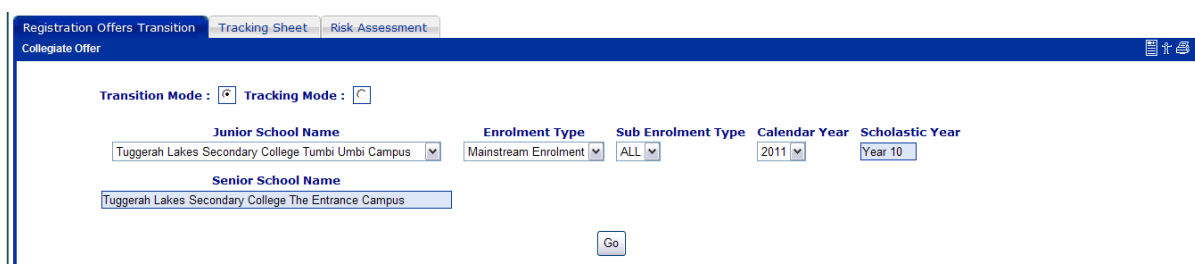# Understanding the Collegiate Transition

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 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 requred 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 Adminstration 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:-**
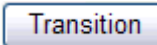

The screen will display all the students currently enrolled in attendance in the final scholastic year of the Junior High School. Initially the 'Transition Status' will be "Not Transitioned" for all students.

Students may be selected individually for transition or multiple students may be selected by checking the check box next to the students' name.
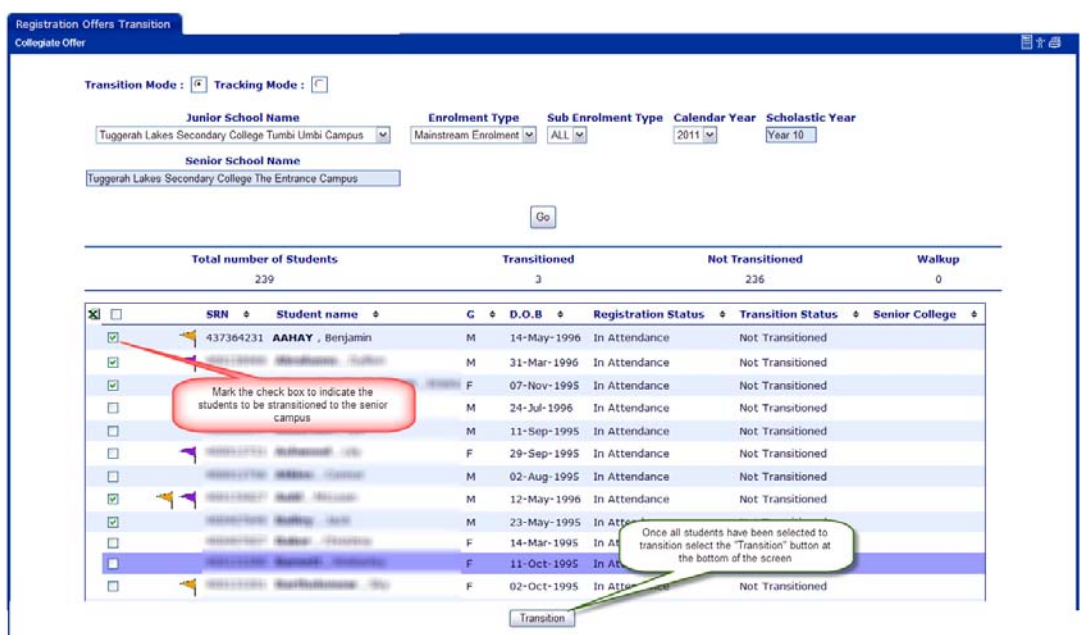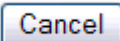
Note: All students do not need to be transitioned to the senior school in a single session; different groups of students can be transition at different times.

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 [Transition] 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 [Save]

To cancel the selection process select [Cancel]
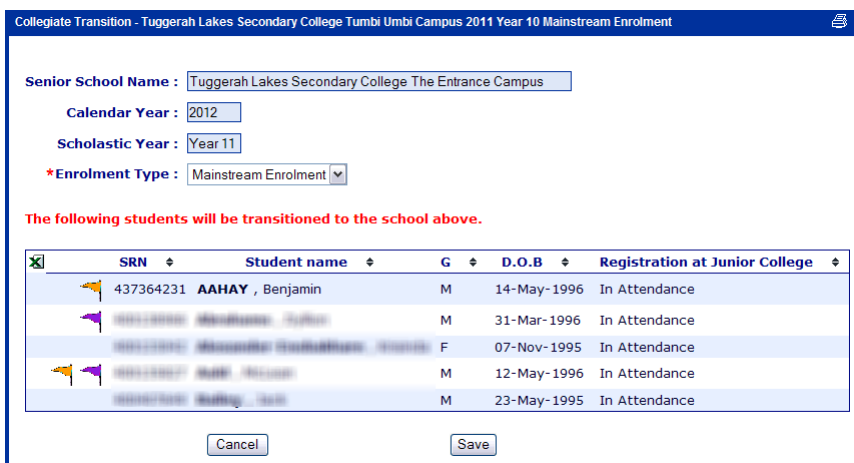
Once $\boxed{\text{Save}}$ has been selected the students will be transitioned to the senior high school and a confirmation screen will be displayed:-

Select $\boxed{\text{Close}}$ to return to the the "Registration Offer Transition" Tab.

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 scholatic 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:- **Tracking Sheet**   **Risk Assessment**

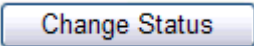The Tracking Sheet tab will be displayed by default:-

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 ![x] 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 [Change Status] 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.
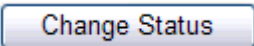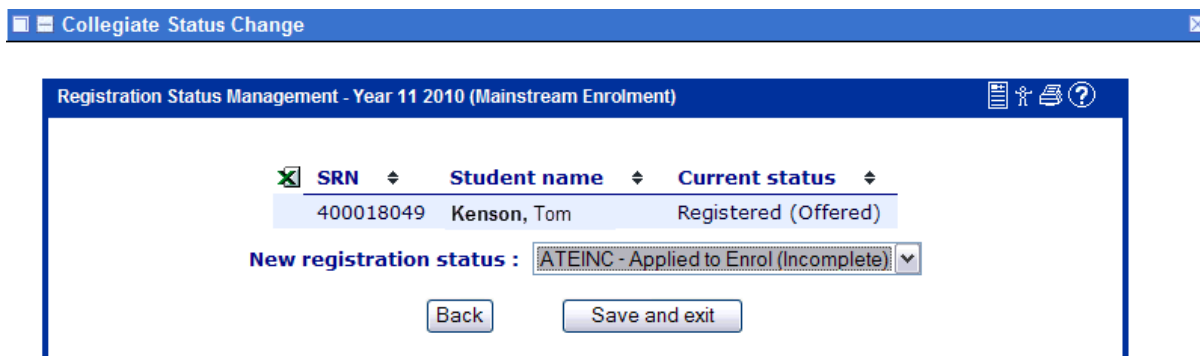

The check box next to Toms name is ticked and the [Change Status] button at the bottom of the screen is selected. A change status screen is displayed.

A drop down list of Registration Statues is available for selection.
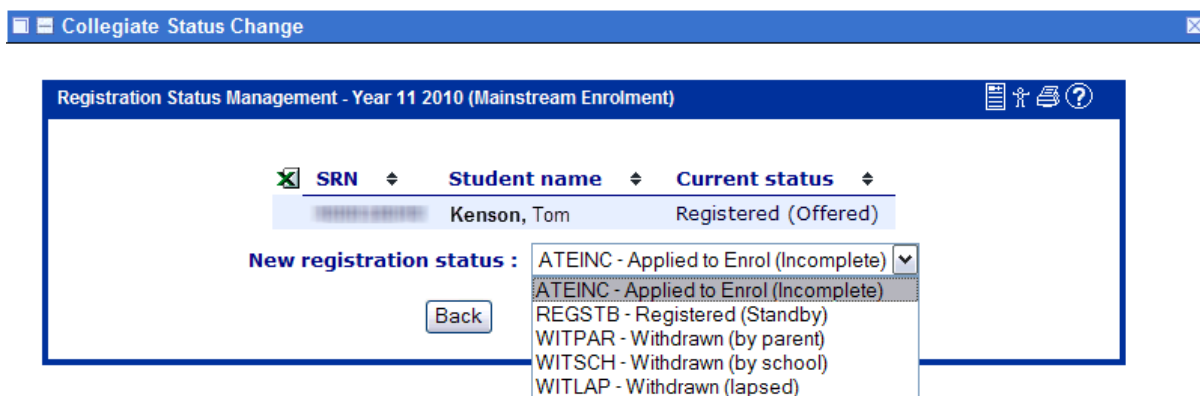
Select **WITPAR – Withdrawn by Parent** and press

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.

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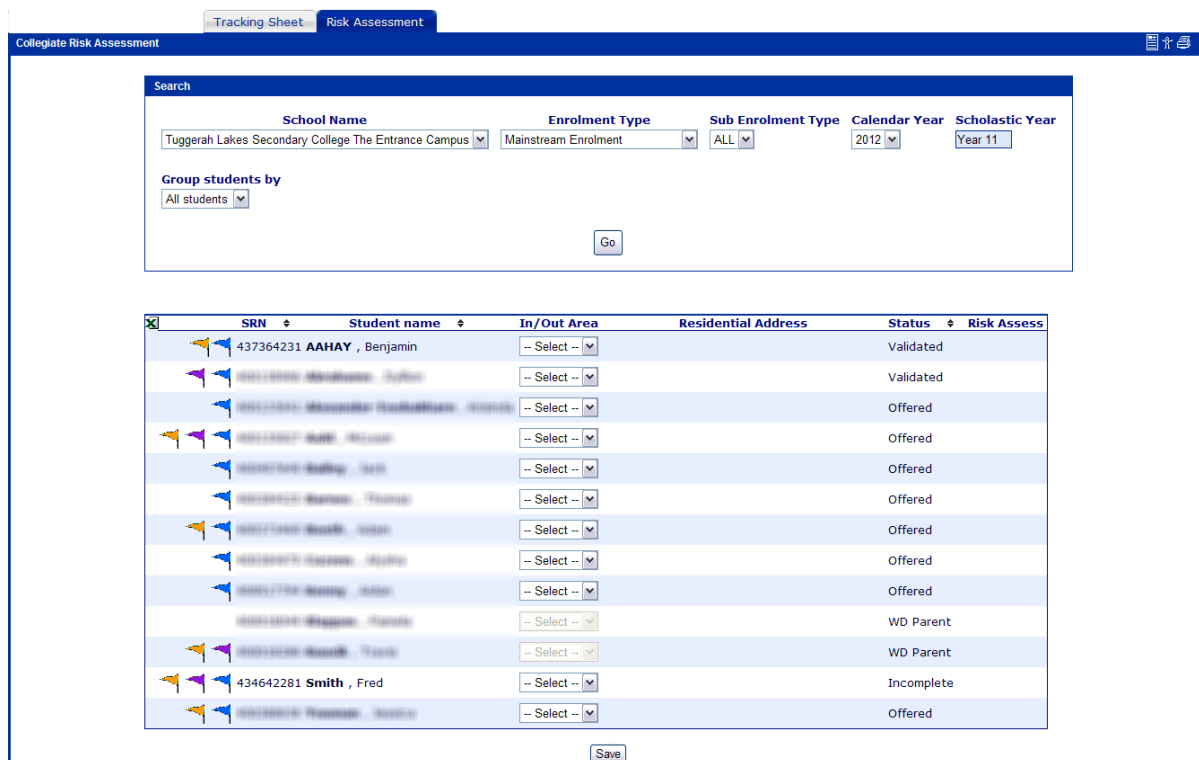
The information displayed on students includes the current registration status in the Senior Campus, the ability to nominate whether a student lives IN/OUT of Area, for those students that are IN Area a residential address will be required to be nominated.

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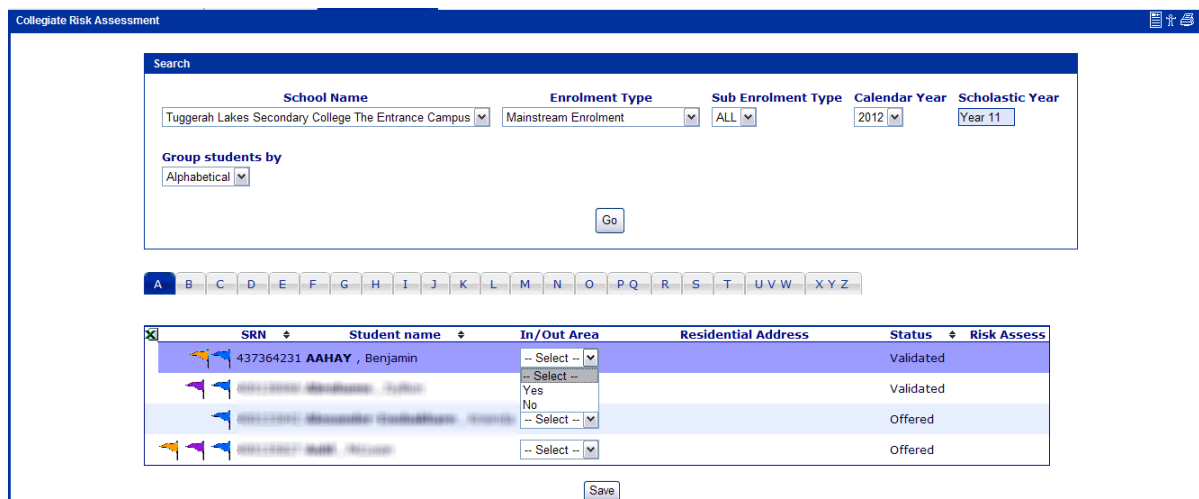
Once "Yes" is selected a dropdown list for the current Residential Addresses for Benjamin will be displayed. Select "34 Lucas Crescent" from the dropdown list.

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.

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.

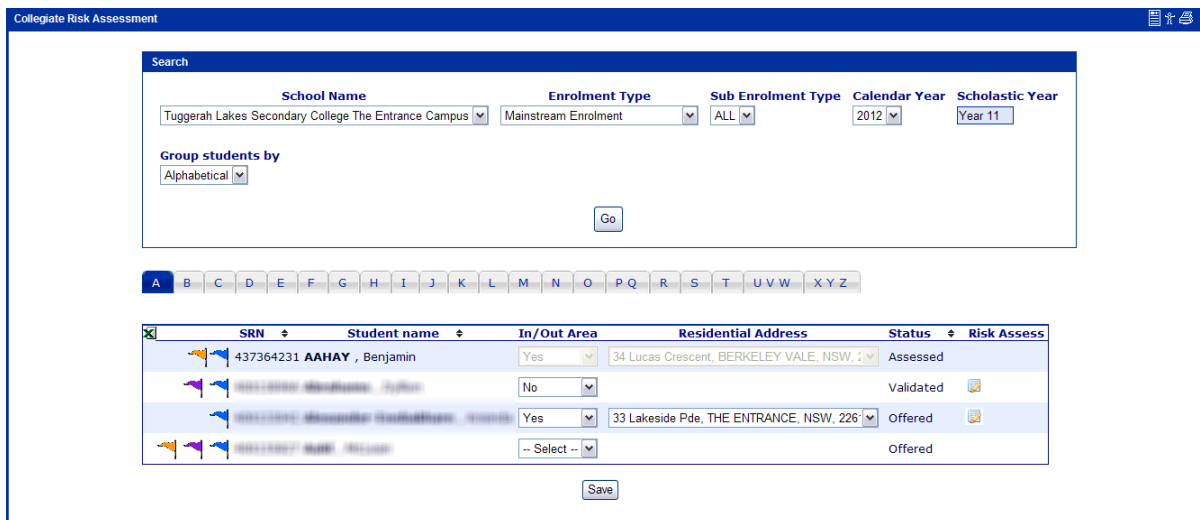Selecting the Risk Accessment icon 📝 for Benjamin AAHAY will display the following screen:-


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.

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