

A guide to support class registrations for Learning and Wellbeing personnel

Introduction

The term **registration** is used to describe the process of initial student application at a school through to the student being accepted (or otherwise) for enrolment at a school.

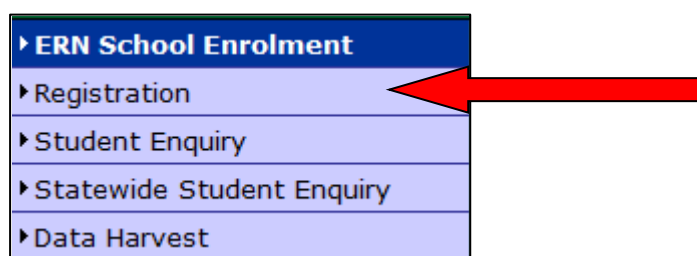
For students enrolling into a regular class, the registration process is carried out by school personnel. Students enrolling in a support class in a regular or special school are identified as part of a panel process and their initial registration into the support classes is managed by Learning and Wellbeing personnel. The student will automatically appear as *registered offered* in the correct support class. From this point, schools follow the standard *Application to enrol in a NSW Government school* process with parents/carers to progress a student's admission to the school.

The Support Class Administration System (SCAS), a component of ERN, contains information about:

- number and type of support classes in schools
- enrolment capacity of specific support classes
- status of enrolments in support classes – e.g. registered offered, enrolled in attendance etc.
- number of enrolments based upon factor of need
- available places based on factor of need

Managing registrations into Support Classes

For a student identified for placement into a support class, you will be required to search for the student using the *Registration* function and create a new registration into the identified support class.



- select the school at which the support class is offered, enter the student details and press *Go*

- click *Manage Registration* corresponding to the matched student

Student Name	SRN	Date of Birth	Gender	Match Rating
Family : [redacted] Unknown/Not Provided XXX Unknown/Not Provided	Mother: [redacted]		Male	[redacted] School, Year [redacted]
Family : [redacted] DENILQUIN 2710 Australia	Guardian Mother [redacted] Guardian Father [redacted]		Male	[redacted] School, Year [redacted]
Family : [redacted] WILLOW VALE 2534 Australia	Mother: [redacted]; Father: [redacted]		Male	[redacted] School, Year [redacted]

An alert will display letting you know the student's current enrolment.



- enter the registration details including sub enrolment type, scholastic year, intended start date, factor of need and registration status - typically you would set the registration status to **Registered Offered**, meaning a place has been offered to the student with the intention of transitioning to an enrolment
- the intended start date for the registration should allow enough time for the school to progress the enrolment (typically 2 to 3 weeks) – once the registration is progressed to *Enrolled (in Attendance)* by the school the actual start date will be entered in ERN
- tick the *Email Notification to school* checkbox and a system generated email will be automatically sent to the school of registration
- click *Register This Student At My School* to create the registration

Registration - Select Registration Offering

Registration Offering Details

Enrolment Type : SCASP - Support Class

Sub Enrolment Type : IDOS - SCAS - Intellectual Disability(IO/IS)

Scholastic Year : 3 - Year 3

Intended Start Date : 22/09/2008

Registration Status : REGOFF - Registered (Offered)

Factor of Need : 1.111

Email Notification to school :

Roll Class (e.g. 3 SMITH, 9R2) : Not Specified

House Group : Not Specified

Cancel Register This Student At My School

A separate letter will need to be sent to the parent/carer advising them to contact the school and start the *Application to enrol in a NSW Government school* process.

Internal Registrations

An internal registration is where a student has an existing registration in a mainstream class or a support class at a school and a new registration is required into an offering within the same school but of a different enrolment type.

For example if a school runs both a support class IO and a support class IM, and a student has an existing enrolment in the IO support class, then the student can be placed into the IM support class through the internal registration process.

- click *Registration* in the *ERN School Enrolment* menu to bring up the registration screen
- select the school at which the support class is offered, enter the student details and press *Go*

Registration Search

Your School

Registration for School Name (lookup if more than one) : Public School

Search Details

*Search Option : Student

*Family Name : #####

*Given Name : #####

Other Name :

*Gender : Male

*Date of Birth : 03/04/2005

Student Registration Number :

Go

*Indicates mandatory field.

- identify the student you wish to register
- click *Manage Registration*

An alert will display informing you that the student is currently registered in an existing enrolment type i.e. *support class IO*

- click *Create New Registration* to create an internal registration
- enter Registration Details

- click *Register This Student At My School* to register the student

Internal Transfers – scholastic year only

You may be required to transfer a student into a different scholastic year. For example if a student has been placed in the incorrect scholastic year, you can transfer them to the correct scholastic year.

Note:

Internal transfers will by-pass the risk assessment. This process should NOT be used to transfer students across enrolment types. An internal registration (see page 3) MUST be used if the student is required to go through the risk assessment process.

You can perform an internal transfer through the *Place Management* function using the following steps to change the scholastic year

- select the student(s) using *Place Management* by selecting a cohort and then identifying the student(s) to transfer

The screenshot shows the 'Place Management' interface with the following filters: School (School), Calendar Year (2016), Scholastic Year (All), Offering Status (AVA - Available), Enrolment Type (SCASP - Support Class), and Sub Enrolment Type (IDIM-SCAS - Intellectual Disability(IM)). A 'Go' button is located below the filters.

Enrolment Capacity	Enrolments (Census/Noncensus)	Registrations (Census/Noncensus)	Factor of Need Enrolments/Registrations	Notional places available (includes Enrolments/Registrations)
18.0	15	0	15.0	3.0

Scholastic year	Offering name	Registered	Enrolled	Leaving	Non-census Enrolments
3	Year 3 2016 (SCAS - Intellectual Disability(IM))	0	1	0	0
4	Year 4 2016 (SCAS - Intellectual Disability(IM))	0	2	0	0
5	Year 5 2016 (SCAS - Intellectual Disability(IM))	0	3	0	0
6	Year 6 2016 (SCAS - Intellectual Disability(IM))	0	9	0	0

- click *Transfer*
- it is not recommended that you change the enrolment type
- click *Get Offers* and select the target grade
- select a *Factor of Need* value

The 'Student Transfer - Year 3 2016 (SCAS - Intellectual Disability(IM))' dialog box shows the following filters: Calendar Year (2016), Enrolment Type (SCASP - Support Class), Sub Enrolment Type (IDIM-SCAS - Intellectual Disability(IM)), and Factor of Need (1.0). A 'Get offers' button is present.

Scholastic year	Offering name	Selected
4	Year 4 2016 (SCAS - Intellectual Disability(IM))	<input type="radio"/>
5	Year 5 2016 (SCAS - Intellectual Disability(IM))	<input type="radio"/>
6	Year 6 2016 (SCAS - Intellectual Disability(IM))	<input type="radio"/>

* Student(s) will be removed from any student groups (Roll Classes, Houses etc) that do not support the selected Target Year/Enrolment Type.

Buttons: Transfer and exit, Back

- click *Transfer and Exit* and click *OK*

The confirmation dialog box asks: 'Do you confirm to transfer the student(s) to Year 4 2016 (SCAS - Intellectual Disability(IM))?' with 'OK' and 'Cancel' buttons.

Modifying the Factor of Need

You may be required to change the Factor of Need value of a student registration – for example if it was incorrectly entered or it needs to be updated. Only change a factor of need following advice from the Learning and Wellbeing Coordinator or nominee. You can modify / view the factor of need value on a registration through the *Place Management* function using the following steps:

- select the student(s) using *Place Management* by selecting a cohort and then identifying the student(s)
- click *Factor of Need*
- select the *Factor of Need* value from the list of valid values in the pull down menu
- click *Save and Exit*

Sharing a student



You may be required to share students into another school for example if a student is being shared into a behaviour school. See *Procedures for shared enrolment status of students accessing specialist educational settings*.

You can share a student using the following steps:

- select the student(s) using *Place Management* by selecting a cohort and then identifying the student(s) to be shared
- select the student and click the *Share* button


- select *School*, *Enrolment Type* and *Sub Enrolment Type*
- select the *Factor of Need* value
- enter the *Intended Start Date*
- tick *Email Notification to school*

- click *Get offers*
- select the correct scholastic year

- click *Share and exit*

Student Enquiry

This search function provides access to students in a particular school using a range of filters. For students in SCAS classes, *Factor of Need* is displayed.

Where the graphic  is displayed in any report, the data can be downloaded as a CSV (Comma Separated Values) file which will display the data in Excel format.

Search Criteria

School: Calendar Year: Scholastic Year: Enrolment Type: Sub Enrolment Type:






















Registration Offering: Registration Status: Student Group:

Family Name: Given Name: SRN:

Screen Options

Name Search Mode: Show students with:

Run in quick mode:

Matching Students							
	SRN	Student name	Gender	D.O.B	Roll Class	Status	Factor of Need
			F	29-Oct-2007	1/3B	Enrolled (In Attendance)	1.42
			F	22-Oct-2009	1D	Enrolled (In Attendance)	1.0
			F	22-Feb-2005	3/6M	Enrolled (In Attendance)	1.0
			F	06-Oct-2011	EU	Enrolled (In Attendance)	1.0
			M	22-Aug-2007	1/3B	Enrolled (In Attendance)	1.42
			M	03-Mar-2010	1D	Enrolled (In Attendance)	1.0
			M	10-Feb-2008	3/6M	Enrolled (In Attendance)	1.0
			M	29-Dec-2005	4/6A	Enrolled (In Attendance)	1.42
			M	16-May-2011	EU	Enrolled (In Attendance)	1.0
			M	02-Jan-2011	EU	Enrolled (In Attendance)	1.0
			M	31-Dec-2009	1D	Enrolled (In Attendance)	1.0
			F	07-Feb-2008	1/3B	Enrolled (In Attendance)	1.0
			M	12-Oct-2004	3/6M	Enrolled (In Attendance)	1.0
			F	23-Feb-2007	3/6R	Enrolled (In Attendance)	1.66
			M	02-Jun-2009	1/3B	Enrolled (In Attendance)	1.0
			F	11-Mar-2004	3/6M	Enrolled (In Attendance)	1.0
			M	08-Feb-2008	1/3B	Enrolled (In Attendance)	1.42
			F	25-Jan-2005	3/6R	Enrolled (In Attendance)	1.66
			M	08-Jan-2007	4/6A	Enrolled (In Attendance)	1.42
			M	02-Mar-2007	1/3B	Enrolled (In Attendance)	1.0


Statewide Student Enquiry

The *Statewide Student Enquiry* function is not available to schools (schools use a school registration search).

The search function involves a state-wide search of students who match the identity criteria for the student. The SRN and the student's details are stored in a common database accessible by all schools during the registration process.

If a student leaves the NSW public school system, their information is stored so that it is available again if the student re-registers at either the same or a different school. If a sibling of a current student wishes to register, specific information that is common to both students (e.g. family details) is made available to the new student's record to simplify the registration process.

To complete a *Registration Search* for a new student who has attended a DoE public school in NSW at either primary or secondary level:

- access the *State Wide Student Search* screen from the *Statewide Student Enquiry* tab
- enter the family name, given name, gender and date of birth (this can be approximate)
- to search, click *Go*
- if there are no matching records you can refine the data (check names e.g. Bob may be Robert) and ensure the date of birth is correct - alternatively, click *Deep Search* to have a wider search against the student name
- if more than one record is matching, click *Filter Search* to input additional information to narrow down the records
- click the *View Registration* button to view the student information
- click  to view the *Registration History*
- if a student does have duplicate records, i.e. more than one SRN, check by viewing the *Registration History* and select the active record for the student
- if the student record does not have the *View Registration* button, it means the student is from a non government school and has not been registered into a DoE school

Email Notifications

An automated email will be sent to the school email address with details of the student who will be arriving at the school if the:

- student has been offered a registration into a support class
- student has been shared into a support class

SCAS Registration Enquiry

The SCAS Registration Enquiry allows you to view summary principal network/s enrolment numbers and drill down into schools and view enrolment data.

The criteria view allows you to select criteria from drop down lists and will display enrolment data corresponding to your selection.

If you have access to more than one principal network, you can select multiple principal networks.

Search By Criteria

Calendar Year : 2016 ▾

Reporting View : Principal Network ▾

Principal Networks : Albury, Bankstown, Barwon, Bathurst

Enrolment Type : ALL ▾

Sub Enrolment Type : ALL ▾

Show Funding Count :

Go

- click *Show Funding Count* to display the number of students receiving Integration, Funding Support (given that schools tend not to enter this data, this information is inaccurate)
- once you have selected your criteria, press *Go* to display the enrolment numbers
- you will only be able to view the data to which you have access
- drill down further by clicking on any summary line item

Registration Offers						
Totals						
Offer Type	Capacity	Total Enrolments/Registrations	Total Factor Of Need Enrolments/Registrations	Notional places available(Includes Enrolments/Registrations)	Total Funding	
SCAS - Tutorial Class(TUT)	7.000	1	1.0	6.000	0	
SCAS - Behaviour Disorder(BD)	2.000	3	3.0	N/A	0	
SCAS - Autism(AU)	49.000	42	42.0	7.000	0	
SCAS - Early Intervention(EI)	16.000	14	14.0	2.000	0	
SCAS - Intellectual Disability(IM)	180.000	155	155.0	25.000	0	
SCAS - Emotional Disturbance(ED)	14.000	12	12.0	2.000	0	
SCAS - Intellectual Disability(IO/IS)	480.000	296	441.511	38.488	0	
SCAS - Intellectual Disability(IO)	70.000	67	67.0	3.000	0	
SCAS - Multi Categorical(MC)	30.000	24	28.87	1.129	0	

Principal Network Counts

Offer Type	Capacity	Total Enrolments/Registrations	Total Factor Of Need Enrolments/Registrations	Notional places available(Includes Enrolments/Registrations)	Total Funding
	480.000	296	441.511	38.488	0

School Counts

Offer Type	Capacity	Total Enrolments/Registrations	Total Factor Of Need Enrolments/Registrations	Notional places available(Includes Enrolments/Registrations)	Total Funding
School	160.000	96	140.983	19.016	0
School	160.000	95	142.49	17.510	0
School	160.000	105	158.038	1.961	0

Breakdown

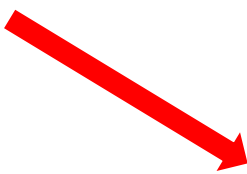
Offer Type	Registered	Census Enrolments	Leaving	Non Census Enrolments	Funding Count
Kindergarten 2016 (Support Class - Intellectual Disability(10/IS))	0	10	0	0	0
Year 1 2016 (Support Class - Intellectual Disability(10/IS))	0	9	0	0	0
Year 2 2016 (Support Class - Intellectual Disability(10/IS))	0	26	0	0	0
Year 3 2016 (Support Class - Intellectual Disability(10/IS))	0	10	0	0	0
Year 4 2016 (Support Class - Intellectual Disability(10/IS))	0	6	0	0	0
Year 5 2016 (Support Class - Intellectual Disability(10/IS))	0	1	0	0	0
Year 6 2016 (Support Class - Intellectual Disability(10/IS))	0	6	0	0	0
Year 7 2016 (Support Class - Intellectual Disability(10/IS))	1	4	0	0	0
Year 8 2016 (Support Class - Intellectual Disability(10/IS))	0	7	0	0	0
Year 9 2016 (Support Class - Intellectual Disability(10/IS))	0	4	0	0	0
Year 10 2016 (Support Class - Intellectual Disability(10/IS))	1	2	0	0	0
Year 11 2016 (Support Class - Intellectual Disability(10/IS))	0	7	0	0	0
Year 12 2016 (Support Class - Intellectual Disability(10/IS))	0	2	0	0	0
Total	2	94	0	0	0

- The final match will be the names of the students in a particular class

SRN	Student name	Gender	D.O.B	Status	Funding Integration
		M	10-Mar-2003	Enrolled (In Attendance)	N
		M	30-May-2004	Registered (Interested)	N
		M	03-Aug-2003	Enrolled (In Attendance)	N
		M	16-Dec-2003	Enrolled (In Attendance)	N
		M	03-Dec-2003	Enrolled (In Attendance)	N

Reports

ERN allows you to create reports using the reporting tool, which is accessed through the *Reports* link in the *ERN School Enrolment* menu.



ERN School Enrolment
Registration
Student Enquiry
Statewide Student Enquiry
Data Harvest
Place Management
Extract Share Student
My School
Collegiate Transition
Court Order Maintenance
Reports
Data Change Logs
Maintain EAL/D
Personalised Learning & Support
Access Request
SCAS Registration Enquiry
Disability Adjustments
Curriculum Reference Data
Access Request Process
General Functions
My Reports
My Profile
Log off

Reports are split into focus areas. You can access a particular focus area by clicking on a specific reporting tab. The reporting focus areas that will be most relevant to you will be the *Student Details Report*, *Principal Network Report* and *Suspension Summary Report* under *Formatted Reports* tab.

- **Student Details Report**

The *Student Details Report* allows you to display details relating to a cohort of students within a particular school, such as all the enrolled students in the support class at a particular High School who are non-census and in year 7. It is important to change the *Reporting Focus* field to *Registration Offering* to capture all students.

Reporting Focus :

- **Principal Network Report**

The *Principal Network Report* allows you to display enrolment counts across a particular network or multiple networks such as the number of non-census students. The reporting tool allows you to build your reports based on the selection of reporting criteria. The reporting criteria act as a filter of data and are used to control what information is provided on your report. An example of reporting criteria is *Scholastic Year*. If you are required to display all the students from year 9 then you select *9 - Year 9* from the *Scholastic Year* drop down menu.

Sub Enrolment Type :

Scholastic Year :

Is Census :

In Zone :

Activity Type :

Calendar Year :

Show students who :

Show students who :

Show students who :

By clicking on the checkbox, the data will be displayed as a column on the report. To display all the students and their respective scholastic years, you would check the *Scholastic Year* checkbox, while leaving the criteria set to *ALL*.

Sub Enrolment Type :

Scholastic Year :

To run a report click *Schedule Report* and be sure to select the *Report Format* you require, i.e. PDF or CSV format.


The screenshot shows a 'Report Schedule' dialog box with the following fields and controls:

- Report Name :** [Text input field]
- Run Report :** [Now] (dropdown menu)
- Report Format :** [PDF] (dropdown menu)
- Email Notification :**
- Report Header Criteria :** [Include Changed Criteria] (dropdown menu)
- Schedule Report** (button, circled in red)
- School Criteria :**
- Save Criteria** (button)
- Load Criteria** (button)

My Reports

Once a report is run, it can be opened from the *My Reports* page which is accessed by clicking on *My Reports* in the ERN School Enrolment menu.

Select your report and click *Download*.

The  icon on the top right hand side of the screen is a shortcut to *My Reports*.

The screenshot shows the 'My Reports' page with the following elements:

- Header:** NSW PUBLIC SCHOOLS DEPARTMENT OF EDUCATION AND TRAINING, Welcome to NSW Public Schools
- Left Sidebar:** Navigation menu with 'My Reports' highlighted.
- Main Content:**
 - 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 usi
 - Get the report** (button)
 - My reports since :** [02/03/2009] (calendar icon)
 - My report with ID :** [Text input field] (Go button)
 - Table:**


Report ID	Get the report	Report name	Status	Report size(in bytes)	Requested time	St
24133811	Download	STUDENT_DETAILS_REPORT	COMPLETED	10248	02 Mar 2009 11:06:00	02
24133567	Download	STUDENT_DETAILS_REPORT	COMPLETED	10248	02 Mar 2009 11:04:57	02
 - Delete Report** (button)

- **Factor of Need Report for individual schools**

You can display factor of need information through the manual selection of criteria on the *Student Details Report*. Alternatively you can also open a pre-loaded *Factor of Need Report Template*.

The following steps can be used to manually create a *Factor of Need Report* for a particular school:

- click on the *Student Details Report*
- change the *Reporting Focus* to *Registration Offering*
- select the school for the report
- select the enrolment type to be *SCAS* (you can also select the sub-enrolment type if required e.g. *IO/IS*)
- tick the *Show Factor of Need* check box
- select any of the other criteria to display on the report such as *Scholastic Year, Calendar Year, and Registration Status* etc. as required
- click *Schedule Report*
- once a report is run, it can be opened from the *My Reports* page which is accessed by clicking on *My Reports* in the *ERN School Enrolment* menu
- select your report and click *Download*

The  icon on the top right hand side of the screen is a short cut to *My Reports*.

- **Factor of Need Report for Principal Network/s**

The principal network/s report allows you to display enrolment count data relating to your principal network/s. It is a very useful tool to assist with planning.

There are two different principal network reporting focuses which are selected from the *Reporting Focus* drop down menu: *Factor of Need – Statistical* and *Factor of Need – Detailed*.

Factor of Need Statistical

The statistical focus gives you the head enrolment count by *Factor of Need*. This report has been predetermined for you – if you want to change the fields, click into it and make the changes. It also provides a summary of support classes with a breakdown by scholastic year. The predetermined report counts the number of students who are *Applied to Enrol*, *Enrolled* or *Registered Offered*.

Detailed

The detailed focus gives you the list including student details with or without the *Factor of Need*.

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There are different breakdowns available for enrolment counts, for example using Registration Status.

## Registration Status

This report gives a count of students based on the registration selected and the reporting focus selected – detailed or statistical.

For example, you can use the following steps to run a report to display the number of students in a principal network in support classes IO/IS who are enrolled but leaving:

- use the reporting focus *Detailed*
- select a principal network - to select more than one principal network, hold down the Ctrl key (on keyboard) and select another principal network
- change the *Enrolment Type* to SCASP
- change the *Sub Enrolment Type* to IO/IS
- change the *Registration Status* to tick only *Leaving* (remove tick from the other *registration statuses*)
- change the *Report Format* to CSV
- click *Schedule Report*.
- once a report is run, it can be opened from the *My Reports* page which is accessed by clicking on *My Reports* in the *ERN School Enrolment* menu
- select your report and click *Download*

The  icon on the top right hand side of the screen is a short cut to *My Reports*.

Principal Networks :

- Campbelltown
- Canterbury
- Clarence Valley
- Coffs Harbour
- Cootamundra
- Deniliquin
- Dural
- Eastern Creek
- Fairfield
- Far South Coast
- Far West
- Georges River

SSP Schools Only :

**Registration Filters**

**Enrolment Type :** SCASP - Support Class

**Sub Enrolment Type :** IDOS - SCAS - Intellectual Disability (IO/IS)

**Offering Status :** AVA - Available

**Scholastic Year :** ALL

**Calendar Year :** 2016

**Is Census :** ALL

**In Zone :** ALL

**Registration Status**

Tick to Display in Report :

|                                                   |                                        |                                                        |                                           |
|---------------------------------------------------|----------------------------------------|--------------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> <b>Applied to Enrol:</b> | <input type="checkbox"/> Incomplete    | <input type="checkbox"/> Risk Assessed                 | <input type="checkbox"/> Validated        |
| <input type="checkbox"/> <b>Enrolled:</b>         | <input type="checkbox"/> In Attendance | <input checked="" type="checkbox"/> Leaving            | <input type="checkbox"/> Suspended        |
| <input type="checkbox"/> <b>Left:</b>             | <input type="checkbox"/> Deceased      | <input type="checkbox"/> Enrolment Destination Unknown | <input type="checkbox"/> Expelled         |
| <input type="checkbox"/> <b>Registered:</b>       | <input type="checkbox"/> Interested    | <input type="checkbox"/> Offered                       | <input type="checkbox"/> Other Preference |
| <input type="checkbox"/> <b>Withdrawn:</b>        | <input type="checkbox"/> Cancelled     | <input type="checkbox"/> Deceased                      | <input type="checkbox"/> NoCensus         |

**Student Criteria**

**Report Schedule**

Report Name :

Run Report : Now

Report Format : CSV

Email Notification :

Schedule Report School Criteria :  Save Criteria Load Criteria

## In Summary

Learning & Wellbeing personnel are responsible for the registration of ALL students into SCAS placements.

School ERN users are not able to register a student into a SCAS Enrolment Type.

- Learning & Wellbeing personnel register a student into a SCAS place, either as a new student or as a shared enrolment (depending on scenario)
- Schools are notified of this by automated email:  
**[yourschool.school@det.nsw.edu.au](mailto:yourschool.school@det.nsw.edu.au)**
- Following completion of the *Application to enrol in a NSW Government school* and acceptance by principal, SAMs/SAOs progress the student's status to *Enrolled (In Attendance)*
- SAMs/SAOs now have responsibility of class and registration status for the students in SCAS. This includes changing or correcting information on the enrolment form, progressing the enrolment to *Enrolled (In Attendance)* and changing the status to *Leaving or Left*.

The only functions that a school does not have in relation to students in a support class placement are:

- registration of a student into the support class
- changing the grades of a student (note: automatic rollover of all grades at end of calendar year)
- entering or changing factor of need
- repetition of a student's grade