

## Guide to using ENROL

ENROL is a register of student enrolments. It lets schools update enrolments as students enrol, change schools or leave the school system.

All schools must use it.

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### User guide for ENROL

[ENROL: the school student enrolment register User Manual for School Users](#) [PDF, 2.6 MB]

[A Principals Manual to ENROL](#) [PDF, 383 KB]

## Rules

There are some clear enrolment rules for using ENROL.

[Section 77 A\(3\) Education Act 1989 — NZ Legislation website](#)

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](#)

"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 records 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 21 or 22 of the Education Act 1989

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 logon 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.

## **School access to ENROL**

Contact your school's Education Sector Logon (ESL) Delegated Authoriser to have the appropriate role assigned to your ESL account.

[ENROL information — Education Services website](#)

## Things to know about privacy

Privacy is critical to the ENROL system. To protect that privacy it's important that you never share your user login or password.

You can use ENROL for enrolment purposes only. For example, you can't use it to look up where your friends' children go to school or any past students at your school.

ENROL keeps track of whenever you look up the details of a student who isn't enrolled at your school.

Most of the student's details can be seen only by the school where the student is enrolled. Other schools can see only the student's name, date of birth, National Student Number and enrolment history.

Access to ENROL is tightly controlled. Some staff in the Ministry and Vision and Hearing technicians at DHBs can access parts of ENROL.

For extra privacy, you can tick 'Keep Information Private' in the 'Student Details' screen. This is to protect the student's privacy, for example, where there's a protection or restraining order. It can also be checked if the principal believes the student could be at risk.

If the box is checked, it means only the current school can see the student's address and no other school can see the student's enrolment history (including their current enrolment). ENROL keeps track of whenever someone looks up the student.

## Logging in to ENROL

### How to log in

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

[ENROL register](#)

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).

## Finding a student

1. To search for a student, click 'Find a Student' on the ENROL toolbar. If the student isn't attending your school (or if their previous school hasn't withdrawn them), you must search using 'Not at my school'. However, the information you'll get about the student is far more limited.
2. Enter as much information as you can. You must at least enter the student's National Student Number (NSN) or their surname and first name. If you entered the NSN you don't need to tick 'Not at my school'.
3. Click the 'Find a Student' button. A list that matches the criteria will come up at the bottom of the screen. ENROL includes near matches, for example, Robin and Robyn. To look at individual students in the list, click on the NSN or name. To go back to the list, click 'Back to List'.
4. If you want to print a student report (if the student is enrolled at your school), click 'Display Printer Friendly Version' and then print from the File menu or from the browser toolbar. Click the 'Back' button to go back to ENROL.

## Changing the student's details

1. Find the student using the process above. You can only change details for students enrolled at your school.
2. Click 'Change Details'.

If you can't change the student's names or date of birth, phone or email Resourcing Support.

Phone: +64 4 463 8383

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

If you want to change a student's enrolment information, such as their first day of attendance, click 'Edit Enrolment'. See 'Correcting enrolment information' below.

If the details you're trying to change are greyed out or if ENROL returns an error message, email:

[e.admin@education.govt.nz](mailto:e.admin@education.govt.nz)

When you send your email, make sure you include the error number, the NSN of the student, and attach a copy of the student's verification document.

3. Make the changes, then click 'Next'.
4. Click 'Save' if you're happy with the changes, or click 'Back' to make further changes.

## Creating a student record

You can create a record only for a:

- new entrant
- new student arriving from overseas
- New Zealand citizen who's returning to New Zealand after 2006.

All other students should already have a record. If you're not sure whether a student has a record go to the 'Find a Student' tab first and search for the student (make sure you tick the option 'Not at my school').

Register groups of international students using by clicking on 'Add Group Students' on the 'Create a Student Record' tab.

Individual international fee-paying students, whether they're coming alone or as part of a family, are to be entered in ENROL as usual.

If in doubt about whether you should use the new form or enter the students individually in ENROL, phone or email Resourcing Support.

Phone: +64 4 463 8383

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

## To create a record

1. Click 'Create a Student Record' on the ENROL toolbar.
2. Click the drop-down menu and select one of the 3 options.
3. Click 'Confirm'.
4. Enter the student's details exactly as they appear on the student's verification document. Don't take them from the enrolment form.

You must enter:

- the student's surname
- their first name and any middle names
- their date of birth, and
- their gender.

Use the correct capitalisation.

Separate the names with spaces, not commas.

A name must start with a letter. To enter names, you can use:

- letters of the alphabet, with or without accents
- hyphens
- apostrophes
- tilde.

Make sure you put capital letters, apostrophes and hyphens in the right places. For example, Hee-jin, Fa'a Tala.

If a student has only 1 name, enter the name in the 'Surname' section and enter a tilde (~) in the 'First Names' section.

5. Click 'Check Name'.

ENROL will bring up a list of matching records. Check these carefully. If the student is a new entrant and attended an Early Childhood Education service, then they may already have a National Student Number (NSN).

6. If the student is on the list, click on their name or NSN and complete the details on the next screen. Make sure you follow step 4 above when entering the details.

7. If there's no matching record, click 'Create New NSN' and enter the student's details.

If you're not sure you have a match, always check the date of birth. If this is the same and if the names are almost the same, then it's a match.

If you're still not sure click 'Create new NSN' or phone or email Resourcing Support.

Phone: +64 4 463 8383

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

If you're sure it's a match but the name in ENROL is missing middle names or contains a typo, select the matching record anyway, add the details (you can't change the name at this stage) and save it. Then open the record again and click on 'Change Details' to update it. Refer to Changing the Student's details.

[Changing the Student's details](#)

8. Click 'Next'.

9. Enter the enrolment information. If the student is a new entrant, enter the 'Early Childhood Education Service' (up to 3) and include the average number of hours and the number of years they attended the service.

10. Click 'Next'.

11. Check the details. If they're correct, click 'Save'.

## If you give a student 2 records by mistake

If you've accidentally created a new NSN for a student who already has one, phone or email Resourcing Support.

Phone: +64 4 463 8383

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

## Enrolling students

Students must have a record with an NSN before you can enrol them. To find out if they have a record, search for the student using the 'Find a Student' tab (tick the 'Not at my school' option). If they don't have a record, you'll need to create one. See 'Creating a student record' above.



## Enrolling many students at one time (batch enrolments)

If a group of students starts at your school on the same day and come from the same school, you can enrol them at the same time.

Before you can enrol students in this way, their previous school must have withdrawn them. If the school hasn't done this you need to enrol the students individually as explained under 'Enrolling an individual student' below, or contact the school and ask them to withdraw the students.

Click 'Batch Processing' on the toolbar.

From the drop-down list, choose 'Update First Day of Attendance'.

Select their previous school and enter their 'Leaving Year Level' from that school.

Click 'Find Students'.

Tick the 'Update' check box for each student you want to enrol. Select 'Update All' only if you want to enrol all the students in the list.

Enter the 'First Day of Attendance' and select their 'Entry Year Level'.

Click 'Enter'.

Check the details are correct.

Click 'Confirm'.

The students are now enrolled at your school.

You can now create the reports 'Students with Teaching and Learning Notes' and 'Students with Privacy Flags' for students that the previous school has marked for attention. If a student has Teaching and Learning Notes, contact the previous school for information.

Teaching and Learning Notes give information to schools on any issues around the academic and personal care of a student.

## Enrolling an individual student

Students must have a record with a National Student Number (NSN) before you can enrol them. If they don't have a record, you will need to create one. See 'Creating a student record' above.

### [Creating a student record](#)

Click 'Find a Student' on the toolbar.

Enter the student's name and date of birth (setting the option to 'Not at my school'), or enter their NSN if you know it.

Click 'Find a Student' — it will bring up a list of students.

Click on the student's name or NSN — it will take you to the 'Student Details' screen.

Check this is the student you want to enrol.

Click 'Enrol student'.

Enter the 'First Day of Attendance' and select the 'Entry Year Level'.

Click 'Next'. Check that the details, particularly the address, are correct.

Click 'Save'.

The student is now enrolled at your school.

## Pending enrolments

If the student's previous school hasn't withdrawn them, the enrolment won't be complete (this is called a pending enrolment). ENROL will email the previous school and ask them to withdraw the student.

Three things can happen with pending enrolments:

The previous school withdraws the student, and the enrolment becomes complete. You'll be sent an email telling you this.

The previous school may refuse to withdraw the student because they're still at their school. This may happen if you chose the wrong student. In this case, you can cancel the enrolment. To cancel a pending enrolment:

Enter the student's name and date of birth in the 'Find a Student' tab.

Set the 'School' option to 'Not at my school' and click 'Find a Student'.

All students matching your criteria will be displayed. Click on the student's name or NSN. It will bring up the 'Student Details' screen.

Click "Remove Enrolment".

Click 'Save'.

The previous school may refuse to withdraw the student because you may disagree on the last day of attendance or whether the student has even changed schools. If this happens phone or email Resourcing Support:

Phone: +64 4 463 8383

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

## **Cancelling an enrolment**

You can't cancel an enrolment once you've completed it. However you can withdraw the student.

Do this by making the 'Last Day of Attendance' the same as the 'First Day of Attendance', effectively making the enrolment for 1 day.

Select the same 'Leaving Reason' as for the previous withdrawal.

## **Correcting enrolment information**

Click 'Find a Student' on the toolbar.

Set the School option to 'At my school'.

Enter the student's details. You must enter their NSN or their surname and first name(s).

Click 'Find a Student'.

Select the student from the list. To go back to the search results, click 'Back to List'.

Click 'Edit Enrolment'.

Edit the details, making sure you complete the 'First Day of Attendance' and the 'Entry Year Level'.

Click 'Next'.

Check the changes on the 'Student Details' screen.

Click 'Save'.

# Withdrawing students

## **Withdrawing an individual student**

Withdraw an individual student when:

the student is no longer attending your school

the student has been absent for 20 school days without advising the principal

the student is enrolling at another school and ENROL sends you a request to enter their 'Last Day of Attendance'.

To withdraw a student:

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Click 'Find a Student' on the toolbar.  
Enter the student details and click 'Find a Student'.  
Select the student from the list.  
Click 'Withdraw Student'.  
Enter their 'Last Day of Attendance'.  
Select their 'Leaving Year Level'.  
Select the 'Intended Region', 'Leaving Reason' and 'Intended School'.  
Tick any 'Teaching & Learning Notes'.  
Click 'Next'.  
Check the student details and click 'Save'.

If you're concerned about a student's ongoing attendance and feel they may not enrol at another school, you can start the non-enrolment process.

To do this follow the process under 'Withdrawing an individual student' above. When you click 'Withdraw Student', tick the box 'Send Non-Enrolment Notification Now'. When you click 'Save', the Non-Enrolment Notification (NEN) form will appear. Fill in the form and click 'Submit'.

### **Correcting enrolment information when a student is withdrawn**

You can correct enrolment information after you've withdrawn a student but only if the student hasn't enrolled at another school.

Click 'Find a Student' on the toolbar.  
Set the School option to 'Not at my school'.  
Enter the student's details.  
Select the student from the list.  
Click 'Edit Enrolment'.  
Complete the details on the 'Edit Enrolment' screen.  
Click 'Next'.  
Confirm the details on the 'Student Details' page and click 'Save'.

### **When a student doesn't enrol at another school**

If a student you've withdrawn doesn't enrol at another school within 20 school days, ENROL will create a task, asking you to fill in a Non-Enrolment form (NEN). You must complete this task within 5 days.

To complete the task, click on the link to the task in ENROL, fill in the NEN and click 'Submit'.

## **Stand-downs and suspensions**

You must submit all stand-down and suspension forms through ENROL.

### **When a student is stood-down**

Click 'Find a Student' on the toolbar.  
Enter the student's details and click 'Find a Student'.  
Select the student.  
On the 'Student Details' screen, click 'Stand-down & Suspensions'.  
Check the number of days the student has been stood-down during the year (maximum is 5 days per term and 10 per year).

Click 'Advice of Stand-down' and fill in the form.

Check the information and click 'Submit'.

The 'Stand-down & Suspensions Details' screen is displayed. Click on the print icon to print a copy.

## To cancel a stand-down

If you make a mistake you can cancel the stand-down.

Click 'Cancel' on the 'Stand-down & Suspension Details' screen.

Select the reason for the cancellation from the drop-down menu.

Click 'Submit'.

## Lifting a stand-down

Click 'Find a Student' on the toolbar.

Enter the student's details and click 'Find a Student'.

Select the student.

In the 'Student Details' screen, click 'Stand-down & Suspensions'.

Click 'Advice of Lifting Stand-down' and fill in the form.

Check the information and click 'Submit'.

The 'Stand-down & Suspensions Details' screen is displayed. Print a copy for your records.

## When a student is suspended

Click 'Find a Student' on the toolbar.

Enter the student's details and click 'Find a Student'.

Select the student.

In the 'Student Details' screen, click 'Stand-down & Suspensions'.

Click 'Advice of Suspension' and fill in the form.

Check the information and click 'Submit'.

The 'Stand-down & Suspensions Details' screen is displayed. Print a copy for your records.

## To cancel a suspension

If you make a mistake you can cancel the suspension.

Click 'Cancel' on the 'Stand-down & Suspension Details' screen.

Select the reason for the cancellation from the drop-down menu.

Click 'Submit'.

## When a board of trustees (BOT) makes a decision about a suspended student

When a BOT makes a decision about a suspended student, process this in ENROL.

Click 'Find a Student' on the toolbar.

Enter the student's details and click 'Find a Student'.

Select the student.

In the 'Student Details' screen, click 'Stand-down & Suspensions'.

Click 'Advice of BOT decision' and fill in the form.

Check the information and click 'Submit'.

The 'Stand-down & Suspensions Details' screen is displayed. Print a copy for your records.

## When a BOT decides to lift or extend a suspension

Click 'Find a Student' on the toolbar.

Enter the student's details and click 'Find a Student'.

Select the student.

In the 'Student Details' screen, click 'Stand-down & Suspensions'.

Click 'Advice of BOT reconsideration' and fill in the form.

Check the information and click 'Submit'.

The 'Stand-down & Suspensions Details' screen is displayed. Print a copy for your records.

## To cancel recording a BOT decision

If you make a mistake, you can cancel the record.

Click 'Cancel' on the 'Stand-down & Suspension Details' screen.

Select the reason for the cancellation from the drop-down menu.

Click 'Submit'.

## Excluding a student

If a decision is made to exclude a student, process this in ENROL.

Note that you must not withdraw an excluded student. You can only withdraw an excluded student if another school makes a pending enrolment or if the student is to turn 16 the next day.

Click 'Find a Student' on the toolbar.

Enter the student's details and click 'Find a Student'.

Select the student.

In the 'Student Details' screen, click 'Stand-down & Suspensions'.

Click 'Notification following exclusion' and fill in the form.

Enter the student's return date or tick 'Unable to find other school for excluded student'.

Add the details of the schools who were contacted and who declined the student.

Check the information and click 'Submit'.

The 'Stand-down & Suspensions details' screen is displayed. Print a copy for your records.

## To cancel an exclusion

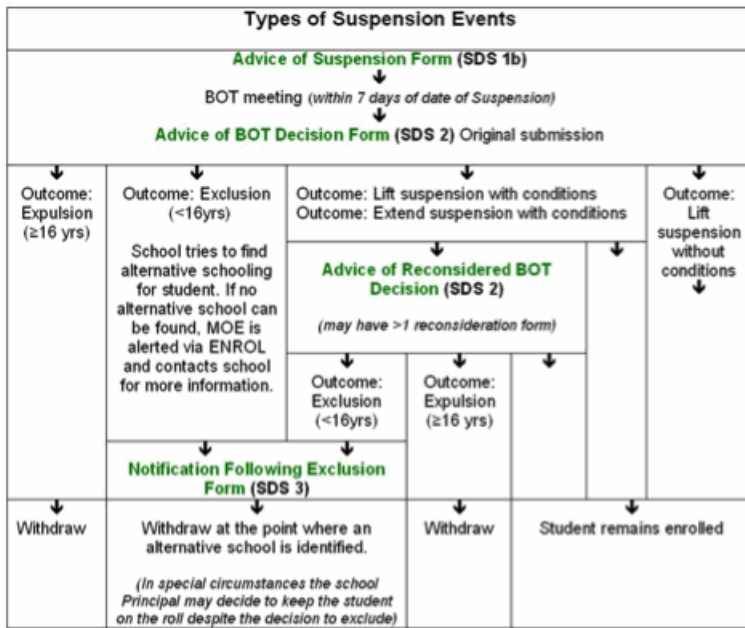
If you make a mistake, you can cancel the exclusion.

Click 'Cancel' on the 'Stand-down & Suspension Details' screen.

Select the reason for the cancellation from the drop-down menu.

Click 'Submit'.

## Types of suspension events



## English for Speakers of Other Languages (ESOL)

Funding is available to provide support for refugee and migrant background students with high English learning needs. The programmes are called English for Speakers of Other Languages.

ENROL now helps schools keep track of their English Language Learners (ELL), with:

The report English Language Learners at my School that will display all the current ELL at the school, including:

- student's NSN
- names (known as and legal names)
- date of birth and gender
- first day of attendance
- first ethnicity and citizenship
- student's status (refugee, migrant or NZ born)
- number of ESOL terms left (terms to pay)
- number of ESOL terms already paid
- current status (active or ceased)
- date ceased
- current year level
- previous school
- last day of attendance (previous school).

Displaying the text 'English Language Learner' in the Schools Attended box, just above the enrolment history, for eligible students:

Schools Attended

Latest Teaching & Learning Notes: Academic Attendance

English Language Learner

School	Use	Enrolment	Entry	Leaving	Post-School
School Number	ENROL	Date	Year Level	Year Level	Activity
Blackburne Rev	4222	Yes	10/05/2015	10/05/2015	4

ENROL will send an automatic email to any school newly enrolling a previously identified ELL.

## Tasks

ENROL automatically adds tasks to your task list. It also sends an email telling you that you have a task. You must action tasks within 5 working days.

If you wish to check or change your email, click the 'Update School Email Details' link at the bottom of the screen.

The tasks are:

- to complete a non-enrolment notification for a student
- to withdraw a student
- to update a verification document.

To see your tasks:

1. Click 'Tasks' on the ENROL toolbar.
2. Click on the name of the task to action it.

## Entering the results of hearing and vision tests (school users)

### Hearing and vision tests

Vision and hearing tests are done by district health boards. The results are recorded on the 'Student Details' screen in ENROL.

There are 2 kinds of tests:

the Routine New Entrant and B4 School Check test

the Routine Year 7 test.

A vision and hearing technician will contact your school and arrange a time to do their tests. Before the tests can be done a report must be created in ENROL. This report is called 'Students that have not completed routine tests'.

Vision and hearing technicians can create this report in ENROL, or they can ask the school to do it.

### Creating the "Students that have not completed routine tests" reports

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This report is usually created by the technician. You'll create it only if the technician asks you to.

Click on 'Reports' in the ENROL toolbar.

Select 'Students that have not completed routine tests'.

In the 'Report criteria' screen choose the test type.

Choose the year levels. 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.

Click 'Confirm'.

The report is created and given a batch number. This number is used by vision and hearing technicians when they enter the results of the tests. You can see the results of the tests on the 'Student Details' screen within 5 school days of the test.

### Viewing hearing and vision test results

To see results for multiple students:

Click 'Reports' in the toolbar.

Choose either 'Routine Hearing and Vision test for new entrants and B4 School Check' or 'Routine Hearing and Vision test for Year 7' report.

Click 'Confirm'.

To see results for individual students:

Click 'Find a Student' in the toolbar.

Enter the student's details, then click 'Find a Student'.

Click on the student's name or NSN.

Click 'Hearing and vision'.

### Creating ad hoc hearing and vision tests

You may have to arrange ad hoc tests for individual students. Do this by creating the 'Ad hoc hearing and vision test' report.

Click 'Reports' in the toolbar.

Click the 'Ad hoc Hearing and Vision test' report.

Enter the student's details and click 'Find Students'.

Select the student by either ticking the 'Select' check box or clicking 'Select all'.

Select the 'Test Type'.

Click 'Confirm'.

The report is created and given a batch number. This number is used by vision and hearing technicians when they enter the results of the tests. You can see the results of the tests on the 'Student Details' screen within 5 school days of the test.

You may wish to email the ad hoc testing report to the technician or give them a printout.