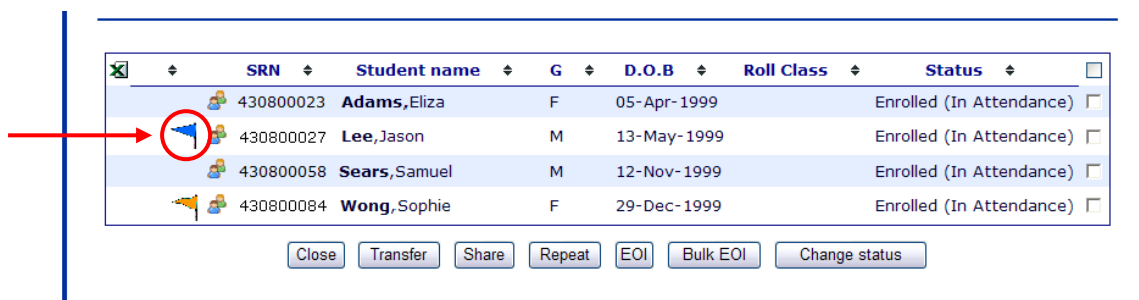
(h)   You have now finished entering your first student.

- Click **Save and Next** to enter another student, *OR*

- Click **Save and Exit** if you have totally finished and want to return to the main list of students.

(i)   **If you want to enter another student**, clicking on the **Save and next** button will automatically save the current student's information and then take you to the next student (alphabetically) on the list. If this is not the student that you want, use the drop down menu of student names in the top right corner to select the next student – see Figure 4.

Click **Save and exit** when you have finished entering all students.

Figure 4 – Using the drop down menu to select the next student whose EOI information will be entered

(j)   When you click **Save and exit** and return to the main list of students, a blue flag should appear next to each student who has had their EOI information entered. This means that these students have concurrent registration at both your primary school and at a secondary school.

Figure 5 – The blue flag next to the name of a student means 'concurrent registration'

If you click on the blue flag, the student's concurrent registration at the secondary school should show like this:

Figure 6 – Details of the concurrent registration of this student at the secondary school

4.   MAKING CHANGES TO STUDENT INFORMATION AFTER IT HAS BEEN SAVED

(a)   Making changes to student EOI information *before* the start of Round 1

If you need to make a change to a student's EOI information before the start of Round 1, simply go back into ERN and open up the student's EOI window, make any necessary changes by using the 'clear' buttons and by ticking/unticking any boxes and then click

- **Save and next** to make changes to another student, *OR*
- **Save and exit** to return to the main list of students.

(b)   Making changes to student EOI information *during* Round 1

Please note that you *cannot* change a student's EOI information during Round 1 if a secondary school has already gone in and changed this student's enrolment status from 'Registered (interested)' to some other enrolment status. If this has happened, the schools listed on the tracking sheet are *locked in* and cannot be altered by the primary school.

You can check on this by opening up your tracking sheet, locating the student on the tracking sheet and holding your cursor over the name of 'School 1' to see what enrolment status shows up. If there is no school listed in the 'School 1' column, hold your cursor over the name of the designated high school.

If the student's enrolment status is still 'Registered (interested)' at School 1 (or 'Registered (interested)' at the designated local high school if there is no 'School 1') then no changes have yet been made. In this situation please follow the guidelines in (a) above.

If there *has* been a change to the enrolment status then the only way you can now make a change to the EOI is to follow the instructions in the *Year 6-7 Reference Guide*, Section 5, Step 6.7(b) "Students WITH an EOI entered into ERN".

(c)   Making changes *after* Round 1

You will probably not be able to change any existing EOI information on the tracking sheet after the end of Round 1 because the secondary schools will have changed the enrolment status of each student by then. The only way you can now make a change to an EOI is to follow the instructions in the *Year 6-7 Reference Guide*, Section 5, Step 6.7(b) "Students WITH an EOI entered into ERN".

(d)   Other tricky situations in which you may find yourself

Please see the *Year 6-7 Reference Guide*, Section 5, Step 6 for solutions to a wide range of special situations and problems that may arise for primary schools during the EOI process.

5.   HOW TO ENTER A GROUP OF STUDENTS WHO ALL HAVE EXACTLY THE SAME EOI INFORMATION (BULK ENTRY)

Bulk entry is very useful if you have a group of students who all have *exactly the same information* on their EOIs, e.g. a group of students who all have the same designated local high school and who only want to go to this school.

(a)   Tick the box of each student whose EOI you want to enter, and then click the **Bulk EOI** button at the bottom of the window.

Please note that all of these students *must have exactly the same combination of choices* etc for you to be able do a 'bulk entry'.
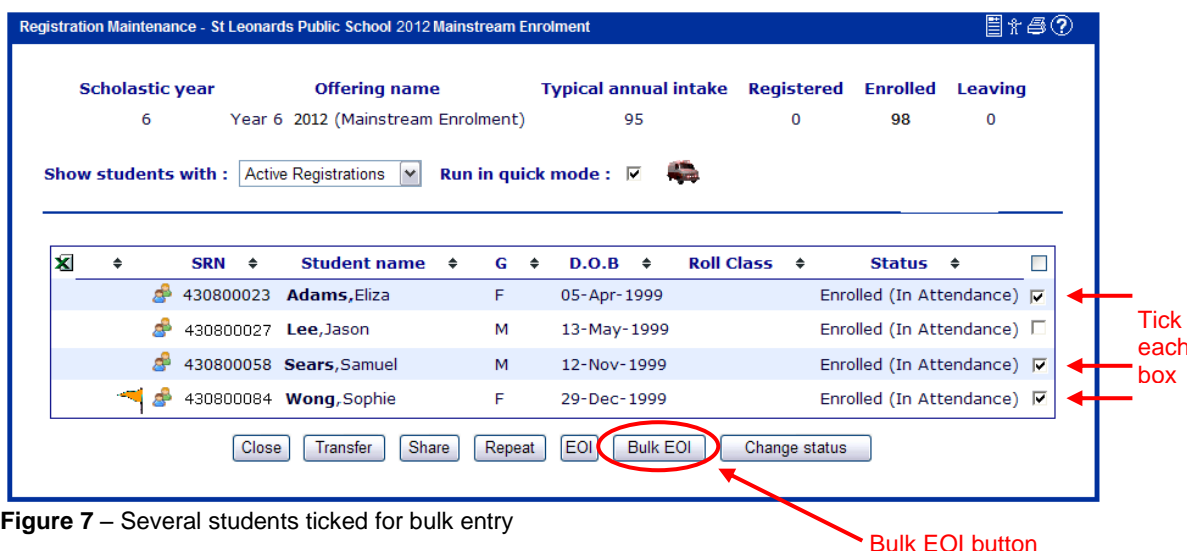
Figure 7 – Several students ticked for bulk entry

(b)   Clicking on the 'Bulk EOI' button will bring up the bulk entry window with the names of all the students that you ticked now listed at the top.
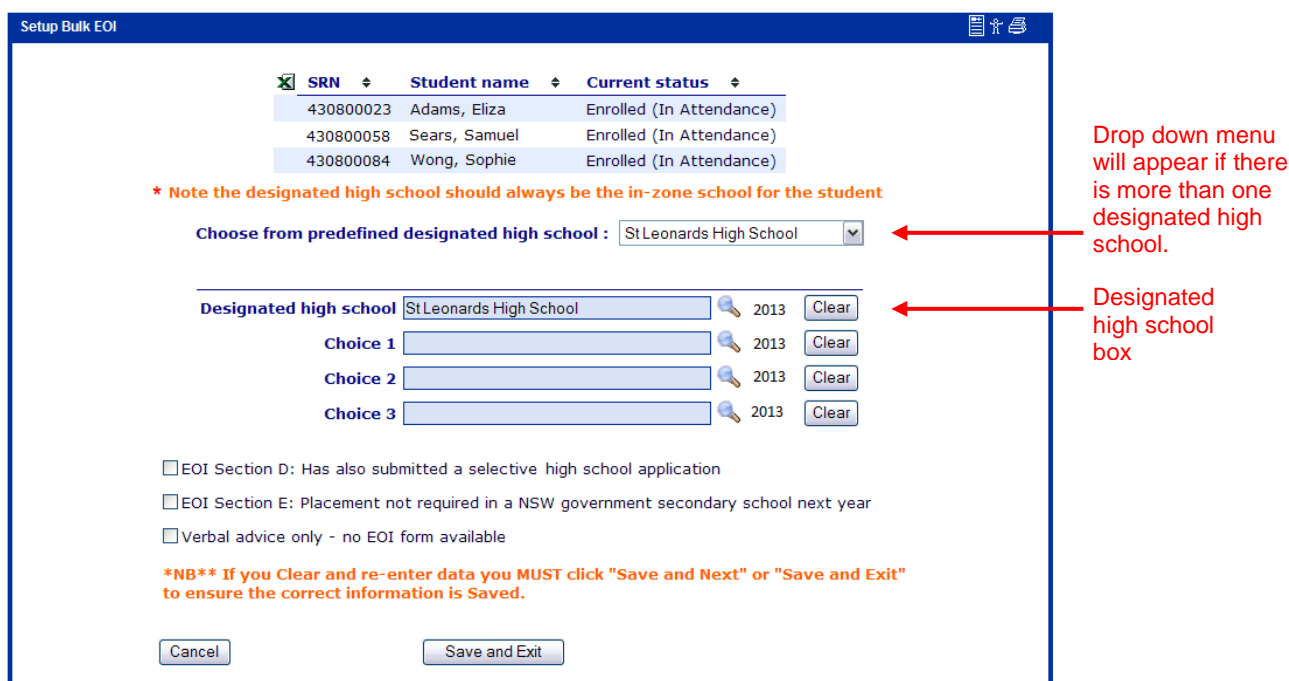

Figure 8 – The bulk entry window with the names of the students listed at the top of the screen

(c)   Check the name of the school listed in the **Designated high school** box. (Please note that no matter what else you enter, you must enter the designated high school before ERN will let you save and exit.)

- If this is correct, go to step (d).

- If this is not correct, select the correct school from the 'designated high school' drop down menu.

- If the school is not in the drop down menu, click on the 🔍 icon next to the 'designated high school' box, type in the first 3-6 letters of the school name and select the correct school from the list provided.

- If you make a mistake then either re-select from the drop down menu or use the 🔍 icon to find the correct school.

- To add a school to the list in the drop down menu, please see the ERN QRG *How to set up multiple designated high schools*.

(d) If all these students have requested the same set of other government schools in Section C of the EOI, go to the **Choice 1** box and click on the 🔍 icon next to it. Type in the first 3-6 letters of the first preference school and then select the correct school from the list provided. Now complete the **Choice 2** box and the **Choice 3** box if appropriate.

- If you make a mistake then go back and use the 🔍 icon to select the correct school.

- If you make a mistake and one of the Choice boxes should be empty (i.e. a blank box with no school name), click on the **Clear** button.

- Please note that ERN will not allow you to enter a fully-selective high school in Section C.

(e) If all these students have also submitted applications for a selective high school (see Section D of their EOIs and/or check the Selective High School Unit Test Centre Advice), tick the box:
❑ **EOI Section D: Has also submitted a selective high school application**.

(f) If all these students have indicated that they will not require placement in a NSW government secondary school (see Section E of the EOI), tick the box:
❑ **EOI Section E: Placement not required in a NSW government secondary school next year**.

(g) If you have been unable to obtain a completed EOI from all the parents or carers of all these students despite every effort to do so, but you are confident that you can enter all these students' EOI information on the basis of other documents, parent conversations or other verified sources, tick the box:
❑ **Verbal advice only- no EOI form available**.*

* For detailed information on when to use the 'Verbal Advice' box please read the *Year 6-7 Reference Guide*, Section 5, Steps 6.4 and 6.13.

(h) Click the **Save and Exit** button to return to the main list of students.

6.   MAKING CHANGES AFTER YOU HAVE SAVED A 'BULK ENTRY'

Please note that if you have made a bulk entry and then pressed **Save and exit** you *cannot* make any changes to any of this information by using the 'Bulk EOI' button*. You will need to treat each student as an individual student, i.e. go back into each student one-by-one and make the necessary changes.*

(a)   For detailed information on how to make changes to an individual student's EOI information, please see Section 4 (page 5) of this help guide.

(b)   For detailed information on solutions to a wide range of other tricky situations that may arise for primary schools during the EOI process, please see the *Year 6-7 Reference Guide*, Section 5, Step 6.