Adding a Subject for an Existing Student

Adding a Subject

<u>Please note</u> 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:

Те Кига	
Other Users	
Schools/Correctional Service	
🖻 Enrolments	
Service Level Agreement	
Primary Dual Enrolment Studen	ts
Secondary Dual Enrolment Stu	dents
Add a Subject	

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 Enter the applicable number into the correct field a	number or NSN to add a s nd use search to start this	subject to their existing enrolment. 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)	123456789	
Search		

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	
 Please select only one Enrolment Reason per application. Please add selected subject(s) to 'My Subject List' before proceeding t 	o the next step.
Student Detail	
Te Kura ID number: 213030578 ×	
National Student 123456789 Number (NSN):	
First Name: Test	
Last Name: Student	
Enrolment Reason	
Please select an enrolment reason applicable to all subjects to be added dur	ing this process.
Enrolment Reason Subject Not Available	

Student Detail Te Kura ID number: National Student Number (NSN): First Name: Last Name:	Please select Activity Centre Alternative Education Emergency Staff Vacancy Exchange Student Gifted Language for Ethnic Psychological / Psycho-social Regional Health School	
Please select an enrolme Enrolment Reason	Risk of Exclusion / Expulsion Small Senior Classes Special School and Govt Inst) be added during this process.
Subject Selection	Transferring Student Young Parent	

Add the additional subjects as required using the subject selection boxes and select next:

Step Two - A	dd a Subiect	
otop into in		
 Please select or Please add select 	nly one Enrolment Reason per application. ected subject(s) to 'My Subject List' before proceeding to the ne	xt step.
Student Detail		
Te Kura ID number	213030578 ×	
National Studer Number (NSN)	nt 123456789	
First Name	Test	
Last Name	Student	
Enrolment Reas	on	
Please select an enroin	nent reason applicable to all subjects to be added during this	process.
Enrolment Reasor	Language for Ethnic 🗸 *	
Subject Selection	on	
 Choose subject category: 		*
 Choose main subject: 		*
Add subject t	to My Subject List	
Subject list		
Subject category	Main subject	Main subject curriculum level Remove
Spanish	SP1000 Spanish, NCEA level 1, Curriculum Level 6 (NCEA1)	
Back Next		

Sten Four - Assessmen	t Information - Special Needs - Language for Ethnic
otep i our Assessmen	e information opecial needs Language for Ethnic
Previous Level of Study:	10 🗸
	Add / View Subjects taken At Home School
Certificate Sought in Requested Subject:	NCEA Level 1 V
Relevant Certificate Gained in Previous Year:	No Formal Attainment 🗸 *
Ethnic or Cultural affiliation to language rec	uested: (Maximum is 250 characters. 24 Characters.)
	Affiliation as requested
	~
Additional Information to Support the Applic	ation. Please include requests for additional booklets here: (Maximum is 400 characters. 0 Characters.)
Tick if you are requesting D specific booklets	^
	~
Back Submit Application	

Add the assessment information required and submit application:

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

Enrolmen	t process Completion	
Thank-you for com	pleting the enrolment process with Te Kura	
Your enrolment ID	is: 3555815	
Student Name: Date of Application	Fest Student n: 14-NOV-2014	
Main Subjects Add	led:	
Subject category	Main subject	Main subject curriculum level
Spanish	SP1000 Spanish, NCEA level 1, Curriculum Level 6	

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 (<u>http://www.tekura.school.nz/_media/pdf/Enrolment-Policy-2014.pdf</u>)