

## How to print ghosted enrolments

A ghosted enrolment is a printout of all or parts of an enrolment form for a student or students. This could be done to provide a student or students with details of their information for checking and amendment where necessary. If the option to print ALL SECTIONS is used, then 12 pages for each student will be produced.

To print a ghosted enrolment form

- Access the **Ghosted Enrolment** option through the **Reports** menu
- Select the required criteria
- Schedule and print the report (it is suggested you check the report on the screen before printing)

Access the Ghosted Enrolment report screen and enter the criteria:

- Reporting Focus – select from Student Group, Registration Offering, Student SRN, and Sibling
- Completed the required fields (depending on the reporting focus selected – other screens are shown below)
- Tick to display ALL, Family Details, Parent Carer Details, Student Details or Emergency Contact Details
- Enter the **Report Name**
- Click the **Schedule Report** button to run report
- Access **My Reports** menu to print the report

### NOTE:

The ghosted enrolment form is printed as in translucent, so parents could write over the top of it.

It is also possible to set how 'dark' you want the ghosted enrolment form to print the 'ghosted' text. Simply go to **My Profile** and select against '**Print my Ghosted Enrolment forms with the ghosted text**':

**Default** - As it is now

**Darker** – In between Default and Darkest

**Darkest** - As dark as the headings on the form

The screenshot shows the 'My Profile' page with the 'General User Preferences' section. The settings are as follows:

- Inactivity Timeout (minutes): 330
- Inactivity Warning Sound: Whistle
- Default School: St Leonards Public School
- Show Page Header: Yes
- Show Message Image: Yes
- Print my Ghosted Enrolment forms with the ghosted text: Default

A dropdown menu is open for the 'Print my Ghosted Enrolment forms with the ghosted text' option, showing the following options: Default, Darker, and Darkest. A 'Save' button is located at the bottom right of the preferences section.

ERN is true-case, so reports will print as what users have typed in.

### Important :

If printing ghosted enrolment forms for students not yet in attendance remember to select from the **Registration Status** options that you want, for example, Applied to Enrol (Risk Assessed)

The screenshot shows the 'Ghosted Enrolment Report' page with the following settings:

- Reporting Focus: Student Group
- School Name (lookup if more than one): St Leonards Public School
- Student Group: (empty)
- Enrolment Type: ALL
- Sub Enrolment Type: ALL
- Calendar Year: 2008
- Scholastic Year: ALL
- Is Census: ALL
- Student Status: ACT - Active
- Show students who: are current members

The page includes several expandable sections:

- Registration Status**: (empty)
- Advanced Ghosted Enrolment Criteria**:
  - Tick to Display in Report:
    - ALL Sections
    - Family Details
    - Parent Carer Details
    - Student Details
    - Emergency Contact Details
- Report Schedule**:
  - Report Name: (empty)
  - Run Report: Now
  - Report Format: PDF
  - Email Notification:
  - DET Criteria:
  - Buttons: Schedule Report, School Criteria: , Save Criteria, Load Criteria
- Download Blank Enrolment Form**: (empty)

A note at the bottom left states: \*Indicates mandatory field.

For the example, details will be produced for one student only.

When the **Report Focus** is selected,

- Enter a student SRN
- Select the details to display in the report
- Enter the **Report Name**
- Click the **Schedule Report** button

### Report Focus – Student SRN:

**Ghosed Enrolment Report**

Reporting Focus: Student SRN

School Name (lookup if more than one): St Leonards Public School

Student Registration Number: 400

**Advanced Ghosed Enrolment Criteria**

Tick to Display in Report

ALL Sections

Family Details

Parent Carer Details

Student Details

Emergency Contact Details

**Report Schedule**

Report Name: Emergency Contact for xxx

Run Report: Now

Report Format: PDF

Email Notification:

DET Criteria:

Schedule Report School Criteria:  Save Criteria Load Criteria

**Download Blank Enrolment Form**

\* Indicates mandatory field.

Access **My Reports** and review the details produced before printing.

**My Reports**

Note: In order to view the reports you'll need WinZip to extract them or Acrobat Reader to read them. These products can be downloaded by using the following links.

Get Adobe Reader WINZIP

My reports since: 23/04/2008

My report with ID:

Go

Report ID	Get the report	Report name	Status	Report size(in bytes)	Requested time	Start time	End time
743674	<a href="#">Download</a>	Emergency Contact for xxx	COMPLETED	34482	23 Apr 2008 14:47:47	23 Apr 2008 14:47:47	23 Apr 2008 14:47:54

Delete Report

### Emergency contact produced – 1 pages Default - As it is now

### Darker – In between Default and Darkest

## Darkest - As dark as the headings on the form

The screenshot shows a form with two main sections: 'Emergency contacts' and 'Student medical details'. The 'Emergency contacts' section includes fields for 'Emergency contact 1' and 'Emergency contact 2', each with a name and phone number field. The 'Student medical details' section includes a 'Parental consent' checkbox, 'Date of birth' and 'Sex' fields, and a 'Medical conditions' section with a text area. The form has a dark green header and a dark green border.

## Report Focus - Student Group:

The screenshot shows the 'Ghosted Enrolment Report' interface. At the top is a navigation bar with links like 'Student Details Report', 'Medical Report', 'Language and Visa Report', 'Validation Report', 'Ghosted Enrolment', and 'Family Report'. Below the navigation bar are search and filter options: 'Reporting Focus' (dropdown menu), 'School Name' (text input), 'Student Group' (text input with 'Clear' button), 'Enrolment Type' (dropdown menu), 'Sub Enrolment Type' (dropdown menu), 'Calendar Year' (dropdown menu), 'Scholastic Year' (dropdown menu), 'Is Census' (dropdown menu), 'Student Status' (dropdown menu), and 'Show students who' (dropdown menu). Below these are sections for 'Registration Status', 'Advanced Ghosted Enrolment Criteria' (with checkboxes for 'ALL Sections', 'Family Details', 'Parent Carer Details', 'Student Details', and 'Emergency Contact Details'), 'Report Schedule' (with 'Report Name', 'Run Report' dropdown, 'Report Format' dropdown, 'Email Notification' checkbox, and 'Schedule Report', 'School Criteria', 'Save Criteria', 'Load Criteria' buttons), and 'Download Blank Enrolment Form'. A legend at the bottom indicates that an asterisk (\*) indicates a mandatory field.

## Reporting Focus – Registration Offering

Ghosted Enrolment Report

\*Reporting Focus : Registration Offering

(e.g. Year 2 Mainstream, Year 4 International Students)

\*School Name (lookup if more than one) : St Leonards Public School

Registration Offer :  Clear

Enrolment Type : ALL

Sub Enrolment Type : ALL

Calendar Year : 2008

Scholastic Year : ALL

Is Census : ALL

Student Status : ACT - Active

Offering Status : AVA - Available

Registration Status

Advanced Ghosted Enrolment Criteria

Tick to Display in Report

ALL Sections

Family Details

Parent Carer Details

Student Details

Emergency Contact Details

Report Schedule

Report Name :

Run Report : Now

Report Format : PDF

Email Notification :

DET Criteria :

Schedule Report School Criteria :  Save Criteria Load Criteria

Download Blank Enrolment Form

\*Indicates mandatory field.

## Reporting Focus – Sibling

Ghosted Enrolment Report

\*Reporting Focus :

\*School Name (lookup if more than one) :

\*Student Registration Number :

**Advanced Ghosted Enrolment Criteria**

Tick to Display in Report

ALL Sections

Family Details

Parent Carer Details

Student Details

Emergency Contact Details

**Report Schedule**

Report Name :

Run Report :

Report Format :

Email Notification :

DET Criteria :

School Criteria :

**Download Blank Enrolment Form**

\*Indicates mandatory field.