How to Register a new student to the NSW Government School

IMPORTANT NOTE: To prevent duplicating students in ERN, it is important to run a search for every child who presents for enrolment before commencing a new registration.

- New students who have sat NAPLAN tests and attended a Catholic, Independent or ACT Government school have an SRN. See registering a non-DoE student on page 2.
- Kindergarten students may have attended a NSW government preschool and already have an SRN

To register a new student that has not attended a NSW Department of Education (DoE) school in NSW at either primary or secondary level and cannot be found to have an existing SRN:

- Complete a registration search
- Select the registration option applicable based on the outcome of the search
- Complete registration input screens

To Complete a Registration Search

- Access the Registration Search Screen from the Registration Menu
- Enter the family name, given name, gender and date of birth
- click the GO button

Link to the appropriate registration pathway:

- Create New Student – if the student has never registered at a DoE school
- Manage Registration – if the student has registered previously at a DoE school, regardless of where and when
- Create Sibling – if a student has a sibling registered at a DoE school, locate the sibling record and create sibling
- Deep Search – have the search apply a wider range of search techniques against the students name
If no records match you can either refine the data (check names e.g. Bob may be Robert), and ensure the DOB is correct OR Create a New Student registration.

Non DoE Students: If the search return students where the only button available is the Register Non DoE Student, this means the student is from a non-government school and the Student has an SRN. You should then select the option to Register NON DoE Student.

How to Create a Registration for a new student

The first screen used in this process is the Registration Offering Details screen.
The student’s requirements will be matched to the school’s offerings at this screen.

- **Enrolment Type (Mandatory)** – the school must have this type of enrolment as one of its offerings to enable the registration to proceed
- **Scholastic Year (Mandatory)** associated with the offering nominated
- **Intended start date (Mandatory)**
- **Registration Status (Mandatory)** (see below)
- **Roll Class**
- **House Group**
- **Special Religious Education (SRE)/ Special Education in Ethics (SEE)**
- **Out of Home Care**

**Registration status** – the registration status selected will depend on the schools offerings and availability of places. Options are:

- **Applied to Enrol (Incomplete)** – when a complete Application to Enrol form is to be entered. This status will change to Enrolled (Risk Assessed) when all data is entered and the application is accepted by the Principal
- **Registered (Interested)** – this is a quick registration where minimal data is entered
- **Registered (Offered)** – when a place is offered and the student has yet to accept
- **Registered (Standby)** – registered but on standby

The **Roll Class, House and SRE/SEE** can be allocated at registration time if these groups have been setup in Place Management. These fields can be left showing **Not Specified** if required.

**Out of Home Care**: Indicator if the child is in Out of Home Care: See the Userguide on Out of Home Care.

Click the **Register This Student At My School** button to proceed. If you decide not to proceed, click **CANCEL**.
Quick Reference Guide
Updated: 4-September-2015

Student Personal Details

Data required to be entered on this screen is:

- Family name
- First Given name
- Second Given Name
- Preferred First name
- Gender
- Date of Birth

There are four options available when data has been entered:

**Cancel** – does not save the data entered and returns to the search screen

**Save** – Saves the data and remains on this screen (useful if only half way through and need to check data)

**Save & Exit** – Saves the data and returns to the search screen (this will allow you to register the student and locate the record at a later time to continue)

**Next: Student Additional Personal Details** - Saves the data and moves to the **Student Additional Personal Details** screen.

Student Additional Personal Details

This information is collected from the Enrolment form on page 2.

Data entry requirements for **Student Additional Personal Details** are:

- Aboriginality
- Languages other than English spoken at home
- Main language other than English spoken at home
- Other languages spoken at home
- Religion (only for participation in SRE)
- Students Mobile
How to register a new student to the NSW Government School System
Student Additional Details

This information is collected from the Enrolment form on page 3.

- Country of Birth
- Residency Details
- First Australian enrolment date (other than this enrolment)

To add the student's residency select the passport icon

If the student's residency status is Australian Citizen, select create to create an Australian Citizenship record in the system.

If the applicant is not an Australian Citizen, select an option from the drop down list and select create.

Depending on what Residency Status is selected different information is required.
AUCC1 – C1 Australian Citizen Born overseas.

Requires the date when the person arrived in Australia.

AUCC2 – C2 – Australian Citizen returning from 2 or more years overseas.

Requires the date when the person returned to Australia.

NZC – NZ Citizen – Holder of NZ passport

Passport Country of Issue, current Visa Class and Sub Class are pre-filled and cannot be changed.

Requires:
- Date of Arrival in Australia
- Passport or Travel Doc No
- Visa Expiry Date.

NFI – Norfolk Islander – Norfolk Islander resident stamp in Australian or New Zealand Passport

Passport Country of Issue, current Visa Class and Sub Class are pre-filled and cannot be changed.

Requires:
- Date of Arrival in Australia
- Passport or Travel Doc No
- Visa Expiry Date.
Quick Reference Guide

PER – Permanent Resident – determined by reference to the schedule of Visa Sub-Classes.

The following information is required for a Permanent Resident.

- Date of Arrival in Australia
- Passport or Travel Documentation No.
- Country of Issue of Passport
- Current Visa Class
- Current Visa Sub-Class

TMP – Temporary Visa Holder - determined by reference to the schedule of Visa Sub-Classes.

The following information is required for a temporary visa holder.

- Date of Arrival in Australia
- Passport or Travel Documentation No.
- Country of Issue of Passport
- Current Visa Class
- Current Visa Sub-Class
- Visa Expiry Date
- Authority to Enrol Code*
- Authority to Enrol Start Date*
- Authority to Enrol End Date*

*Not required for preschool children
RES – Residency Determination – visa status not yet determined by the Department of Immigration and Border Protection

Current Visa Class and Sub Class are pre-filled and cannot be changed.

The following information is required for a Student in Residency Determination.

- Authority to Enrol Code*
- Authority to Enrol Start Date*
- Authority to Enrol End Date*

*Not required for preschool children

Student Additional Details – Previous Schools

This information is collected from the Enrolment form on page 3.

Previous Schooling for Enrolments other than Kindergarten
- Type of school
- Name of School Last Attended
- Location of School
- Date of Attendance (for example: from May 2004 to June 2007)
- First Australian enrolment date (other than this enrolment)
Student Additional Details – Non-Parental Care prior to Kindergarten or preschool

This section of the form is only visible for Kindergarten Students and preschool children.

Click on the icon to access the non-parental care prior to kindergarten section.

This information is found on Page 3 of the Enrolment form.

Information that can be entered is

- Preschool - Part-time/Full-Time Postcode School Name by lookup
- Long Day Care (with preschool Program) Part-time/Full-Time Postcode School Name - Free Text
- Long Day Care (No Preschool program) Part-time/Full-Time Postcode School Name – Free Text
- Family Day Care Part-time/Full-Time
- Grandparent Part-time/Full-Time
- Other Care Part-time/Full-Time

Next: Parent / Carer 1 – Saves the data and moves to the Parent / Carer 1 screen.
Parent/Carer Details

There are two Parent / Carer details screens. The Parent / Carer 2 screen is the same as Parent / Carer1 screen. If there is no second parent / carer, just bypass the screen using Next.

There is another screen “Other Parent” after the Contact Details page, if another parent is nominated on the Enrolment form.

Data entry requirements for Parent/Carer Details:

Parent/ Carer Details

- Title
- Gender
- Relationship to Student
- Family Name
- Given Name
- Country of Birth
- Aboriginality
- Occupation Group
- Occupation

Parental background and demographics (all fields have drop down lists to select responses)

- School Education
- Educational Qualification
- Languages Other than English Spoken at Home (If this parent/carer speaks a language other than English at home (if Yes is selected, the following fields will open for data)
  - Main language other than English spoken at home
  - Other language spoken at home
  - Interpreter required

Relationship Details (some of the data here is not included on the application form and all fields have drop down lists to select responses)

- Enrolment Owner (System set main family as 'Yes', other parent as 'No')
- Receive Academic Reports
- Receive invoice
- Shared parental responsibility
Note 1: Ensure you have allocated the correct relationship to family indicator. The field is set to MUM by default, but in many instances, the father’s data is entered first.

Note 2: ERN will set the Enrolment Owner; it is always ‘Yes’ to the main family and ‘No’ to the other parent. Non Enrolment owners can not request changes to any student information. In report, set enrolment owner indicator to report on the appropriate parent.

Contact details for parents/carers
Data entry requirements for **Family Contacts** are:

**Family address**

- Family Correspondence name
- Residential address
- Correspondence (If applicable)
- In Area

**Family Contact**

- Contact name
- Three Phone numbers, Type and Comment
- Email Address and comment
NOTE 1: By clicking the address icon, a pop-up will appear that enables you to add a new residential address.

NOTE 2: ERN will intuitively search for the address you enter.

NOTE 3: Go to Student Enquiry to add more family contacts.
Other Parent/Carer

This screen captures the data for another parent/carer. It allows a search to be done and will download the details if the person exists in the system.

Data entry requirements for Other Parent / Carer Details is:

Parent / Carer Details

- Title
- Gender
- Relationship to Student
- Family Name
- Given Name
- Aboriginality
- Occupation Group
- Occupation

Other Parent/Carer background and demographics (all fields have drop down lists to select responses)

- School Education
- Educational Qualification

Contact Details for the Other Parent/Carer can be provided.

- 3 x Phone numbers, Type of phone number and comment
- Email Address
- Residential address
- Correspondence address (If applicable)
- Is the student sometimes reside at this address?

Relationship Details (some of the data here is not included on the application form and all fields have drop down lists to select responses)

- Enrolment Owner
- Receive Academic Reports
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<table>
<thead>
<tr>
<th>Contract Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone number</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Comments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Residential Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Relationship Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online access to email</td>
</tr>
<tr>
<td>Unknown/Not Provided</td>
</tr>
<tr>
<td>Family tax and court orders</td>
</tr>
</tbody>
</table>

How to go:
- Click here to go to Emergency Contacts and this page will be closed.
- Add an Address
- Brand Responsibility
- Click here to go to Family Contacts and this page will be closed.
- Click here to go to another page
- Click here to go to Emergency Contacts and this page will be closed.

Application to enrol in a NSW Government school

Other Parent/Carer contact details for parent/carer not living with this student

Search Parent

<table>
<thead>
<tr>
<th>Family name*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unknown/Not Provided</td>
</tr>
</tbody>
</table>

Other Parent/Carer

<table>
<thead>
<tr>
<th>First name</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX</td>
</tr>
</tbody>
</table>

School Education and Educational Qualification

<table>
<thead>
<tr>
<th>School Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - Unknown/Not Provided</td>
</tr>
</tbody>
</table>

Note: If you have selected a parent and it is not the correct parent, do not simply overwrite their name; instead, cancel and re-enter.
Note 1: To Enter more contact numbers please go to Student Enquiry

Note 2: ERN will set the Enrolment Owner, it is always 'Yes' to the main family and 'No' to the other parent/Carer. Non Enrolment owners should not request to change any student information.

Note 3: Select the 📀 to add an address.
Emergency Contacts

Data entry requirements for **Emergency Contacts** are:

- Contact name, Family Name and First Name
- Relationship to student
- 3 x Phone numbers, Type of Number and Comment
Student Details – additional Information

This information is collected from the Enrolment form on page 9.

This screen is used to record responses by the Parent / Carer to a number of questions about special needs. In each instance, select the information from the left panel and move it to the right panel or change the indicator to YES or NO and enter the details provided as shown on the Application to Enrol.
Student Medical and Health Conditions

This information is collected from the Enrolment form on page 9 and 11.

Please refer to the ERN Student Health User Guide for more explanation.

Data entry requirements for **Student Medical Details** are:

- Student’s Medicare number
- Medicare Valid to Date
- Doctor’s name / medical centre
- Doctor’s address
- Doctor’s phone number
- Student Health Conditions
- Student Prescribed medications

Doctor Information

Selecting the **doctor** will allow the addition of doctor information.
Student Health Conditions and Prescribed Medications

Selecting the **will allow the addition of student health conditions and any prescribed medications.**
Student's History relevant to risk assessment

This information is collected from the Enrolment form on pages 12. This screen is used to record responses by the Parent / Carer to a number of questions related to students history relevant to risk assessment. In each instance, change the indicator to **YES** or **NO** and complete the details as shown on the Application to enrol.
Office Use

Applications to enrol in a NSW Government School

Student & Year 1 - 10 (Health, Science & Technology)

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 the status to become pre-enrolments in OASIS and eventually Enrolments in ERI and OASIS.

Declaration of accuracy

Signature of Applicant

Date

Signature of Second Applicant

Date

Office Use Only

Record of evidence - Student Identity

Evidence Type

BOOO - OASIS Data Conversion

Verify Status

TBDD - Trusted

Data Signed

6/10/2000

Student Groups

Scripture Group

Record of Evidence - Residential Address

Evidence Type

BOOO - OASIS Data Conversion

Verify Status

TBDD - Trusted

Data Signed

6/10/2000

Non Permanent Resident Details

Passport or Travel or Travel Documentation No:

Country of Issue

XXLX - Unknown/Not Provided

Authority to Sign:

Record of Evidence - Immunisation Certificate

Evidence Type

BIIXX - Unknown/Not Provided

Verify Status

XXLI - Unknown/Not Provided

Data Signed

6/29/2000

Record of Evidence - Student Citizenship

Evidence Type

COOO - OASIS Data Conversion

Verify Status

TBDD - Trusted

Data Signed

6/10/2000

Enrolment Notes

Principal’s checklist and certification

Special Circumstances and Student History assessed

No

Risk Assessment required

No

Risk Assessment conducted

No

Risk Management Plan and Resources in place

No

Principal Signed

Accept

Principal Declaration Date

7/10/1999

Save

Save & Exit

How to register a new student to the NSW Government School System
The Declaration of Accuracy, Record of Evidence, Principal Check List and Principal’s certification in the Office Use page is now found on Page 13/14 in ERN of the Full Registration Form.

This screen records
· If the applicant/s have signed the Application to Enrol form and the date they signed.
· Details of evidence provided by the registering student
· Principals risk assessment outcomes

The student’s application for registration cannot be finalised until the applicant has signed the form. In addition, all evidence requirements can be noted and details recorded. Without this record, the application will not be registered.

The screen contains these data fields:

**Applicant’s Declaration Section (Mandatory)**
- Indicate whether signature of applicant and second applicant was provided
- Date of signing
- Permission to Publish
- Online Services

**Office Details Section**

The record of evidence relates to a number of different areas including; Student Identity, Residential Address if the student is “In Area”, Non-Permanent Resident if applicable, Immunisation and Student Citizenship.

Parent/Carers are requested to bring the original documents with them at the time of applying to enrol. These are referred to in the Checklist for Parent/Carers on page 15 of the enrolment form.

For examples of suitable identity documents please refer to [Legal Issues Bulletin 43](#).
Quick Reference Guide

How to register a new student to the NSW Government School System

Record of Evidence - Student Identity (Mandatory)
- Evidence type presented
- Verify status
- Date sighted

Record of Evidence - Residential Address (Mandatory)
- Evidence type presented
- Verify status
- Date sighted

Non Permanent Resident Details (this is only activated if previous input indicates non citizen details)
- Passport or Travel documentation No.
- Country of Issue
- Authority to Enrol

Record of Evidence - Immunisation Certificate/History Statement
- Evidence type presented
- Verify status
- Date sighted

Preschool enrolments
Record of Evidence – Immunisation (mandatory)

Preschool children are required to have one of the following:

<table>
<thead>
<tr>
<th>ACIR documentation for preschool children</th>
<th>How to record in ERN</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. immunisation history statement (fully vaccinated)</td>
<td>Up to date</td>
</tr>
<tr>
<td>b. immunisation history statement AND an immunisation exemption medical contraindication form</td>
<td>Not up to date</td>
</tr>
<tr>
<td>c. immunisation history form (catch up)</td>
<td>Not up to date</td>
</tr>
<tr>
<td>d. medical contraindication form</td>
<td>Not up to date</td>
</tr>
<tr>
<td>e. immunisation exemption conscientious objection form</td>
<td>Not up to date</td>
</tr>
</tbody>
</table>

Record of Evidence – Student Citizenship (Australian citizens must have documentation) (Mandatory)
- Evidence type presented
- Verify status
- Date sighted
The Principal’s Checklist

When processing the information for the Application to Enrol (ATE), the “Office Use page (Page13/14 in ERN)” requires the Principal’s Checklist to be completed. This can only be done if the Principal has completed and signed the certification section of page 14 of Application to enrol.

The principal will need to complete the Principal’s Checklist on page 14 of the Application to enrol. All that is needed to be entered is Yes/No or Not required from the drop down list. Enter the data exactly as the principal has indicated.
1. **Enrolment interview Conducted?**

This is an independent question and requires a response of **Yes** or **No**

2. **Special circumstances, additional support needs and Student history assessed?**

This question requires a **Yes** or **Not required** response.

If you answer **Yes** to this question it drives the need for responses for the Risk assessment required and Personalised learning and support questions.

If you answer **Not required** for this question:-
- The Risk Assessment responses are automatically set to **No** in both cases.
- The personalised learning and support question is set to **No** and all subsequent question are either set to **No** or **Not required** as appropriate.

3. **Risk assessment required?**

A response to this question is only required if you have indicated there are special circumstances in question 2 previously.

Valid responses are **Yes** or **No**

**Risk assessment conducted?**

- If you have indicated that a risk assessment is required then you must indicate **Yes** to it being conducted.

- If you have indicated that a risk assessment is not required then the answer to risk assessment conducted is automatically set to **No**.

4. **Is personalised learning and support required for this student?**

A response to this question is only required if you indicated **Yes** to the special circumstances in question 2 above.

If you indicate **Yes** to personalised learning and support then you must consult with parent/carers.

The valid responses are **Yes** or **No**

**Note:** If you indicate **Yes** to question 4 you must indicate **Yes** to the consultation with parents question.
Also you must indicate at least one of the following options as Yes.

Planning to Personalise learning and support completed? Options - Yes or Not Required

Behaviour Management Plan (violence) developed? Options - Yes or Not Required

See below…

Behaviour Management Plan (other) developed? Options - Yes or Not Required

Individual Health Care Plan developed? Options - Yes or Not Required

Emergency Health Care Plan developed? Options - Yes or Not Required

**Behaviour Management Plan (violence) developed?**” If YES is indicated, then a confirmation window will display.

Enter the OK or Cancel to continue.

**NOTE 1:** By clicking the OK button, system will raise a ‘Red’ flag against the student

**NOTE 2:** School could only down grade a ‘Red’ flag to a ‘Grey’ flag. To remove a mistake flag, please contact IT Service Desk on 1300 338 483

**NOTE 3:** This field is ONLY used for violent behaviour.

5. **Communication of documented provision/s and plan/s to relevant staff?**

This field requires a response if you have indicated Yes to the question “Is personalised learning and support required for this student?”  
Options - Yes or Not Required
The Principal’s Certification

The principal will have indicated ACCEPT or DECLINE on the certification. Enter this data from the drop down list. If ‘Decline’ is entered, the student’s status will show as Withdrawn (By School).

Principal’s signature

The detail is recorded in these fields:
- Principal Signed (ACCEPT or REJECT)
- Principals Declaration Date

NOTE 1: The ‘Actual Start Date’ fields are only show once the ‘Enrol Now’ has changed to ‘Yes’

NOTE 2: The ‘Actual Start Date’ is only used when the student has already started at the school or is starting today

NOTE 3: The ‘Actual Start Date’ must be on or before today’s date

NOTE 4: If the student commence in the future, leave the ‘Enrol Now’ field as NO.

NOTE 5: If both the ‘Enrol Now’ and ‘Actual Start Date’ is filled in, the student status will change to Enrolled (In Attendance)

Note 1: 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 Enrolments in ERN.

Save or Save and Exit.

Completing the Principal’s Declaration s not automatically move the student to Enrolled (Risk Assessed). If there is any other data missing, error messages will display at the top.
of the screen. An example follows. These will have to be fixed and the Principal’s Declaration completed again.

- Principal cannot declare unless Applicant has declared
- Enrolment Interview Conducted. Principal cannot declare unless the Enrolment Interview Conducted has a valid value
- Student History Assessed. Principal cannot declare unless the Student History Assessed has a valid value
- Communication of documented provision/s and plan/s.. Principal cannot declare unless the Communication of documented provision/s and plan/s. has a valid value

When all input has been done, the student will have a status allocated depending on the stage reached. These are described fully in the “QRG - Registration Statuses”