



## Te Kura Enrolment System -TES

User Guide for Schools and Dual Providers

Part 3: How to check the status and registration of a student

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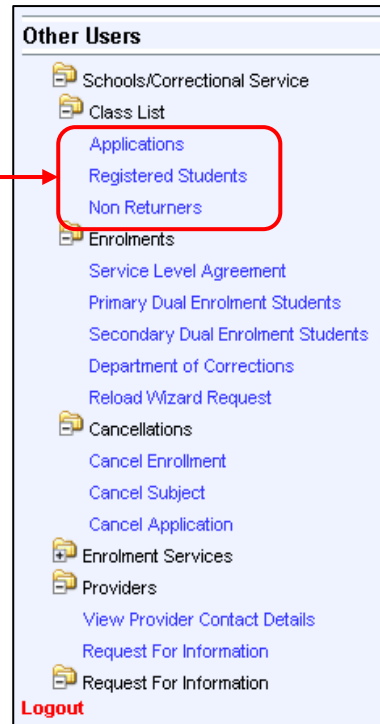
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## Part Three. How to check the status and registration of students

### 3.1 Checking the status and registration of a student

**Step 1.** Using the menu headings you can check the status of:

- Applications
- Registered Students
- Non Returners



### 3.2 Applications

**Step 1.** If you select 'Applications', the following search criteria will display in the applications page.

**Step 2.** Select the parameters by which you want to search (below).

If you want to see just your current applications put "N" in the Cancelled (Y/N or ALL) box, otherwise the list will include all students who have submitted ,then cancelled, enrolment applications for in the current year.

**Applications**

Person Number: 84236  
 Name: Aimee Lewis  
 School: Te Aho o Te Kura Pounamu

**Note:** Complete the fields below and click 'Search'

Academic Year or ALL : 2013  
 Student Number or ALL : 213056612  
 National Student Number or ALL : 133412098  
 Qualification Code or ALL : Years 11 - 13 \*  
 Student Type or ALL : Small Senior Classes  
 Cancelled (Y/N or ALL) : N  
 Admitted (Y/N or ALL) : Y

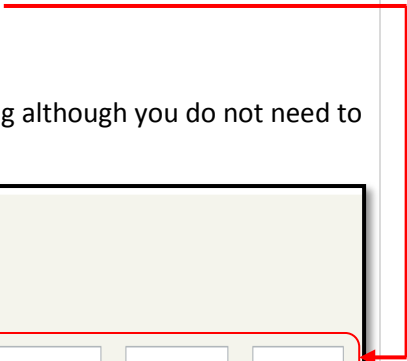
**Step 3.** Click 'Search'. →

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## Part Three. How to check the status of a student continued

### 3.2 Applications continued

Below is an example of the search results for **'Applications'**.

You can narrow your search by using the search criteria above the fields. 

Each box pertains to the field below it.

**Please note:** Enter the surname with a capital letter and the exact spelling although you do not need to enter the full name e.g. for Smith you can enter **'Sm'** then click **'Search'**.

**Applications**

Person Number: 81482  
Name: Aimee Lewis  
School: Te Aho o Te Kura Pounamu


Year	Student Number	NSN Number	Student Name	Qualification Code	Student Type	Application Date	Application Status	Application Cancel Date	Registered
2011	212001590	612345678	James Bond	Y7-10	Emergency Staff Vacancy	23-FEB-2012			N
2011	212001604	987654321	Joe Bloggs	Y0-6	Gifted	23-FEB-2012			N


The **'Applications'** screen lists every student and gives the current status (blank if not yet processed, **'Admitted'** when processed and the student is registered) and details for all enrolment applications in the current year.

Click on the **'Student number'** to see each student's **'Planned Subjects'** screen.

### 3.3 Registered Students

Go to this section to check the enrolment status of your students registered in Te Kura subjects and to see their subject teacher names and contact details.



**Step 1.** Select **'Registered Students'**, the following search criteria will display in the Registered Students page: 

**Step 2.** Select the parameters by which you want to search and click **'Search'**.   
Searching for 'All' will give you all students who have been registered for the year including the cancelled enrolments. If you want to see only your currently registered students, put **"N"** in the Cancelled (Y/N or ALL) box.

**Registered Students**

Person Number: 84236  
Name: Aimee Lewis  
School: Te Aho o Te Kura Pounamu

**Note:** Complete the fields below and click 'Search'

Academic Year or ALL : 2013  
Student Number or ALL : ALL  
National Student Number or ALL : ALL  
Qualification Code or ALL : ALL \*   
Student Type or ALL : ALL   
Cancelled (Y/N or ALL): ALL

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## Part Three. How to check the status of a student continued

### 3.3 Registered Students continued

**Result:** Below is an example of the search results for a search of 'ALL' 'Registered Students'. To view the registered subjects etc for only one student - in the 'Student Number or All' box on the search screen, enter that student's ID number and search, or enter the NSN in that search box and click search.

If you see students who do not belong to your school or if students are missing, please contact your Relationship Coordinator or Enrolment Services immediately.

**Step 3.** You can narrow your search by using the search criteria above the fields. Each box pertains to the field below it.

**Registered Students**

Person Number: 84236  
Name: Aimee Lewis  
School: St Catherines College (Kilbirnie)

Search

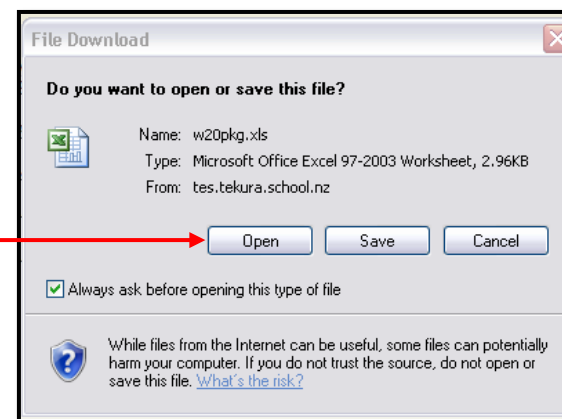
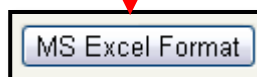
Year	Student Number	NSN Number	Surname	First Names	Main Subjects	Teacher Name	Teacher Email	Teacher Extension	Qual Code	Student Type	Registration Date	Registration Cancel Date	Registration Cancel Reason
2013	213036363	612345678	Bond	James	GL3000	Gould Jan	Jan.Gould@tekura.school.nz		Y11-13	Small Senior Classes	19-FEB-2013		
2013	213055368	987654321	Bloggs	Joe	EN3000	Thombury Shirley-Anne	shirley-anne.thombury@tekura.school.nz		Y11-13	Small Senior Classes	13-MAR-2013		
2013	213038595	612543219	McCaw	Ritchie	M02000	Keegan Kim	Kim.Keegan@tekura.school.nz		Y11-13	Small Senior Classes	22-FEB-2013		
2013	211473444	912345678	Carter	Daniel	ZH2000	Li Ying	Ying.Li@tekura.school.nz		Y11-13	Language for Ethnic	22-FEB-2013		
2013	212026401	678987654	Shelford	Buck	MS3000	Baker John	john.baker@tekura.school.nz		Y11-13	Small Senior Classes	19-FEB-2013		

MS Excel Format

To download the above list on an excel spreadsheet; click '**MS Excel Format**'.

**Result:** The 'File Download' window will appear giving you the option to **Open** or **Save** the file.

**Alternatively, select, copy and paste the Registered screen details into a Word or different file type.**



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## Part Three. How to check the status of a student continued

### 3.3 Registered Students continued

Year	Student Number
2013	213036363
2013	213055368

**Step 4.** To view details of a student's latest work return dates (ie when work returned for marking was last received at Te Kura) and their subject teacher details, click on the student's '**Student Number**' in the '**Registered Students**' screen.

**Result:** The '**Subjects of a Student**' screen will appear, displaying subject names, modules and the subject teacher's name (screen shot below).

Subjects of a Student									
Person Number: 84236 Name: Aimee Lewis School: St Catherines College (Kilbirnie)									
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>									
<input type="button" value="Search"/>									
Student	Student Name	Subject Code	Subject Description	Main Subject	Student Type	Teacher Name	Date Last Work Received	Cancel Date	Cancel Reason
612345678	Bond James	GL3000	Classical Studies	Y	Small Senior Classes	Gould Jan			
612345678	Bond James	GL3001M	GLNQ3 Internal Standards	N	Small Senior Classes	Gould Jan	15-APR-2013		
612345678	Bond James	7577V2	Analyse the nature of classical epic and comp	N	Small Senior Classes	Gould Jan			

**Step 5.** To view teacher's telephone extension number (for 0800 65 99 88) click on the teacher's name e.g. 'Gould Jan'.

**Result:** The '**Teacher Details**' screen appears (below), displaying the teachers name, email address and extension number.

Teacher Details			
Person Number: 84236 Name: Aimee Lewis School: St Catherines College (Kilbirnie)			
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
<input type="button" value="Search"/>			
Teacher Name	Email	Phone Number	Extension
Jan Gould	Jan.Gould@tekura.school.nz	8499	