

ENROL: the school student enrolment register

User Guide for District Health Board Users

Date: 1/08/06

Version: FINAL Version 1

Table of Contents

- About This Document..... 3
- Product Concept 4
- Experienced User..... 7
- Introduction 9
- Routine Year 7 Test 15
- Ad hoc Testing 21
- Reports..... 29
- Enrolment Rules..... 33
- Having Problems?..... 47

About This Document

Overview

This User Guide describes how to use the ENROL application and where and how to access further help if required.

Summary Table

A summary of steps on how to use a specific ENROL feature is displayed in a table at the end of every section.

Name References

Please note that any personal/individual names and contact details used in this document are fictional or hidden for privacy reasons.

Icons

You will see a couple of small graphic images at the side of the page (examples below). These are used to highlight additional information and where to find it without having to include excessive detail within each section.



This icon indicates the Enrolment Rules which are included near the end of this document and will provide supporting information, which may be helpful to further explain this subject.




This icon indicates a quick tip relating to this subject area which is not essential but may be helpful.

Flow Charts

There is a flow chart to support the Enrolment Rules included near the end of this document.

Product Concept

What is ENROL?	ENROL is a central register of student enrolments that authorised users update via the web as students enrol, change schools or leave the school system. It will be used by intermediate, secondary, and composite schools (that enrol students in Year 7 and above only) initially and will be implemented in all schools in due course.
Obligation	Authorised users in a District Health Board must use ENROL, and the information contained within it, only for the purpose of updating the student's enrolment record with hearing and vision test results.
Who can use ENROL?	Authorised user logons allow access to data relating specifically to the students identified for a particular hearing and vision test. A DHB user is only able to access and update results for a test and create Hearing and Vision related reports.
School Types	<p>"User School" (a school who will be using ENROL) refers to an intermediate school, a secondary school, or a composite school that enrolls students in Year 7 and above only.</p> <p>"Non-User School" (a school who will not be using ENROL) refers to a primary school, a full primary school, a special school, or a composite school that enrolls students in Year 1 and above.</p>
Required Data	Any fields that are mandatory are identified with an asterisk (*). These fields must be completed with appropriate data before it is possible to Save.
Data Errors	At the point of saving, ENROL will perform a data validation check. If there are errors, or if required fields are not completed, a message in red will direct you to that field.

Enrolment Rules	The Enrolment Rules to support the use of ENROL are included near the end of this document. The rules and definitions have been distributed as Education Circular 2006/16. The explanatory notes, included in the Enrolment Rules chapter, provide further information on the rules.
Audit History	Records of user activity in ENROL will be maintained by the Ministry of Education to provide supporting information for audits and to assist with the identification and investigation of inappropriate use of the system.
Hearing and Vision Testing	Hearing and vision testing is only available for domestic students.
Launching ENROL	Access to ENROL is via the e-Admin area of LeadSpace. The e-Admin area is password protected and written authorisation for individual users must be given by the Vision and Hearing Manager in their DHB. Only then will the Ministry of Education enable access. The following website address will take you to LeadSpace. www.leadspace.govt.nz
	Creating Favourites/Bookmarks allows you to save a website address so that you don't have to remember it next time. To create a Favourite/Bookmark, so you can access ENROL, refer to the instructions in the <i>'Having Problems'</i> section at the end of this guide.

Experienced User

Quick Reference	This is a quick summary of what is required for those of you who are very comfortable with using applications of this kind. You may also find this section useful when you re-visit ENROL in the future.
Help	Help can be obtained through this User Guide or by contacting us. Our contact details are in the <i>'Having Problems'</i> section.

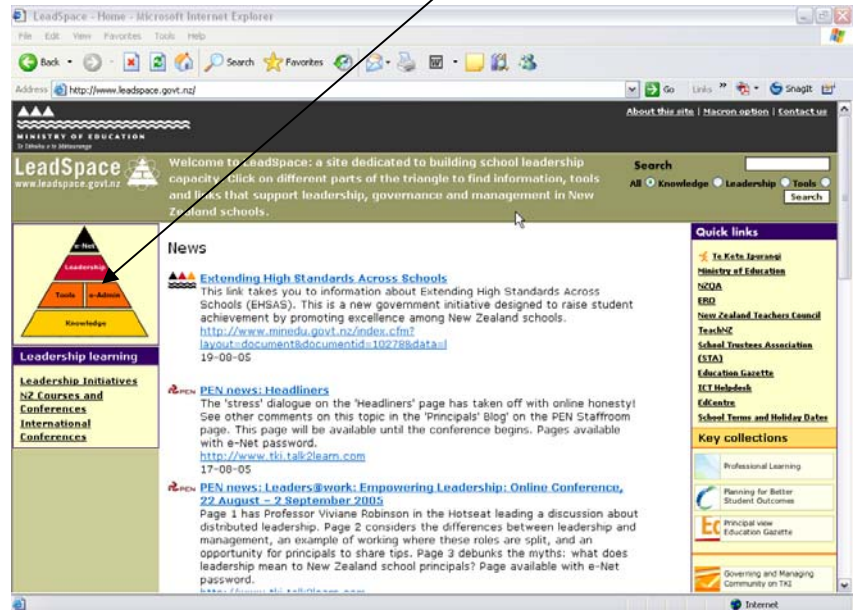
Step	Action
1.	Go to the Internet and log on to the LeadSpace website: www.leadspace.govt.nz
2.	Click on the e-Admin link and type in your User ID and Password and then click ENROL.
3.	To prepare for a Routine Year 7 test, contact the school and ask them to create the report named <i>DHB Report – Students that have not completed routine tests</i> .
4.	To enter results for a Routine Year 7 test, enter the <i>Batch Number</i> provided on the Report the school created before the test and enter individual student " <i>Failed</i> " results.
5.	To create a vision test statistical report, enter the <i>Batch Number</i> for the results you wish to report. Click on the link named <i>Vision Test Statistical Report</i> .

Introduction

Logging In to ENROL

Using an internet browser, go to the LeadSpace website:
www.leadspace.govt.nz

From the Menu triangle, click on the e-Admin link.



User ID and Password

Enter your User ID and password, and click OK.

LeadSpace Login - Microsoft Internet Explorer

Address: http://web.minedu.govt.nz/leadspace/sis_login.asp

Help | About this site | Contact us

LeadSpace e-Admin area

LeadSpace home > Login

Login

The e-Admin area enables access to various Ministry applications.

Login To LeadSpace e-Admin area

User ID: [Login with Certificate](#)

Password:

Help?

[Forgotten your password?](#)
[Don't have a user id or password?](#)
[Need Help?](#)

© Ministry of Education, Wellington, New Zealand

Password Updates

As applications accessed from the e-Admin area of LeadSpace contain student and/or school data, it is imperative that we have the correct levels of security to protect the children and our schools.

One level of this security design is to have a password that must be changed at least every 90 days and it must also be unique over the last 6 months with a minimum number of 6 characters.

Password Management

In today's world it is likely that you are challenged with having to remember multiple passwords for security both in your professional and personal lives. Therefore it is helpful to have a system that is not a pattern (that if someone knew one password this would allow them to work out your next password e.g. months of the year), but will assist you in remembering your password.

By having a different subject that your password will always relate to for each application you use, may help. The subjects you choose will be things that you are interested in and therefore are easy to remember. E.g. Sports, animals, phone numbers, songs, place names, bridges, clothing stores etc. You can see that there is no limit of subjects and therefore no limit in passwords. The subject is the clue you will use to prompt you to what your password might be.

It is recommended that a password contain a mixture of alpha and numeric characters. It is easy to replace a letter with a number for example, 3 can be e, 6 can be b or 0 can be o.

It is important to vary how you put the numbers in your password. That is, don't always put 1 at the end of your password, or use the same word and increase the number each month. By doing this you are seriously threatening the security of the student and school data.

Below is an example of a strong password:

6iwHyh78 - the letters stand for "i wanna hold your hand" (Beatles song).

Available Applications

A list of applications that you have access to will be displayed. Click on the ENROL link and the Main Menu will be displayed.

Toolbar



The Toolbar is always available at the top of every screen. Click on the appropriate Toolbar button to move to that area of ENROL.

In addition to the Toolbar, there are other action buttons available throughout ENROL. These are generally coloured green and the available buttons depend on where you are within ENROL.

Logging Out

To log out of ENROL, it is recommended you use the *Logout* button on the Toolbar. Alternatively, you can simply close the Internet Browser window. The next time you access ENROL from the LeadSpace website, you will be prompted to enter your User ID and password.



It is recommended to use the *Logout* button as this will prompt you to Save any unsaved work.

How to Login to ENROL

Step	Action
1.	Using an Internet Browser, go to the LeadSpace website: www.leadspace.govt.nz
2.	From the Menu triangle, click on the e-Admin link.
3.	Enter your User ID and password, and click OK.
4.	A list of applications that you have access to will be displayed. Click on the ENROL link.
5.	You will now be logged into ENROL and the Main Menu will be displayed.

How to Logout of ENROL

Step	Action
1.	To log out of ENROL, click on the <i>Logout</i> button on the Toolbar.
2.	Alternatively, you can simply close the Internet Browser window.
3.	Next time you access ENROL from the LeadSpace website, you will be prompted to enter your User ID and password.

Routine Year 7 Test

Routine Year 7 Test

Firstly, you will contact the school to arrange a time to do the Routine Year 7 Test.

The school will create a report from ENROL named *DHB Report – Students that have not completed routine tests* for the *Routine Year 7* test type. You can then retrieve the report using the unique *Batch Number* recorded at the top of the report. This will give you access to only the students listed on the report so that you can enter results of the test.



The first time you go to a school now using ENROL, you will need to go through the E19/22A cards (as per the current process) to identify which students require testing and to note any relevant historical information per student.

Enter Results

After testing has been completed, on return to your office you will login to ENROL. You will be required to enter the *Batch Number* and click the *Retrieve Batch* button, which will display the student's names with all results defaulting to *Pass*.

Change the result to *Fail* where appropriate for students where you wish to record further details.

After clicking the *Save* button, students you have marked as *Fail* will be displayed in a list for you to enter individual details in the Hearing and Vision area of the student's enrolment record. All of the 8 result fields available to you are optional, meaning that you only need to record results for the tests you actually conducted.



Results for Hearing and Vision must be updated in ENROL within 5 school days of the testing having been completed.

Enter Batch Number from Report Created by School

MINISTRY OF EDUCATION
Te Tāhuhu o te Mātauranga

ENROL
the school student enrolment register

Batch Processing Reports Logout

Version: 5.1.9 - Logged in as: emstrnd01

Update student health records

Search

Batch Number

Retrieve Batch

COPYRIGHT © 2008 MINISTRY OF EDUCATION.

Identify Failed Results for Individual Students

The screenshot shows the ENROL system interface. At the top, there is a header with the Ministry of Education logo and the text "ENROL the school student enrolment register". Below the header are navigation buttons for "Batch Processing", "Reports", and "Logout". A version and login status bar indicates "Version: 5.1.9 - Logged in as: emstrnd01".

The main content area is titled "Update student health records" and contains a search section. The search section has a "Batch Number" input field with the value "YBFIHY" and a "Retrieve Batch" button.


Below the search section is an "Available Reports" section with a link for "Vision Test Statistical Report".

The "Results" section shows "2153 students found." and a table with the following columns: Surname, First Names, Gender, DoB, HV test history, Pass, and Fail. The Surname and First Names columns are redacted with a grey box. The table contains six rows of student data.

Surname	First Names	Gender	DoB	HV test history	Pass	Fail
		Female	1/11/1989	HV test history	<input checked="" type="radio"/>	<input type="radio"/>
		Male	23/04/1993	HV test history	<input checked="" type="radio"/>	<input type="radio"/>
		Male	20/10/1989	HV test history	<input checked="" type="radio"/>	<input type="radio"/>
		Female	7/09/1992	HV test history	<input checked="" type="radio"/>	<input type="radio"/>
		Male	1/07/1991	HV test history	<input checked="" type="radio"/>	<input type="radio"/>
		Female	10/10/1991	HV test history	<input checked="" type="radio"/>	<input type="radio"/>

For data security purposes, the student names have been hidden.

Record Failed Results for Individual Students



MINISTRY OF EDUCATION
Te Tāhuhu o te Mātauranga

ENROL
the school student enrolment register

Batch Processing
 Reports
 Logout

Version: 5.1.9 - Logged in as: emstrnd01

Students Failed Test

Last Name	First Name	Gender	DOB	Status	Action
Clapper	Jock	Male	10/07/1994	Not Tested	
<p>Existing Health Check No health check has been recorded.</p> <p>Test type: <input type="text" value="Routine Year 7"/> Date: 29/06/2006</p> <p>Hearing</p> <p>Audiometry: Tympanometry Right Middle Ear Result: <input type="text" value="Unknown"/> Tympanometry Left Middle Ear Result: <input type="text" value="Unknown"/></p> <p>Vision</p> <p>Right Eye Result: <input type="text" value="Unknown"/> Left Eye Result: <input type="text" value="Unknown"/> Penlight Test: <input type="text" value="Unknown"/> Cover Test: <input type="text" value="Unknown"/> Colour Test: <input type="text" value="Unknown"/></p> <p>Notes</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>					
Clayton	Joe	Male	30/11/1994	Not Tested	Record
Clements	Jody	Male	05/12/1994	Not Tested	Record

COPYRIGHT © 2006 MINISTRY OF EDUCATION.

Statistical Report

Using the *Batch Number* you will be able to retrieve the Statistical Report for this test.

How to Prepare for Routine Year 7 Test

Step	Action
1.	Contact the school you are conducting the Routine Year 7 test at and request them to create the report named <i>DHB Report – Students that have not completed routine tests</i> for the <i>Routine Year 7</i> test type. Request the school to email the report to you if required, and to give you a printed copy of the report when you arrive at the school.
2.	Go to the school and conduct the test, recording results for each student on the printed report.
3.	Login to ENROL and enter the <i>Batch Number</i> to retrieve the students in the report.
4.	Mark students as <i>Pass</i> or <i>Fail</i> as appropriate.
5.	Students that have been marked as <i>Fail</i> will be returned in a list for you to enter details about the test. Update each student's results.
6.	Create the DHB Statistical Report.

Ad hoc Testing

Requested Test

A hearing or vision test can be requested outside of the routine tests conducted by a District Health Board. (e.g. a student may go to an optometrist).

The school will need to generate the report from ENROL named *DHB Report – Ad hoc Hearing and Vision Test*. This could be for one or many students.

Test Types

The ad hoc test types include:

- GP/Nurse/Audiologist Request
 - Parent Request
 - Routine New Entrant
 - Routine Retest
 - Routine Year 7
 - School Request
-

Enter Results

After testing has been completed, on return to your office you will login to ENROL. You will be required to enter the *Batch Number* and click the *Retrieve Batch* button, which will display the students' names with all results defaulting to *Pass*.

Change the result to *Fail* where appropriate for students where you wish to record further details.

After clicking the *Save* button, students you have marked as *Fail* will be displayed in a list for you to enter individual details in the Hearing and Vision area of the student's enrolment record. You will need to select the appropriate test type and record the relevant results. All of the 8 result fields available to you are optional, meaning that you only need to record results for the tests you actually conducted.

Enter Failed Result for Each Student

MINISTRY OF EDUCATION
Te Tāhuhu o te Mātauranga

ENROL
the school student enrolment register

[Batch Processing](#)
[Reports](#)
[Logout](#)

Version: 5.1.9 - Logged in as: emstrmd01

Students Failed Test

Last Name	First Name	Gender	DOB	Status	Action
Clapper	Jock	Male	10/07/1994	Not Tested	
<p>Existing Health Check</p> <p>No health check has been recorded.</p> <p>Test type: <input type="text" value="Routine Year 7"/> Date: 29/06/2006</p> <p>Hearing</p> <p>Audiometry: Tympanometry Right Middle Ear Result Tympanometry Left Middle Ear Result</p> <p><input type="text" value="Unknown"/> <input type="text" value="Unknown"/> <input type="text" value="Unknown"/></p> <p>Vision</p> <p>Right Eye Result Left Eye Result Penlight Test Cover Test Colour Test</p> <p><input type="text" value="Unknown"/> <input type="text" value="Unknown"/> <input type="text" value="Unknown"/> <input type="text" value="Unknown"/> <input type="text" value="Unknown"/></p> <p>Notes</p> <div style="border: 1px solid gray; height: 100px;"></div>					
Clayton	Joe	Male	30/11/1994	Not Tested	Record
Clements	Jody	Male	05/12/1994	Not Tested	Record

Hearing Audiometry Result Types

- Absent
- Complete
- Consent Refused
- Pass
- Refer
- Retest
- Unable
- Uncooperative
- Under Care

Hearing Tympanometry Right/ Left Middle Ear Result Types

- Absent
 - Complete
 - Consent Refused
 - Grommets
 - Pass
 - Refer
 - Retest
 - Unable
 - Uncooperative
 - Under Care
-

**Vision Right/ Left Eye
Result Types**

- 6/12
- 6/18
- 6/24
- 6/36
- 6/60
- 6/9
- Absent
- Complete
- Consent Refused
- Glasses
- Pass
- Unable
- Uncooperative
- Under Care

**Vision Penlight/ Cover/
Colour Result Types**

- Absent
- Complete
- Consent Refused
- Pass
- Refer
- Retest
- Unable
- Uncooperative
- Under Care



Results for Hearing and Vision must be updated in ENROL within 5 school days of the testing having been completed.

Testing and Recording Results for Students in User Schools (schools using ENROL)

Step	Action
1.	Contact the school to arrange a time to conduct testing and request the <i>DHB Report – Students that have not completed routine tests</i> for <i>Routine Year 7</i> test type (includes Batch Number).
2.	The school will email the report to you if required and/or give you a printout of the report when you arrive at the school.
3.	<p>Go to the school and conduct the test, recording results for each student on the printed report.</p> <p>The first time you go to a school now using ENROL, you will need to go through the E19/22A cards (as per the current process) to identify which students require testing and to note any relevant historical information per student. Record this information temporarily on the printed report.</p>
4.	Login to ENROL, enter the <i>Batch Number</i> , and click the <i>Retrieve Batch</i> button to display a list of the students in the report.
5.	Mark students as <i>Pass</i> or <i>Fail</i> as appropriate, and click the <i>Save</i> button.
6.	A list is displayed indicating which students you have marked as <i>Fail</i> . To change your selection, click the <i>Back</i> button, or to continue click the <i>Confirm</i> button.
7.	Click on the <i>Record</i> link per student to enter clinical details about the failed test. Click the <i>Save</i> link to update the student’s record. Repeat for all students who have failed tests.
8.	Click on the Toolbar button <i>Reports</i> and create the <i>Vision Test Statistical Report</i> to see a summary report per school.

Testing and Recording Results for Students in Non-User Schools (schools not using ENROL)

Step	Action
1.	It is business as usual for those schools not using ENROL, so continue with the current manual processes.

Reports

Introduction

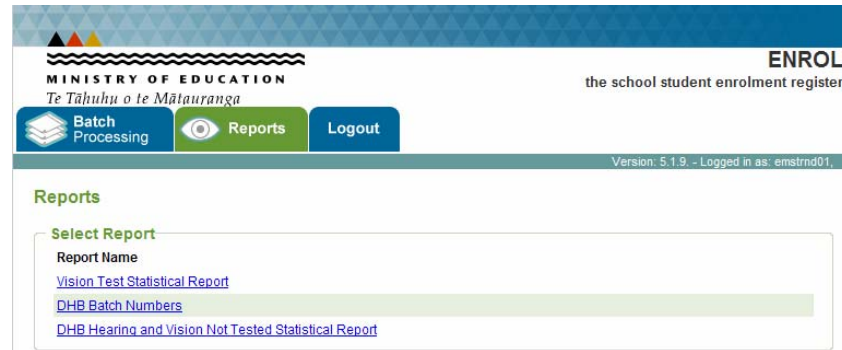
As a District Health Board user you can create reports to view a list of *Batch Numbers*, and to access statistical and/or summary data.

The available reports are:

- Vision Test Statistical Report
- DHB Batch Numbers
- DHB Hearing and Vision Not Tested Statistical Report



From the Main Menu click on the Toolbar button *Reports*.



Select the school you want to see the report display results for, and, if the report type requires it, select the Test Type, then click the *Confirm* button.

Open or Save

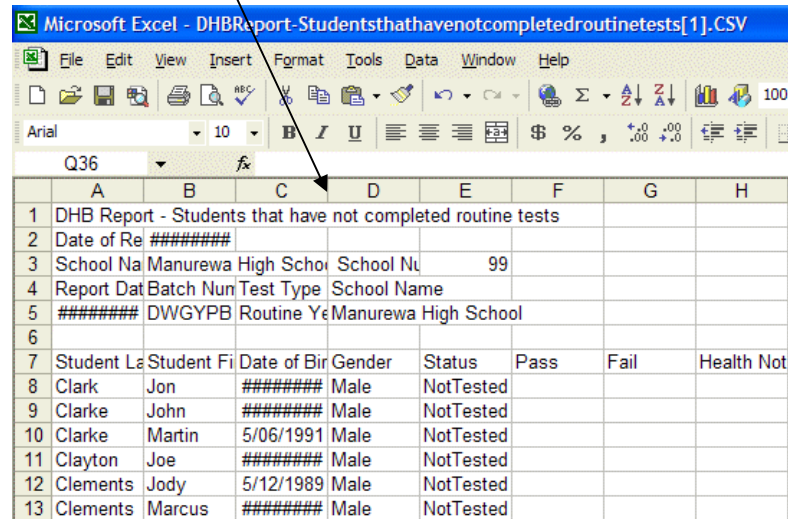
You can choose to open the report on screen, to view it or to save it to your computer. The report is a Comma Separated Value file (.csv) type so you will be able to use Microsoft Excel to edit it.

Size Columns

If a column is not wide enough to display the data when you review the report, Excel will fill the column with ##### until you widen the column.

To automatically set the column to show all data, double click on the black vertical line separating the column heading,

e.g. to increase the size of column C, double click on the black vertical line between the column headings C and D.



	A	B	C	D	E	F	G	H
1	DHB Report - Students that have not completed routine tests							
2	Date of Re	#####						
3	School Na	Manurewa High Scho	School Nu	99				
4	Report Dat	Batch Nun	Test Type	School Name				
5	#####	DWGYPB	Routine Ye	Manurewa High School				
6								
7	Student La	Student Fi	Date of Bir	Gender	Status	Pass	Fail	Health Not
8	Clark	Jon	#####	Male	NotTested			
9	Clarke	John	#####	Male	NotTested			
10	Clarke	Martin	5/06/1991	Male	NotTested			
11	Clayton	Joe	#####	Male	NotTested			
12	Clements	Jody	5/12/1989	Male	NotTested			
13	Clements	Marcus	#####	Male	NotTested			

Sorting Columns

You can sort the report by any column name. To do this, click in the column you would like the table sorted by e.g. Eligibility.

Ascending Sort



If you would like the list sorted in alphabetical order, click the ascending Sort button on the standard Toolbar.

Descending Sort



If you would like the list sorted in reverse order, click the descending Sort button on the standard Toolbar.



If a report does not fit on the page properly when printed, you may need to change the print settings, e.g. File menu, Page Setup, Margins.



If reports aren't opening on your computer, you may need to update your File Types setting to ensure .csv files open in Microsoft Excel. For assistance, please call the e-Admin Contact Centre – refer to the *Having Problems* chapter for details.

How to Create Reports

Step	Action
1.	From the Main Menu click on the Toolbar button <i>Reports</i> .
2.	Click on the name of the Report you would like to create.
3.	Select the <i>School</i> the report will display results for and, if the report type requires it, select the <i>Test Type</i> , and click the <i>Confirm</i> button.
4.	Click <i>Open</i> to view the report on screen or <i>Save</i> to save a copy of it to your computer.

Enrolment Rules

Rules for Student Enrolment Records using ENROL: the school student enrolment register

Category: Students

Introduction

The Ministry of Education is implementing a central electronic enrolment management system called ENROL: the school student enrolment register. ENROL will be the master record of student enrolment for all students enrolled in New Zealand schools, including foreign fee paying students. In August 2006, ENROL will be implemented in all intermediate and secondary schools, and in those composite schools that enrol students from Year 7 and above only. The system will be implemented in all other schools in late 2007.

The rules and definitions have been distributed as Education Circular 2006/16. The explanatory notes provide further information on the rules.

Rules for Student Enrolment Records

Definitions

“Authorised User” means a person who has completed a user authorisation form and who has been provided with access to ENROL by the Ministry of Education.

“ENROL” means the enrolment management system established by the Ministry to provide a central enrolment record for all school students. The system is accessed at www.leadspace.govt.nz.

“Ministry” means the Ministry of Education.

“Non-User School” means a school that is a full primary school, special school or a composite school that enrolls students in Year 1 and above. These schools will not be using ENROL.

“Parent” means a person who is a student’s mother, father, or guardian.

“Student” means a person enrolled in a user or non-user school as an intermediate or secondary student, whether as a domestic student or a foreign student.

“Task” means an action, which has been initiated by ENROL, that a user school must complete.

“User School” means an intermediate school, a secondary school, or a composite school that enrolls students in Year 7 and above only.

Rule 1 – Principals’ Responsibilities for the Use of ENROL

The principal of a user school must ensure that:

- a. every student enrolled at the school is recorded in ENROL in accordance with these Rules;
- b. the data in ENROL relating to the students currently enrolled in the school is maintained accurately and promptly by the school’s authorised users;
- c. enrolment changes are updated in ENROL within the timeframes specified in these Rules;
- d. that Tasks, generated by ENROL, which relate to a student enrolled or previously enrolled in the school, are completed as soon as possible, but within 5 school days;
- e. the Ministry of Education is advised immediately when an authorised user no longer requires access to ENROL;
- f. all reasonable steps are taken to ensure that school employees are aware of their obligations in respect of the appropriate use and protection of personal information in ENROL; and
- g. parents are provided with the Ministry of Education information sheet in accordance with Rule 7.

Explanatory Notes

Information may need to be updated after enrolment as some data could change during the year, e.g. name changes arising from changing family circumstances.

Tasks generated by ENROL will be emailed to schools. For example, ENROL will generate a task when a student enrolls in another school, if that student is still recorded as being enrolled in their previous school. Prompt action is required by authorised users to enable other processes to be completed promptly.

Rule 2 – Authorised Use of ENROL

- a. An authorised user in a user school must use ENROL only for the purpose of facilitating and monitoring the accurate and efficient enrolment of students.
- b. An authorised user in a District Health Board must use ENROL only for the purpose of updating the student's enrolment record with hearing and vision test results.
- c. An authorised user in a user school must NOT share a user logon or password with any other person and must protect the password to prevent unauthorised access to the system.

Explanatory Notes

Authorised users of ENROL include: principals of user schools; staff members in user schools who are responsible for enrolment processes and approved by their principal; Ministry of Education staff responsible for student support functions, data management and resource monitoring; District Health Board staff responsible for updating hearing and vision test results.

Records of authorised user activity in ENROL will be maintained by the Ministry of Education to provide supporting information for audits and to assist with the identification and investigation of inappropriate use of the system.

Rule 3 – Enrolling Students

When enrolling a student, a principal must ensure that:

- a. when a student, whether domestic or foreign, enrolls in a user school, ENROL must be checked to confirm whether an enrolment record already exists for the student. A new record will be required if the student comes from a non-user school, is returning from overseas or is entering a New Zealand school for the first time;
- b. he or she creates a record for a student who does not have an existing enrolment record in ENROL. A new record must have all mandatory fields, including the legal name;
- c. the ENROL records for existing students are updated with the following information when a student changes schools during the year:
 - criteria used to confirm the student's eligibility status, e.g. New Zealand citizen, New Zealand resident, dependent of a person holding a valid work permit;
 - type of verification document used to verify the eligibility status and the serial number; and
 - citizenship;
- d. where a student wishes to be enrolled under an alternative name, that name must be entered in the Aliases field on the same enrolment record as the student's legal name;
- e. ENROL is updated within 5 school days of the student being confirmed as attending the school;
- f. where there is a conflict over the enrolment of a student, i.e. when one user school is enrolling a student who has been confirmed as still enrolled at and attending another user school, the two principals will liaise to resolve the issue, and
- g. if the 'Keep Information Private' check-box is activated, he or she confirms with the parent that this requirement should continue. If the principal clears this check-box then he or she must be satisfied that appropriate authorisation has been given to remove the check-box.

Explanatory Notes

A student's record in ENROL will only be updated with the new enrolment date when the previous school has withdrawn the student.

The students referred to in Rule 3(c) will be loaded into ENROL by the Ministry using the school's roll return file. This will occur when ENROL is implemented in August 2006 and for those students transferring from a primary school into an intermediate school or from a full primary school into a secondary school, until ENROL is implemented in all schools.

The roll return file does not hold eligibility criteria, citizenship and verification document and number. The Ministry will assign an eligibility status of domestic or foreign student based on the student type assigned in the roll return file. The Ministry has assumed that schools have verified the eligibility status for students to assign the 'student type' field used in the roll return.

Rule 3(c) is not mandatory where the batch enrolment process is used, e.g. when students move from an intermediate to a secondary school. This approach is being taken to minimise the administrative burden on schools during the transition period until all students records are completed when the record is created.

The retention of verification documents for all students is described in an Education Circular (*the circular number was not available at the time of print*) Eligibility for Enrolment in New Zealand Schools.

Use of the 'Keep Information Private' check-box is described in Rule 7 *Access to Information Held in ENROL*. Appropriate authorisation could include a letter outlining the removal of a protection provision or based on the principal's judgement.

Rule 4 – Monitoring the Eligibility Status of Students

- a. Where a student, other than those students with eligibility criteria of New Zealand or Australian citizen, or New Zealand residency, transfers to another school, the principal of that user school must verify the student's continued eligibility, status and update ENROL if appropriate.
- b. Where a principal in a user school becomes aware that the domestic student eligibility status for a student has changed, he or she must ensure the status in ENROL is updated.

Explanatory Notes

An example of when a student may no longer be eligible for domestic student status is where a parent's work permit has expired.

Rule 5 – Recording when Students Leave a School

- a. The principal of a user school must ensure that ENROL is updated with the appropriate leaving reason(s), teaching and learning note(s) where necessary, and correct last day of attendance when one of the following occurs:
 - the school has been advised that the student is no longer attending the school;
 - the student has been absent for 20 school days without the principal being informed that the absence is only temporary; or
 - the student has been absent for less than 20 days but the principal has reason to believe they will not return to school.
- b. The principal of a user school must ensure that when teaching and learning notes are included on a student's ENROL record, supporting information has been kept on the student's file in the school.
- c. When the principal of a user school has ascertained the last day of attendance at their school, he or she must ensure that the student's record in ENROL is updated with that information, within 5 school days.

Explanatory Notes

The teaching and learning notes provide a facility for a principal to indicate to the next school of enrolment any significant factors that are likely to affect the student's education. The notes relate to academic, attendance, behaviour, custodial, health or personal issues.

Rule 6 – Non-Enrolment Notifications

- a. When a Non-Enrolment Notification task is emailed to a user school from ENROL, the principal of that user school must ensure that the Non-Enrolment Notification form is completed and emailed to the Ministry as soon as possible but within 5 school days.
- b. The principal of a user school must ensure that all contact details for the student held by the school, and any additional information (e.g. involvement with other agencies) that will assist with locating the student, are entered on the form.

Explanatory Notes

If the principal of a user school has concerns about the safety of the student prior to the completion of the 20 school days, the last day of attendance can be entered earlier and the Non-Enrolment Notification manually initiated. The principal should advise the local Police or Department of Child, Youth and Family as appropriate.

Once the Non-Enrolment Notification is received by the Ministry, the non-enrolment process is the same as for non-user schools. If the student subsequently enrolls in a school, the school that initiated the notification and the Ministry are notified by an email generated from ENROL.

The Ministry will identify non-enrolled students at the beginning of Term 1, and initiate the Non-Enrolment Notification process.

Rule 7 – Access to Information Held in ENROL

- a. The principal of a user school must provide parents and students with the information sheet provided by the Ministry when the student enrolls. The information sheet will explain:
 - the purpose of ENROL;
 - who the authorised users of ENROL are and their obligations and responsibilities in respect of their use of ENROL;
 - that information related to the student's enrolment will be available to the next school;
 - that parents and students are entitled to request access to and/or correction of, their personal information held in ENROL from the current school of enrolment or the Ministry; and
 - students' entitlement and parents' obligations in respect of enrolment.
- b. The principal must ensure that the 'Keep Information Private' check-box is activated on the student's ENROL record in the following circumstances:
 - the principal is notified that one of the following exist: a protection order under the Domestic Violence Act 1995, a restraining order under the Harassment Act 1997, or where the student or a family member is under a witness protection programme under the Evidence Act 1958, or
 - where the principal has reasonable cause to believe the student is likely to be at significant risk if the check-box is not activated.
- c. Principals must comply with all relevant legislation when responding to requests for information from a student or parent.

Explanatory Notes

When the 'Keep Information Private' check-box is activated, the current school of enrolment is withheld from authorised users in schools. This is to ensure the location of the student or their family cannot be identified where there are significant safety risks. Authorised users in the Ministry are still able to view the current school of enrolment.

Rule 8 – Records to be retained by Schools

The principal of a user school must ensure that:

- a. the school's own enrolment record is completed and signed by the parent(s) and/or student;
- b. a copy of the school's enrolment form for the student is retained for seven years after the students have left the school; and
- c. the E19/22A forms for all students whose enrolment details are entered into ENROL are retained for the statutory period of seven years after the students have left the school.

Explanatory Notes

The user school must request the E19/22A form from the student's last school when creating the student's record in ENROL. This completes the manual process for the non-user school. The school a student attends when that student's details are first entered into ENROL must retain the E19/22A for the statutory seven year period.

Rule 9 – Updating the Enrolment Record when a Student Transfers to a Non-User School

- a. Where a student, who has previously been registered in ENROL, transfers to a non-user school, the principal of the non-user school, the principal of the last user school, and the Ministry, must follow the process outlined below to maintain the student’s record in ENROL once it has been created. Schools will need to follow this manual process until all schools are using ENROL.

Process Details (refer to the flowchart on the “Maintaining ENROL Records” chapter divider)

Student Moves from a User School to a Non-User School, e.g. a full primary or a composite non-user school

- i. In response to a request for the student’s enrolment record (or E19/22A) from the principal of the non-user school, the principal of the last user school must:
- confirm that the student’s record in ENROL is updated with the last day of attendance, leaving reason(s) and teaching and learning notice(s) if required, in accordance with Rule 5;
 - provide a printout of the student’s updated ENROL record to the new non-user school;
 - inform the Ministry of the new non-user school of enrolment by sending an email to enrol.support@minedu.govt.nz.
- ii. The Ministry will confirm the student’s enrolment in the non-user school and update the ENROL record.

Student in a Non-User School, who has previously been registered in ENROL, Transfers to Another School

- iii. If the principal of a non-user school becomes aware the student has transferred to another school, the principal must update his or her copy of the student’s enrolment record with the last day of attendance, leaving reason(s), teaching and learning note(s) if required, and intended destination if known, and provide a copy of the updated enrolment record to the Ministry.

- iv. The principal of the non-user school must keep a copy of the updated enrolment record along with the E19/22A forms that the school holds for its other students.
- v. If the principal of the last non-user school receives a request for the student's enrolment record (or E19/22A), he or she must advise the Ministry of the student's new school by sending an email to enrol.support@minedu.govt.nz. The Ministry will confirm the student's enrolment with the new school, update ENROL and provide a copy of the updated enrolment record to the new school.
- vi. If the student transfers to a user school, the principal of the user school completes their enrolment process as outlined in Rule 3, and advises the Ministry by sending an email to enrol.support@minedu.govt.nz. The Ministry will confirm the last day of attendance at the previous non-user school, if not previously advised by that school, and update ENROL to complete the enrolment process.

Explanatory Notes

Non-user schools will undertake this process only for those students that have come from a school that is using ENROL. The receipt of a printout from ENROL, rather than an E19/22A will indicate when you need to initiate the process. When withdrawing a student, who has previously been registered in ENROL, you will update the ENROL printout, not an E19/22A, and will need to initiate the process described in Rule 9 (iii-vi).

If the new school does not request the student's enrolment record from the last non-user school, ENROL will initiate a Non-Enrolment Notification to the Ministry.

The non-user school updates their own enrolment form and any other records as required by Circular 1999/03. The ENROL student record will be the equivalent of the E19/22A for the non-user school for students who have previously been registered in ENROL.

The Ministry will indicate which schools are non-user schools in the list of schools attended on a student's enrolment record.

Having Problems?

Before You Call the e-Admin Contact Centre

When you call the technical Help Desk, in order to help you effectively, it is often necessary for them to understand clearly what you wish to do, what technology you are using and some detail about the problem that you are having. So in order to make the process as easy as possible here is some information that you might want to note down before calling.

Type of Hardware

What type of computer are you using: PC or Apple Mac?

Browser Software

Which browser software are you using to access the internet: Internet Explorer or Firefox or another product and what version number are you using?



Not sure of the above?

To find out your browser name and version select the Help Menu from within the Browser and click the *About* command.

If you are unsure of any of the above please do not let this put you off giving us a call as we are here to help. It is helpful to you if we have warned you about the kind of information that we might ask for.

Error Messages

If you are calling about an error message that has appeared on your screen note down what it says and where you were in the application when it appeared on your screen, e.g. I clicked on the Batch Processing button on the Toolbar.

It would be most helpful if you could take a screen capture of the error and email it to the e-Admin Contact Centre on the email address listed below.



To take a screen capture, press the Print Screen (PrtScr) button on your keyboard (it will appear as nothing has happened in the same way when you copy text). Open up Microsoft Word and paste the image into the document.

Can't Login to LeadSpace or e-Admin

If you are having problems accessing the LeadSpace website or e-Admin area, please call the e-Admin Contact Centre.

Contact Us

e-Admin Contact Centre:

Email: e.admin@minedu.govt.nz

Phone: 04 463 8383

Fax: 04 463 8374

Postal: Ministry of Education, P O Box 1666, Wellington

Ministry Website: www.minedu.govt.nz

Please do not hesitate to get in touch with us for further assistance.

The e-Admin Contact Centre has been set up for this purpose.

Training Needs

If you require any training in using your internet browser, the LeadSpace website or any e-Admin product, please contact our Training Co-ordinator.

Contact Us

e-Admin Training:

Email: eadmin.training@minedu.co.nz

Phone: 04 463 0928

Fax: 04 463 0939

Postal: Ministry of Education, P O Box 1666, Wellington

Ministry Website: www.minedu.govt.nz

Using Favourites/ Bookmarks

You can save a list of websites you visit regularly by using Favourites. To create a favourite link, navigate to a website on your screen that you would like to add to Favourites and then click on the Favourites Menu and choose *Add to Favourites*.

Next time you want to go to this website, click on the Favourites Menu to display the list and then click on the name of the website.

Index

Ad hoc Testing	21	Reports - Open or Save	30
Audit History	5	Reports - Size Columns	30
Enrolment Rules.....	33	Reports - Sorting Columns.....	31
Enter Results.....	15, 22	Requested Test.....	21
Favourites/ Bookmarks	49	Routine Year 7 Test	15
Having Problems?.....	47	School Types – User & Non-User Schools	4
Hearing Audiometry Result Types.....	24	Statistical Report.....	18
Hearing Tympanometry Right/ Left Middle Ear Result Types	24	Test Types	21
Logging In and Out.....	9	Testing & Recording Results in Non-User Schools.....	27
Password Management	11	Testing & Recording Results in User Schools.....	26
Password Updates	10	Toolbar.....	12
Reports.....	29	User ID and Password	10
		Vision Penlight/ Cover/ Colour Result Types	25
		Vision Right/ Left Eye Result Types	25