



Welcome to NSW Public School

Year 6-7 Tracking Sheet

Policy and procedures

Policies and procedures for primary to secondary school enrolment, including detailed step-by-step instructions relating to the ERN Year 6-7 tracking sheet process, can be found in the [Year 6-7 Reference Guide](#)

Timeline

Please see Section 3 of the [Year 6-7 Reference Guide](#) for a one page summary of the required timeline.

Please see Section 4 of the Reference Guide for the detailed checklist of things to be done.

Quick Reference Guides

These quick reference guides (QRGs) are intended for primary and high school staff involved with the ERN Year 6-7 tracking sheet process, but it would also be valuable for primary and high school staff responsible for their school's primary-secondary transition program to understand these guides as well.

(a) Introductory guides to accessing and logging into ERN

As many users of the Year 6-7 enrolment procedures may be new to ERN, here are the basic guides and a simple video on how to get access and log into ERN:

[QRG - How to Give Staff Access to the ERN Tracking Sheet](#)

[QRG - How to Log into ERN](#)

(b) Guides for Primary School staff

[QRG - Understanding the Primary School Tracking Sheet](#) **UPDATED** (Last Updated: 24 Feb 2012)

[ORG - How to enter a Student EOI into ERN](#) UPDATED (Last Updated: 24 Feb 2012)

[ORG - How to Set up Multiple Designated High Schools](#)

(c) Guides for Secondary School staff

[ORG - Understanding the High School Tracking Sheet](#) UPDATED (Last Updated: 24 Feb 2012)

[ORG - How to Change a Student's Status to Registered](#)

[Offered QRG - How to Withdraw Students](#)

(d) Links to DET documents

[Year 6-7 Enrolment Procedures](#) HOME PAGE – Access to all documents related to these procedures including the Term Planner, Expression of Interest form, Memorandum to Principals, Year 6-7 Reference Guide, translations of letters to parents/carers and parent information sheets.

[Year 6-7 Reference Guide](#)