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2 Introduction

This document describes key steps for successfully setting up the **Sentral** module for **Admissions** for future student enrolments. This module is useful for all Independent schools/colleges setup on Cloud Enterprise to receive and record new student applications. It integrates with the Enrolment modules and captures relevant data to assess future enrolments in forthcoming years.

A detailed description for the setup of admissions has been provided as well as a **checklist of pre-requisites, decisions** and recurring tasks that need to be reviewed on a periodic basis.

3 Considerations, Dependencies and Pre-Requisites

This section highlights the key areas that the school administration staff need to consider prior to setting up the Sentral Admissions.

3.1 Use Admissions module or not (mandatory)

For the Admissions module to operate, you must switch this on via Enrolments setup. Schools can opt to keep new admissions within the Enrolments module.

Under **Enrolments Module > Enrolments Setup > School Settings > Yes/No**



Use admissions module for new enrolments Yes No

Schools have 2 options and must decide on one prior to implementation of this module. Here are the considerations;

1. **Use Admissions & Enrolments –**
 - a. Keep future and current enrolments quite separate.
 - b. Project future enrolment placements and statuses-at-a-glance.
 - c. Works well for schools who require a formalised application process & waitlist.
 - d. Data collection here can be basic and grow over time.

2. **Use Enrolments only -**
 - a. Admissions become pending enrolments within Enrolments module.
 - b. Pending enrolments are not presented in the Enrolment dashboard.
 - c. Works well for schools who have a less formal approach and do not have waitlists.
 - d. Data collection here is very detailed as if the child was enrolled.

3.2 Enrolments Module

It is important that the school's Enrolments module has been configured and that school's procedures and policies are aligned within Sentral to ensure future enrolments data is captured accordingly. It is

recommended, that the Enrolments module is setup first and populated with data (either via data migration or manually keying in data) prior to implementing admissions module.

3.3 Admission Status

It is recommended that the Enrolments module is configured first and populated with current school data. Admissions Statuses are dependent on the enrolment's status created within the Enrolments module. The show/hide option in **Enrolments Setup > Enrolment Statuses** defines all future, current and alumni statuses for students throughout their entire school life.

Application in Progress		Edit Category	
Name	# of enrolment records	Show in Admissions	
Invited For Interview	16	Show	Edit
Interview Conducted	14	Show	Edit

3.4 Roles and Responsibilities Setup

The Admissions module is a powerful tool with many features and functions that can address the school's application and enrolment stages. Administration of the Admissions module is usually assigned to a select group of staff with access to all the functionality in the module. As such, the school will be responsible for applying access levels for staff which will determine what actions they can perform in the module.

4 Setup Admissions

The following is a description of the setup for each area required to capture relevant application data. These details will guide you through the essential configurations you need to setup in Admissions. Settings that are not explained in this guide can be configured later. The configurations can be found via **Admissions module > Setup Admissions**.

4.1 General Settings (mandatory)

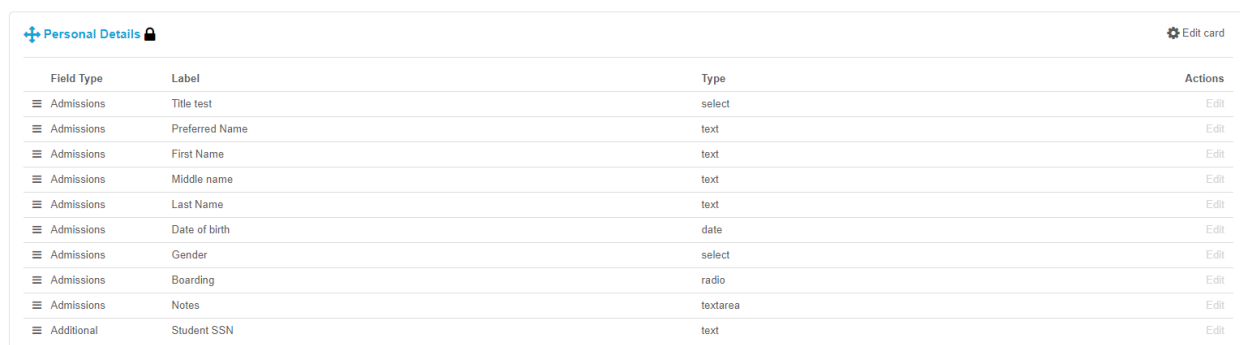
Determines which enrolment status should be using Sentral's waitlist logic and which enrolment status should be assigned to admissions received via Parent Portal or the API (Application Programming Interface)

4.2 Admissions Form (mandatory)

This allows the school to decide on what data will be captured during the application phase. Some categories are built-in however additional fields can be entered prior to Go LIVE according to each school's requirements. **Forms cannot be modified once data has started to be entered.**

Step 1 - Click Reset to Default Template

Step 2 - Add/Edit Card and Add/Edit Type.



Field Type	Label	Type	Actions
Admissions	Title text	select	Edit
Admissions	Preferred Name	text	Edit
Admissions	First Name	text	Edit
Admissions	Middle name	text	Edit
Admissions	Last Name	text	Edit
Admissions	Date of birth	date	Edit
Admissions	Gender	select	Edit
Admissions	Boarding	radio	Edit
Admissions	Notes	textarea	Edit
Additional	Student SSN	text	Edit

4.3 Interview Form (optional)

Schools can add Sentral merge fields from this screen to a current interview word document to ensure when uploaded, the fields are linked to information in the applicant's details within Sentral and displayed on the form.

Download and view Interview form via the **Get Interview Form**  available when application has been created.

Not all questions asked in the interview form have a Sentral merge field.

E.g. How do you travel to school? What subjects do you like?

4.4 Rollover Checklist (optional)

This area allows you to create checklist items after an application process has been started. It is not the admissions status, more to do with areas that as an administrator you need to tick for completion.

These appear on the student's application page in the right-hand panel which provides an overview.

4.5 Priorities (mandatory)

Establish priorities for admissions student. This allows schools to rank certain criteria e.g. siblings, staff applicants, alumni etc over standard applicants.

4.6 Admissions Counts (mandatory)

Here we define which admission statuses should be used to calculate your totals to enable student forecasting.

4.7 Future Enrolments Report

Here we define which admission statuses should be used to manage future Enrolments. These include:

Place Confirmed: This setting will control which statuses should be included in calculations for the 'Place Confirmed' column on the future enrolments report.

Offer: This setting will control which statuses should be included in calculations for the 'Offer' column on the future enrolments report.

Interview: This setting will control which statuses should be included in calculations for the 'Interview' column on the future enrolments report.

Waitlist: This setting will control which statuses should be included in calculations for the 'Waitlist' column on the future enrolments report.

4.8 Documents Categories (optional)

Schools upload various pieces of documentation and categories will be provided. However, this area enables you to setup categories for documentation your school requires during an admission.

Document Categories				Add New Category
Name	Type	Document Use	Action	
Passport	Internal	0	Edit	Delete
Immunisation	Internal	0	Edit	Delete
Previous School Reports	Internal	0	Edit	Delete
Naplan Results	Internal	0	Edit	Delete
Australian Visa	Internal	0	Edit	Delete
AEAS Test Results	Internal	0	Edit	Delete
Interview Questions/Answers	Internal	0	Edit	Delete
Specialist/Doctor Reports	Internal	0	Edit	Delete
Other Documents	Internal	0	Edit	Delete
Acceptance of Offer	Internal	0	Edit	Delete
Transition Statement	Internal	0	Edit	Delete
Australian Citizenship Certificate	Internal	0	Edit	Delete

4.9 Communication (mandatory)

Communications can be sent to households during various admissions stages. This area allows school to setup templates relevant to those stages. This can be done via email or letter using various merge fields to personalise each communication. Each status type can be configured with individualised templates.

There are three areas to setup:

Enrolments Status letter Template: choose Header and Footer images.

Admissions Email: Sender email name and address and reply email.

Contact Settings: show siblings as Requests.

5 Appendix A: Summary Checklist

So, you’ve scanned the detailed document and are wondering what’s next? This table gives you a road map in concise, easy to read steps of how to get your Admissions module up and running in no time.

MODULE	CHECKLIST	REVIEW FREQUENCY
<i>Admissions Form</i>	<ul style="list-style-type: none"> • Has relevant student, household, health and documentation been captured? • Check that the list for each area is prioritised according to data input. • Validate data collection against current school policies. 	Once
<i>Admissions Count</i>	<ul style="list-style-type: none"> • Have you captured relevant statuses to forecast student admissions? 	Ongoing
<i>Priorities</i>	<ul style="list-style-type: none"> • Have you ranked your admissions? 	Once
<i>Communication</i>	<ul style="list-style-type: none"> • Have you created templates for each status? • Have you set sender email and reply to email addresses? 	Ongoing
<i>General Settings</i>	<ul style="list-style-type: none"> • Have you defined your status to be used for waitlisting? 	Once
<i>Rollover Checklist</i>	<ul style="list-style-type: none"> • Have you captured additional fields to display on applicants page? 	Ongoing
<i>Documents</i>	<ul style="list-style-type: none"> • Will you need to add more categories or simply use those already there? 	Ongoing
<i>Review</i>	<ul style="list-style-type: none"> • After a few months of implementation, are changes required to refine the process? 	Ongoing