



**SENTRAL  
EDUCATION**

## **Admin Enquiry User Guide**

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# Using Admin Enquiry

## Target Audience

- All Staff

## Content

Within this course staff will learn how to:


- View Student Information
- View Household Information
- View Staff Information
- Run Reports
- Run Exports

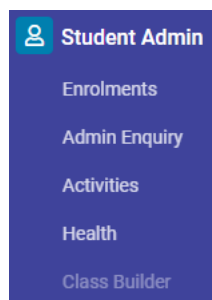
## Overview

This module is aimed at staff who need to run a search for student, staff and/or household information. Data here cannot be changed, it merely represents the data in the Sentral system that either comes from the Enrolments module or your data layer source.

Staff can run a variety of reports and can export data based on selections.

## Introduction

1. Select the **Waffle Icon**  in the top left corner of the screen, the modules display. Select **Admin Enquiry** under the **School Admin group**.



The Admin Enquiry Home screen displays.



The Admin Enquiry Home screen features a search bar at the top right labeled 'Search Admin Enquiry'. On the left is a vertical menu with options: Students, Households, Staff, Reports, and Exports. The main content area displays three data tables:

Students	
Total	590
Male	290
Female	299
ATSI	41

Households	
Total	592

Staff	
Total	107
Male	25
Female	78

On the right side, there are sections for 'Student Searches', 'Household Searches', and 'Staff Searches'. A date stamp 'Date: 2021-06-03 14:46:27' is visible below the search sections.

The home screen of Admin has three (3) areas that can be accessed from the left-hand side menu or by clicking on the icons on the screen. The options are:

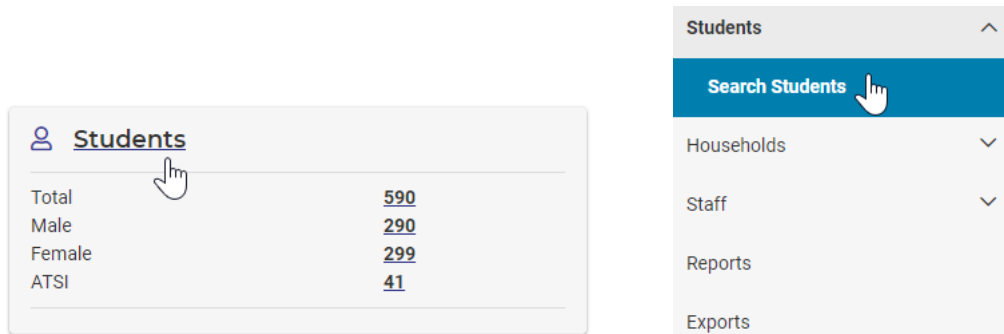
- **Students.**

- Households
- Staff

## Search Students

Staff can run a search for a student by entering the details you wish to search.

1. To access the Search Students, you can click on **Students Tab** in middle of screen or select **Students > Search Students** from the left-hand menu.



The Search Student screen displays. The search options available are Student Code, Surname, Given Names, Date of Birth, Roll Class or Scholastic Year.

### Search Students

Enter the details you wish to search for below, and then click the search button

Student Code:	<input type="text" value="Student Code"/>
Surname:	<input type="text" value="Surname"/>
Given Names:	<input type="text" value="Given Names"/>
Date of Birth:	Day <input type="text" value="Day"/> Month <input type="text" value="Month"/> Year <input type="text" value="Year"/>
Roll Class:	<input type="text" value="Select"/>
Scholastic Year:	<input type="text" value="Select"/>
<input type="button" value="Search"/>	

2. Enter details into the field you wish to search on and click on the **Search**  button.

The Student Search Results screen displays.

Student Code	Surname First Name	Sex	Year	Roll Class	D.O.B
000214	<a href="#">Smith, John</a>	Female	7	7 Navy	2008-10-01
000222	<a href="#">Williams, Sally</a>	Female	7	7 Teal	2008-04-09
003654	<a href="#">Jacobs, Sarah</a>	Male	7	7 Teal	2008-05-30
000232	<a href="#">Reagan, Brett</a>	Male	7	7 Teal	2008-10-29
000234	<a href="#">Mercer, Susan</a>	Male	7	7 Navy	2008-05-20
001962	<a href="#">Johns, Adam</a>	Male	7	7 Teal	2008-09-14

3. Click on the student's name to view more details for the student.

Student Summary	
<b>Contact 1</b> Mrs Contact 1071 Home: 1234567890 Mobile: 1234567890 Work: Email: 1071_01_email@sentrallenrolments.com	<b>Contact 2</b> Mr Contact 1070 Home: 1234567890 Mobile: 1234567890 Work: Email: 1070_01_email@sentrallenrolments.com
<b>Emergency Contacts</b> No Emergency Contacts Recorded	<b>Address</b> 36 Kallias Street LISMORE HEIGHTS NSW 2480
<b>Additional Information</b> Country of Birth: Australia Home Language: English	<b>Disabilities</b> Cerebral palsy Mental Health Problems Autism Language Other
<b>Medical Conditions</b> No Recorded Medical Conditions	<b>Fee Split Percentage</b>
<b>Permission to administer over the counter medicine</b>	
Salbutamol (Ventolin/Asmol) NO Paracetamol (Panadol/Herron) YES Ibuprofen/Nurofen/Advil (Not for asthmatics) NO Antihistamine (Lorastidine/Claratyne) NO	
<b>Medical Summary</b>	<b>Doctors</b>
Date of Last Tetanus Injection: 08/06/2021 Medicare Number: Medicare Expiry Date: Not Recorded Medicare Position on Card: Private Medical Fund: Private Medical Fund Number: Private Medical Fund Expiry Date: 08/06/2021 Ambulance Cover: NO Ambulance Provider:	Name: Dr Senthil Krishnamoorthy Type: other Phone: (02) 6686 2535 Grant Street Clinic 15/17 Grant St Ballina NSW 2478
<a href="#">Back</a>	

## Search Staff

- To access the Search Students, you can click on **Staff Tab** in middle of screen or select **Staff > Search Staff** from the left-hand menu.

Staff	
Total	<u>107</u>
Male	<u>25</u>
Female	<u>78</u>

- Students ▾
- Households ▾
- Staff ▴
- Search Staff
- Reports
- Exports

The Search Staff screen displays, where you can search on Staff Code, Title, Surnames, Given Names and Employment Type.

**Search Staff**

Enter the details you wish to search for below, and then click the search button

Staff Code:	<input type="text"/>
Title:	Select ▾
Surnames:	<input type="text"/>
Given Names:	<input type="text"/>
Employment Type:	Select ▾
<a href="#">Search</a>	

- Enter details into the field you wish to search on and click on the **Search** [Search](#) button. The Staff Search Results screen displays.

Staff Search Results				
Staff Code	Title	Given Names	Surname	Email
002432	Mrs	Sally	O'Farrell	1081_01_email@sentrallenrolments.com

[New Search](#) [Back](#)

**Note:** this is a Read Only screen displaying the staff details.

## Reports

With the Admin Enquiry Module there are a selection of reports that staff can run using the Sentral Data layer data. The list of reports available are:

### Attendance

**General Absences:** Provides a general listing of all students in a given time period.

**Family Absences:** List absences for all students from a specified family.

**Student Absences:** List absences for a specified student

**Unexplained Absences:** List's students who have outstanding unexplained absences.

**100% Attendance:** List of students with 100% attendance.

### Student and Carers

**Class List:** List of students by enrolled classes (High Schools only).

**Roll Class:** List of students in a roll class.

**Roll Class Statistics:** Summary of the gender and scholastic year makeup of all roll classes.

**House List:** Listing of all students in a chosen sporting house.

**Medical Summary:** Details of all students with medical considerations.

**Year List:** List of all students in selected scholastic year(s).

**ATSI Student Listing:** List of Aboriginal and Torres Strait Islander students.

**Country Of Birth Student Listing:** List of students based on country of birth.

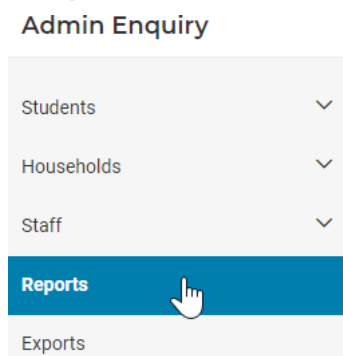
**Student Leavers:** List of students that have left the school.

**Official Roll:** Official Roll 101A/B.

**Religious Instructions:** List of students' religious preferences.

**Class Statistics:** Summary of gender and year makeup of all classes.

1. To access the Reports, select **Reports** from the left-hand menu.



The list of reports available to run displays.

## Reports

Reports can be used to display select information and summaries on various subjects. To run a report, click the name of the report below and follow any prompts that appear.

### Attendance

- **General Absences** - Provides a general listing of all students absent in a given time period
- **Family Absences** - List absences for all students from a specified family
- **Student Absences** - List absences for a specified student
- **Unexplained Absences** - Lists students who have outstanding unexplained absences
- **100% Attendance** - List of students with 100% attendance

### Students and Carers

- **Class List** - List of students by enrolled classes (High Schools only)
- **Roll Class** - List of students in a roll class
- **Roll Class Statistics** - Summary of the gender and scholastic year makeup of all roll classes
- **House List** - Listing of all students in a chosen sporting house
- **Medical Summary** - Details of all students with medical considerations
- **Year List** - List of all students in selected scholastic year(s)
- **ATSI Student Listing** - List of Aboriginal and Torres Strait Islander students
- **Country Of Birth Student Listing** - List of students based on country of birth
- **Student Leavers** - List of students that have left the school
- **Official Roll - Official Roll 101A/B**
- **Religious Instructions** - List of students' religious preferences
- **Class Statistics** - Summary of gender and year makeup of all classes

## Attendance > General Absences

1. To run the **General Absence Report**, click on the **Report** hyperlink.

The **General Attendance Report** selection screen displays.

Report: General Absences

Selection

Please select what criteria you would like to generate the report for. If you wish to select multiple items from a list, hold down the CTRL key while clicking the items. To select a list of sequential items, click the first item in the sequence, hold down the SHIFT key, then click the last item in the sequence.

Absence Period  All absences  Whole Day  Partial

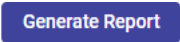
Display By  Scholastic Year  Roll Class

Starting Date 08 June 2021

Ending Date 08 June 2021

Scholastic Year Kindergarten  
Year 1  
Year 2  
Year 3  
Year 4


Generate Report

2. Please select what criteria you would like to generate the report for by using the toggle boxes and the drop-down lists for your input.
3. If you wish to select multiple items from a list, hold down the **CTRL** key while clicking the items.
4. To select a list of sequential items, click the first item in the sequence, hold down the **SHIFT** key, then click the last item in the sequence.
5. Click on the **Generate Report**  button.

The report will display on the screen, displaying the data.

All absences between 01/01/2021 and 08/06/2021


Surname	Pref. Name	Student Code	Roll Class	Date	Reason	School Comment	Period	Total
Webb	Sally	634	1G	03/02/2021	Sick	Unwell	Whole Day	15
				08/02/2021	Sick	Unwell	Whole Day	
				10/02/2021	Leave	Appointment	Partial Day (02:40 PM - 02:57 PM)	
				17/02/2021	Exempt	Late	Partial Day (09:08 AM - 09:15 AM)	
				24/02/2021	Leave	Appointment	Partial Day (02:30 PM - 02:57 PM)	
				25/02/2021	Leave	Brooke was away from school on these dates as she had a visit with her paternal family in Sydney.	Whole Day	
				26/02/2021	Leave	Brooke was away from school on these dates as she had a visit with her paternal family in Sydney.	Whole Day	
				01/03/2021	Leave	Brooke was away from school on these dates as she had a visit with her paternal family in Sydney.	Whole Day	
				02/03/2021	Leave	Brooke was away from school on these dates as she had a visit with her paternal family in Sydney.	Whole Day	

6. Click on the **Print**  button to print a copy of the report.


## Attendance > Family Absences

1. To run the **Family Absence Report**, click on the **Report** hyperlink.

The **Family Absences Report** selection screen displays.

 Report: Family Absences

**Selection**

 Please select what criteria you would like to generate the report for. If you wish to select multiple items from a list, hold down the CTRL key while clicking the items. To select a list of sequential items, click the first item in the sequence, hold down the SHIFT key, then click the last item in the sequence.

Starting Date: 01 June 2021

Ending Date: 08 June 2021


Surname: Webb

Next >


2. Please select what criteria you would like to generate the report for by using the toggle boxes and the drop-down lists for your input.

3. Click on the **Next**  button.

The Selection details for the families is displayed.

 Report: Family Absences

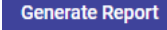
**Selection**

 Please select what criteria you would like to generate the report for. If you wish to select multiple items from a list, hold down the CTRL key while clicking the items. To select a list of sequential items, click the first item in the sequence, hold down the SHIFT key, then click the last item in the sequence.

Mr Richard Howard & Mrs Anika Howard (Father: Contact 1168, Mother: Contact 1169) - 2 students

Family

< Back   Generate Report

4. Make sure the families are highlighted and click on **Generate Report**  button.



The report will display on the screen, displaying the data.


<b>Central College</b> Family Absences	<a href="#">Print</a>
All absences between 09/06/2021 and 09/06/2021 <b>Student:</b> 1170, Student (550) <b>Roll Class:</b> 2L <b>Parents:</b> Mr Contact 1168 & Mrs Contact 1169	
<b>Central College</b> Family Absences	
All absences between 09/06/2021 and 09/06/2021 <b>Student:</b> 1461, Student (677) <b>Roll Class:</b> Kindy Koalas <b>Parents:</b> Mr Contact 1168 & Mrs Contact 1169	

5. Click on the **Print**  button to print a copy of the report.

## Attendance > Student Absences

1. To run the **Student Absence Report**, click on the **Report** hyperlink.

The **Student Absences Report** selection screen displays.

 Report: Student Absences

**Selection**

 Please select what criteria you would like to generate the report for. If you wish to select multiple items from a list, hold down the CTRL key while clicking the items. To select a list of sequential items, click the first item in the sequence, hold down the SHIFT key, then click the last item in the sequence.

Starting Date 09 ▾ June ▾ 2021 ▾

Ending Date 09 ▾ June ▾ 2021 ▾


Search for surname

[Next >](#)


2. Please select what criteria you would like to generate the report for by using the toggle boxes and the drop-down lists for your input.

3. Click on the **Next**  button.

The Selection details for the student is displayed.

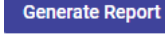
 Report: Student Absences

**Selection**

 Please select what criteria you would like to generate the report for. If you wish to select multiple items from a list, hold down the CTRL key while clicking the items. To select a list of sequential items, click the first item in the sequence, hold down the SHIFT key, then click the last item in the sequence.

Student

[< Back](#) [Generate Report](#)

4. Make sure the student is highlighted and click on **Generate Report**  button.

The report will display on the screen, displaying the data.

**Sentral College**  
Student Absences Print

All absences between 09/06/2021 and 09/06/2021  
**Student:** 116, Student (634)  
**Roll Class:** 1G  
**Scholastic Year:** 1

5. Click on the **Print** Print button to print a copy of the report.

## Attendance > Unexplained Absences

1. To run the **Unexplained Absence** Report, click on the **Report** hyperlink.

The **Unexplained Absences Report** selection screen displays.

Report: Unexplained Absences

**Selection**

Please select what criteria you would like to generate the report for. If you wish to select multiple items from a list, hold down the CTRL key while clicking the items. To select a list of sequential items, click the first item in the sequence, hold down the SHIFT key, then click the last item in the sequence.

All Absences  
 Absence Type Filter Only Whole Day Absences  
 Only Partial Absences

Generate Report

2. Please select what criteria you would like to generate the report.

3. Click on the **Generate Report** Generate Report button.

The Unexplained Absences Report displays.

**Sentral College**  
Unexplained Absences Print

Surname	Prof. Name	Year	Roll Class	Student Code	Date	Period	Notice Sent
					25/09/2018	Whole Day	No
					26/11/2018	Whole Day	No
					03/12/2018	Whole Day	No
					09/09/2019	Whole Day	Yes
1019	Student	10	10 Teal	556	27/08/2020	Whole Day	Yes
					20/10/2020	Whole Day	Yes
					21/10/2020	Whole Day	Yes
					22/10/2020	Whole Day	Yes
					26/11/2020	Whole Day	Yes
					16/12/2020	Whole Day	Yes
102	Student	6	6W	43	28/09/2018	Whole Day	No
					27/04/2021	Whole Day	No
					24/09/2019	Whole Day	Yes
1026	Student	11	Year 11	490	29/11/2019	Whole Day	Yes
					14/12/2020	Whole Day	Yes
					28/04/2021	Whole Day	No

4. Click on the **Print** Print button to print a copy of the report.

## Attendance > 100% Attendance

1. To run the **100% Attendance** Report, click on the **Report** hyperlink.

## The 100% Attendance Student List selection screen displays.

### Report: 100% Attendance Student List

**Selection**

Please select what criteria you would like to generate the report for. If you wish to select multiple items from a list, hold down the CTRL key while clicking the items. To select a list of sequential items, click the first item in the sequence, hold down the SHIFT key, then click the last item in the sequence.

Kindergarten  
Year 1  
Scholastic Year Year 2  
Year 3  
Year 4

**Options**

For each result, display the following information:

- Display STUDENT ID
- Display DATE OF ENROLMENT
- Display DATE OF BIRTH
- Display STUDENTS WHO HAVE NO WHOLE OR PARTIAL ABSENCES
- Group students by gender
- Include a blank header row for writing additional headings
- Include a blank footer row for writing additional footers/totals
- Display 18 cells of small size

**Generate Report**

2. Please select what criteria you would like to generate the report.

3. Click on the **Generate Report**  button.

The 100% Attendance Report displays.

Sentral College										Print
Year 4										
Showing students with 100% attendance (whole days only)										
Absences with the following reasons are ignored in generating this report – Exempt, Flexible, School Business, Shared Enrolment										
Student Code	Surname	Pref. Name	Sex	Year	DOB	Enrolled				
798	1963	Student	M	4	28/10/2011	29/01/2021				
Total Students: 1										

Sentral College										
Year 5										
Showing students with 100% attendance (whole days only)										
Absences with the following reasons are ignored in generating this report – Exempt, Flexible, School Business, Shared Enrolment										
Student Code	Surname	Pref. Name	Sex	Year	DOB	Enrolled				
820	156	Milton	X	5	03/06/2021					
Total Students: 1										

Sentral College										
Year 6										
Showing students with 100% attendance (whole days only)										
Absences with the following reasons are ignored in generating this report – Exempt, Flexible, School Business, Shared Enrolment										
Student Code	Surname	Pref. Name	Sex	Year	DOB	Enrolled				
808	2018	Student	F	6	23/07/2009	29/01/2021				
Total Students: 1										

4. Click on the **Print**  button to print a copy of the report.

## Students and Carers > Class List

1. To run the **Class List**, click on the **Report** hyperlink.

The **Class List** selection screen displays.

**Report: Class List**

**Selection**

Please select what criteria you would like to generate the report for. If you wish to select multiple items from a list, hold down the CTRL key while clicking the items. To select a list of sequential items, click the first item in the sequence, hold down the SHIFT key, then click the last item in the sequence.

Academic Period

Filter Classes by School Year: All Years | year K | year Meetings | year T | year 1 | year 2 | year 3 | year 4 | **Year 5** | year 6 | year 7 | year 8 | year 9 | year 10 | year 11 | year 12

Classes

**Options**

For each result, display the following information:

- Display STUDENT ID
- Display STUDENT YEAR
- Display ROLL CLASS
- Display DATE OF BIRTH
- Display HOUSE
- Display DATE OF ENROLMENT
- Display ESL SUPPORT
- Display PHONE
- Display ATSI
- Display MEDICAL INDICATOR
- Display NISP
- Display PERMISSION TO PHOTOGRAPH
- Display CORRESPONDENCE ADDRESS
- Group students by gender
- Include a blank header row for writing additional headings
- Include a blank footer row for writing additional footers/totals
- Display 18 cells of small size

**Photo Display**

If student photographs have been imported into SENTRAL, the report can be generated with pictures of each student shown on the report.

- Display this report with photographs

**Generate Report**

2. Please select what criteria you would like to generate the report.

3. Click on the **Generate Report**  button.

The Class List displays.

4. Click on the **Print**  button to print a copy of the report.

## Students and Carers > Roll Class List

1. To run the **Roll Class List**, click on the **Report** hyperlink.

The **Roll Class List** selection screen displays.

**Report: Roll Class List**

**Selection**

Please select what criteria you would like to generate the report for. If you wish to select multiple items from a list, hold down the CTRL key while clicking the items. To select a list of sequential items, click the first item in the sequence, hold down the SHIFT key, then click the last item in the sequence.

Roll Class

6J - 1111, Teacher  
6W - 1123, Teacher  
**7 Navy - 2020, Teacher**  
7 Teal - 1707, Teacher  
8 Navy - 2026, Teacher  
8 Teal - 3, Teacher  
9 Navy - 1707, Teacher  
9 Teal - 1707, Teacher  
CASE - ?  
EXT - ?

**Options**

For each result, display the following information:

- Display STUDENT ID
- Display HOUSE
- Display DATE OF ENROLMENT
- Display DATE OF BIRTH
- Display PHONE
- Display PERMISSION TO PHOTOGRAPH
- Display ATSI
- Display MEDICAL INDICATOR
- Display NISP
- Display RELIGION
- Display INTERNET USERNAME
- Display CORRESPONDENCE ADDRESS
- Group students by gender
- Include a blank header row for writing additional headings
- Include a blank footer row for writing additional footers/totals
- Display 18 cells of small size

**Photo Display**

If student photographs have been imported into SENTRAL, the report can be generated with pictures of each student shown on the report.

- Display this report with photographs

**Generate Report**

2. Please select what criteria you would like to generate the report.

3. Click on the **Generate Report** button.

The Class List displays.

Sentral College  
Roll Class List  
Roll Class: 7 Navy Teacher: Miss T. 2027

Print

Student Code	Surname	Prft. Name	Sex	Year	DOB	House	Enrolled	Phone	Medical Concerns	ATSB	NEISB	Religion	Photo Permitted	Address	Allocated User ID
867	1205	Students	F	7	17/01/2009		01/01/1970				0	Baptist		PG Box WOLLONGBAR	
870	1206	Students	F	7	28/04/2009		01/01/1970				0			PG Box COMBALLYN	
872	1226	Students	M	7	28/05/2008		01/01/1970				0			PG Box Alansville	
281	150	Students	M	7	22/01/2008	Jacob	01/01/1970				0			PG Box Gosnellah	
645	1586	Students	M	7	22/12/2008		01/01/1970				0	Presbyterian		PG Box GOONELLABA	
729	1662	Students	F	7	16/01/2009		01/01/1970				0	Anglican Church of Australia		PG Box DUNDON	
723	1692	Students	M	7	20/12/2008		01/01/1970				0			PG Box ROUS	
779	1692	Students	M	7	28/01/2009		01/01/1970				0			PG Box GOONELLABA	
784	1870	Students	F	7	14/05/2008		01/01/1970				0			PG Box ROSEBANK	
803	1994	Students	F	7	01/08/2008		01/01/1970				0	Assemblies of God		PG Box WOLLONGBAR	
287	204	Students	F	7	08/11/2008	Isaac	01/01/1970				0			PG Box Wallingbar	
325	221	Students	F	7	04/02/2009	Isaac	01/01/1970				0			PG Box North Lamore	
75	231	Students	M	7	27/08/2008	Abraham	01/01/1970				0			PG Box ALSTONVILLE	
329	251	Students	M	7	18/10/2008	Jacob	01/01/1970				0	Uniting Church		PG Box Gosnellah	
334	267	Students	F	7	12/12/2008	Abraham	01/01/1970				0	Western Methodist Church		PG Box GOONELLABA	
14	31	Students	F	7	01/10/2008	Abraham	01/01/1970				0	Christian Outreach Centre		PG Box Gosnellah	
146	481	Students	M	7	08/02/2008	Abraham	01/01/1970				0			PG Box GOONELLABA	
259	480	Students	M	7	14/05/2008	Isaac	01/01/1970				0			PG Box Gosnellah	
346	568	Students	F	7	28/02/2008	Isaac	01/01/1970				0	Aborigine		PG Box CAMARBA	
257	582	Students	M	7	08/11/2008	Isaac	01/01/1970				0			PG Box COMBALLYN	
459	732	Students	F	7	04/08/2008	Jacob	01/01/1970				0	Presbyterian		PG Box DUNDON	
481	737	Students	F	7	13/08/2008	Jacob	01/01/1970				0	Baptist		PG Box WOLLONGBAR	
482	755	Students	F	7	08/10/2007	Jacob	01/01/1970				0			PG Box GOONELLABA	
312	805	Students	M	7	14/10/2008	Isaac	01/01/1970				0			PG Box NORTH LAMORE	
26	87	Students	M	7	20/05/2008	Jacob	01/01/1970				0	Uniting Church		PG Box Gosnellah	
301	969	Students	F	7	20/07/2008	Abraham	01/01/1970				0	Lutheran		PG Box DUNDON	

Total Students: 26

4. Click on the **Print** button to print a copy of the report.

## Students and Carers > Roll Class Statistics

1. To run the **Roll Class Statistics**, click on the **Report** hyperlink.

The **Roll Class Statistics** data displays.

Sentral College  
Roll Class Statistics

Print

CLASS	TEACHER	1		2		3		4		5		6		7		8		9		10		11		12		KI	TK	Sub-Total		
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F					
Kindy Koalas	Mrs T. 1207																											24		
Kindy Wombats	Mrs T. 2023																											25		
10 Navy	Mrs T. 1209																				7	12					19			
10 Teal	Mrs T. 1209																					12	7					19		
1G	Miss T. 1109	12	11																									23		
1H	Mrs T. 1708	13	12																									25		
2B	Mrs T. 1009			12	13																							25		
2L	Mrs T. 1115			13	13																							26		
3C	Miss T. 1007			16	12																							28		
3E	Mrs T. 2029			15	12																							27		
4A	Mrs S. O'Farrell					12	11																					24		
4B	Mrs T. 1122					19	11																					24		
5C	Mrs T. 2028							8	14																			23		
5W	Miss T. 1210							10	13																			23		
6J	Mrs T. 1111									9	13																	22		
6W	Miss T. 1123									9	13																	22		
7 Navy	Miss T. 2027											10	14															26		
7 Teal	Mrs T. 1707											11	15															26		
8 Navy	Mrs T. 2026													19	12													25		
8 Teal	Mrs T. 1120													10	17													27		
No Roll Class																										0	1	1		
Transition to Kindy	Mrs T. 1108																										23	19	42	
Year 11	Mrs T. 1709																				12	8						20		
Year 12	Mrs T. 1100																						8	8				16		
Year 9	Mrs L. Shammugh														15	13												28		
Total:		25	23	23	25	26	31	24	26	22	18	27	18	26	23	29	23	29	15	13	19	19	12	8	8	8	24	25	23	20
By Year:		48	51	55	48	46	44	52	52	28	38	20	16	49	43															

2. Click on the **Print** button to print a copy of the report.

## Students and Carers > House List

1. To run the **House List**, click on the **Report** hyperlink.

The **House List** selection screen displays.

### Report: House List

**Selection**

Please select what criteria you would like to generate the report for. If you wish to select multiple items from a list, hold down the CTRL key while clicking the items. To select a list of sequential items, click the first item in the sequence, hold down the SHIFT key, then click the last item in the sequence.

House Abraham  
Isaac  
Jacob

---

**Options**

For each result, display the following information:

- Display STUDENT ID
- Display DATE OF ENROLMENT
- Display ROLL CLASS
- Display DATE OF BIRTH
- Display AGE AT THE 1ST OF JANUARY
- Display ATSI
- Display MEDICAL INDICATOR
- Display NESB
- Group students by gender
- Include a blank header row for writing additional headings
- Include a blank footer row for writing additional footers/totals
- Display 18 cells of small size

[Generate Report](#)

2. Please select what criteria you would like to generate the report.

3. Click on the **Generate Report** [Generate Report](#) button.

The House List displays.

[Print](#)

Sentral College  
House List

House: Abraham

Year 1 (1 students):											
Student Code	Surname	Pref. Name	Sex	Year	Roll Class	DOB	Age @ 1st Jan	Enrolled	Medical Concerns	ATSI	NESB
586	71	Student	F	1	1H	22/05/2014	6.7	30/01/2018			No
Year 2 (4 students):											
Student Code	Surname	Pref. Name	Sex	Year	Roll Class	DOB	Age @ 1st Jan	Enrolled	Medical Concerns	ATSI	NESB
47	220	Student	F	2	2B	13/11/2013	7.1	30/01/2018			No
85	307	Student	M	2	2L	10/10/2013	7.2	30/01/2018			No
127	819	Student	F	2	2B	14/08/2013	7.4	30/01/2018			No
42	99	Student	M	2	2L	21/03/2013	7.9	30/01/2018			No
Year 3 (5 students):											
Student Code	Surname	Pref. Name	Sex	Year	Roll Class	DOB	Age @ 1st Jan	Enrolled	Medical Concerns	ATSI	NESB
63	187	Student	F	3	3S	26/10/2012	8.2	30/01/2018			No
74	229	Student	M	3	3C	28/12/2012	8.0	30/01/2018			No
78	269	Student	F	3	3C	26/06/2012	8.6	30/01/2018			No
83	284	Student	M	3	3S	17/11/2011	9.1	30/01/2018			No
126	818	Student	M	3	3C	14/09/2012	8.3	30/01/2018			No
453	DaVin Ayla	Student	F	3	3S	01/11/2012	8.2	30/01/2018			No
Year 4 (12 students):											

4. Click on the **Print** [Print](#) button to print a copy of the report.

## Students and Carers > Medical Summary

1. To run the **Medical Summary**, click on the **Report** hyperlink.

The **Medical Summary** selection screen displays.

**Report: Medical Summary**

**Selection**

Please select what criteria you would like to generate the report for: if you wish to select multiple items from a list, hold down the CTRL key while clicking the items. To select a list of sequential items, click the first item in the sequence, hold down the SHIFT key, then click the last item in the sequence.

Select By:  Whole School  Year  Roll Class

Kindergarten  
 Year 1  
 Year 2  
 Year 3  
 Scholastic Year:  
 Year 4  
 Year 5  
 Year 6  
 Year 7  
 Year 8  
 Year 9

---

**Options**

For each result, display the following information:

- Display STUDENT ID
- Display DATE OF ENROLMENT
- Display ROLL CLASS
- Display MEDICARE NUMBER
- Display DATE OF BIRTH
- Display PHONE
- Group students by gender
- Include a blank header row for writing additional headings
- Include a blank footer row for writing additional footers/totals

---

**Photo Display**

If student photographs have been imported into SENTRAL, the report can be generated with pictures of each student shown on the report.

- Display this report with photographs

[Generate Report](#)

2. Please select what criteria you would like to generate the report.

3. Click on the **Generate Report** [Generate Report](#) button.

The Medical Summary displays.

Sentral College  
Medical Summary for Year 2 [Print](#)

Student Code	Surname	Pfvl. Name	Sex	Year	Roll Class	DOB	Enrolled	Phone	Medicare Number	Medical Conditions	Allergies
395	1069	Student	M	2	2L	31/07/2013	24/07/2018			YES Other - Sensory processing difficulties and fine motor skills issues, Intellectual Disability - Global Development Delay, Language - Moderate to severe receptive language delay.	No
389	1078	Student	M	2	2L	12/10/2013	30/01/2018			YES Asthma - mild	No
744	1664	Student	M	2	2B	09/11/2013	23/07/2020			YES Asthma - mild	No

4. Click on the **Print** [Print](#) button to print a copy of the report.

## Students and Carers > Year List

1. To run the **Year List**, click on the **Report** hyperlink.

The **Year List** selection screen displays.

**Report: Year List**

**Selection**

Please select what criteria you would like to generate the report for: if you wish to select multiple items from a list, hold down the CTRL key while clicking the items. To select a list of sequential items, click the first item in the sequence, hold down the SHIFT key, then click the last item in the sequence.

Kindergarten  
 Year 1  
 Scholastic Year:  
 Year 2  
 Year 3  
 Year 4

---

**Options**

For each result, display the following information:

- Display STUDENT ID
- Display HOUSE
- Display DATE OF ENROLMENT
- Display DATE OF BIRTH
- Display ROLL CLASS
- Display PERMISSION TO PHOTOGRAPH
- Display ATSI
- Display MEDICAL INDICATOR
- Display NESB
- Group students by gender
- Include a blank header row for writing additional headings
- Include a blank footer row for writing additional footers/totals
- Display 18 cells of small size

---

**Photo Display**

If student photographs have been imported into SENTRAL, the report can be generated with pictures of each student shown on the report.

- Display this report with photographs

[Generate Report](#)

- Please select what criteria you would like to generate the report.
- Click on the **Generate Report** button.

The Year List displays.

Central College  
Year List

Print

Scholastic Year: Year 2

Student Code	Surname	Pref. Name	Sex	DOB	Roll Class	House	Enrolled	Photo Permitted	Medical Concerns	ATSI	NESB										
553	1066	Student	F	19/01/2013	2L		30/01/2018				No										
395	1069	Student	M	31/07/2013	2L		24/07/2018				No										
389	1078	Student	M	12/10/2013	2L		30/01/2018				No										
550	1170	Student	F	26/09/2013	2L		29/08/2018				No										
560	1193	Student	M	07/03/2013	2B		30/01/2019				No										
559	1196	Student	M	10/08/2013	2B		30/01/2019				No										

- Click on the **Print** button to print a copy of the report.

## Students and Carers > ATSI Student Listing

- To run the **ATSI Student Listing**, click on the **Report** hyperlink.

The **ATSI Student Listing** selection screen displays.

Report: ATSI Student List

**Options**

For each result, display the following information:

- Display STUDENT ID
- Display DATE OF ENROLMENT
- Display DATE OF BIRTH
- Display CORRESPONDENCE ADDRESS
- Group students by gender
- Include a blank header row for writing additional headings
- Include a blank footer row for writing additional footers/totals
- Display 18 cells of small size

**Photo Display**

If student photographs have been imported into CENTRAL, the report can be generated with pictures of each student shown on the report.

Display this report with photographs

Generate Report

- Please select what criteria you would like to generate the report.
- Click on the **Generate Report** button.

The ATSI Student Listing displays.

Central College  
Aboriginal/Torres Strait Islander List

Print

Student Code	Surname	Pref. Name	Sex	Year	ATSI	DOB	Enrolled	Address												
000579	1019	Student	F	10	Aboriginal	21/07/2005	26/03/2012	PO Box MODANVILLE												
003697	116	Student	F	1	Aboriginal	28/04/2014	30/01/2019	PO Box Alstonville												
KEM001	1283	Student	M	1	Aboriginal	29/09/2014	30/01/2019	PO Box GOONELLABAH												
06R001	1293	Student	M	1	Aboriginal	23/07/2014	30/01/2019	PO Box GOONELLABAH												
HIN001	1440	Student	F	Ki-1	Aboriginal	26/05/2015	01/01/2021	PO Box Alstonville												
002546	153	Student	F	2	Aboriginal	01/07/2013	30/01/2016	PO Box Alstonville												

- Click on the **Print** button to print a copy of the report.

## Students and Carers > Country of Birth Student Listing

- To run the **Country of Birth Student Listing**, click on the **Report** hyperlink.



## The Country of Birth Student Listing selection screen displays.

Report: Students by Country Of Birth List

**Options**

For each result, display the following information:

- Display STUDENT ID
- Display DATE OF BIRTH
- Display DATE OF ENROLMENT
- Group students by gender
- Include a blank header row for writing additional headings
- Include a blank footer row for writing additional footers/totals
- Display 18 cells of small size

[Generate Report](#)

2. Please select what criteria you would like to generate the report.

3. Click on the **Generate Report** [Generate Report](#) button.

The Country of Birth Student Listing displays.

Sentral College Aboriginal/Torres Strait Islander List									
Student Code	Surname	Pref. Name	Sex	Year	ATSI	DOB	Enrolled	Address	
000579	1019	Student	F	10	Aboriginal	21/07/2005	28/03/2012	PO Box MODANVILLE	
003697	116	Student	F	1	Aboriginal	28/04/2014	30/01/2019	PO Box Alstonville	
KEM001	1283	Student	M	1	Aboriginal	29/09/2014	30/01/2019	PO Box GOONELLABAH	
OBR001	1293	Student	M	1	Aboriginal	23/07/2014	30/01/2019	PO Box GOONELLABAH	
HIN001	1440	Student	F	K-1	Aboriginal	26/05/2015	01/01/2021	PO Box Alstonville	
002546	153	Student	F	2	Aboriginal	01/07/2013	30/01/2018	PO Box Alstonville	

[Print](#)

4. Click on the **Print** [Print](#) button to print a copy of the report.

## Students and Carers > Student Leavers

1. To run the **Student Leavers**, click on the **Report** hyperlink.

The **Student Leavers** selection screen displays.

Report: Student Leavers

**Options**

For each result, display the following information:

- Display STUDENT ID
- Display ROLL CLASS
- Display DESTINATION SCHOOL
- Display DATE OF BIRTH
- Group students by gender
- Include a blank header row for writing additional headings
- Include a blank footer row for writing additional footers/totals
- Display 18 cells of small size

[Generate Report](#)

2. Please select what criteria you would like to generate the report.

3. Click on the **Generate Report** [Generate Report](#) button.

The Student Leavers displays.

Sentral College Student Leavers									
Student Code	Surname	Pref. Name	Sex	Year	Roll Class	DOB	Enrolled	Date Left	Destination School
1	1	Student	M	12	Year 12	01/01/2000	28/01/2016	19/12/2018	
102	102	Student	F	12	Year 12	01/01/1999	31/01/2013	19/12/2018	
103	103	Student	M	12	Year 12	01/01/2001	01/02/2007	11/11/2019	
105	105	Student	F	K	CAVE	01/01/2012	19/10/2017	30/08/2018	
106	106	Student	M	11	Year 11	01/01/2005	25/03/2010	12/03/2021	
107	107	Student	F	12	Year 12	01/01/2003	25/03/2010	17/12/2020	
111	111	Student	F	12	Year 12	01/01/2002	26/04/2017	17/12/2020	

[Print](#)

- Click on the **Print** button to print a copy of the report.

## Students and Carers > Official Roll

- To run the **Official Roll**, click on the **Report** hyperlink.

The **Official Roll** selection screen displays.

Report: Official Roll

**Selection**

Please select what criteria you would like to generate the report for. If you wish to select multiple items from a list, hold down the CTRL key while clicking the items. To select a list of sequential items, click the first item in the sequence, hold down the SHIFT key, then click the last item in the sequence.

Roll Class: 3C  
3C  
3S  
4S  
4K  
5W

Page  Left  Right

**Generate Report**

- Please select what criteria you would like to generate the report.
- Click on the **Generate Report** button.

The **Official Roll** displays.

**Print**

**Sentral College**  
Official Roll

Class Roll for 3C Teacher: Miss T. 1097

Surname	Given Names	Year	Sex	Student Code	DOB	Age @ 1st Jan	Religious Instruction
123	Student	3	F	213	22/02/2012	8.10	
269	Student	3	F	78	26/06/2012	8.6	
340	Student	3	F	104	02/04/2012	8.8	
530	Student	3	F	269	19/12/2012	8.0	
547	Student	3	F	270	04/04/2013	7.8	
660	Student	3	F	428	29/11/2012	8.1	Anglican Church of Australia

- Click on the **Print** button to print a copy of the report.

## Students and Carers > Religious Instructions

- To run the **Religious Instructions**, click on the **Report** hyperlink.

The **Religious Instructions** selection screen displays.

Report: Religious Instruction

**Selection**

Please select what criteria you would like to generate the report for. If you wish to select multiple items from a list, hold down the CTRL key while clicking the items. To select a list of sequential items, click the first item in the sequence, hold down the SHIFT key, then click the last item in the sequence.

Religion: Anglican Church of Australia  
Anglican Church of Australia  
Apostolic Church, so described  
Assemblies of God  
Australian Christian Churches, so described

**Options**

For each result, display the following information:

Display STUDENT ID

Display STUDENT YEAR

Display ROLL CLASS

Display DATE OF BIRTH

Display PERMISSION TO PHOTOGRAPH

Display ATSI

Display NESB

Include a blank header row for writing additional headings

Include a blank footer row for writing additional footers/totals

Display 18 cells of small size

**Generate Report**



The Class Statistics displays.

Sentral College Class Statistics				
CLASS	TEACHER	M	F	Sub-Total
		23	20	384
7ArtB	Mrs T. 1098	15	13	203
7ArtN	Mr T. 1100	12	14	26
7ArtT	Mr T. 1100	11	15	26
7BibN	Pastor T. 1371	12	14	26
7BibT	Pastor T. 1371	11	15	26
7ChaN		12	14	26
7ChaT		11	15	26
7DevN	Miss T. 2027	12	14	26
7DevT	Mr T. 1707	11	15	26

3. Click on the **Print**  button to print a copy of the report.

## Exports

Exports can be used to display select information and summaries on various subjects.

1. To export a report, click the name of the report below and follow any prompts that appear.

2. You can **View**  or **Download**  the export.

The list of reports available are:

**Advanced Student Information:** Detailed student information.

**Class Roll:** Export a single class roll.

**Classes:** Overview of class information.

**Complete Student Information:** Even more detailed student information.

**Email Addresses:** List of family email addresses.

**Family Information:** Exports full family information.

**Mailing Addresses:** Export names and addresses for mail merge use (e.g., creating labels and letters).

**Staff Information:** Exports basic staff information.

**Student Information:** Exports basic student information.