How to prepare Validation Reports

Validation Reports are used to identify any data fields that are missing from a student's record. Criteria can be specified to produce missing data that is considered important or all missing data. Within these categories, some data is considered high importance and the balance lower importance.

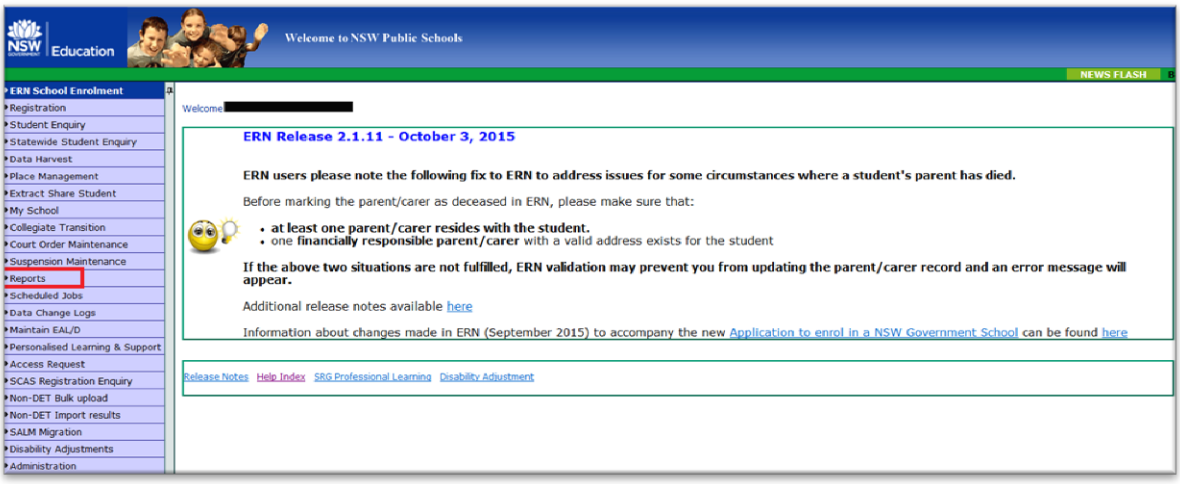
An example of high importance data is a student's emergency contact details, whereas, data of a lower importance could be a parent's education details.

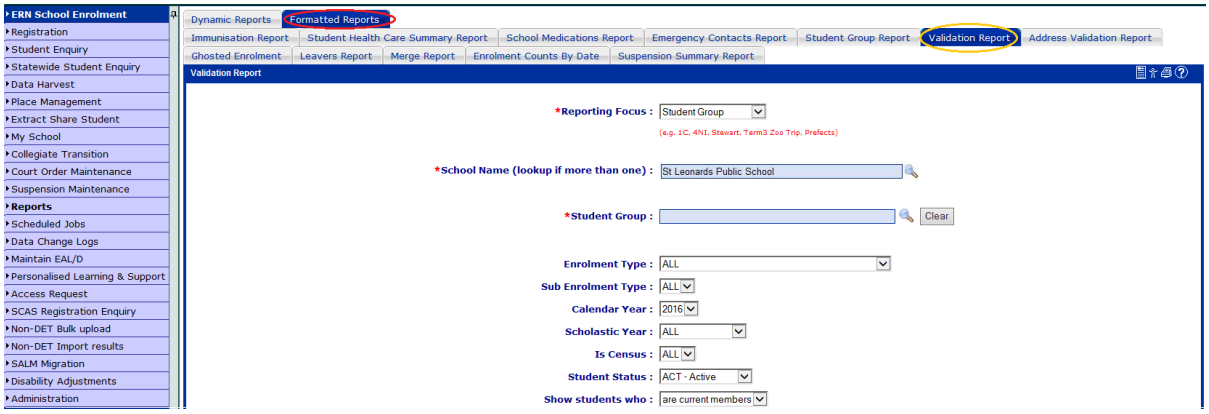
A validation Report can be produced for a:

- Student Group
- Registration Offering
- Individual Student

To prepare a Validation report for a Registration Offer:

- Access reports through the Reports menu option
- Select Formatted Reports tab
- Click Validation Report from the tabs at the top of the screen
- Enter the report specific criteria to define the output requirements
    - Reporting focus – specify whether the report is to be group, registration offering or for an individual student (note, there are slightly different screens for each case – see below)
    - School Name
    - Registration Offer
    - Registration Status – select Active/Expelled/Deceased
    - Is Census – select All/yes/No
- Report Criteria
    - Alert Level – ALL produces both Red and Orange level, Red only, Orange Level only (Red are crucial requirements, Orange are data that is required but will not affect the system if not available)
    - Report Depth – headings – lists important data, detail lists all data missing
    - Colour – if colour is selected, the report will show results in Red and Orange, monochrome will be black and white. Colour may reproduce in lighter shades.
- Report Schedule
    - Report Name – enter a name so that the report is easily recognisable
    - Run report – select when the report will run
    - Report Format – PDF for printing, CSV to import to a spreadsheet
    - Email notification – if checked, file will be sent to email box
- To produce the report, click SCHEDULE REPORT
- To print the report, go to the **My Reports** option and print.


Education
Welcome to NSW Public Schools
NEWS FLASH
ERN School Enrolment
Registration
Student Enquiry
Statewide Student Enquiry
Data Harvest
Place Management
Extract Share Student
My School
Collegiate Transition
Court Order Maintenance
Suspension Maintenance
Reports
Scheduled Jobs
Data Change Logs
Maintain EAL/D
Personalised Learning & Support
Access Request
SCAS Registration Enquiry
Non-DET Bulk upload
Non-DET Import results
SALM Migration
Disability Adjustments
Administration
Welcome
ERN Release 2.1.11 - October 3, 2015
ERN users please note the following fix to ERN to address issues for some circumstances where a student's parent has died.
Before marking the parent/carer as deceased in ERN, please make sure that:
at least one parent/carer resides with the student.
one financially responsible parent/carer with a valid address exists for the student
If the above two situations are not fulfilled, ERN validation may prevent you from updating the parent/carer record and an error message will appear.
Additional release notes available here
Information about changes made in ERN (September 2015) to accompany the new Application to enrol in a NSW Government School can be found here
Release Notes
Help Index
SRG Professional Learning
Disability Adjustment


ERN School Enrolment
Registration
Student Enquiry
Statewide Student Enquiry
Data Harvest
Place Management
Extract Share Student
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Court Order Maintenance
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Reports
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Non-DET Bulk upload
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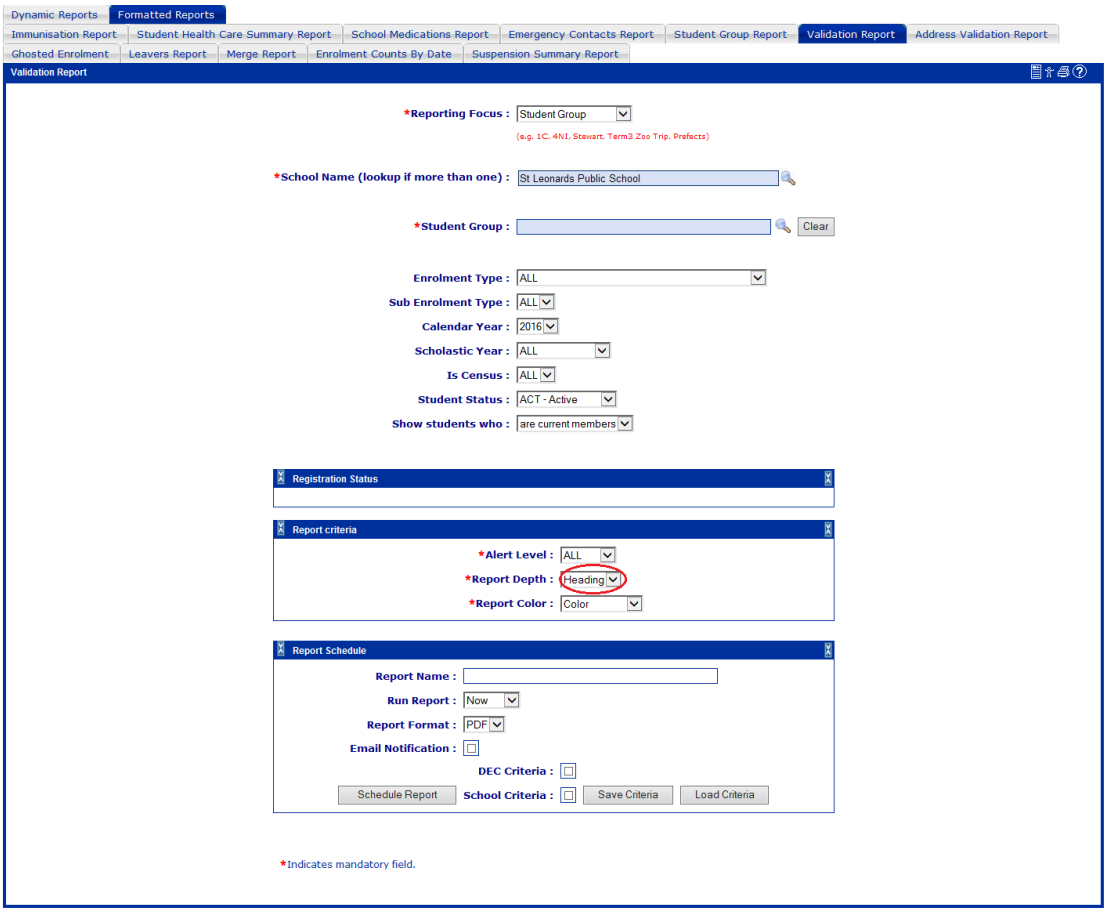
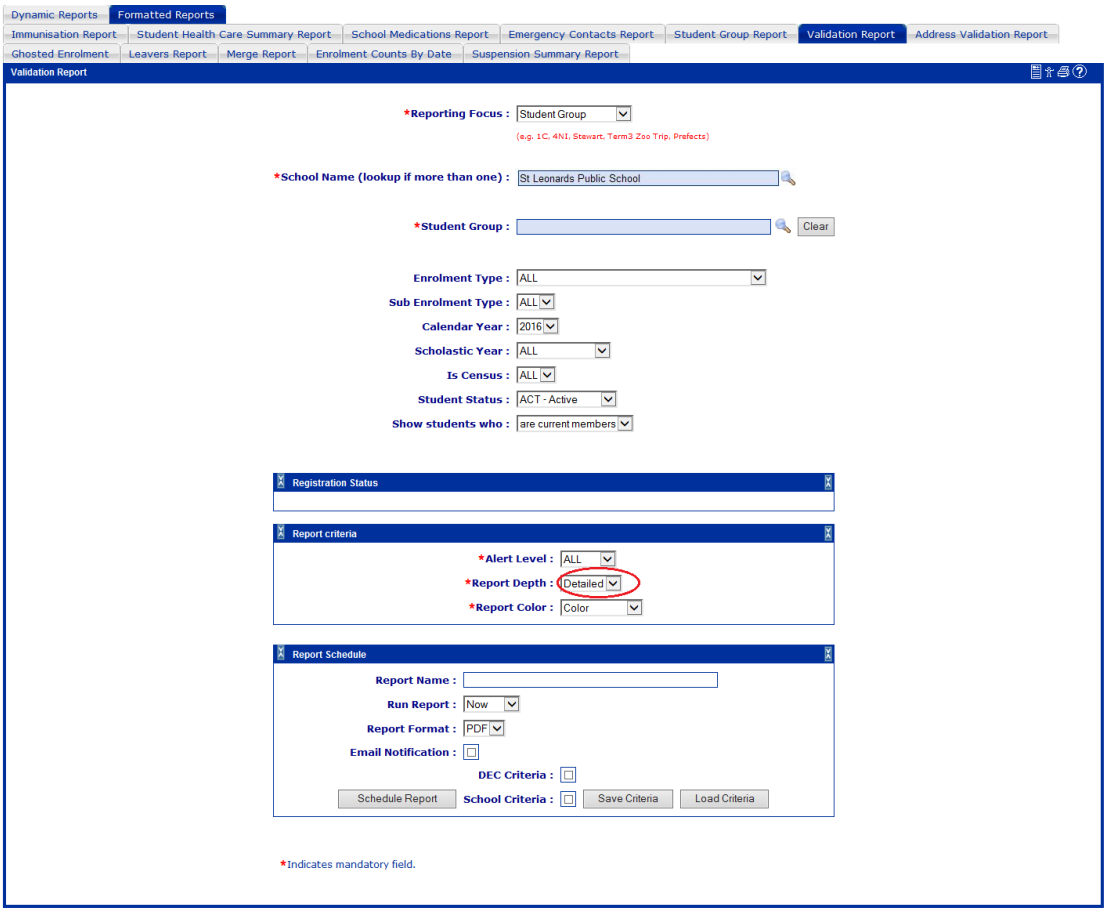
Disability Adjustments
Administration
Dynamic Reports
Formatted Reports
Immunisation Report
Student Health Care Summary Report
School Medications Report
Emergency Contacts Report
Student Group Report
Validation Report
Address Validation Report
Ghosted Enrolment
Leavers Report
Merge Report
Enrolment Counts By Date
Suspension Summary Report
Validation Report
*Reporting Focus : Student Group
(e.g. 1C, 4N1, Stewart, Term3 Zoo Trip, Prefects)
*School Name (lookup if more than one) : St Leonards Public School
*Student Group :
Clear
Enrolment Type : ALL
Sub Enrolment Type : ALL
Calendar Year : 2016
Scholastic Year : ALL
Is Census : ALL
Student Status : ACT - Active
Show students who : are current members

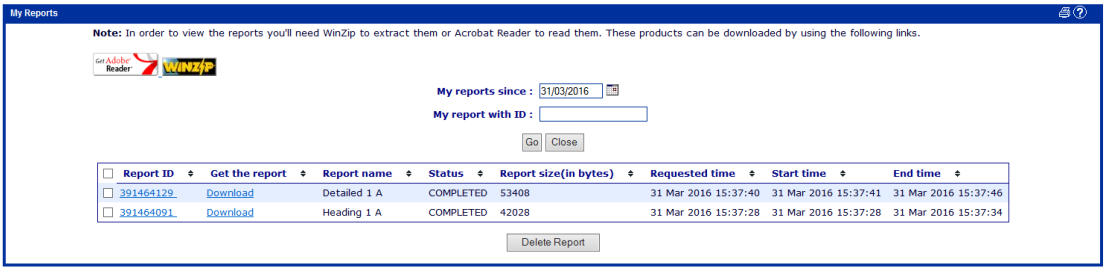
This report will produce headings depth only (see below for example)



This report will produce detailed depth (see below for example)

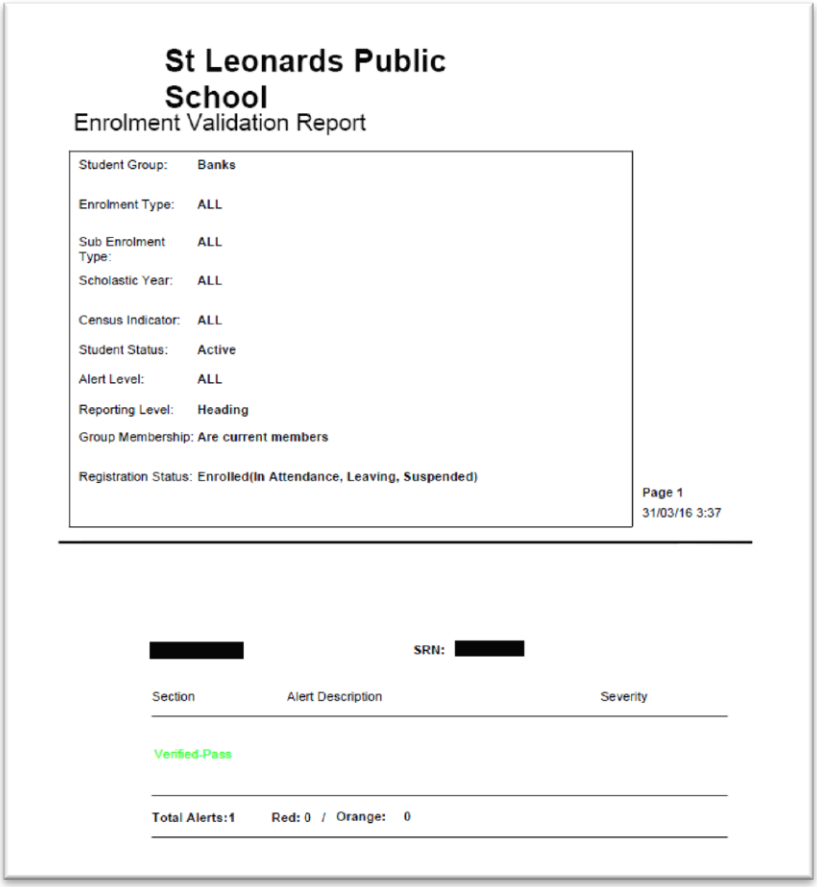


When reports are completed, they are held in **My Reports** for printing, click Download to open or save the file.



The two reports are listed here and can be viewed on the screen before printing.

Report listing – Heading detail (note, the full student name would be shown on a report but has been shaded in these examples)



St Leonards Public School

Enrolment Validation Report

Student Group:	Banks
Enrolment Type:	ALL
Sub Enrolment Type:	ALL
Scholastic Year:	ALL
Census Indicator:	ALL
Student Status:	Active
Alert Level:	ALL
Reporting Level:	Heading
Group Membership:	Are current members
Registration Status:	Enrolled(In Attendance, Leaving, Suspended)

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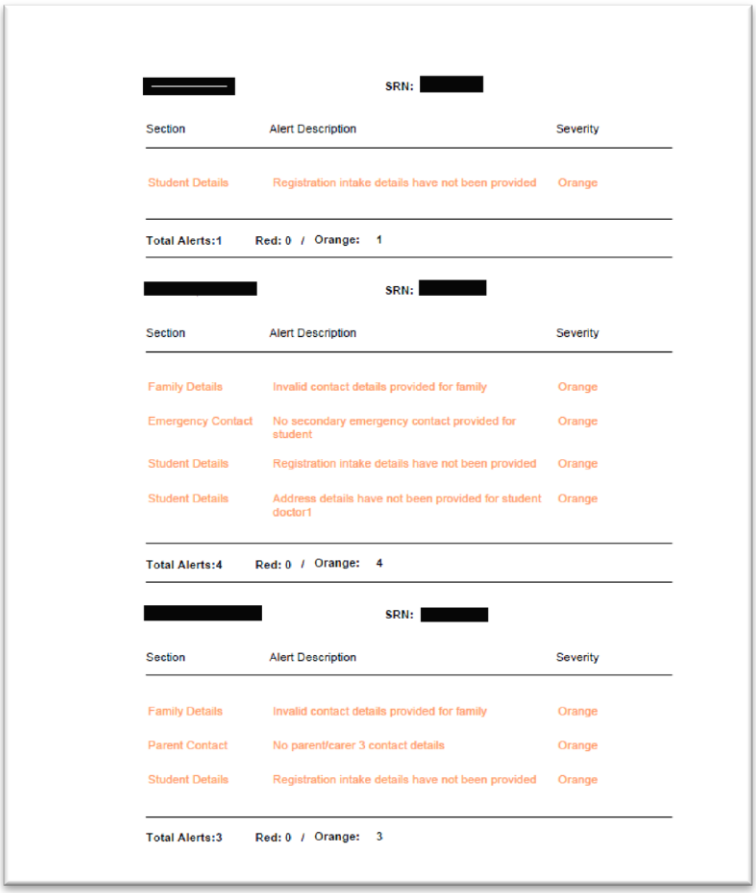
[redacted] SRN: [redacted]

Section	Alert Description	Severity
Verified-Pass		

Total Alerts:1 Red: 0 / Orange: 0



[redacted] SRN: [redacted]

Section	Alert Description	Severity
Student Details	Registration intake details have not been provided	Orange

Total Alerts:1 Red: 0 / Orange: 1

[redacted] SRN: [redacted]

Section	Alert Description	Severity
Family Details	Invalid contact details provided for family	Orange
Emergency Contact	No secondary emergency contact provided for student	Orange
Student Details	Registration intake details have not been provided	Orange
Student Details	Address details have not been provided for student doctor1	Orange

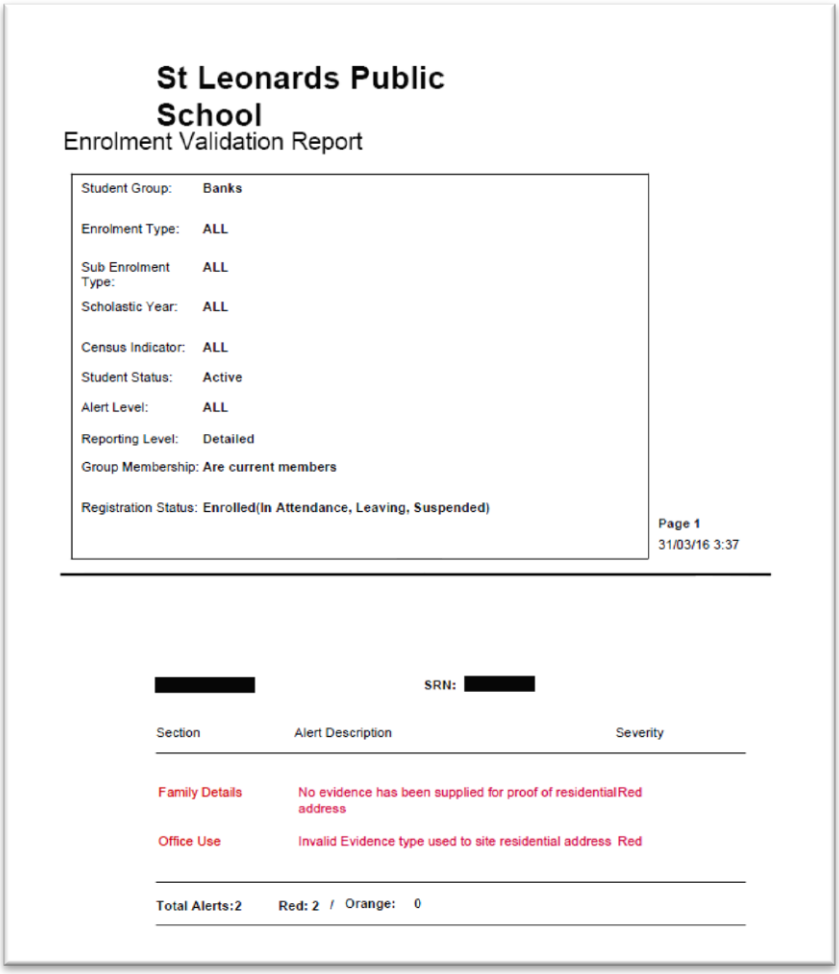
Total Alerts:4 Red: 0 / Orange: 4

[redacted] SRN: [redacted]

Section	Alert Description	Severity
Family Details	Invalid contact details provided for family	Orange
Parent Contact	No parent/carer 3 contact details	Orange
Student Details	Registration intake details have not been provided	Orange

Total Alerts:3 Red: 0 / Orange: 3

Report listing – Detail



St Leonards Public School

Enrolment Validation Report

Student Group:	Banks
Enrolment Type:	ALL
Sub Enrolment Type:	ALL
Scholastic Year:	ALL
Census Indicator:	ALL
Student Status:	Active
Alert Level:	ALL
Reporting Level:	Detailed
Group Membership:	Are current members
Registration Status:	Enrolled(In Attendance, Leaving, Suspended)

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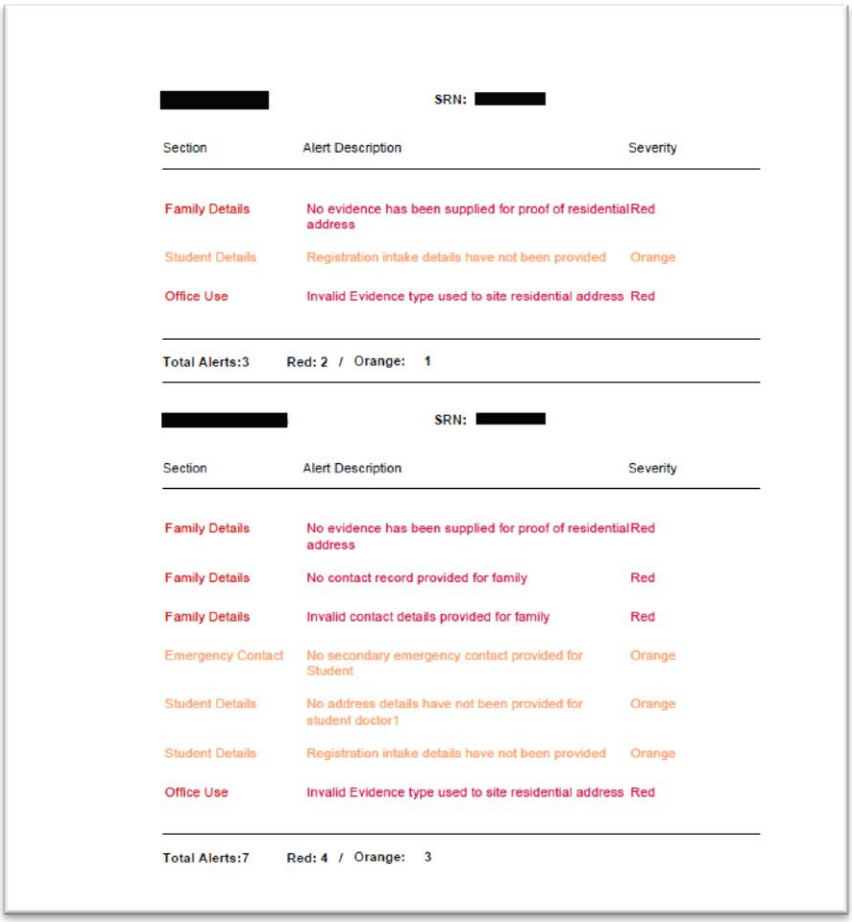
[redacted] SRN: [redacted]

Section	Alert Description	Severity
Family Details	No evidence has been supplied for proof of residential address	Red
Office Use	Invalid Evidence type used to site residential address	Red

Total Alerts:2 Red: 2 / Orange: 0



[redacted] SRN: [redacted]

Section	Alert Description	Severity
Family Details	No evidence has been supplied for proof of residential address	Red
Student Details	Registration intake details have not been provided	Orange
Office Use	Invalid Evidence type used to site residential address	Red

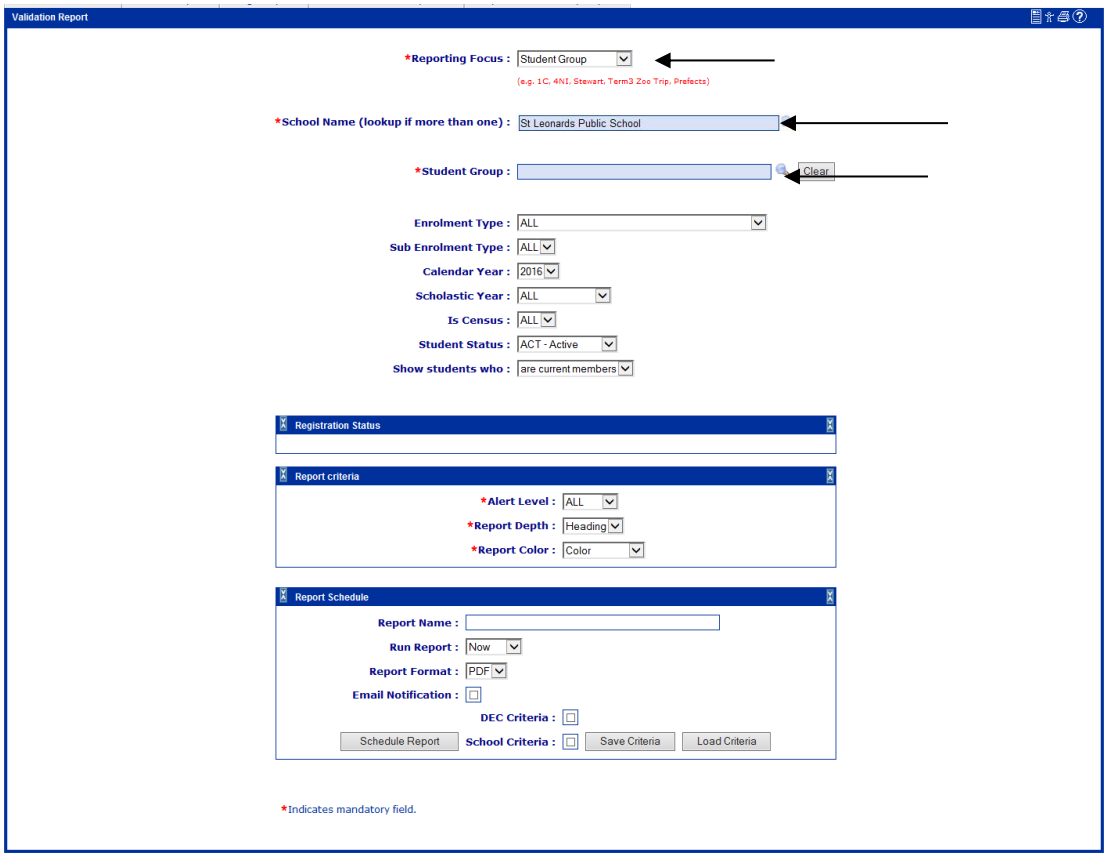
Total Alerts:3 Red: 2 / Orange: 1

[redacted] SRN: [redacted]

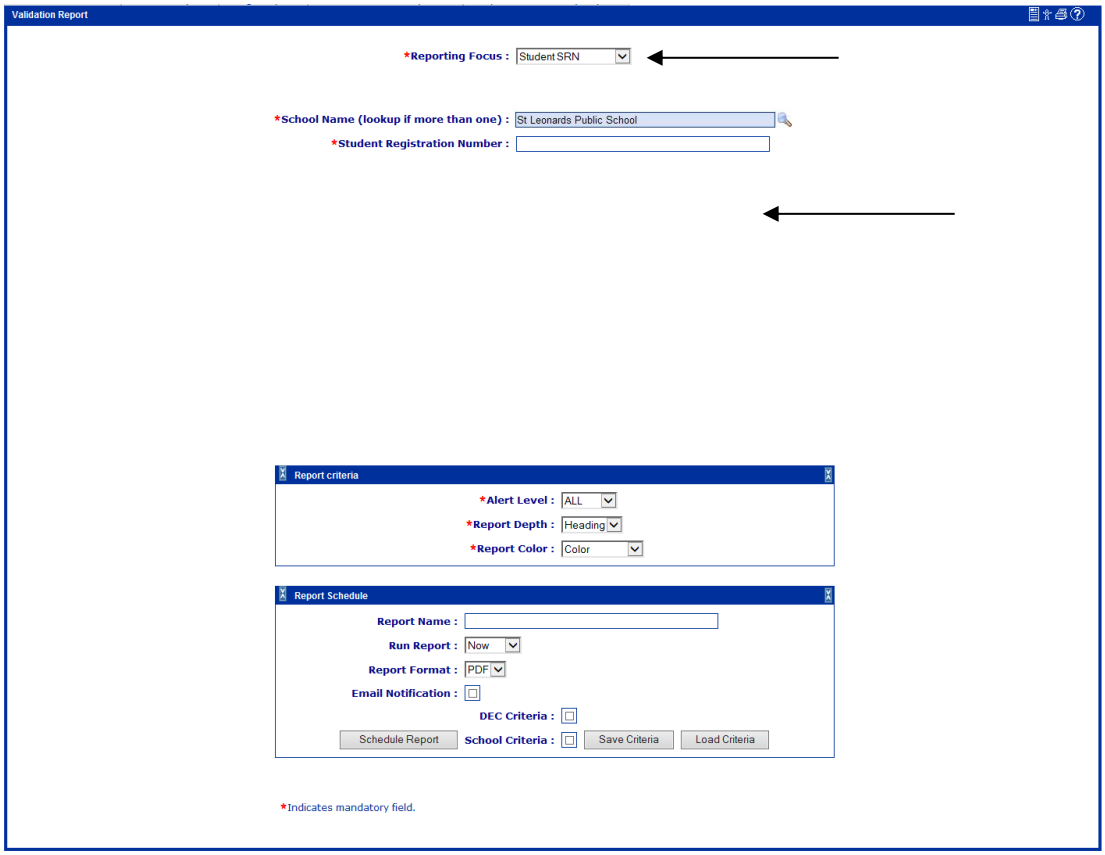
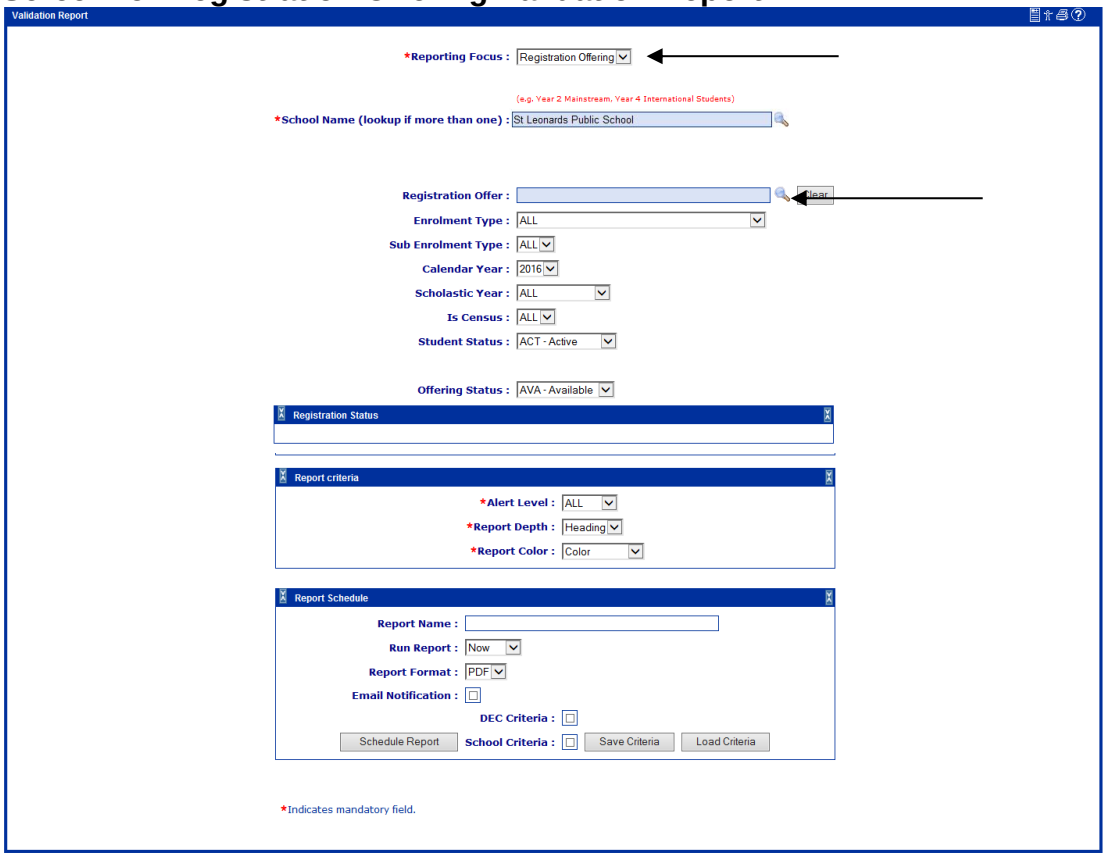
Section	Alert Description	Severity
Family Details	No evidence has been supplied for proof of residential address	Red
Family Details	No contact record provided for family	Red
Family Details	Invalid contact details provided for family	Red
Emergency Contact	No secondary emergency contact provided for Student	Orange
Student Details	No address details have not been provided for student doctor1	Orange
Student Details	Registration intake details have not been provided	Orange
Office Use	Invalid Evidence type used to site residential address	Red

Total Alerts:7 Red: 4 / Orange: 3

Screen for Student Group Validation Report



Screen for individual Student Validation Report



Screen for Registration Offering Validation Report