

Quick Guide to Automated Secondary Dual Enrolments

Validation

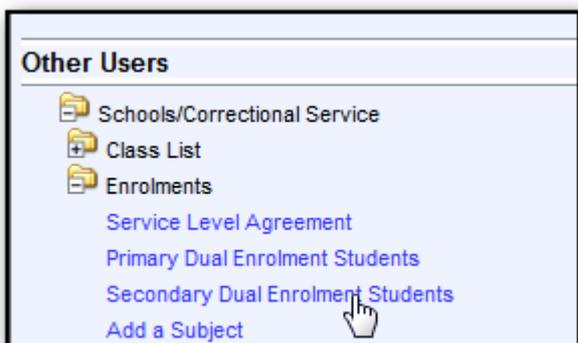
To ensure your application is processed automatically by the system, and does not require an Enrolment Advisor to check it prior to the student being registered, make sure the following steps are taken:

- 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):

Please ensure that the student details being entered match those in ENROL. The application will fail validation with ENROL if the details do not match. We understand that students enrolled by alternative education providers, activity centres, health schools, and teen parent units may differ from ENROL, and are catered for.

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: 2014 *

Intl. Foreign Fee Paying Student: No Yes

Special School: No Yes

Enrolment Reason: Gifted *

Enrolment Start Date: 07-NOV-2014

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: Year 11 *

Select a programme: Years 11 - 13 *

Next

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 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): 0123456789 x *

First names: Test *

Last name: Student *

Have you ever been known by any other name? No v

Date of birth (dd-MON-yyyy): 01-JAN-1999 *

Gender: Female v *

Preferred name: Test

Student Detail

Enter the students remaining biographical information and email address:

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): *

First language: ▾ *

Ethnicity: *

- Latin American
- Maori
- Middle Eastern
- NZ European/Pakeha

Iwi: *

- Do not know
- Hapū Affiliated to More Than One Iwi
- Hauraki (Coromandel) Region, not further defined
- Hauraki / Pare Hauraki

I can confirm that this student is a: ▾ *

Email address

Email: *

Confirm 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:

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/gen.gw1pkc

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
17	Curriculum Level 4-5

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2. Select the Main Subject
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Repeat steps 1 to 3 until all subjects have been added.

1. Choose subject category: *

2. Choose main subject: *

Subject category	Main subject	Main subject curriculum level	Remove
Maori	MA000 Introductory Te Reo Maori, NCEA level 0, Curriculum Level 2	Curriculum Level 4-5	<input type="checkbox"/>

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:

Tick if you are requesting specific booklets

Please send me the following work...|

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:

Enrolment process Completion

Thank-you for completing the enrolment process with Te Kura

Your enrolment ID is: **3555810**

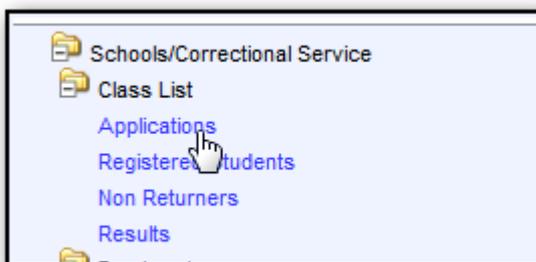
Student Name: Test Student
Date of Application: 14-NOV-2014

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

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':

Year	Student Number	NSN Number	Student Name	Qualification Code	Student Type	Application Date	Application Status	Application Cancel Date	Registered
2014	214127206	123456789	Student Test	Y7-10	Gifted	14-NOV-2014	Application in Progress		N

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.