Student Exit Survey

The Student Exit Survey is used for the statistical collection for data relating to students leaving the school. The process will also collect information about individual student interventions that the school used to encourage the student to remain at the school, where appropriate.

When the student leaves the school, a sign-off process is followed. Part of this process, which could vary from school to school, is to collect data regarding the 'leaving student'.

The person that is authorised to conduct this process will collect information directly through an interview, or based on prior observations and student history if the student does not participate in a formal interview.

The authorised person will then do one of the following:

- Provide the information to school Admin and the Admin logs on and enters the data into ERN.
Or,
- Log on onto the system and enter the student leaver's data using ERN.

The authorised person could be the School Principal, Deputy Principal, Careers Advisor, Year Advisor or a member of the Admin Staff.

Data input for these students will require access to the 'Destination' and 'Reason for Leaving Schooling' or 'Reason for Selecting Another School' drop-down menus.

Destination options are:
- Apprenticeship (Full time)
- Traineeship (Full time)
- Full-time Employment (35+hpw)
- Part-time Employment (<35 hpw) or casual
- Part-time Employment & Part-time Study
- Seeking Employment
- University
- University Entry deferred
- Not in labour force & not in education & training
- Other Destination

Reason for Leaving Schooling choices are:
- Family responsibilities

- Parental responsibilities
- Financial hardship
- Lack of relevant courses
- Course work too difficult
- Offered a job / gained employment
- General health issues
- Mental health issues
- Unable to meet behaviour expectations
- Unable to meet attendance expectations
- No motivation to continue schooling
- Not supported by welfare programs
- Offered apprenticeship / traineeship
- Vocational education needs not met at school
- Completed Year 12 Studies (NOTE: this option only appears for Year 12 students)

Destination options are:

- NSW Government School
- NSW Non-Government School
- Interstate
- Overseas School
- TAFE or other RTO

Reason for Selecting Another School choices are:

- Student relocation
- Selective school placement
- Scholarship
- SSP placement
- Broader curriculum options
- Welfare and attendance fresh start
- Peer group reasons
- Parental choice
- Teaching quality
- Specialist high school placement
- Prefer a private school placement
- Completing school through TAFE or Distance Education

Enter information into ERN system

Go to **Place Management** → **Registration offers**

Tick the check box alongside the student name (Multiple selection is permitted), and then click the **Change status** button

Choose **Enrolled (Leaving)** or **Left** in **New registration status** to complete the student exit survey

Add a Selected Reason

Click the reason in the **Reason** section, and then click the ▷ button to add the selected reason into the **Selected Reason** section

Remove a Selected Reason

Click the reason in the **Selected Reason** section, and then click the ◁ button to remove from selected reason section

The removed reasons from **Selected Reason** section are always at the bottom of the list of the **Reason** section

Scenario 1: Students at the end of the school life

Student Destination is one of these:

- Apprenticeship (Full time)
- Traineeship (Full time)
- Full-time Employment (35+hpw)
- Part-time Employment (<35 hpw) or casual
- Part-time Employment & Part-time Study
- Seeking Employment
- University
- University Entry deferred
- Not in labour force & not in education & training

The available reasons for Leaving schooling are:

- Family responsibilities
- Parental responsibilities
- Financial hardship
- Lack of relevant courses
- Course work too difficult
- Offered a job / gained employment
- General health issues
- Mental health issues
- Unable to meet behaviour expectations
- Unable to meet attendance expectations
- No motivation to continue schooling
- Not supported by welfare programs
- Offered apprenticeship / traineeship
- Vocational education needs not met at school
- Completed Year 12 Studies (NOTE: this option only appears for year 12 students)
- Not Applicable
- Other reason
- Unknown / Not Provided

If choose reason as **Other reason,** then system will prompt to input reason.

Scenario 2: Typical for a Student Changing School

Student Destination is one of these:

- NSW Government School
- NSW Non-Government School
- Interstate
- Overseas School
- TAFE or other RTO

The available reasons for Selecting Another School are:

- Student relocation
- Selective school placement
- Scholarship
- SSP placement
- Broader curriculum options
- Welfare and attendance fresh start
- Peer group reasons
- Parental choice
- Teaching quality
- Specialist high school placement
- Prefer a private school placement
- Completing school through TAFE or Distance Education
- Not Applicable
- Other reason
- Unknown / Not Provided

If the school name does not exist in the list, school could choose **Other (Not elsewhere classified),** and then system will prompt to enter a school name, which is NOT a mandatory field

If choose reason as **Other reason,** then system will prompt to input reason.

Scenario 3: Other Situation

Student Destination is Other Destination
System will prompt to enter the **Detail**

The available reasons for Leaving schooling are:

- Family responsibilities
- Parental responsibilities
- Financial hardship
- Lack of relevant courses
- Course work too difficult
- Offered a job / gained employment
- General health issues
- Mental health issues
- Unable to meet behaviour expectations
- Unable to meet attendance expectations
- No motivation to continue schooling
- Not supported by welfare programs
- Offered apprenticeship / traineeship
- Vocational education needs not met at school
- Completed Year 12 Studies (NOTE: this option only appears for year 12 students)
- Not Applicable
- Other reason
- Unknown / Not Provided

Scenario 4: Unknown / Not Provided

Student did not provide any information about destination

School could choose **'Unknown / Not Provided'** in **Destination**, and then click **Save and exit** button

Modify Student Destination Information

Click the selected area, user could modify the existing student destination information.

Bulk Change

Tick the multiple check boxes alongside the student's name, and then click the **Change status** button

Choose **Enrolled (Leaving)** or **Left** in **New registration status** to complete the student exit survey

Tick the check box alongside the **Specify them individually,** the following screen will come up. Or Tick the check box alongside the **Specify them once for both** or **Specify them once for all** to go back.

Click the at the end of the screen to complete the necessary information.