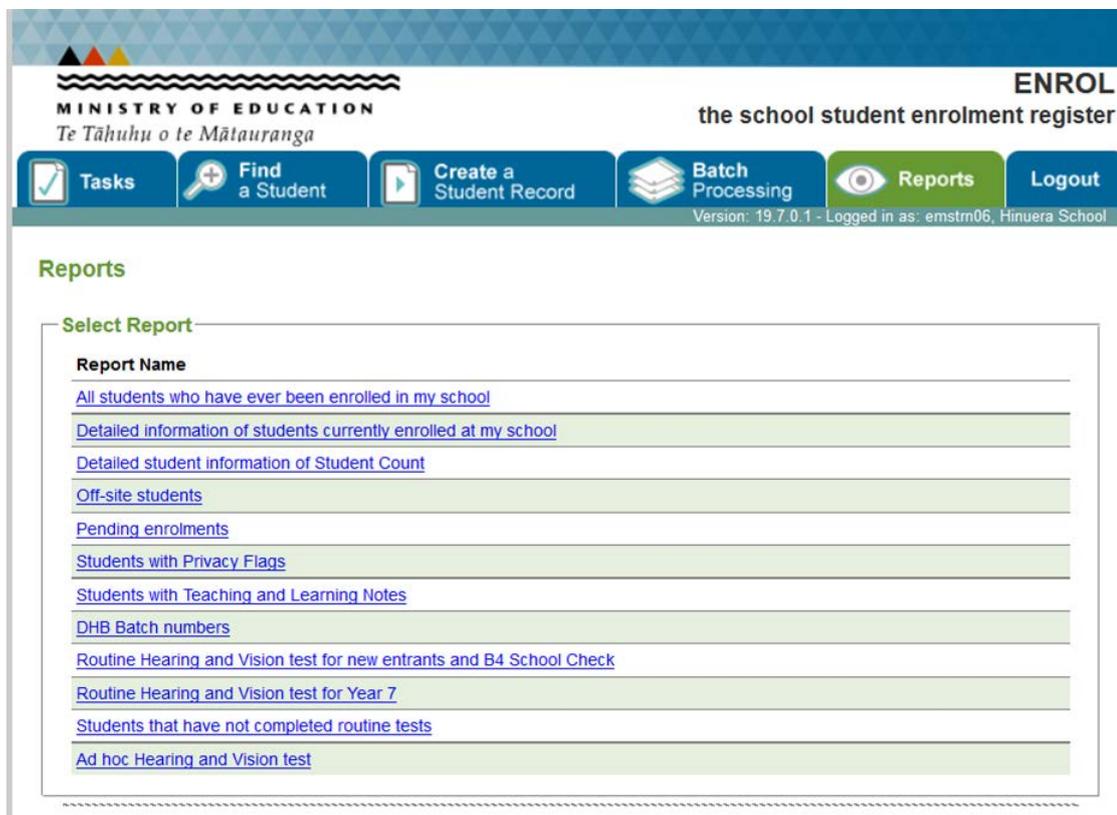


# A Principal's Guide to ENROL: the school student enrolment register



The screenshot displays the ENROL system interface. At the top, the Ministry of Education logo and name are on the left, and the ENROL title and version information are on the right. A navigation bar contains buttons for Tasks, Find a Student, Create a Student Record, Batch Processing, Reports, and Logout. The Reports section is expanded, showing a list of report names with underlined links.

**ENROL**  
the school student enrolment register

Version: 19.7.0.1 - Logged in as: emstrm06, Hinuera School

### Reports

**Select Report**

Report Name
<a href="#">All students who have ever been enrolled in my school</a>
<a href="#">Detailed information of students currently enrolled at my school</a>
<a href="#">Detailed student information of Student Count</a>
<a href="#">Off-site students</a>
<a href="#">Pending enrolments</a>
<a href="#">Students with Privacy Flags</a>
<a href="#">Students with Teaching and Learning Notes</a>
<a href="#">DHB Batch numbers</a>
<a href="#">Routine Hearing and Vision test for new entrants and B4 School Check</a>
<a href="#">Routine Hearing and Vision test for Year 7</a>
<a href="#">Students that have not completed routine tests</a>
<a href="#">Ad hoc Hearing and Vision test</a>

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## 1.0 Introduction

This booklet supports the use of ENROL: the school student enrolment register. The Ministry of Education introduced ENROL to improve enrolment management processes, reduce compliance costs for schools, and improve the accuracy and speed of identifying non-enrolled students.

The information in this booklet will be of interest to principals, deputy principals and senior administration staff who are responsible for enrolment processes in your school. It will provide you with an overview of requirements to effectively maintain ENROL and highlights management information you may find of interest.

The following sections outline important information about ENROL and what you need to know about its use in your school.

### 1.1 What is ENROL?

ENROL is a central electronic register that authorised users in all schools update via the web as students enrol, change schools or leave the school system. Authorised users have access to ENROL through the e-Admin area of the Educational Leaders website. [www.educationaleaders.govt.nz](http://www.educationaleaders.govt.nz) A sample of an enrolment record for a student enrolled in your school is in Appendix 1.

ENROL was created for the recording and transfer of student enrolment records as required under section 77A of the Education Act 1989. The Secretary for Education has gazetted rules under section 77A (3) of the Education Act. The [Enrolment Rules](#) are documented in Education Circular 2007/12.

The ENROL application and the data within it is owned and managed by the Ministry of Education.

Keep up to date with changes to ENROL by visiting the [What's New in ENROL](#) page on the Ministry website.

### 1.2 Managing authorised users in your school

#### Why is authorisation required?

As ENROL holds personal information of students and their families, principals are required to authorise all users of ENROL in their school. This means signing off a User Authorisation form for each staff member who will use ENROL. Only staff who are directly involved in updating enrolment data require access to ENROL. All authorised users must have a separate, individual user account and password to access ENROL.

Authorised users will be given a user account and password only after completing their ENROL training. While ENROL is a very simple application, it is used by all schools and it is very important that users are trained to use it consistently and are aware of the impact of their actions when updating ENROL.

## **What do you do if staff who maintain ENROL records in your school leave?**

It is crucial that you advise the e-admin Contact Centre promptly if staff are no longer employed by your school or do not require access anymore. Your prompt action will maintain the security of your school's data and removes the risk of unauthorised use of ENROL. Call the e-admin Contact Centre on 04 463 8383.

## **Can principals and other management staff not directly involved with the enrolment process access ENROL?**

Yes, the Training Services team offer a session for principals and deputy principals which is an overview of ENROL, how to find a student and how to create reports. There is also a discussion on the aspects of ENROL, which you as a principal are responsible for, such as overseeing the setting of privacy flags and teaching and learning notes and the submission of stand-down and suspension forms.

## **How do you initiate access to ENROL for new users?**

When recruiting staff for roles that will require access to ENROL, please complete the User Authorisation form as soon as possible and send it to the e-admin Contact Centre. This will ensure user accounts are established and training scheduled for new users promptly. Click here for the [User Authorisation form](#).

### **1.3 Access to information in ENROL**

Student information is only visible to authorised users once the enrolment process has been completed for that child and ENROL has recorded an enrolment date at your school. Staff can only update the information for students who are currently enrolled in your school.

If parents or students request a copy of their information held in ENROL, staff can print out a student details report, similar to the example in Appendix 1.

Only authorised users in the Ministry who are responsible for student support functions will be able to also view and update a student's enrolment record. An example of when an authorised user at the Ministry would access ENROL is to approve a child to be home schooled.

District Health Board vision and hearing technicians have restricted access to ENROL to allow them to update vision and hearing test results for your students.

Now that accredited student management systems can use [Student Record Transfer \(SRT\)](#) to retrieve ENROL records, you have a responsibility to raise an ENROL *Privacy Flag* for students with legal or privacy considerations (e.g. sensitive custody information.) Flagging the student protects them by preventing their record from being transferred via SRT.

## 1.4 Quality and accuracy of information in ENROL

The quality of the information held in ENROL depends on accurate recording of information, which will minimise the number of duplicate records and preserve the integrity of data that has been collected. Updating student records regularly will also serve to ensure that your schools records are current.

Schools are dependent on one another in ensuring that information in ENROL is kept current when either creating new student records or maintaining existing records.

To minimise the risk of duplicate records, the search function in ENROL checks for similar spellings of names and likely typing errors when presenting search results of possible students. If the student has attended a school in NZ before coming to your school, they will already exist in ENROL. Every school student in ENROL has a unique National Student Number which helps to identify them.

Therefore, you should not create a student record again, but simply, find and enrol this student.

A timeframe of five school days has been set and outlined in the Education Circular to ensure that ENROL is kept up to date with enrolments, withdrawals and that the tasks generated by ENROL are responded to (Tasks are discussed in section 3).

The five day timeframe for schools to update information ensures that the data in ENROL accurately reflects the status of a student, particularly important for students who are transient or at risk of becoming non-enrolled.

## 1.5 Monitoring the use of ENROL

The Ministry are using a variety of reports to ensure ENROL is maintained according to the requirements outlined in the Education Circular, ensuring the system as well as the data within it is accurate. There are two key purposes for this monitoring.

The first is to quickly identify any issues a school or schools may be experiencing using ENROL and work with the school(s) to resolve them. Secondly, a central electronic database such as ENROL can cause concerns about inappropriate use of information. The Ministry monitors searches of ENROL that do not result in an enrolment and follows up as necessary.

## 2.0 Enrolment processes in ENROL

The following sections outline a number of requirements when performing enrolment processes through ENROL.

### 2.1 Recording identity and eligibility verification information

ENROL requires you to record the eligibility criteria you have used to determine whether a student is a domestic or an international student (see Education Circular 2007/12).

Schools will need to record the type and serial number of the document sighted to verify the identity of students. Schools will need to retain a copy of the verification document sighted for all students who are not New Zealand citizens, New Zealand residents or Australian citizens.

When you create a new record in ENROL all the mandatory fields must be completed in order for you to save the record. Remember, if this student has attended school in NZ before coming to you, their student record will already exist in ENROL. In this instance you will not create a new record, but simply find and enrol the student.

Enrol requires schools to provide information about participation in early childhood education when enrolling a new entrant. Seek information from parents about their child's ECE participation as part of your enrolment processes.

### 2.2 Teaching and Learning Notes

Teaching and Learning Notes are a valuable tool for highlighting to the next school if there are significant issues that will affect the academic and pastoral care of a student.

Teaching and Learning Notes are used to highlight areas that relate to a student's academic performance, attendance, behaviour, personal information, custodial information or health issues.

This feature lets schools share information on issues that may affect a student's transition to a new school and lets schools obtain such information as soon as the student is enrolled in their school. Teaching and Learning Notes are only visible once the student has been enrolled in your school.

A description of each Note is included in Appendix 2.

If your school is not already using Teaching and Learning Notes, you should consider if and how to incorporate them into your enrolment and withdrawal processes.

Examples of actions and responsibilities that need to be assigned in keeping Teaching and Learning Notes up to date are:

- Who will maintain the Teaching and Learning Notes? This could be maintained by the form teacher, Dean, counsellor, principal or deputy principal. Up-to-date Teaching and Learning Notes need to be provided to the staff member who will then withdraw the student in ENROL when that student moves to another school.
- Who will follow up with the previous school when a Note appears for a student who has enrolled in your school? ENROL provides the means of notifying your school when a Note has been assigned to students enrolled in your school.
- Who will respond to calls from other school principals when you have ticked a Teaching and Learning Note for a student you withdrew from your school?
- Are there forms that you complete when a student leaves that should be updated to include the Teaching and Learning Notes?

### **2.3 Batch enrolment and withdrawal process**

The batch enrolment and batch withdrawal processes assist your staff at two busy times of the year. At the beginning of the year they select groups of students from contributing schools and update all student records with standard information, e.g. first day of attendance and entry year level (when enrolling students ); or leaving date and leaving year level (when withdrawing students).

The most effective way of using the batch enrolment process is to group your students by the contributing school. Use the 'current year level' field to identify which students to include in batch enrolment and withdrawal processes. The current year level is automatically incremented each year for all enrolled students.

There may be some students who are not promoted to the next year of learning or may be put forward a year. These students should be enrolled or withdrawn individually.

### **2.4 Enrolling and withdrawing students who transfer during the year**

As mentioned earlier in this section, you will need to check the eligibility fields when new students enrol in your school during the year. You will also need to update the address information at enrolment and when a student leaves. It is not required in ENROL to update residential address changes which occur while the student remains at your school.

You may need to record an Alias when a student leaves, if the student has started using the alias during the year while at your school. This will help the next school retrieve the record if the student enrolls under the alias instead of their legal name.

It is recommended that you give a printed copy of a student's ENROL record to them, when they leave. This document shows the student's National Student Number, along with all other identity information, which can be passed to the next school, to assist them to quickly find the student's ENROL record when processing their enrolment.

### **3.0 Tasks and emails generated by ENROL**

A student can only be enrolled in one school at a time in ENROL. The application monitors this requirement and the 20 school day period between a student leaving one school and enrolling in another. There are two key tasks (see 3.1 & 3.2 below) that relate to these areas.

Your school is notified by an email from ENROL of tasks to be actioned. Please note that ENROL records only one email address per school, to email when there are tasks to be completed by the school. We recommend that you use the feature in your email software to copy emails to another authorised user in case of absences.

The number of emails you receive from ENROL will depend on the level of enrolment activity in your school. Some emails will request the completion of tasks while others will be for information only. You will need to retain some emails for your school records, such as those relating to the submission of stand-down and suspension forms.

#### **3.1 Request to withdraw “student”**

This email notification indicates that a student currently enrolled in your school is now enrolling at another school, but the student has not been withdrawn by you, in ENROL. This may have occurred because you were not advised of the student's intention to leave, or ENROL has not been updated.

Your staff will need to confirm that the student has left, and update ENROL with the date of the last day of attendance, the last physical address you have for the student, and any Teaching and Learning Notes that may assist the next school in ensuring a smooth transition for the student.

ENROL will automatically enter the enrolment date for the next school, and advise that school that enrolment has been completed.

If your staff confirm that the student is actually still attending your school, a discussion will be required with the principal from the school attempting to ENROL the student. It is likely in that situation that they have selected the wrong student.

#### **3.2 Request to complete a non-enrolment notification for “student”**

This notification has been generated because the student has not enrolled in another school within the 20 school day period since leaving your school (or has left your school to go overseas.) This task provides a partially completed non-enrolment notification form and should be completed as soon as possible but no later than five school days so the tracking process begins promptly.

The non-enrolment notification process in ENROL enables the completed non-enrolment notification form to be sent by email. Staff will still need to update the non-enrolment notification form with additional information such as residential address of the student, details of caregivers and/or emergency contacts as well as provide any other information that could assist in locating the student. Your school will also be notified by email if the student subsequently enrolls in another school.

### **3.3 Request to update verification document**

When a verification document of a student currently enrolled at your school is due to expire, you will receive an email from ENROL, 21 calendar days and again 8 calendar days before expiry. You will be asked to complete a task to update the student's Verification Document Type, Serial Number and Eligibility within five school days.

### **3.4 Notification that “student” is entitled to special needs support**

Ministry staff will set special education flags in ENROL if a student becomes entitled to special needs support. When you enrol a student with special education needs, or a special education flag is newly set for a student already enrolled at your school, an ENROL email will be sent listing the special flags that have been set and informing you of any supporting programmes for that student.

## **4.0 Management information available in ENROL**

There are a number of reports that authorised users in your school can produce for your management staff. The reports are produced in a comma separated values (.csv) format, which enables your staff to sort the data, print the report or save it using Microsoft Excel or a similar application.

The available reports are described below:

- “All students who have ever been enrolled at my school” – that superseded the Register of Admissions & Withdrawals E19/2C.
- “Detailed information of students currently enrolled at my school” – lists all the students currently enrolled in your school. This report also includes details of any special education flags.
- “Students with Privacy Flags” – enables you to do a quick check on students who may have a privacy flag activated, particularly for batch enrolments, and to take the necessary steps to confirm the flag and advise appropriate staff.
- “Students with Teaching and Learning Notes” – enables you to quickly see which students have Notes assigned following a batch enrolment process, and to follow up with the previous school or pass the information to the appropriate person for action, e.g. Deputy Principal, relevant Dean.

➤ Roll return reports:

- “Detailed student information of Student Count” – lists all students currently enrolled at your school, including Student Details that affect funding, for example: Age, Current Year Level, and Eligibility Status.
- “Off-site students” – lists students that are currently attending an Off-site unit.
- “Pending enrolments” – assists you to quickly see the students who are currently enrolled at another school, pending enrolment at your school; and students enrolled at your school, pending enrolment at another school.

➤ Hearing and vision test reports:

- “DHB Batch numbers” – provides a list of all batches created for your school, including the date the report was made and test type for each batch.
- “Routine Hearing and Vision test for new entrants and B4 School Check” – provides a columnar list of results, student by student, for the Routine New Entrant and B4 School Check Tests.
- “Routine Hearing and Vision test for Year 7” – provides a columnar list of results, student by student, for the Routine Year 7 Vision Test.
- “Students that have not completed routine tests” – provides a list of students who need to be tested for either the Routine New Entrant or Routine Year 7 tests.
- “Ad Hoc Hearing and Vision test” – allows you to select on an ad hoc basis, those students who will be tested.

The Ministry suggests that the Privacy Flag and Teaching and Learning Note reports are run following each batch enrolment process.

## 5.0 Impact of ENROL on other school processes

This section briefly outlines how ENROL and other school processes interact.

### 5.1 Attendance monitoring

Maintaining the attendance registers is not part of the functionality in ENROL. Schools should continue to use the attendance system/process they currently use. The only ENROL interaction is when a student has been absent for 20 schools days and you have not been advised that the absence is only temporary. At this point the student should be withdrawn in ENROL by entering the last day of attendance and a non-enrolment notification should be initiated immediately to begin finding the student.

Should a student have a particularly poor attendance record whilst at your school, then please tick their “Attendance” Teaching and Learning Note when withdrawing the student. This will alert the next school to contact you if they wish to receive further clarity on the student’s attendance.

### 5.2 Pre-enrolments

This process is external to ENROL and schools will continue their current pre-enrolment practice. Authorised users will need to be advised when the student is confirmed as attending your school, allowing ENROL to be updated accordingly at that time.

In the first week of Term 1, when a larger number of pre-enrolments come together, this process may take the form of a pre-enrolment checklist, where students are marked off as they arrive.

### 5.3 Integration of student management systems with ENROL

Many student management systems are integrated with ENROL. With integrated services, an enrolment or a withdrawal in your SMS will automatically activate the enrolment or withdrawal in ENROL, so administrators no longer have to process a student in both systems. Contact your SMS vendor to request information and training about how this works or you can continue to do processes separately.

### 5.4 Submission of stand-down and suspension forms

ENROL has integrated stand-down and suspension processes to meet current Ministry [SDS guidelines](#). All schools must complete [stand-down and suspension forms](#) and submit them via ENROL. An email confirmation is sent to your school to confirm each submission. You are required to keep your email confirmations, electronically or printed out, for your own records.

## 6.0 Support for ENROL

If you have questions about the enrolment process that you would like to discuss or seek assistance with, please contact your regional office. Regional office staff will be able to assist you in these matters.

If your staff experience technical problems with ENROL including password issues, please get in touch with the e-admin Contact Centre. Assistance will be provided directly or your call logged and forwarded to the appropriate unit to resolve.

**Phone:** 04 463 8383

**Fax:** 04 463 8374

**Email:** [e.admin@minedu.govt.nz](mailto:e.admin@minedu.govt.nz)

**Standard Hours of Support:** Monday to Friday (excluding Statutory Holidays)  
8:00am to 5:00pm

### After hours Support

Outside the standard hours of support, all enquiries may be left on voicemail, faxed or emailed. You will need to supply the information below to allow the e-admin Contact Centre to manage your enquiry on the next working day.

### Information required from you when you call

To assist us in answering your enquiry or resolving your fault, you will be asked to supply the following information:

- Your name and phone number (including area code)
- Your Educational Leaders user ID
- School number and name (if applicable)
- The type of problem or fault you have, e.g. unable to access ENROL
- A brief description of the fault or query, including the urgency and its impact on your ability to complete any tasks

## 7.0 Appendix 1 – Student Details



**ENROL**  
 the school student enrolment register

Tasks
 Find a Student
 Create a Student Record
 Batch Processing
 Reports
 Logout

Version: 19.4 - Logged in as: emstrn18, Hinuera School

### Student Details

[Back to List](#)

[Change Details](#)
[Hearing & Vision](#)
[Withdraw Student](#)
[Edit Enrolment](#)
[Stand-down & Suspensions](#)

[Display Printer Friendly Version](#)

Keep Information Private
  Student is Archived

#### Student Name(s)

##### Legal Names:

**Surname:** Thorn                      **First Names:** Dan  Known as at this school  
(incl. middle names)

**Aliases:**

#### Student Details

**Date of Birth:** 4/11/2003                      **Gender:** Male  
**Age:** 8 yrs 7 mths                      **NSN:** 139264574  
**Current Year Level:** 3                      **Eligibility Status:** Domestic  
**Eligibility Criteria:** NZ Citizen (incl. Tokelau, Cook Is., Niue)  
**Verification Document:** NZ Birth Certificate                      **Serial Number:** 69874126  
**Ethnicity 1** New Zealand European                      **Citizenship 1** New Zealand

#### Physical Address

**Student's Physical Address \***  
**Number and Street:** 8 Coast Road  
**Suburb / RD:**  
**City / Town:** Hinuera  
**Post Code**

#### Schools Attended

Latest Teaching & Learning Notes: Health

School	School Number	Use ENROL	Enrolment Date	First Day	Last Day	Entry Year Level	Leaving Year Level	Leave Reason	Post-School Activity
Hinuera School	1741	Yes	2/02/2011	2/02/2011		3			
Matamata Primary School	1813	Yes	2/02/2010	2/02/2010	18/12/2010	2	2	Transferred to another school in NZ	

## **8.0 Appendix 2 – Teaching and Learning Notes**

### **8.1 Academic**

This Note may highlight a positive situation, e.g. that the student is a gifted student or has particular abilities in some areas that require special mention, such as working at different academic levels beyond their age.

The flag may also highlight a situation that needs special attention, e.g. learning disabilities, in receipt of Special Education Services (which is also flagged separately in ENROL), is generally at an academic level below what is expected for their age.

### **8.2 Attendance**

This Note should highlight a problem with the attendance of the student. Problems could include truancy (i.e. unjustified absences), frequent justified absences e.g. health or family reasons (e.g. looking after family, returning to home country for short periods).

### **8.3 Behavioural**

This Note should highlight situations where the behaviour or personality of the student has impacted on the management of the student, staff or school. It could include bullying of other students or staff, verbal or physical abuse of students or staff, use of school counselling services. Typically the behaviour may have resulted in suspensions, stand-downs or expulsion.

### **8.4 Custodial**

This Note should be used for students where the custodial situation is, or has the potential to be, problematic for a school or student. This could include custody arrangements between parents/caregivers which affect whom can collect or access information about the student. Situations where CYF has co-guardian status for the student could also be flagged here.

### **8.5 Health**

This Note should be used to highlight serious health issues which impact on the student's safety or learning abilities. These issues could include severe allergies, chronic illnesses, disability, e.g. hearing/vision, ongoing medication requirements.

### **8.6 Personal**

This Note should be used to highlight special circumstances for a student, e.g. they may be extremely shy, be uncomfortable in large crowds, or they may be facing stressful situations at home, serious illness in the family, which has impacted on the student's engagement in school.