

# Guide to using ENROL – DHB users

Find out how to enter the results of vision and hearing tests into the ENROL system.

## Contents

[The ENROL system](#)

[Getting access to ENROL](#)

[Logging in to ENROL](#)

[Entering the results of vision and hearing tests](#)

## The ENROL system

There are some clear enrolment rules for using ENROL.

[Section 237\(3\) of the Education and Training Act 2020\(external link\)](#)

Refer to Circular 2013/21 for information about enrolment processes to follow when students enrol in your school.

[Circular 2013/21 — Student Enrolment Circular](#)

### Definitions

In these rules, unless the context otherwise requires:

"Authorised user" means a person who's been provided with access to ENROL by the Ministry.

"ENROL" means the enrolment management system established by the Ministry to provide a central enrolment record for all school students. The system is accessed through our ENROL Register.

[ENROL — School student enrolment register\(external link\)](#)

"Ministry" means the Ministry of Education.

"Parent" means a person who's a student's mother, father, or guardian.

"Principal" means the principal of a registered school.

"Student" means a person enrolled in a registered school as a student, whether as a domestic student or an international student.

"Task" means an action initiated by ENROL that a school must complete.

### Rule 1 — Enrolling a student

---

1.1 When enrolling a student, every principal must ensure that:

ENROL is checked to confirm whether an enrolment record already exists for the student  
ENROL is updated within 5 school days of the student attending the school — a student isn't officially enrolled at the school unless indicated as such within ENROL  
where a student who isn't a New Zealand citizen, Australian citizen or New Zealand resident transfers to another school, ENROL is updated with:  
the student's eligibility status  
the type of verification document used to verify the eligibility status and the serial number and expiry date, and  
the student's country of citizenship  
where a student wishes to be enrolled under an alternative name, that name is entered in the "Aliases" field on the same enrolment record as the student's legal name  
the principal liaises with the principal of another school if a student applying for enrolment is still enrolled at and attending that other school, and  
the principal checks whether, if the 'Keep Information Private' checkbox is activated, this requirement should continue (Rule 5(i) explains when this checkbox should be used). If the principal clears this checkbox, then he or she must be satisfied that the parent has authorised this.

**Rule 2 — Creating records in ENROL**

2.1 Every principal must ensure that new ENROL records are created only for:

new entrants, or  
international students entering a New Zealand school for the first time, or  
students who are returning to the New Zealand school system from overseas who haven't previously attended a New Zealand school since ENROL has been in use.

2.2 When creating a new ENROL record for a student, every principal must ensure that the student doesn't have an existing record and that all the mandatory fields in the new record are completed.

**Rule 3 — Updating ENROL when students leave school**

3.1 Every principal must ensure that:

ENROL is updated within 5 school days with the applicable leaving reason(s), teaching and learning note(s) where necessary, and the last day of attendance when:  
the school's been advised that the student's no longer attending the school  
the student's been absent for 20 school days without the principal being informed that the absence is only temporary, or  
the student's been absent for fewer than 20 school days but the principal has reasonable cause to believe they will not return to school  
supporting information is kept on the student's file in the school when teaching and learning notes are included on a student's ENROL record  
the names of students younger than 16 who are suspended or excluded remain on ENROL until the earliest of:  
the day the student is enrolled at another school, or  
the day the student is given an exemption under section 38 or 39 of the Education and Training Act 2020

the names of students who have turned 16 and who have been suspended remain on ENROL until the earliest of:

the day the student is enrolled at another school, or

the day the student is expelled from the school, or

the day the student leaves school; or

1 January after the student's 19th birthday

students that have applied for an exemption under section 21 or 22 remain on ENROL unless the exemption is approved by the Ministry. The Ministry will then update the student's record in ENROL with the last day of attendance at the school.

#### **Rule 4 —Non-enrolment notifications**

4.1 Every principal must ensure that:

the non-enrolment notification form is completed within 5 school days when a non-enrolment notification task is sent to a school from ENROL

all contact details for the student held by the school, and any additional information (for example, involvement with other agencies) that will assist with locating the student, are entered on the non-enrolment notification form. Comments must include information about what the school has done to resolve the student's non-attendance before the student withdrew from school.

#### **Rule 5 — School and other user responsibilities**

5.1 Every principal must ensure that:

ENROL is updated for all the school's students, which includes those students who are attending offsite centres such as: special education satellite classes, Teen Parent Units, Activity Centres, Alternative Education, Secondary Tertiary programmes, and Regional Health Schools

every student enrolled at the school is recorded in ENROL in accordance with these rules

the data in ENROL relating to the students currently enrolled in the school is maintained accurately and promptly by the school's authorised users

enrolment changes are updated in ENROL within 5 school days

tasks generated by ENROL, which relate to a student enrolled or previously enrolled in the school, are completed as soon as possible, but in any case within 5 school days

the Ministry is advised immediately when an authorised user no longer requires access to ENROL

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

the school provides parents and students with the information brochure provided by the Ministry when the student enrolls. The information brochure 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' entitlements and parents' obligations in respect of enrolment

the 'Keep Information Private' checkbox is activated on the student's ENROL record where the principal has reasonable cause to believe that:

- a relevant protection order under the Domestic Violence Act 1995 or a relevant restraining order under the Harassment Act 1997 is in place, or
- the student or a family member is under a witness protection programme under the Evidence Act 1958, or
- the student is likely to be at significant risk if the checkbox is not activated

authorised users at the school comply with all relevant legislation when responding to requests for information from a student or parent

the school's own enrolment record is completed and signed by the parent(s) and/or student

a copy of the school's enrolment form for the student is retained after the student has left the school in accordance with the School Records Retention/Disposal Schedule approved under the Public Records Act 2005

E19/22A forms for students who were enrolled under the previous paper system are retained after the students have left the school in accordance with the School Records Retention/Disposal Schedule approved under the Public Records Act 2005

authorised users at the school use ENROL only for the purposes of:

- facilitating the accurate and efficient enrolment of students, and
- monitoring and ensuring student enrolment and attendance

authorised users do not share a user login or password with any other person and the password is protected to prevent unauthorised access to the system

authorised users who are from a district health board use ENROL only for the purpose of updating a student's enrolment record with hearing and vision test results.

## **Rule 6 — Schools exempt from using ENROL**

6.1 These rules apply to the principals of all schools except for those that have received a written exemption from the Secretary for Education.

6.2 The Secretary for Education may set conditions for any such exemption.

## **Revocations**

This notice revokes the following notice.

Rules for Student Enrolment Records published in the New Zealand Gazette, 11 October 2007, page 2093.

## **Getting access to ENROL**

Information about District Health Board (DHB), Attendance Service or Ministry user access.

[Request other access to ENROL — Education Services website\(external link\)](#)

## **Logging in to ENROL**

---

## How to log in

1. Go to the ENROL Register page and select the Access Enrol link.

[ENROL register\(external link\)](#)

2. Enter your Education Sector Logon Username and Password, then select 'Log in'.

3. The ENROL toolbar will be displayed. You can now use ENROL.

Never share your login details. This is really important.

See the information below about managing your passwords.

## Managing your passwords

Having a secure password is critical to the safety of the data. Choose passwords that have a theme but don't have a regular pattern (for example, don't use days of the week or months of the year). A theme could be around sports, songs or place names. This theme can be a clue so you'll be less likely to forget the password.

It's best to have a mix of letters and numbers. You can easily replace a letter with a number, for example, "e" can be "3", "b" can be "6" or "o" can be "0".

Vary where you put numbers. Don't always put "1" at the end of your password or simply increase the number each month.

The following is an example of a strong password:

6iwHyh78 — the letters stand for "I Wanna Hold Your Hand" (a song by the Beatles).

## Entering the results of vision and hearing tests

Firstly, you'll contact the school to arrange a time to do the Routine New Entrant test or the Routine Year 7 test.

### Creating a report

Just before you do the tests, create a report in ENROL called 'Students that have not completed routine tests'.

In ENROL, click 'Reports' on the toolbar.

Click 'Students that have not completed routine tests'.

Select the test type from the drop-down menu.

Enter the year level range. For example, if you choose 'from 0 to 2', it will include all students in the first 2 year levels who haven't had vision and hearing test results entered.

Select the name of the school.

Click 'Confirm'.

Click 'Open'.

A report is created with a batch number at the top. Take a note of this batch number. You'll use this number to enter the results of the tests.

The column 'Health Note' includes any notes about previous hearing and vision tests.

It's a good idea to print a copy of the report. You can record the results for each student on the printed report.

### Entering the results

You must enter the results in ENROL within 5 school days of doing the tests.

Login to ENROL. Enter the batch number and click 'Retrieve Batch'.

Click 'Pass' for students who've passed. Click 'Fail' if you need to record more information. For example:

if the student passed the B4 School Check but the details haven't been entered, then clicking 'Fail' allows you to enter B4 School Check results

if the student was absent

if the student requires a rescreen

if the student has a result such as 'Glasses'.

If nearly all students passed, you can click 'Pass All', then select 'Fail' for the few exceptions.

Click 'Next'.

A list appears, which shows the students you marked as 'Fail'. To change the selection, click 'Back'. To continue, click 'Confirm'.

Click 'Record'. This takes you to the 'Students Failed Test screen'.

Enter the clinical details about the test. You can add any comments under 'Notes'.

Select the test type. If the test type is B4 School Check, you need to enter the date of the B4 School Check under 'B4SC Test Date'.

Click 'Save'.

### Ad hoc vision and hearing tests

You may be asked to do ad hoc tests that are outside the routine tests done by district health boards. For example, a student may go to an optometrist.

Before you do the test, you need to create a report.

Click 'Reports' on the ENROL toolbar.

Click 'Ad hoc Hearing and Vision test'.

Select the name of the school.

Enter the student's name and select the test type from the drop-down menu.

Click 'Find Students'.

Click 'Select'.

Click 'Confirm'.

Click 'Open'.

A report is created with a batch number at the top. Take a note of this batch number. You'll use this number to enter the results of the tests.

It's a good idea to print a copy of the report. You can record the results for each student on the printed report.

## Entering the results

To enter the results, follow the process in 'Entering the results' above.

You must enter the results in ENROL within 5 school days of doing the tests.

## Reports for DHB users

These are the reports that DHB users can create:

### DHB Batch Numbers

This lists all the batches that have been created for a specific school, giving the test type and the date each batch was created.

### Routine Hearing and Vision Test for New Entrants and B4 School Check

This lists the results for each student who started at a school during a specific date range. It shows the test type, any health notes and the "B4SC test date".

### Routine Hearing and Vision Test for Year 7

This lists the results for every student in a school across a certain date range.

### Students That Have Not Completed Routine Tests

This lists all students in a school that have not completed a routine test. A batch number is generated for each new report.

### DHB Hearing and Vision Not Tested Statistical Report

This gives an analysis of the number of students not tested.

### Ad Hoc Hearing and Vision Test

This allows you to create batches for students who need to be tested outside the routine tests. A batch number is created for each new report.

## Creating a report

---

Click 'Reports' in the toolbar.

Click the name of the report.

Select the name of the school.

Enter/select the criteria, if required, and click 'Confirm'.

Click 'Open'.