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:

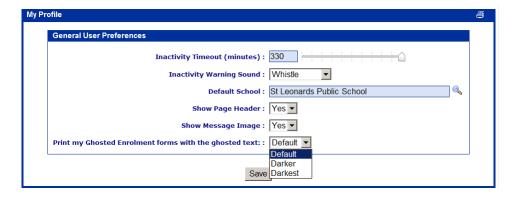
The ghosted enrolment form is printed as in translucent, so parents could write over the top of it.

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

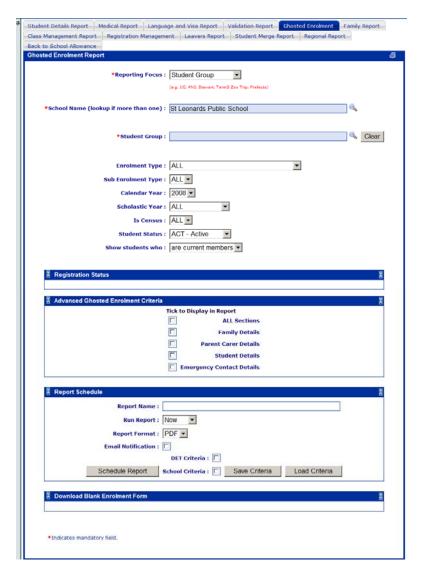
Darkest - As dark as the headings on the form



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)

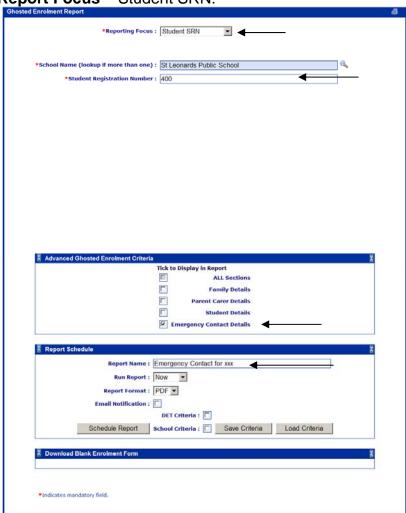


For the example, details will be produced for one student only.

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

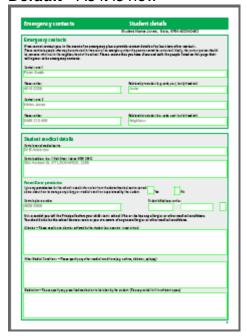
Report Focus – Student SRN:



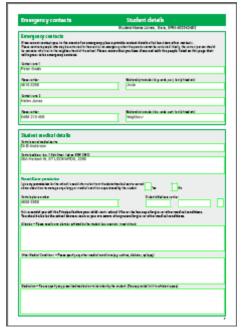
Access My Reports and review the details produced before printing.



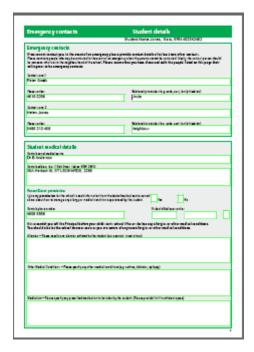
Emergency contact produced – 1 pages Default - As it is now



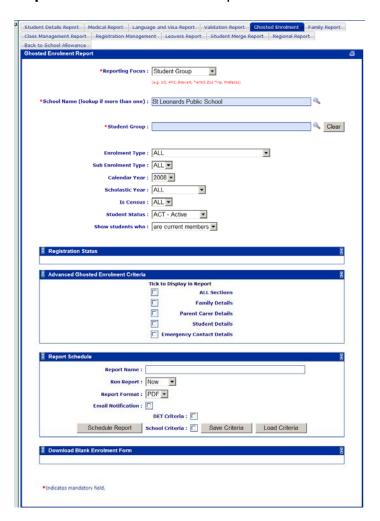
Darker – In between Default and Darkest



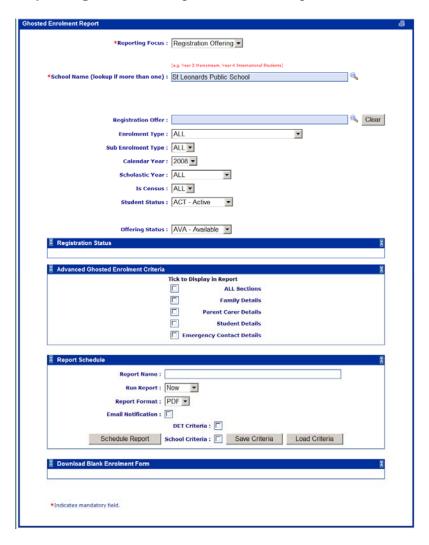
Darkest - As dark as the headings on the form



Report Focus - Student Group:



Reporting Focus – Registration Offering



Reporting Focus – Sibling

