

Te Kura Enrolment System -TES

User Guide for Schools and Dual Providers

Part 2A: How to apply to enrol year 9-13 students

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Part 2A How to apply to enrol year 9-13 students

2.1 Key points for applying to enrol all secondary (Years 9-13) dual students

2.1.1 Recommended internet browser

Please note that we recommend all applications submitted via Te Kura Enrolment System (TES) be made using Internet Explorer (IE) version 10 or greater. You will also need to have IE in compatibility mode to display the system correctly. To set up and add IE to your available browsers, follow the steps in the **Part 1 TES Guide, How to Access TES**.

2.1.2 Automated enrolment system

All applications received for secondary dual enrolment are able to be automatically processed when all the information provided is **valid***. This means that when an application reaches the completion screen and an enrolment request ID number is provided, within 24 hours the student and subjects applied for will appear on your **Registered Student** list in TES.

*How to ensure the student details provided are valid

For applications from secondary schools please note; all the student's names, their National Student Number, date of birth and year level provided must **exactly** match with your school's data for the student on the Ministry of Education ENROL database. If it does not match exactly the application will not automatically complete. An Enrolment Advisor will need to check the application. An application for a transferred student cannot be automatically processed if the school of enrolment on ENROL does not match the school making the application.

For applications from alternative education centres and teen parent schools; the student's names, NSN, date of birth and year level etc entered must exactly match with the Ministry of Education ENROL database. However the school of enrolment name that the student appears under on ENROL does not have to be the same as the enrolling school for AE or teen parent school students applications.

2.1.3 Mandatory Fields

When submitting an application for a student to register, you will need to fill in all mandatory fields which are indicated with an * asterix. Fields with no * asterix may be left blank.

2.1.4 Date Format

TES only allows dates which are entered in the format: **DD-MON-YYYY**. For example: **02-JUL-2015**

You can use the calendar to the right of the date field if you have turned off the pop-up blocker, or you can enter the date manually in most date fields.

Enrolment Start Date (dd-MON-yyyy): 10-MAY-2013

May		2013				
<<	<	Today	>	>>		
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Part 2A How to apply to enrol year 9-13 students

2.2 How to make an application for any student – Step 1 to 5 Enrolment Eligibility

Step 1 of 5 - Enrolment eligibility

There are two parts to this section. This section requires you to answer questions about the student's eligibility to enrol. For more information refer to Te Kura Conditions of Enrolment.

Select the study year for which you are enrolling: *

Intl. Foreign Fee Paying Student: No Yes

Special School: No Yes

Enrolment Reason: *

Enrolment Start Date:

Programme

Please select a student year level followed by a programme. If only one programme exists for the year level it will be pre-selected for you.

Student year level:

Select a programme:

2.2.1 Study Year

There is only one option to select for the study year, because all dual enrolments are for the school year and automatically end in December each year.

2.2.2 Enrolment Reason

The options available on the **Enrolment Reason** menu follow the current Ministry of Education enrolment policy for Te Kura (refer to Section 4, Years 1-13 Dual Tuition Provisions).

To view or download a copy of the policy, go to the Dual Tuition page of our website:

<http://www.tekura.school.nz/information-for-schools>

It's important that you submit an application with the appropriate enrolment reason, otherwise it may be declined.

Enrolment Reason:

- Please select ---
- Activity Centre
- Alternative Education
- Emergency Staff Vacancy
- Exchange Student
- Gifted
- Language for Ethnic
- Psychological / Psycho-social
- Regional Health School
- Remedial
- Risk of Exclusion / Expulsion
- Small Senior Classes
- Special School and Govt Inst
- Subject Not Available
- Transferring Student
- Young Parent

Please refer to the enrolment policy for enrolment criteria. E.g. if your school has over 600 students, for Year 12-13 students choose **Small Senior Classes** not **Subject Not Available**.

2.2.3 Individual Education Plans (IEPs) needed for some applications

Applications under the Remedial and Gifted gateways must be supported by an IEP created within the last 6 months. Please see the enrolment policy for the information that the IEP must cover'.

Uploading Supporting Documents – for information about how to upload an IEP with your application, refer to page 10 of this guide;

2.2.4 Enrolment Start Date

The start date for Secondary Dual Year 9-13 students is automatically set and cannot be changed.

Continued on next page

Part 2A How to apply to enrol year 9-13 students

2.2 How to make an application for any student – Step 1 to 5 Enrolment Eligibility continued

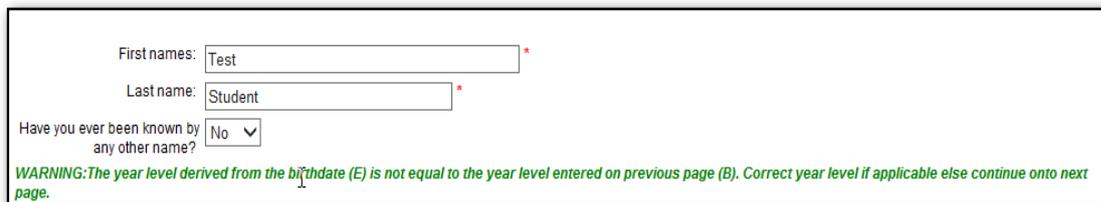
2.2.5 Student Year Level and Programme Choice

Choose the **Year Level** to match the student’s actual (chronological) age, which should also match with their year level on ENROL. Then select either Special Education, or the age range of the student (i.e. **Year 9-10**) The **Enrolment Reason** selected will provide the appropriate range of subject curriculum levels available in **Step 3 Subject Selection**. For example, a 15 year old who is turning 16 in July or later in the current year, is usually year 11 level. Choose **Year 11** in the **Year Level** field. If the year 11 student is working at curriculum level 3, in the **Select a Programme** field, choose **Year 11-13**. In **Step 3 Subject Selection** the Curriculum Level 3 to 5 subject choice will be available

NB; TES automatically checks that the student’s year level matches the date of birth entered. The validation is based on the rules that determine the student’s current year level in ENROL (<http://www.minedu.govt.nz/NZEducation/EducationPolicies/Schools/SchoolOperations/ENROLAndEnrolment/InformationSchoolUsers/SchoolUserFAQs/YearLevelsFAQs.aspx>).

If the year level does not match you will receive the error message below warning you of the mismatch.

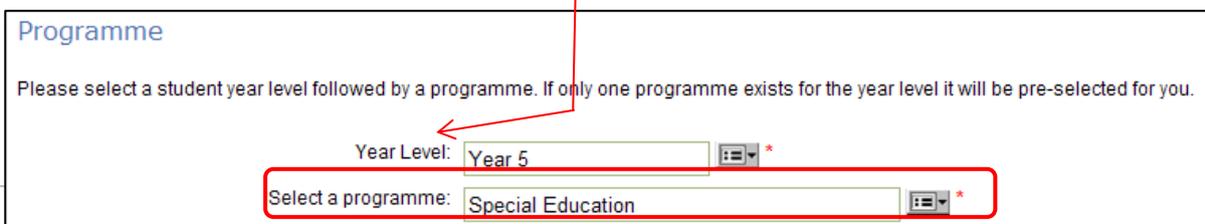
Please note you will be able to continue with the application, but it will not be completed automatically as an Enrolment Advisor will have to check the application.



2.2.6 Special Education Courses (e.g. SEENG – English, SEMAS – math)

If you want a Special Education programme at Curriculum Level 1, put the actual year level of the student (not the Curriculum level they are operating at) in the **Year Level** field and choose **Special Education** in the **Select a Programme** options

Select a programme
Special Education
Years 7 - 10



Special Education courses (SE prefix) are offered in all subject areas at level 1 of the curriculum. These courses are designed for students with special learning needs who require “specialist programming or curriculum adaptation” (refer to the current Ministry of Education enrolment policy for Te Kura, Section 4, Years 1-13 Dual Tuition Provisions). Also refer to page 8 **Subject Selection**.

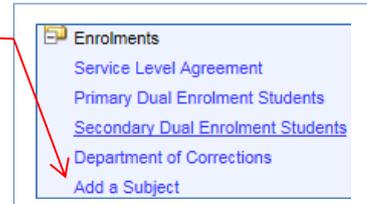
Part 2A How to apply to enrol year 9-13 students

2.3 How to make an Application - for a student previously enrolled at Te Kura

*Please note; if the student is currently enrolled and on your **Registered Students** list, use **Add a Subject** on your **TES** menu – see 2.3.1 below. The instructions in 2.3.2 are for **making an application for a student who has previously been enrolled with Te Kura** – either earlier this year or in recent years. When you provide an **NSN** or **Te Kura number** **TES** searches and locates all required details to use for the current application.*

2.3.1 How to add a subject for an existing student – using TES Enrolments menu Add a Subject

Use the **Add a Subject** option on the **TES Enrolments** menu when you want to add a new subject for a student who is already enrolled in other subjects in the current year. Refer to **TES Guide Part 7 How to add a subject for an existing student**, or view the help video available on our website; **Over view of secondary dual automation changes**:



<http://www.tekura.school.nz/information-for-schools/te-kura-enrolment-system-tes>

2.3.2 Student System Search: Step Two – Student Detail

- For **Step 1 of 5 – Confirm Enrolment Eligibility**, follow the steps in 2.2 (pages 3 and 4).
- Hit your **Tab** key, then click 
- The **Student System Search** screen displays (below).

The image shows a screenshot of a web browser window titled 'Student System Search'. The page content includes:

- Quick Link: StudEng
- Student System Search
- The student may already be on our system. Please follow the steps below to enable a Student System Search
- Bullet points:
 - If you have our Student Id (from a previous enrolment) and/or the National Student Number (NSN), please enter the number(s).
 - First Names, Last Name, Date of Birth and Gender are mandatory fields that you must complete.
 - Preferred Name is optional.
 - After all information is entered Press 'Next' button to start the Student System Search
- Form fields:
 - Enter the student's National Student Number (NSN): [input field]
 - or alternatively enter the student's ID number: 213026414 [input field]
- Buttons: Back, Next

 A red arrow points from the checkbox 'If student is a current or previous Te Kura student click here' to the text in the adjacent paragraph.

- Tick the box next to **“If student is a current or previous Te Kura student click here”**.
- Enter either the Te Kura **Student ID number** or **NSN**. **DO NOT ENTER BOTH NUMBERS**.
- **Note;** you can find Te Kura student IDs, NSNs and names of students who are currently or previously enrolled by you on the **Class List** under either **Applications** or **Registered Students**. To find details for students enrolled in previous years, go to **Registered Students**, and in the search screen field **Academic Year** enter the year the student was enrolled in and click **Search**.
- Click 

Note;to make the **Next** button selectable, hit the **Tab** key or click on any white space on the screen, after entering either the student’s **ID number** or **NSN**. Continued on next page

Part 2A How to apply to enrol year 9-13 students continued

2.3 How to make an Application - for a student previously enrolled at Te Kura

2.3.2 Student System Search: Step Two – Student Detail continued

- The **Step Two – Student Detail** page will appear with the student’s details automatically populating the information fields.
- Check the details and add the student’s email address.
- Click 

Please Note:

If the search is unsuccessful or you get an error message **‘Incorrect Biographical Data’**, go back to the start of the application form before you try again.

If unsure of a student’s details or you continue getting the **‘incorrect biographical data’** message please contact **Enrolment Services on 0800 65 99 88 extn 5044.**

Part 2A How to apply to enrol year 9-13 students continued

2.4 How to make an Application for a new student – student details

2.4.1 To make an application for a new student first follow the steps in 2.1 (pages 3 and 4) **Enrolment Eligibility**.

2.4.2 When you have completed the fields click on the **Next** button.

2.4.3 Enter the student's biographical details and email address:

Biographical details needed for enrolling students new to Te Kura

Providing the following details will ensure that your application for a new student is successful and able to be automatically processed. Contact the **Enrolment Services; 0800 65 99 88 ext 5044** for help:

- **National Student Number (NSN):**
 - Te Kura requires you to supply the NSN for any new students. To find out this information, please contact the person within your school who is responsible for updating ENROL.
 - If you are an Alternative Education provider or Activity Centre, please contact your managing school.
Please Note; avoid entering the NSN with a 0 in front. Enter only the 9 digit number.
- **Full name** (first, middle and surname) with spelling and capitals matching ENROL.
- **Date of birth** (format DD – MON – YYYY) to match the DOB on the ENROL database.
- **Gender.**
- **Email address** (this is required to provide an email address for every student).

Enter the information above on the Student System Search page fields as in the example below:

Student System Search

The student may already be on our system. Please follow the steps below to enable a Student System Search

- If you have our Student Id (from a previous enrolment) and/or the National Student Number (NSN), please enter the number(s).
- First Names, Last Name, Date of Birth and Gender are mandatory fields that you must complete.
- Preferred Name is optional.
- After all information is entered Press 'Next' button to start the Student System Search

If student is a current or previous Te Kura student click here

If the student is a current (or previous) Te Kura student please enter their ID number:

Enter the student's National Student Number (NSN):

First names:

Last name:

Have you ever been known by any other name?

Date of birth (dd-MON-yyyy):

Gender:

Preferred name:

2.4.4 Click **Next**

2.4.5 If the **Student System Search** finds a previous enrolment the **Student Detail** screen will appear, showing the student's details automatically populating the fields.
Check the details and add the student's current email address.

Part 2A How to apply to enrol year 9-13 students continued

2.5 How to make an application for a new and previously enrolled students – subject selection

2.5.1 Choose subject category.

Open the dropdown list of subject categories.

Step Three - Subject Selection

Please do the following:

1. Select one subject from the subject category list and then
2. Select the Main Subject
3. Press "Add subject to My Subject List".

Repeat steps 1 to 3 until all subjects have been added.

1. Choose subject category:  *

2. Choose main subject:  *

NB: some subjects are not listed as expected. E.g:

- Digital Technology (DT1000 etc) is under Technology.
- Enterprise Studies (ES000) is under Business Studies
- Pathways (PW9000) is found under Employment Skills/Transition and Life Skills (LS100) is listed separately.
- Performing Arts (PA1000) is under Arts.

2.5.2 Choose main subject

Open dropdown list **Choose main subject** to choose the specific course e.g. EN000 (year 9-10 students) or EN1000 (NCEA Level 1).

Please note; All Special Education, (SE), subjects offer only curriculum level 1 materials.

2.5.3 Choose *subject curriculum levels*

Some subjects cover more than one curriculum level, for example the introductory language courses provide learning materials covering curriculum levels 3 to 5. If this is the case additional fields will drop down entitled **3. Choose subject curriculum Level**, after the main subject has been selected.

The choice of curriculum level can then be seen against the subject selected:

Subject list			
Subject category	Main subject	Main subject curriculum level	Remove
Arts	AR000 Visual Arts, NCEA level 0, Curriculum Level 4-5	Curriculum Level 5	<input type="checkbox"/>

Continued on next page

Part 2A How to apply to enrol year 9-13 students continued

2.5 How to make an application for new and previously enrolled students student – subject selection continued

2.5.4 Add subject to my Subject List

Add subject to My Subject List

Your main subject choice will now appear below the **Add subject to My Subject List** button (above) highlighted in pink, confirming the subject category and main subject you have selected. The curriculum level will also show if you have been asked to select this.

Step Three - Subject Selection

Please do the following:

1. Select one subject from the subject category list and then
2. Select the Main Subject
3. Press "Add subject to My Subject List".

Repeat steps 1 to 3 until all subjects have been added.

1. Choose subject category:  *

2. Choose main subject:  *

Add subject to My Subject List

Subject list

Subject category	Main subject	Main subject curriculum level	Remove
Chinese	ZH000 Introductory Chinese, NCEA level 0, Curriculum Level 1-5		<input type="checkbox"/>

Back Next

2.5.5 If you wish to choose multiple subjects – repeat the process above (remembering to click **Add subject to My Subject List**) until all the subjects you require are displayed in the **Subject List** highlighted in pink

Please note; ensure that the total number of subjects applied for is within the allowed maximum for the enrolment reason used e.g. 4 per student for 'Subject Not Available'

2.5.6 If you wish to delete a subject you have selected – tick the **Remove** (tick) box beside the confirmed subjects highlighted in pink (see above).

2.5.7 When you have completed your subject selection click 

Continued on next page

Part 2A How to apply to enrol year 9-13 students continued

2.6 How to make an application for all students - assessment information

The 'Step Four – Assessment Information' page will appear (below).

2.6.1 The information requested will depend on the student's **Enrolment Reason**. The example screenshot below is for a **Transferring Student**.

2.6.2 You must complete the fields marked with an * asterix. The fields without an * asterix may be left blank.

2.6.3 Additional Information box and tick box for requesting specific course work:

All NCEA course work is available via our Online Teaching and Learning Environment (OTLE).

If your student is being enrolled in an NCEA subject to complete specific achievement or unit standards, on this screen you may request individual standards by:

ticking the box and noting the standard numbers and details in the **Additional Information** box. If the tick box is not selected and text is still entered, the information will not be actioned

The **Additional Information** box can also be used to provide other supporting information.

2.6.4 Uploading Supporting Documents for gifted, special school or health school students

Secondary dual applications for gifted, special school or health school students require an IEP (Individual Education Plan) to be provided with the application. If you have IEPs for other students upload them after the application is completed or email them to enrolment@tekura.school.nz with the student name and the enrolment ID number (see next page).

I understand that copies of the student's IEP must be sent to Te Kura within 5 working days or alternatively [Upload IEP Certificate](#) now. Additional Information to Support the Application. Please in

Use the link on the last screen (see above) **Upload**

IEP Certificate to attach the IEP document.

Please note that if you do not attach the IEP here you will be able to submit the application, but it will not be completed automatically as an Enrolment Advisor will have to check the application.

2.6.5 Click on **Submit Application** to complete the application process.

Previous Level of Study: Add / View Subjects taken At Home School
 Certificate Sought in Requested Subject: *
 Relevant Certificate Gained in Previous Year: *
 Additional Information to Support the Application. Please include requests for additional booklets here: (Maximum is 400 characters. 0 Characters.)
 Tick if you are requesting specific booklets

Part 2A How to apply to enrol students continued

2.7 How to make an application for any student – application completion

2.7.1 Enrolment Process Completion

Processing of your secondary dual application is usually automatic. You may notice a brief delay between clicking **Submit Application** and when the **Enrolment Process Completion** screen (below) appears. This is because most secondary dual applications are processed automatically, causing a brief pause.

After submitting the application, the final screen will confirm that your enrolment application has been completed and displays the application details. You will receive a confirmation email within a few minutes, advising whether or not the student has been successfully registered .

Enrolment process Completion

Thank-you for completing the enrolment process with Te Kura

Your enrolment ID is: **3555810**

Student Name: Test Student
Date of Application: 14-NOV-2014
Main Subjects Applied for:

Subject list

Subject category	Main subject	Main subject curriculum level
Maori	MA000 Introductory Te Reo Maori, NCEA level 0, Curriculum Level 2	Curriculum Level 4-5

2.7. 2 Enrolment request ID number

Please note down the **red** request **ID number** – this is a tracking number that is essential if the application has not processed automatically and you need Enrolment Services to follow up.

2.7.3 Checking the status of your application:

(Also refer to TES Guide Part 3 **How to check the status and registration of a student**).

Open your **Registered Students** screen. If your application has been successful the student will appear on your **Class List**.

If the application is not there and you do not receive an automatic email please contact

Enrolment Services; 0800 65 99 88 ext 5044

or enrolment@tekura.school.nz

