

Adding a Subject for an Existing Student

Adding a Subject

Please note you are only able to use the 'Add Subject' functionality for students that have a current registration with Te Kura. You can view your students that are currently registered in your 'Class List' in TES. The functionality detailed in 'SD Automation – Changes to TES' is also available when adding a subject:

- Curriculum level selection for subjects that require it
- An upload IEP link for the following enrolment reasons - health school, gifted, special school
- Tick box for additional work requirements

To add a subject

Select 'Add a Subject' from your 'Enrolments' option in TES:



Use either the students Te Kura student ID number or their NSN to search for the student (you can get these numbers from your 'Class List' if required):

Step One - Student System Search

Please ensure you have your student's Te Kura ID number or NSN to add a subject to their existing enrolment. Enter the applicable number into the correct field and use search to start this process.

If the student is a current (or previous) Te Kura student please enter their ID number or the student's National Student Number (NSN)

If the student does not have a current registration, you will see the following error message indicating you cannot use the add subject functionality for this student:

Student does not have an active enrolment with Te Kura

Please use the 'Secondary Dual Enrolment Students' link if you receive this message.

Once you have the student's details the enrolment reason will default to the reason against their existing registration but you can change it by using the drop box indicated if required):

Step Two - Add a Subject

1. Please select only one Enrolment Reason per application.
2. Please add selected subject(s) to 'My Subject List' before proceeding to the next step.

Student Detail

Te Kura ID number:

National Student Number (NSN):

First Name:

Last Name:

Enrolment Reason

Please select an enrolment reason applicable to all subjects to be added during this process.

Enrolment Reason *

Add the assessment information required and submit application:

Step Four - Assessment Information - Special Needs - Language for Ethnic

Previous Level of Study: 10

Add / View Subjects taken At Home School

Certificate Sought in Requested Subject: NCEA Level 1 *

Relevant Certificate Gained in Previous Year: No Formal Attainment *

Ethnic or Cultural affiliation to language requested: (Maximum is 250 characters. 24 Characters.)

Affiliation as requested

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

Back Submit Application

Once the application has been submitted you will receive the standard confirmation page, along with an enrolment ID number:

Enrolment process Completion

Thank-you for completing the enrolment process with Te Kura

Your enrolment ID is: **3555815**

Student Name: Test Student
Date of Application: 14-NOV-2014

Main Subjects Added:

Subject list

Subject category	Main subject	Main subject curriculum level
Spanish	SP1000 Spanish, NCEA level 1, Curriculum Level 6 (NCEA1)	

Validation

To ensure your application is processed automatically by the system, and does not require an Enrolment Advisor to check it prior to the new course being registered, make sure the following steps are taken:

- If the student is being enrolled as a gifted, regional health school, or special school student attach the IEP to the application using the upload IEP link prior to hitting submit
- Make sure you do not select more subjects that are allowed under the enrolment reason for your student. You can view the limits for each enrolment reason in our enrolment policy (<http://www.tekura.school.nz/media/pdf/Enrolment-Policy-2014.pdf>)