

## Te Kura Enrolment System -TES

### User Guide for Schools and Dual Providers

#### Part 2B: How to apply to enrol year 1-8 primary dual students

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## Part 2B How to apply to enrol year 1- 8 students

### 2.1 Key points when applying to enrol all primary (Years 1- 8) dual student

#### 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 Mandatory Fields

When filling in an application for a student to register, you will need to fill in all mandatory fields which are indicated with an \* asterix. Note; you do not need to fill in fields with no \* asterix.

#### 2.1.3 Special School

If you select **Special School** in the **Enrolment Eligibility** section – the **Enrolment Reason** will default to **Special Schools and Govt Inst**

Select the study year for which you are enrolling: 2013 \*

Intl. Foreign Fee Paying Student:  No  Yes

ESOL Student:  No  Yes

Private School:  No  Yes

Special School:  No  Yes

Enrolment Reason: Special Schools and Govt Inst \*

#### 2.1.4 Enrolment Reason

The options available on this menu follow the dual enrolment criteria covered by the current Ministry of Education Enrolment Policy for Te Kura. Refer to **Dual Tuition Schedules 1, 2 and 3** for all enrolment criteria for years 1-8 and year 7-8. To view or download a copy of the policy, go to the **Dual Tuition** pages of our website [www.tekura.school.nz](http://www.tekura.school.nz).

Enrolment Reason: --- Please select --- \*

- Emergency Staff Vacancy
- Gifted
- Special Schools and Govt Inst
- Te Reo Maori - Quails
- Technology
- Regional Health Schools
- Te Reo Maori - Transferring Student
- Special Education Needs
- Te Reo Maori - Access

It is really important that you choose the correct enrolment reason, otherwise your application may be declined e.g. applications for extension programmes should be made under the **Gifted** enrolment reason, not **Special Education Needs**.

#### 2.1.5 Choosing a student's year level and programme

Choose the **Year Level** to match the student's actual (chronological) age. Then select either **Special Education** or the age range of the student (i.e. **Year 0-6** or **Year 7-10**). The **Enrolment Reason** selected will make the appropriate range of subject curriculum levels available in **Step 3 Subject Selection**. E.g. for a year 8 Gifted student who is enrolling for an NCEA level 1 course; **Gifted** is the **Enrolment Reason**, **Year Level** is 8 and **Select a Programme is Year 7-10**. In **Step 3 Subject Selection** the NCEA level 1 subjects will be available to choose. The example below shows a **Special Education** enrolment for a year 7 student. The programme box defaults to **Special Education** because the enrolment reason chosen was **Special Education**.

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.

Year Level: Year 7 \*

Select a programme: Special Education \*

Select an enrolment period for the programme: 01-JAN-2015 to 31-DEC-2015 - January - December \*

Next

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## Part 2B How to apply to enrol year 1- 8 students continued

### 2.1 Key points when applying to enrol all primary (Years 1- 8) dual students continued

#### 2.1.6 How to choose the correct enrolment period

**Note; all dual enrolments automatically end on December 31 of the current year.**

Use the January-December option **only** when making the **first** enrolment application for the current year for that student.

It is essential that you select the **second option** on the dropdown menu **Multiple applications in year** when:

- you are adding a new subject for an existing student or changing a subject for a student you have already enrolled for this year.
- you are enrolling a student who had been enrolled with Te Kura this year by another school.

Please click the relevant *Select an enrolment period for the programme* to select the appropriate value:

Select an enrolment period for the programme

01-JAN-2015 to 31-DEC-2015 - January - December

01-JAN-2015 to 31-DEC-2015 - Multiple applications in year

Choosing **Multiple applications in year** will ensure a student's second and subsequent enrolments during the same year do not get trapped in the system.

Occasionally a third option may appear e.g. March 01 - December 31. Please ignore this option and only choose one of the 2 options above.

#### 2.1.7 Special Education Programme (e.g. SEENG – English, SEMAS – math)

If you want Special Education courses (SE prefix) in any subject areas at level 1 of the curriculum, choose that on the **Select a programme** options. SE courses are designed for students with special learning needs, who require significant curriculum adaptation.

Select a programme

Special Education  
Years 0 - 6

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.

Year Level: Year 5

Select a programme: Special Education

Select an enrolment period for the programme: 01-JAN-2013 to 31-DEC-2013 - Multiple applications in year

A current IEP is required for all applications made through the **Special Education** and **Gifted and Talented** gateways, for year 1 to 8 students. The information contained in the IEP is useful for programme planning and defining goals. Please note; the IEP must be less than 6 months old.

#### Uploading Supporting Documents

After completing an application you receive an Enrolment Request ID number. Underneath the ID number there is a link which allows you to upload supporting documents (refer to page 12). You can also email these documents to Enrolment Services [enrolment@tekura.school.nz](mailto:enrolment@tekura.school.nz) with the student name and the Enrolment ID number.

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## Part 2B How to apply to enrol year 1- 8 students continued

### 2.1 Key points when applying to enrol all primary (Years 1- 8) dual student continued

#### 2.1.8 Date Format

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

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



## Part 2B How to apply to enrol year 1- 8 students continued

### 2.2 How to apply for a student previously enrolled at Te Kura – Student System Search

Please note the following instructions are for making an application for a student:

- for whom you are adding a new subject or if changing a subject for a student previously enrolled at Te Kura in the current year.
- who has previously been enrolled with Te Kura either earlier this year or in recent years.

#### Student System Search: Student Detail

2.2.1 The *Student System Search* screen displays (below).

- Tick the box ***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**. For students enrolled in previous years, on the search screens, first enter the year the student was enrolled in the **Academic Year** box. A search will provide the details needed.

- Click **Next**

To make the **Next** button selectable, click on any white space on the screen. after entering either the student ID number or NSN

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## Part 2B How to apply to enrol year 1-8 students continued

### 2.2 How to apply- for a student previously enrolled at Te Kura – Student Detail

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

**2.2.1** 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.**

**Step Two - Student Detail**

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

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

Please make sure the name you have entered is the full legal name of the student

First Name:  \*

Last Name:  \*

Gender:  Male  Female \*

Date of birth (dd-MON-yyyy):  \*

**Provider Address Information**

**Street Address**

Street number and name:  \*

Suburb name or RD (rural delivery) number:

Town or City:

Postal Code:  \*

**Postal Address**

Street number and name / PO Box:  \*

Suburb name or RD (rural delivery) number:

Town or City:

Postal Code:  \*

## Part 2B How to apply to enrol year 1-8 students continued

### 2.3 How to make an application for a new student

**2.3.1** To make an application for a new student follow steps 1 to 5, **Enrolment Eligibility** Also refer to page 2, **2.1 Key points – Enrolment Reason** and **Choosing a student’s year level and programme** .

### Te Kura - Primary Dual Enrolment

#### 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

ESOL Student:  No  Yes

Private School:  No  Yes

Special School:  No  Yes

Enrolment Reason:  \*

Enrolment Start Date (dd-MON-yyyy):  \*

#### 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.

Year Level:  \*

Select a programme:  \*

Select an enrolment period for the programme:  \*

When you have completed the fields click .

### 2.3.2 Student details

Enter the student’s biographical details on the **Student System Search** screen The details you will need to make a successful application for a new student are:

- **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.

**Please Note;** avoid entering the NSN with a 0 in front. Enter only the 9 digit number.
- **Full name** (first, middle and surname)
- **Date of birth** (format DD – MON – YYYY); and
- **Gender.**

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## Part 2B How to apply to enrol year 1-8 students continued

### 2.3 How to make an application for a new student - Student System Search

**2.3.3.** After completing all of the mandatory fields (those with a red \* asterix) click **Next**.

**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:

#### 2.3.4 Previous enrolment found by the *Student System Search*

If the *Student System Search* finds a previous enrolment the *Student Detail* screen will appear, showing the student's details automatically populating the fields. If any Student Detail fields are empty, fill those in. Those with an \* asterix must be filled in.

**2.3.5** Check the details and add a contact email address for the student.



## Part 2B How to apply to enrol year 1-8 students continued

### 2.4 How to make an application for new and previously enrolled students – subject selection

The **Step Three – Subject Selection** screen will appear (below).

#### 2.4.1 Choose subject category

**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:    \*

Open the dropdown list of subject categories

Note; if making an application for a Gifted student, 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.

#### 2.4.2 Choose main subject

Open the dropdown list **Choose main subject** to choose the specific course e.g. **SEENG** or for gifted students - **MX1000** (NCEA Level 1).

**Please note;** all Special Education subjects (those with SE codes) offer only curriculum level 1 to 2 materials.

#### 2.4.3 Choose subject curriculum levels (if requested)

Some year 9-13 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 **Choose subject curriculum Level**, after the main subject has been selected.

The example below is for **MA000 Introductory Te Reo Māori**. The curriculum level choice ensures that the correct level of work is sent to the student, if the course is delivered as booklets or CDs

**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:    \*

3. Choose subject curriculum level:   \*

**Curriculum Level - Windows Internet Explorer**

http://smsdevelopment.correspondence.school.nz:7771/pls/test/gen.gw1.pkg

**List of Values: Curriculum Level**

%

Please click the relevant Choose subject curriculum level to select the appropriate value:

Choose subject curriculum level	Description
10	Curriculum Level 2-3
14	Curriculum Level 3-4
18	Curriculum Level 4-5

Continued next page

## Part 2B How to apply to enrol year 1-8 students continued

### 2.4 How to make an application for new and previously enrolled students – subject selection continued

#### 2.4.3 Choose subject curriculum levels (if requested) continued:

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

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"/>

#### 2.4.4 Further subject and subject level information

If the options do not provide the subjects and levels that you are applying for, go back to the **Enrolment Reason** options (refer to page 2) and check you have selected the correct one ie **Gifted, Te reo Maori – Quals** (for year 7 or 8 student applications under the Te Reo for qualifications gateway) **or Technology**.

For further information to help with your choice of the correct **Main Subject** and Curriculum Level, refer to the current Choice guide on our website [www.tekura.school.nz](http://www.tekura.school.nz)

For assistance contact Enrolment Services, 0800 65 99 88 ext. 5044, email [enrolment@tekura.school.nz](mailto:enrolment@tekura.school.nz) or contact your regional Relationship Coordinator.


#### 2.4.5 Completing **Subject Category** and **Main Subject** choices

When you have completed your subject selection click on 

Your main subject choice will now appear below the **Add subject to My Subject List** button (highlighted in pink) confirming the subject category and main subject you have selected.

#### 2.4.6 Choosing more than one **Subject Category** and **Main Subject**

- **If you wish to choose multiple subjects** – return to **Step 1 Choose subject category** and repeat the process until all the main subjects that you require are displayed in the **Subject List** and are highlighted in pink.
- **If you wish to delete a subject you have selected** – click into the **Remove** (tick) box.

2.4.7 When you have completed your subject selection click 

## Part 2B. How to apply to enrol year 1-8 students continued

### 2.5 How to make an application for new and previously enrolled students - assessment information

The **Step Four – Assessment Information** screen will appear (below).

The information requested will depend on the student’s **Enrolment Reason** (refer to page 2). The example below shows the **Assessment Information** screen for a Special Education application.

**2.5.1 You must complete the fields marked with a \* asterix.-Note; you do not need to complete fields without an \*asterix – these fields are optional.**

#### 2.5.2 Additional Information

If you are applying for a Gifted student enrolment in a Curriculum Level 3-5 ( 000 code) course (which cover a number of curriculum levels, usually CL3-5) please indicate the level your student is working at in the **Additional Information to Support the Application** field. This will ensure we dispatch the correct first posting work to your students, if the subject is booklet delivered.

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

#### 2.5.4 Supporting Documents

To submit an IEP or other supporting documents, use [Click here to upload](#) or go to **Applications** in the main menu (after an application has been submitted) and click on **View/Upload**

## Part 2B How to apply to enrol year 1-8 students continued

### 2.6 Enrolment process completion

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

Your enrolment ID is: **11657**

Student Name: \_\_\_\_\_

Main Subjects Applied for: [Subject list](#)

Subject category	Main subject
_____	_____

Date of Application: 19-MAR-2013

#### 2.6.1 Enrolment request ID number

Please note down the **red enrolment ID number** . This is a tracking number that is essential if you need Enrolment Services to follow up. **Please note;** this is not the student's Te Kura student ID number.

#### 2.6.2 Enrolment Details

The following details are displayed below the **enrolment ID** number:

- Student Name
- Main Subjects Applied for
- Date of Application

#### 2.6.3 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 **Applications** screen. If successful the student will be listed with the status of **Admitted**.

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](mailto:enrolment@tekura.school.nz)

