

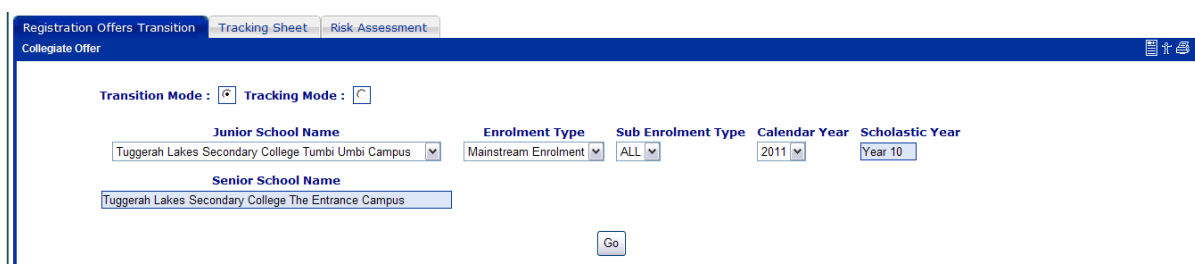
Understanding the Collegiate Transition

Overview

The Collegiate Transition menu item in ERN is only available to Colleges that have Junior and Senior campuses. The new functionality will allow Collegiates to effectively manage the transition of selected students from the final year in the Junior Campus to enrolling in the Senior Campus for the following year.

The Collegiate Transition menu will give access to all the functionality that will allow Junior Campuses to transition students from the Junior Campus to the Senior Campus and the Senior Campus the ability to manage the enrolment process of the students into the school for the following year.

Three tabs will be available; the tabs that people have access to will be dependent on whether they are staff members at a Junior High School or Senior High School in the College.



The screenshot displays the ERN system interface for the Collegiate Offer form. At the top, there are three tabs: "Registration Offers Transition", "Tracking Sheet", and "Risk Assessment". The "Registration Offers Transition" tab is active. Below the tabs, the form is titled "Collegiate Offer". It contains several fields and a "Go" button:

- Transition Mode:** A dropdown menu with a selection icon.
- Tracking Mode:** A dropdown menu with a selection icon.
- Junior School Name:** A dropdown menu with the selected value "Tuggerah Lakes Secondary College Tumbi Umbi Campus".
- Enrolment Type:** A dropdown menu with the selected value "Mainstream Enrolment".
- Sub Enrolment Type:** A dropdown menu with the selected value "ALL".
- Calendar Year:** A dropdown menu with the selected value "2011".
- Scholastic Year:** A dropdown menu with the selected value "Year 10".
- Senior School Name:** A text input field with the value "Tuggerah Lakes Secondary College The Entrance Campus".
- Go:** A button to submit the form.

The three tabs are :-

- Registration Offers Transition
- Tracking Sheet
- Risk Assessment

Registration Offers Transition: Allows staff in the Junior High Schools to nominate which students in the final year of the junior high school are transitioned to the Senior High School for enrolment in the following year. Students can be transitioned individually or by bulk (multiple students at the same time), also students can be transitioned at different times, not all students need to be transitioned in the same session.

Tracking Sheet: Allows the staff at the Senior Campus to see the prospective students that have been transitioned from the Junior Campuses for enrolment in the following year. The tracking sheet displays the Junior Campus that the student is currently enrolled. The registration status of the students can also be managed from this screen.

The Tracking Sheet will also display students who are walk-up registrations from other schools outside of the Collegiate.

Risk Assessment: This allows the Senior Campus to manage the Risk Assessment process of all the students being transitioned from the Junior Campuses from a single screen. Information required relating to IN/OUT of Area and the residential address associated with an IN Area Registration will be updated from this screen. Also the **Office Use Only** page relating to the Risk Assessment process will also be available from this screen.

AMU Security – Who gets access

Those staff members in a Junior or Senior Campus of a College who are given access in AMU (Access Management Utility) to Student Administration under ERN will get access to Collegiate Transition on the ERN menu.

Documentation

Note: In all the documentation the students; **Benjamin AAHAY**, **Fred Smith** and **Tom Henson** are fictitious students currently enrolled in Year 10 at the Tuggerah Lakes Secondary College – Tumbi Umbi Campus.

Managing the Junior Campus transition of students to the Senior Campus

Registration Offer Transition: Transition Mode

On selecting Collegiate Transition from the ERN menu the Junior Campus staff will be displayed the “Registration Offer Transition” Tab. The screen will default to

Transition Mode:- **Transition Mode :** **Tracking Mode :**

The screenshot shows the ERN School Enrolment system interface. The main content area displays the "Registration Offers Transition" screen for "Collegiate Offer". The interface includes the following elements:

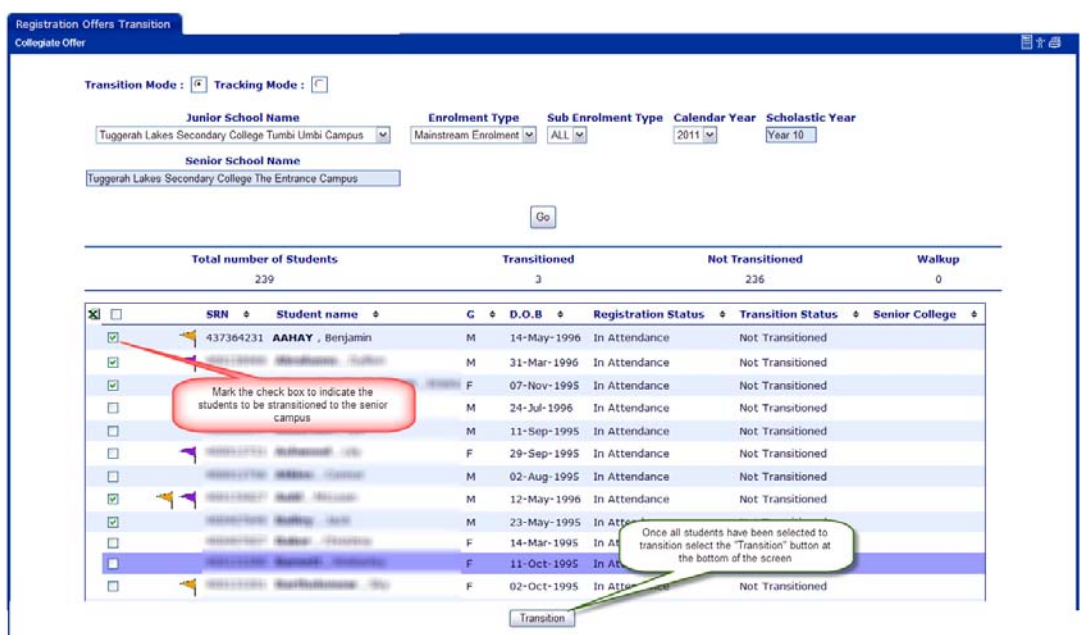
- Navigation Menu:** Located on the left, it includes options like "ERN School Enrolment", "Registration", "Student Enquiry", "Data Harvest", "Place Management", "My School", "Collegiate Transition", "Reports", "Scheduled Jobs", "Data Change Logs", "Maintain ESL", "Access Request", "SCAS Registration Enquiry", "Non-DET Bulk upload", "Non-DET Import results", "Administration", "School Reference Data", "Student Registration Number", "SOCL", "Curriculum Reference Data", "Best Start and SBR", "Resource Management", "OASR Management", "General Functions", "Scheduled Jobs", "Administration", "My Reports", "My Profile", and "Log off".
- Header:** "Welcome to NSW Public Schools" with the NSW Public Schools logo.
- Search Filters:**
 - Transition Mode:** (selected) / Tracking Mode
 - Junior School Name:** Tuggerah Lakes Secondary College Tumbi Umbi Campus
 - Enrolment Type:** Mainstream Enrolment
 - Sub Enrolment Type:** ALL
 - Calendar Year:** 2011
 - Scholastic Year:** Year 10
 - Senior School Name:** Tuggerah Lakes Secondary College The Entrance Campus
 - Final Scholastic Year in Junior Campus:** (Callout pointing to the Scholastic Year dropdown)
 - Statistical summary of status of students:** (Callout pointing to the summary table)
- Summary Table:**

Total number of Students	Transitioned	Not Transitioned	Walkup
239	3	236	0
- Student List Table:**

SRN	Student name	G	D.O.B	Registration Status	Transition Status	Senior College
437364231	AAHAY, Benjamin	M	14-May-1996	In Attendance	Not Transitioned	
401120003	SMITH, Fred	M	31-Mar-1996	In Attendance	Not Transitioned	
401120004	HENSON, Tom	F	07-Nov-1995	In Attendance	Not Transitioned	
401120005	SMITH, Fred	M	24-Jul-1996	In Attendance	Not Transitioned	
401120006	SMITH, Fred	M	11-Sep-1995	In Attendance	Not Transitioned	
401120007	SMITH, Fred	F	29-Sep-1995	In Attendance	Not Transitioned	
401120008	SMITH, Fred	M	02-Aug-1995	In Attendance	Not Transitioned	
401120009	SMITH, Fred	M	12-May-1996	In Attendance	Not Transitioned	
401120010	SMITH, Fred	M	23-May-1995	In Attendance	Not Transitioned	
401120011	SMITH, Fred	F	14-Mar-1995	In Attendance	Not Transitioned	
401120012	SMITH, Fred	F	11-Oct-1995	In Attendance	Not Transitioned	
401120013	SMITH, Fred	F	02-Oct-1995	In Attendance	Not Transitioned	

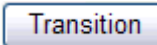
The screen will display all the students currently enrolled in attendance in the final scholastic year of the Junior High School. Initially the ‘Transition Status’ will be “Not Transitioned” for all students.


Students may be selected individually for transition or multiple students may be selected by checking the check box next to the students’ name.

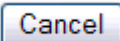


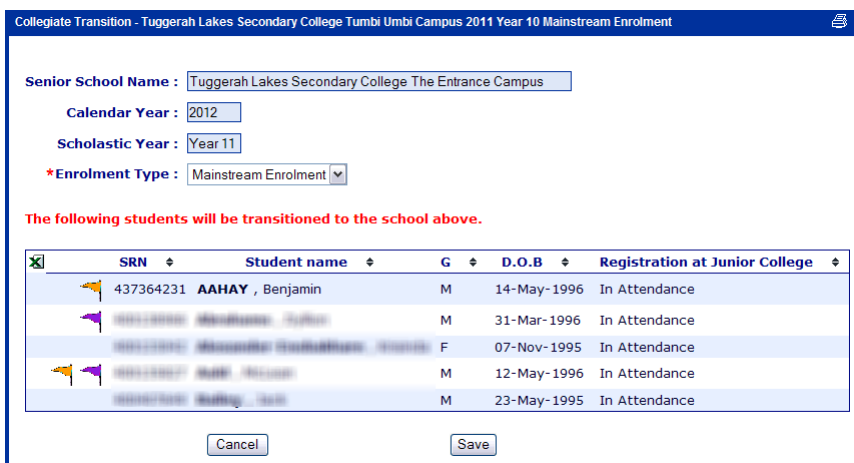
Note: All students do not need to be transitioned to the senior school in a single session; different groups of students can be transitioned at different times.

Note: Students who are leaving the school at the end of the year do not need to be transitioned to the Senior Campus.

Once all the students have been selected for transition select the  button at the bottom of the screen.

A summary screen will be displayed with a list of the students to be transitioned to the Senior High School in the session. To confirm the transition select .

To cancel the selection process select .



Once **Save** has been selected the students will be transitioned to the senior high school and a confirmation screen will be displayed:-

Collegiate Transition

A total of [5] Students were fed successfully!

Collegiate Transition - Tuggerah Lakes Secondary College Tumbi Umbi Campus 2011 Year 10 Mainstream Enrolment

Senior School Name : Tuggerah Lakes Secondary College The Entrance Campus

Calendar Year : 2012

Scholastic Year : Year 11

*Enrolment Type : Mainstream Enrolment

SRN	Student name	G	D.O.B	Registration at Junior College
437364231	AAHAY , Benjamin	M	14-May-1996	In Attendance
		M	31-Mar-1996	In Attendance
		F	07-Nov-1995	In Attendance
		M	12-May-1996	In Attendance
		M	23-May-1995	In Attendance

Close

Select **Close** to return to the the “Registration Offer Transition” Tab.

Registration Offers Transition

Collegiate Offer

Transition Mode : Tracking Mode :

Junior School Name : Tuggerah Lakes Secondary College Tumbi Umbi Campus

Enrolment Type : Mainstream Enrolment

Sub Enrolment Type : ALL

Calendar Year : 2011

Scholastic Year : Year 10

Senior School Name : Tuggerah Lakes Secondary College The Entrance Campus

Total number of students in the Scholastic Year : 239

No of Students transitioned : 8


No of Students not Transitioned : 231

Walkup : 0

SRN	Student name	G	D.O.B	Registration Status	Transition Status	Senior College
<input checked="" type="checkbox"/>	437364231 AAHAY , Benjamin	M	14-May-1996	In Attendance	Transitioned	Offered
<input checked="" type="checkbox"/>		M	31-Mar-1996	In Attendance	Transitioned	Offered
<input checked="" type="checkbox"/>		F	07-Nov-1995	In Attendance	Transitioned	Offered
<input type="checkbox"/>		M	24-Sep-1996	In Attendance	Not Transitioned	
<input type="checkbox"/>		M	11-Sep-1995	In Attendance	Not Transitioned	
<input type="checkbox"/>		F	29-Sep-1995	In Attendance	Not Transitioned	
<input type="checkbox"/>		M	02-Aug-1995	In Attendance	Not Transitioned	
<input checked="" type="checkbox"/>		M	12-May-1996	In Attendance	Transitioned	Offered
<input checked="" type="checkbox"/>		M	23-May-1995	In Attendance	Transitioned	Offered
<input type="checkbox"/>		F	14-Mar-1995	In Attendance	Not Transitioned	
<input type="checkbox"/>		F	11-Oct-1995	In Attendance	Not Transitioned	
<input type="checkbox"/>		F	02-Oct-1995	In Attendance	Not Transitioned	
<input type="checkbox"/>		M	02-Nov-1995	In Attendance	Not Transitioned	

In the example above Benjamin AAHAY has been transitioned, he has a Blue Flag to indicate that he is now shared with the Senior Campus. His "Transition Status" is **Transitioned** and the check box has been removed so that he cannot be transitioned again. Currently his "Registration Status" in the Senior Campus is **Offered**.

The Statistical summary bar above the students names indicates the current status of the transition process for the scholastic year; Total number of students, No Transitioned, Number not transitioned and Walk ups.

Note: All students that have been transitioned have a Blue Flag  indicating that they are shared with the Senior Campus.

Registration Offer Transition: Transition Mode

The Registration Offer Transition screen has two modes, by default it will be in "**Transition Mode**"; this mode allow the operator to nominate students in the current calendar year for transition to the Senior Campus of the College.

The view of the screen can be changed to "**Tracking Mode**"; this mode will allow the operator to view all the students in the previous calendar year, it will display the school that the students are enrolled for this calendar year. i.e. In 2012 you will be able to view all the students in the final Scholastic Year of the Junior Campus in 2011 and see what school the students are enrolled in attendance for 2012.

Managing the Tracking Sheet in the Senior Campus

Allows staff at the Senior Campus to see the prospective students that have been transitioned from the Junior Campuses for enrolment in the following year. The tracking sheet displays the Junior Campus where the student is currently enrolled. The registration status of the students can also be managed from this screen.

On selecting Collegiate Transition from the ERN menu the Senior Campus staff will be displayed two tabs:-



The Tracking Sheet tab will be displayed by default:-

Collegiate Tracking Sheet

School Name: Tuggerah Lakes Secondary College The Entrance Campus | Enrolment Type: Mainstream Enrolment | Sub Enrolment Type: ALL | Calendar Year: 2012 | Scholastic Year: Year 11


Statistical Summary for the current status for Next years Year 11

Total number of Students	Risk Assessed	Withdrawn	Walkup Registrations
13	0	1	1

SRN	Student name	G	Registration Status	Walkup	Previous/Current School
437364231	AAHAY , Benjamin	M	Offered		TLSC - Tumbi Umbi Campus
437364232	Abdullah, Tahir	M	Offered		TLSC - Tumbi Umbi Campus
437364233	Abdullah, Tahir	F	Offered		TLSC - Tumbi Umbi Campus
437364234	Abdullah, Tahir	M	Offered		TLSC - Tumbi Umbi Campus
437364235	Abdullah, Tahir	M	Offered		TLSC - Tumbi Umbi Campus
437364236	Abdullah, Tahir	M	Offered		TLSC - Berkeley Vale Campus
437364237	Abdullah, Tahir	M	Offered		TLSC - Berkeley Vale Campus
437364238	Abdullah, Tahir	F	Offered		TLSC - Berkeley Vale Campus
437364239	Abdullah, Tahir	M	Offered		TLSC - Tumbi Umbi Campus
437364240	Abdullah, Tahir	F	Offered		TLSC - Tumbi Umbi Campus
437364241	Abdullah, Tahir	M	WD Parent		TLSC - Tumbi Umbi Campus
437364242	Smith , Fred	M	Incomplete	TLSC - The Entrance Campus	Swansea HS
437364243	Abdullah, Tahir	F	Offered		TLSC - Berkeley Vale Campus


Change Status

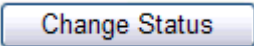
The Tracking Sheet will display all the prospective students for Year 11 in the next calendar year. It displays all the students who have been transitioned from the Junior Campuses of the college and indicates which Junior campus they are currently enrolled in Attendance.

Note: All students have a blue flag  indicating that they are shared with the Senior Campus. The student who has a status of withdrawn does not have a blue flag as the registration from the Senior Campus has been withdrawn.

The Tracking Sheet will also display Walk-Up registrations for other students who have applied to enrol from other high schools. In the example above Fred Smith has applied to enrol in Year 11 next year and is currently enrolled at Swansea High School.

The statistical summary section above the list of students will display the current status of students applying to enrol in Year 11 for next year. It displays counts related to; number of current registrations, number of students who have been risk assessed, number of students who have been withdrawn by parents or by the school and the number of walkup registrations.

The information on the tracking sheet can be exported to an Excel spreadsheet by selecting the  icon in the header.

Staff may change the registration status of any of the students in this screen by selecting the check box next to the students and selecting the  button at the bottom of the screen. In the example above the third last student on the screen has been withdrawn by the parents.

Example: Change Status: Tom Kenson parents have indicated that they are moving so his registration in the Senior Campus needs to be withdrawn.

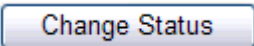
Collegiate Tracking Sheet

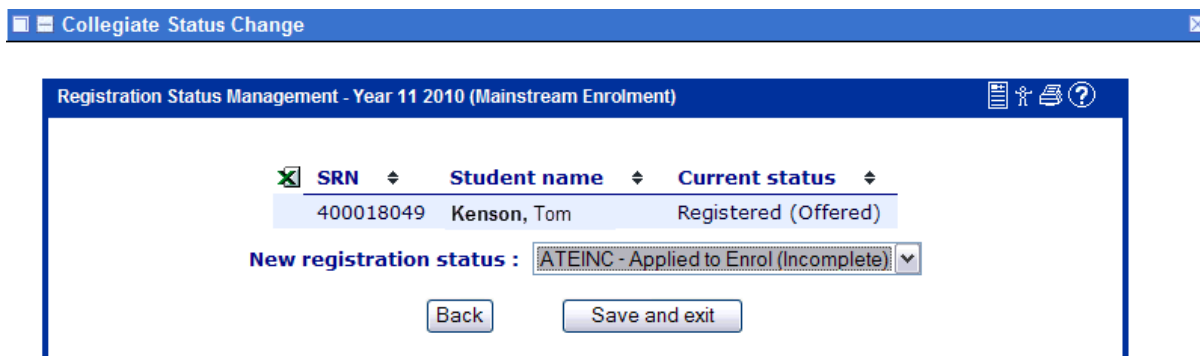
School Name: Tuggerah Lakes Secondary College The Entrance Campus | Enrolment Type: Mainstream Enrolment | Sub Enrolment Type: ALL | Calendar Year: 2012 | Scholastic Year: Year 11

Go

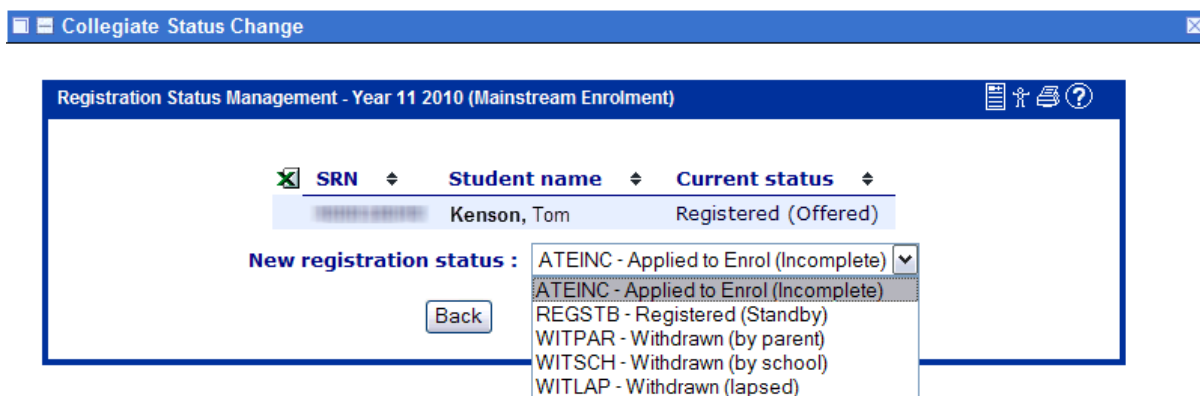
Total number of Students	Risk Assessed	Withdrawn	Walkup Registrations
13	2	2	1

<input checked="" type="checkbox"/>	<input type="checkbox"/>	SRN	Student name	G	Registration Status	Walkup	Previous/Current School
<input type="checkbox"/>	<input checked="" type="checkbox"/>	437364231	AAHAY , Benjamin	M	Assessed		TLSC - Tumbi Umbi Campus
<input type="checkbox"/>	<input checked="" type="checkbox"/>	434642281	Smith , Fred	M	Incomplete	TLSC - The Entrance Campus	Swansea HS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	434642281	Kenson, Tom	F	WD Parent		TLSC - Tumbi Umbi Campus
<input type="checkbox"/>	<input checked="" type="checkbox"/>	434642281	...	M	Offered		TLSC - Tumbi Umbi Campus
<input type="checkbox"/>	<input checked="" type="checkbox"/>	434642281	...	M	Offered		TLSC - Berkeley Vale Campus
<input type="checkbox"/>	<input checked="" type="checkbox"/>	434642281	...	M	Offered		TLSC - Berkeley Vale Campus
<input type="checkbox"/>	<input checked="" type="checkbox"/>	434642281	...	F	Offered		TLSC - Berkeley Vale Campus
<input type="checkbox"/>	<input checked="" type="checkbox"/>	434642281	...	M	Offered		TLSC - Tumbi Umbi Campus
<input type="checkbox"/>	<input checked="" type="checkbox"/>	434642281	...	M	Offered		TLSC - Berkeley Vale Campus
<input type="checkbox"/>	<input checked="" type="checkbox"/>	434642281	...	F	Offered		TLSC - Berkeley Vale Campus

The check box next to Toms name is ticked and the  button at the bottom of the screen is selected. A change status screen is displayed.



A drop down list of Registration Statuses is available for selection.



Select **WITPAR – Withdrawn by Parent** and press **Save and exit**

Collegiate Tracking Sheet

School Name: Tuggerah Lakes Secondary College The Entrance Campus | Enrolment Type: Mainstream Enrolment | Sub Enrolment Type: ALL | Calendar Year: 2012 | Scholastic Year: Year 11

Go

Total number of Students	Risk Assessed	Withdrawn	Walkup Registrations
13	2	2	1

SRN	Student name	G	Registration Status	Walkup	Previous/Current School
437364231	AAHAY , Benjamin	M	Assessed		TLSC - Tumbi Umbi Campus
437364232	AAHAY , Benjamin	M	Assessed		TLSC - Tumbi Umbi Campus
437364233	AAHAY , Benjamin	F	Offered		TLSC - Tumbi Umbi Campus
437364234	AAHAY , Benjamin	M	Offered		TLSC - Tumbi Umbi Campus
437364235	AAHAY , Benjamin	M	Offered		TLSC - Tumbi Umbi Campus
437364236	AAHAY , Benjamin	M	Offered		TLSC - Berkeley Vale Campus
437364237	AAHAY , Benjamin	F	Offered		TLSC - Berkeley Vale Campus
437364238	AAHAY , Benjamin	M	Offered		TLSC - Tumbi Umbi Campus
400018049	Kenson, Tom	F	WD Parent		TLSC - Tumbi Umbi Campus
434642281	Smith , Fred	M	Incomplete	TLSC - The Entrance Campus	Swansea HS
437364239	AAHAY , Benjamin	F	Offered		TLSC - Berkeley Vale Campus

The registration status for Tom Kenson has been updated to **WD Parent** (Withdrawn by Parent). The Blue Flag (Share) has been removed and the checkbox is unavailable.

Note: A student who is withdrawn by a Parent or School who then changes his/her mind and wants to enrol in the Senior Campus must register as a walk-up through the normal enrolment process in the school.

Managing the Risk Assessment process for transitioned students in the Senior Campus

Risk Assessment: Allows the Senior Campus to manage the Risk Assessment process of all the students being transitioned from the Junior Campuses from a single screen. Information required regarding IN/OUT of Area and the residential address associated with an IN Area registration will be updated from this screen. The **Office Use Only** page from the Enrolment form relating to Risk Assessment will also be available from this screen after the IN/OUT of Area information is updated.

On selecting the Risk Assessment tab a screen similar to the one below will be displayed.

Collegiate Risk Assessment

Tracking Sheet Risk Assessment

Search

School Name: Tuggerah Lakes Secondary College The Entrance Campus

Enrolment Type: Mainstream Enrolment

Sub Enrolment Type: ALL

Calendar Year: 2012

Scholastic Year: Year 11

Group students by: Alphabetical

Go

Alphabetical Tabs to view groups of Students by Surname

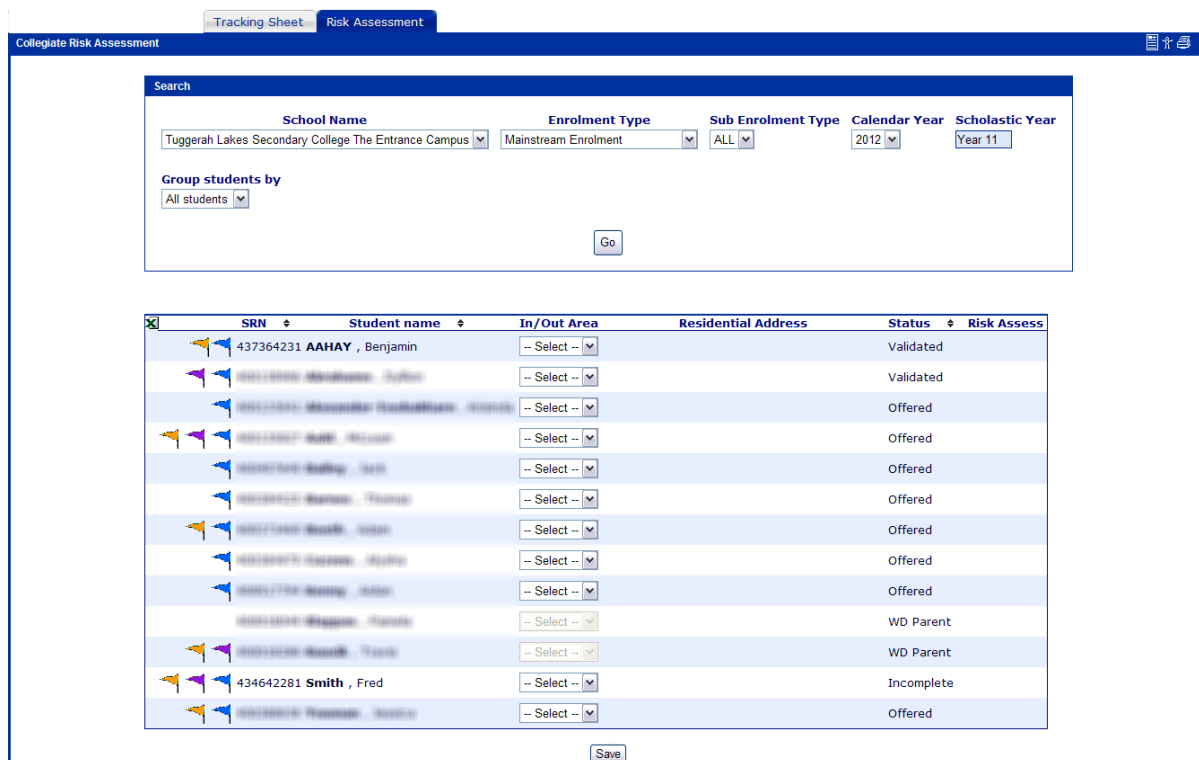
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

SRN	Student name	In/Out Area	Residential Address	Status	Risk Assess
437364231	AAHAY, Benjamin	-- Select --		Validated	
		-- Select --		Validated	
		-- Select --		Offered	
		-- Select --		Offered	

Save

The screen will be defaulted to display groups of students alphabetically by surname. Selecting the alphabetical tab required will display all the students with surnames starting with that letter(s).

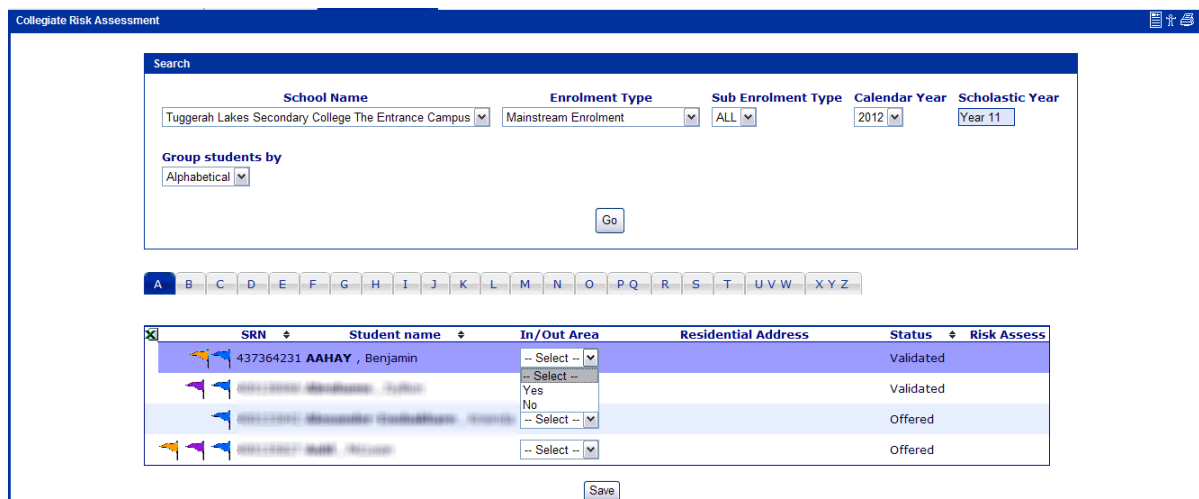
The view option can be changed to display all students in a single list, as the number of students in the year could exceed 200 it could impact on performance of this screen.



The information displayed on students includes the current registration status in the Senior Campus, the ability to nominate whether a student lives IN/OUT of Area, for those students that are IN Area a residential address will be required to be nominated.


Example: Benjamin AAHAY resides at 34 Lucas Crescent, Berkeley Vale which is an IN Area address.

For Benjamin AAHAY, “Yes” would be selected from the dropdown list for IN/OUT Area.



Once “Yes” is selected a dropdown list for the current Residential Addresses for Benjamin will be displayed. Select “34 Lucas Crescent” from the dropdown list.

SRN	Student name	In/Out Area	Residential Address	Status	Risk Assess
437364231	AAHAY , Benjamin	Yes	-- Select --	Validated	
		-- Select --	34 Lucas Crescent, BERKELEY VALE, NSW, 226	Validated	
		-- Select --		Offered	
		-- Select --		Offered	

Once the residential address has been selected for Benjamin AAHAY a Risk Access icon  will be available. This icon will give access to the **Office Use Only** page of the Enrolment form to allow the Risk Assessment for Benjamin to be completed.

Collegiate Risk Assessment



Search

School Name: Tuggerah Lakes Secondary College The Entrance Campus | Enrolment Type: Mainstream Enrolment | Sub Enrolment Type: ALL | Calendar Year: 2012 | Scholastic Year: Year 11

Group students by: Alphabetical


Go


A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

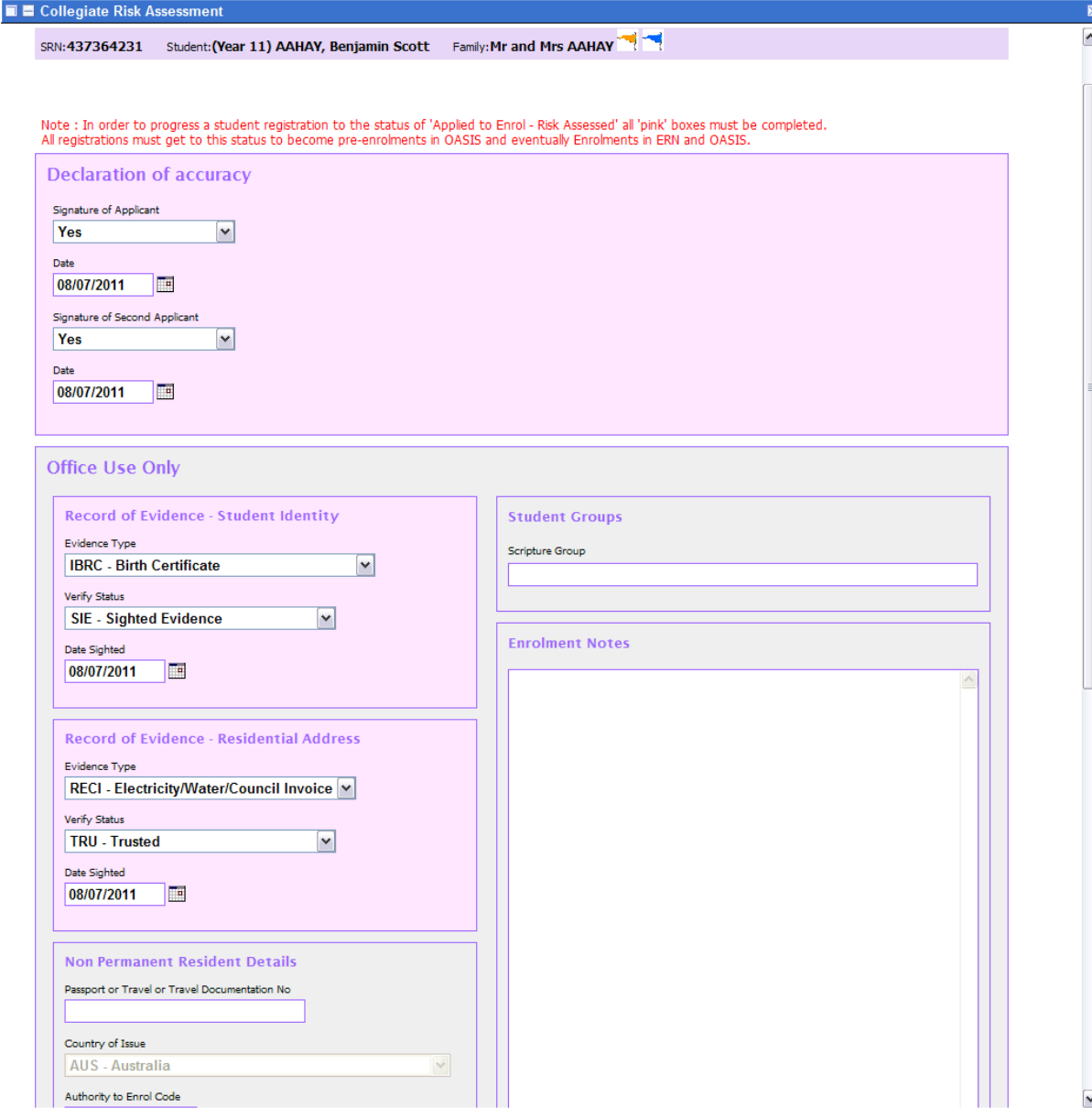
SRN	Student name	In/Out Area	Residential Address	Status	Risk Assess
437364231	AAHAY , Benjamin	Yes	34 Lucas Crescent, BERKELEY VALE, NSW, .	Validated	
		No		Validated	
		-- Select --		Offered	
		-- Select --		Offered	

Save

Risk Assessment icon is now available

The student after Benjamin in the list has had the In/Out Area indicator set to NO. In this case no residential address is required to be nominated as only addresses are required to be nominated for IN Area. The Risk Assessment icon  is also available for this student.

Selecting the Risk Assessment icon  for Benjamin AAHAY will display the following screen:-



Collegiate Risk Assessment

SRN: 437364231 Student: (Year 11) AAHAY, Benjamin Scott Family: Mr and Mrs AAHAY

Note : In order to progress a student registration to the status of 'Applied to Enrol - Risk Assessed' all 'pink' boxes must be completed. All registrations must get to this status to become pre-enrolments in OASIS and eventually Enrolments in ERN and OASIS.

Declaration of accuracy

Signature of Applicant
Yes

Date
08/07/2011

Signature of Second Applicant
Yes

Date
08/07/2011

Office Use Only

Record of Evidence - Student Identity

Evidence Type
IBRC - Birth Certificate

Verify Status
SIE - Sighted Evidence

Date Sighted
08/07/2011

Record of Evidence - Residential Address

Evidence Type
RECI - Electricity/Water/Council Invoice

Verify Status
TRU - Trusted

Date Sighted
08/07/2011

Non Permanent Resident Details

Passport or Travel or Travel Documentation No
[empty]

Country of Issue
AUS - Australia

Authority to Enrol Code
[empty]

Student Groups

Scripture Group
[empty]


Enrolment Notes

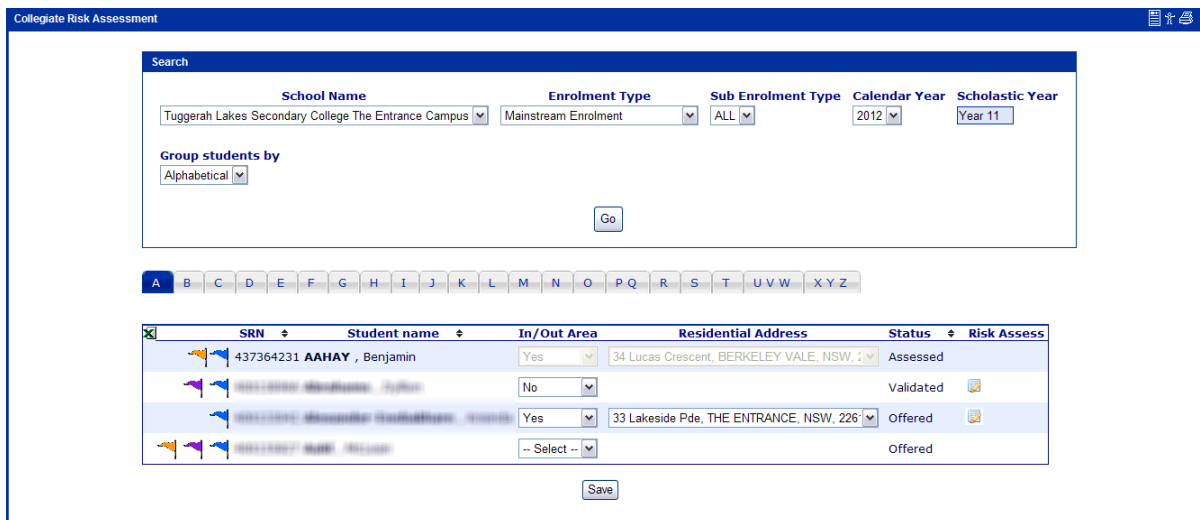
[empty text area]



Completing the required information on this page will allow the Registration Status of Benjamin AAHAY to be upgraded to Enrolled – Risk Assessed. On saving and exiting the screen the information for the student will be updated.

Note: The Collegiate Risk Management (Office Use Only page) pop-up is not functioning when using the Firefox browser. This issue will be rectified in the ERN 1.5.9 release.

The status of Benjamin AAHAY has been updated to Assessed (Enrolled Risk Assessed).

Note: The Risk Assess icon  has been removed as the process has been completed.



SRN	Student name	In/Out Area	Residential Address	Status	Risk Assess
437364231	AAHAY , Benjamin	Yes	34 Lucas Crescent, BERKELEY VALE, NSW, ;	Assessed	
44222222	XXXXXXXXXXXXXXXXXXXX	No		Validated	
44222222	XXXXXXXXXXXXXXXXXXXX	Yes	33 Lakeside Pde, THE ENTRANCE, NSW, 226	Offered	
44222222	XXXXXXXXXXXXXXXXXXXX	-- Select --		Offered	

