Quick Guide to Automated Secondary Dual Enrolments

Validation

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

- Match the biographical data you enter for the student in the Te Kura Enrolment System (TES) to the student's biographical data in ENROL
- Make sure the student's year level and date of birth align with the Ministry of Education's ENROL current year level
- 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)

Submitting an Application

Follow this process if the student you are enrolling is not currently enrolled with Te Kura for the academic year being applied for.

Select Secondary Dual Enrolment Students from your left hand menu:
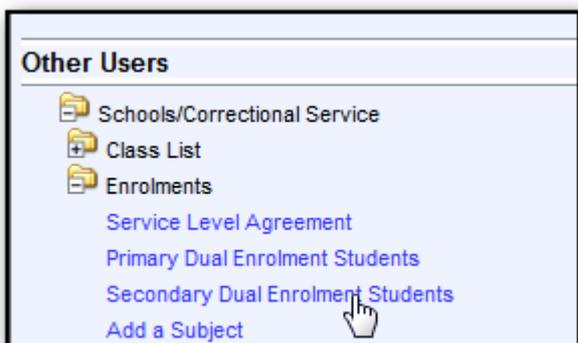
Enrolment Eligibility

Enter the year of enrolment, the enrolment reason, the student's year level according to their age, and select the programme from the drop down menu (only choose special education if the student is working at curriculum level 1 or below for any of their subjects):

Student System Search

If the student has been previously enrolled with Te Kura, use the search functionality to locate the student details, otherwise enter the student's biographical information:

Student Detail

Enter the students remaining biographical information and email address:

Subject Selection

Add the subjects the student requires, and if the subject requires it (a pop up box will appear if this is the case) select the appropriate curriculum level:

Assessment Information

Enter the required assessment information and submit the application. If you have specific requests for the student i.e. specific standards from a subject are required, or you need specific booklets, ensure you tick the 'tick if you are requesting specific booklets' tick box, and enter the details into the text box:

Once the application has been submitted you will receive a confirmation page and a confirmation email outlining whether or not the student has been successfully registered:

You can also check the status of the application in your 'Applications' LINK:
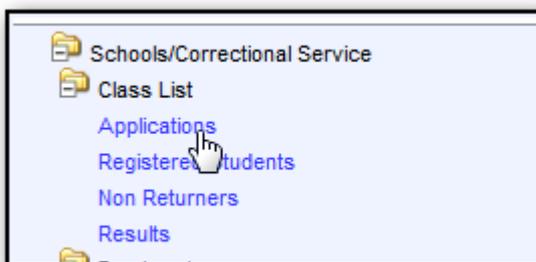
If the application has not been automatically completed, the application will show as 'Application in Progress':

If it was successfully completed, the application will show an admitted status.

If the application is in progress it will be assessed by an Enrolment Advisor. Once the application has been assessed the status will be updated accordingly, and you will be sent an email advising the outcome.