



How To – First ENROL Steps for DHB

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APPLICATION BACKGROUND

ENROL enables authorised school users to update student records, via the Internet, as they enrol, transfer schools or leave the schooling system.

ENROL also enables authorised District Health Board (DHB) users to identify students who have not yet been tested or require a follow-up test to be identified in a report and then to update the student records, with their vision & hearing test results. These tasks are done over the Internet by accessing LeadSpace, a secure internet site.

This document describes the one-off implementation activity that should be undertaken by Vision & Hearing Technicians (VHT) of the DHB, the first time they use ENROL in all schools. The activities should be completed in the order presented on the next page.

ENTER HISTORICAL DATA INTO ENROL FROM THE E19/22A CARDS

This is the recommended process that the Vision & Hearing Technicians (VHT) from the District Health Boards (DHB) should perform if they wish to retain the existing Hearing & Vision testing history currently recorded on students E19/22A cards.

Visit each of the schools in your area to either do real student testing or historical testing uploads.

1. Request the following Report from the school for the **Year 7 Test**.

"DHB Report - Students that have not completed routine tests"

If this is your first visit to the school since ENROL was implemented (August-Sept 2006), then the report will contain all the students in the school, as none of them will have a Year 7 test result recorded for them.

2. Visit the school and get the E19/22A cards for all the children.
3. Match the cards to the students on the report and record their past Year 7 Test Result, if one exists, i.e. Pass or Fail. If Fail, also record the actual details and notes from the card that you want recorded in ENROL.
4. Optional Step - Physically test the children that haven't been tested according to the cards and record their test results, i.e. Pass or Fail. If Fail, also record the actual details and notes that you want to store in ENROL.

NOTE: you do not need to record these new results on the E19/22A card. Now that ENROL is being used by schools, test results for Hearing and Vision Tests should be held only in ENROL.

5. Use a computer with access to the Internet and enter the results using the Test ID from the Report.

The steps outlined above will aid in recording all the Vision & Hearing test results for students into ENROL and ensure that the next time the report in Step 1 above is requested for the school, that it only contains those children that have never had the Year 7 Test, or are a Refer or Retest.

STOP USING THE OLD PAPER ENROLMENT MANAGEMENT SYSTEM

Once you start using ENROL, you no longer need to continue using the **E19/22A** Student Record cards at schools that have ENROL (High Schools, Intermediates and Restricted Composite Schools from 2006).

The remaining schools, including all primary, will be implementing ENROL between July and September 2007. The existing paper system will still apply at these schools until then.

Schools using ENROL will still have the old **E19/22A** Student Record cards filed at their school, up to when ENROL was implemented in their school. After that date however, no new cards will arrive.

FURTHER HELP AND SUPPORT

If you have any further enquires regarding ENROL, then please contact the e-Admin Contact Centre of the Ministry of Education on:

Phone (04) 463 8383

Fax (04) 463 8374

Email e.admin@minedu.govt.nz