

Enrolments User Training Guide



**SENTRAL
EDUCATION**

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Enrolments - Creating

Target Audience

- Administration Staff

Content

Within this guide staff will learn how to:

- Create new student enrolment
- View & Manage enrolments
- Create & Manage Households
- Create & Manage Staff
- Create & Manage Classes
- Export Lists


Overview

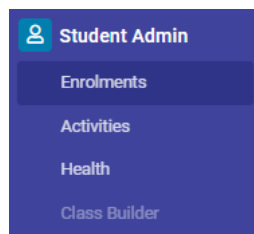
Staff will learn how to create a student in the Enrolments module.

Create Enrolments

The following procedure is to show users how to create a new Enrolment for a student.

Note: if you are using the Admissions Module to create new enrolments, please refer to the Admissions User Guide.

1. Select the **Sentral** Waffle Icon  in the top left corner of the screen, the modules display. Select **Health** under **Student Admin group**.
2. , the modules display. Select **Enrolments** under **Student Administration**.



The Enrolments home screen displays.

Enrolments: NSW Master Sentral

Search Enrolments

Flags Needing Review

- No expiring flags

Expiring Student Visas

- No expiring visas

Expiring Court Orders

- No expiring court orders

Students

11:	1
10:	50
9:	95
8:	52
7:	0
6:	72
5:	125
4:	0
3:	1
2:	0
1:	0
K:	1
12:	78

Staff

Permanent:	123
P Part Time:	3
Casual:	5
Temporary:	1
On Leave:	2
Left:	0
Unknown:	510
Teaching:	3
Non-Teaching:	2

Households

Households With:	452
1 Student:	177
2 Students:	35
3 Students:	8
4 Students:	2
5+ Students:	0
Active:	671


Alumni

Total Alumni:	0
Total Donations:	0

Roll Classes

Subjects

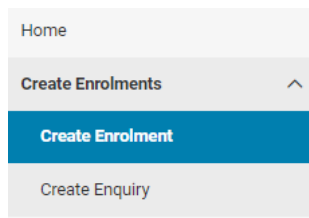
Enrolment Predictions



Sentral Enrolments Rollclass Statistics

Class	Teacher	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	SubTotal
CA01		1	5	0				0	1	0	1	1	0	1	1	0																11
CA02		1	5	0				2	0	0	1	1	0	0	1	0															11	
CA03		0	3	0				1	2	0	1	1	0	2	1	0															11	
CA04		1	1	0				1	1	0	0	1	0	1	1	0															7	
CA05		3	0	0				1	1	0	1	0	0	3	0	0														9		
CA06		2	3	0				3	1	0	2	2	0	2	0	0	1	0	0											16		
CA07		1	0	0				0	3	0	3	0	0	1	0	0														8		
CA08		3	1	0				1	1	0	1	0	0	2	2	0														11		
CA11		0	1	1	0	0	1																							3		

- From the menu on the left-hand side - click on **Create Enrolments** under **Create Enrolments**.



Note: The following information box displays alerting you how important it is to **SEARCH** for a student before creating a new enrolment.

Creating An Enrolment ✕

Before creating an enrolment, staff are required to search enrolments in case the student **may already be enrolled within the system.**

The search engine will look locally for existing enquiries or draft enrolments (enrolments that are incomplete), before searching the entire enrolment database. Results will appear in order of accuracy.

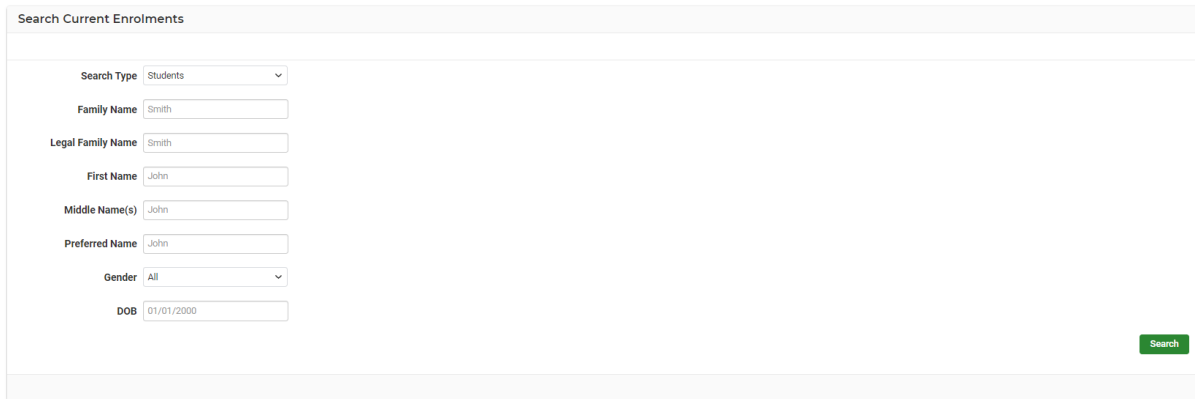
The more details that can be added, the greater the accuracy. This will not only help to prevent duplication, but it will easily allow staff to transition a student's enrolment and their data from school to school.

[Continue](#)

4. Click on the green **Continue**  button.

The **Search Current Enrolment** screen displays.

Note: You must first search for the student to check if they are already enrolled.




The screenshot shows the 'Search Current Enrolments' form with the following fields:

- Search Type: Students (dropdown)
- Family Name: Smith
- Legal Family Name: Smith
- First Name: John
- Middle Name(s): John
- Preferred Name: John
- Gender: All (dropdown)
- DOB: 01/01/2000
- Search button (green)

Note: You need as a minimum, to enter the Family Name (surname) and the First Name of the student for your search.

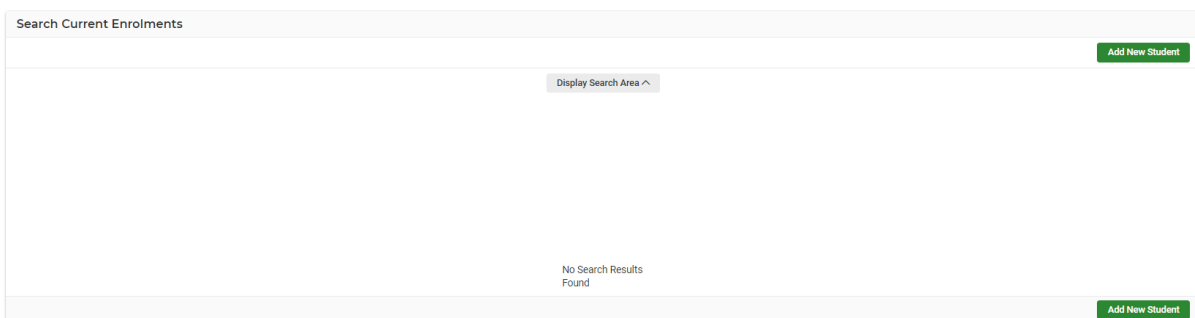
Note: You can enter more details in other fields.

5. Click on the green **Search**  button.

Note: Your search will give you two options:

- No Search Results Found OR
- Search Results displays School Results.

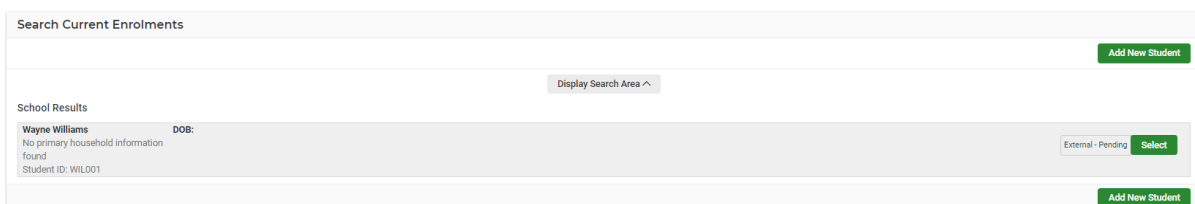
If the student does not exist, the following screen displays.



The screenshot shows the 'Search Current Enrolments' screen with the following elements:

- Search Type: Students (dropdown)
- Family Name: Smith
- Legal Family Name: Smith
- First Name: John
- Middle Name(s): John
- Preferred Name: John
- Gender: All (dropdown)
- DOB: 01/01/2000
- Search button (green)
- Display Search Area ^ (button)
- No Search Results Found (text)
- Add New Student button (green)

If the student does exist, the following screen displays.



The screenshot shows the 'Search Current Enrolments' screen with the following elements:

- Search Type: Students (dropdown)
- Family Name: Smith
- Legal Family Name: Smith
- First Name: John
- Middle Name(s): John
- Preferred Name: John
- Gender: All (dropdown)
- DOB: 01/01/2000
- Search button (green)
- Display Search Area ^ (button)
- School Results (text)
- Wayne Williams (text)
- DOB: (text)
- No primary household information found (text)
- Student ID: WIL001 (text)
- External - Pending (text)
- Select button (green)
- Add New Student button (green)

Student Does Not Exist

1. Click on the green **Add New Student**  button to start creating new enrolment.

The **New Enrolment** screen displays. The New Enrolment has eleven screens, requiring data input where appropriate. The first of these are the **Details** Page. Refer to Glossary of Terms for detail on each data field.

Details

New Enrolment

Title

Family Name

Legal Family Name

First Name *

Middle Names

Preferred Name

Email Address [Additional](#) [Delete](#)

Email Type

Date of Birth

Gender

Car Information

Has Local Enrolment Entitlement [No](#)

Eligible for Discount [No](#)

EAL Stage

EAL Receiving Support [No](#)

EAL Last Assessment Date

Permission to Photograph [No](#)

Include for Naplan Background [No](#)

Expected Graduation Year

Student Code
If this is left blank it will be generated automatically

Have you been given BOSTES before [No](#)
From any school/education institution you've attended earlier.

BOSTES

NESA number

Barcode

Username

USI

ACARA ID

CRN

Phone Number [Additional](#) [Delete](#)



Residential and other contact numbers are found within the household area

Phone Number Start Date

Phone Number End Date

Phone Number Type

Save Draft
Next

2. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
3. Click the green **Next**  button, if you are ready to move to the next page; or click **Save Draft**  button if you wish to stop at this point.

Information

1. If you click **Next**, the following **Information** screen will display.

New Enrolment

Country of Citizenship

Nationality

Country of Birth

Place of Birth

Religion

Attends Religious Classes No

Student's First Language

Ethnic Group

ATSI

Language Other Than English Spoken At Home No

Student Mainly Speaks English At Home No

Other Language

LOTE Background Description

Residential Status

International Fee Paying No

Has Secondary Assistance No




Has Youth Allowance No

Has Assistance For Isolated Children No

Has Abstudy No

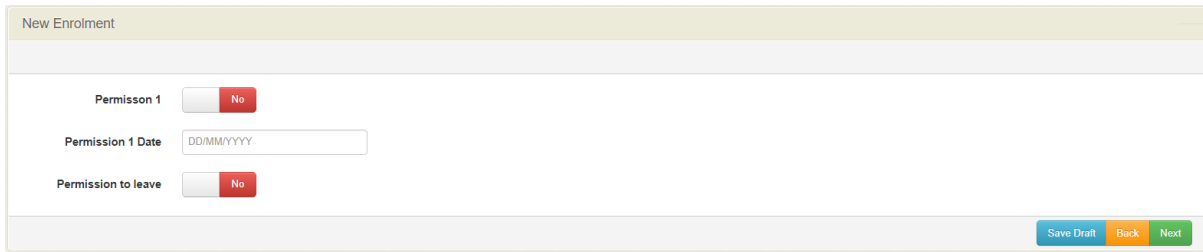
Previously Enrolled In Home Education No




Home Education Movement Reason

2. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
3. Click the green **Next**  button, if you are ready to move to the next page; or click **Save Draft**  button if you wish to stop at this point or **Back**  button if you wish to go to previous screen.

Permissions

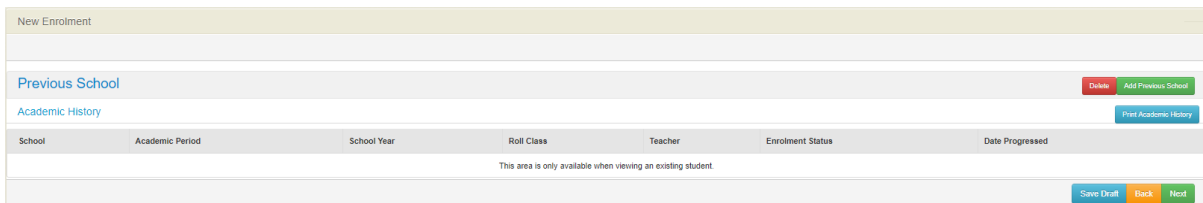
1. If you click **Next**, the following **Permissions** screen will display.



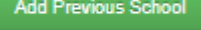
2. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
3. Click the green **Next**  button, if you are ready to move to the next page; or click **Save Draft**  button if you wish to stop at this point or **Back**  button if you wish to go to previous screen.

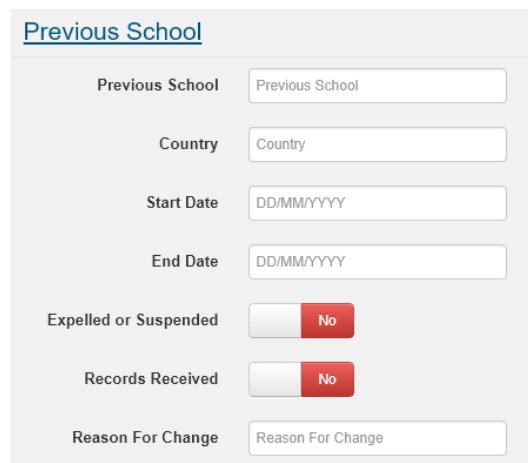
History - Previous School




1. If you click **Next**, the following **History** screen will display.



Note: As this is a new enrolment, there will be no **Previous School History**, so you need to add the details.

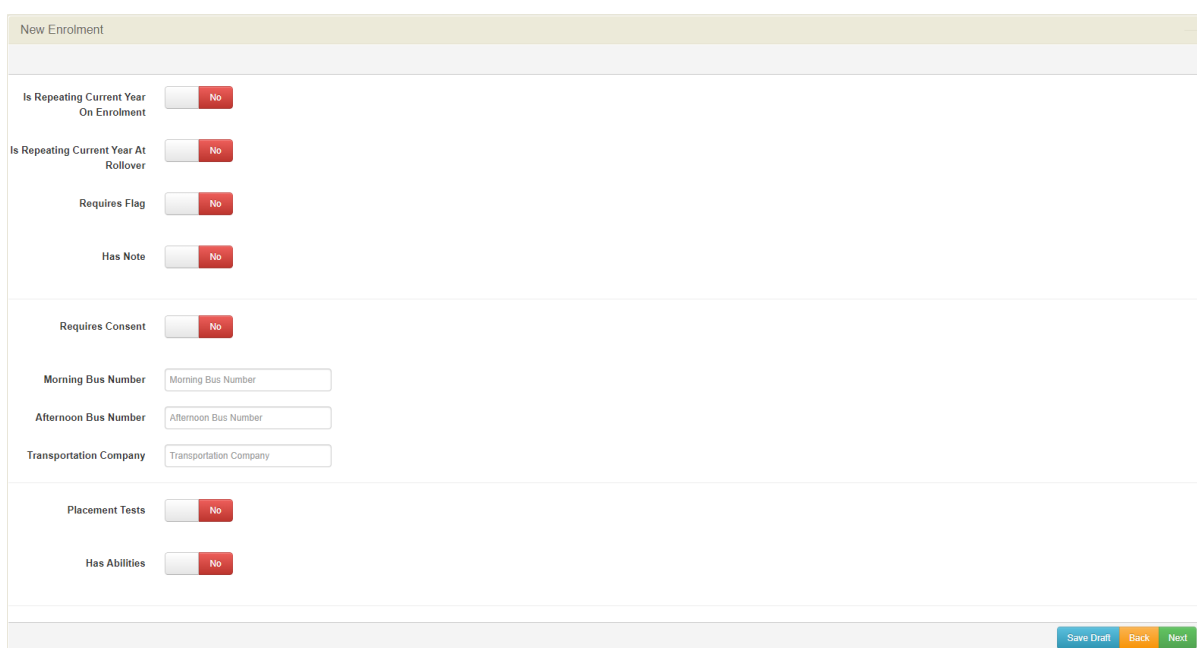
2. Click on the green **Addition Previous School**  button to the right of the screen and additional previous school will display.



3. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
4. Repeat the process if there are multiple schools to enter.
5. Click the green **Next**  button, if you are ready to move to the next page; or click **Save Draft**  button if you wish to stop at this point or **Back**  button if you wish to go to previous screen.
6. Ability to **Print Academic History** is available on this screen.

Additional Fields




1. If you click **Next**, the following **Additional Fields** screen will display.



The screenshot shows a form titled "New Enrolment" with the following fields:

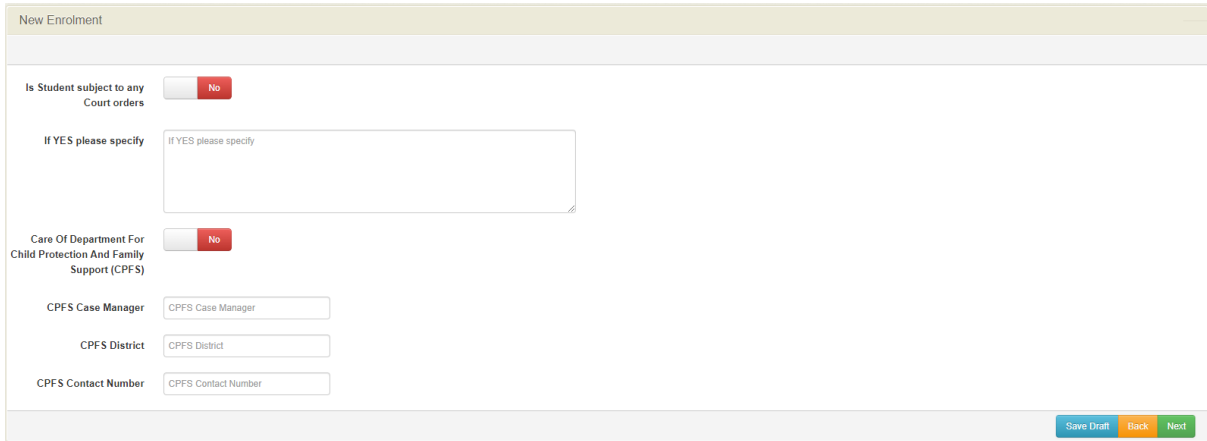
- Is Repeating Current Year On Enrolment: No
- Is Repeating Current Year At Rollover: No
- Requires Flag: No
- Has Note: No
- Requires Consent: No
- Morning Bus Number:
- Afternoon Bus Number:
- Transportation Company:
- Placement Tests: No
- Has Abilities: No

At the bottom right of the form, there are three buttons: **Save Draft** (blue), **Back** (orange), and **Next** (green).

2. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
3. Click the green **Next**  button, if you are ready to move to the next page; or click **Save Draft**  button if you wish to stop at this point or **Back**  button if you wish to go to previous screen.

Confidential

1. If you click **Next**, the following **Confidential** screen will display.



2. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
3. Click the green **Next** button, if you are ready to move to the next page; or click **Save Draft** button if you wish to stop at this point or **Back** button if you wish to go to previous screen.

Medical Data

1. If you click **Next**, the following **Medical Data** screen will display.

New Enrolment

Has Disability No

Has Medical Condition No

School Medication No

Vaccinations/Immunisations No

Measles Exclusion No

Medical Practice Details No

Permission To Administer Over The Counter Medicine:

Salbutamol (Ventolin) No

Paracetamol (Panadol) No

Ibuprofen/Nurofen (Not for asthmatics) No

Antihistamine (Claratyne) No

Date of last Tetanus injection	<input type="text" value="dd/mm/yyyy"/>
Medicare Number	<input type="text"/>
Medicare Expiry Date	<input type="text"/> <input type="text"/>
Medicare Position On Card	<input type="text"/>
Private Medical Fund	<input type="text"/>
Private Medical Fund Number	<input type="text"/>
Private Medical Fund Expiry Date	<input type="text" value="dd/mm/yyyy"/>
Health Care Card Number	<input type="text"/>
Ambulance Cover	<input type="checkbox"/> No
Ambulance Cover Provider	<input type="text"/>
Private Hospital Cover	<input type="checkbox"/> No

2. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
3. Depending on your selection of Yes/No, some further screens will open for more data entry e.g. Has disability > **Add New Disability**.
4. Click the green **Next** button, if you are ready to move to the next page; or click **Save Draft** button if you wish to stop at this point or **Back** button if you wish to go to previous screen.

Associated Households

1. If you click **Next**, the following **Associated Households** screen will display.




The screenshot shows a 'New Enrolment' form with the following elements:

- Household Code:** A text input field with the placeholder 'Household Code'.
- Residential Household For This Student:** Radio buttons for 'Yes', 'Shared', and 'No'.
- Buttons:** '+ Add New Physical Location Address', '+ Add New Mailing Address', and '+ Add New Billing Address'.
- Contact Section:** A section header 'Contact' with an 'Action' dropdown menu.
- Footer Buttons:** 'Save Draft', 'Add Additional Contact', 'Back', and 'Next'.

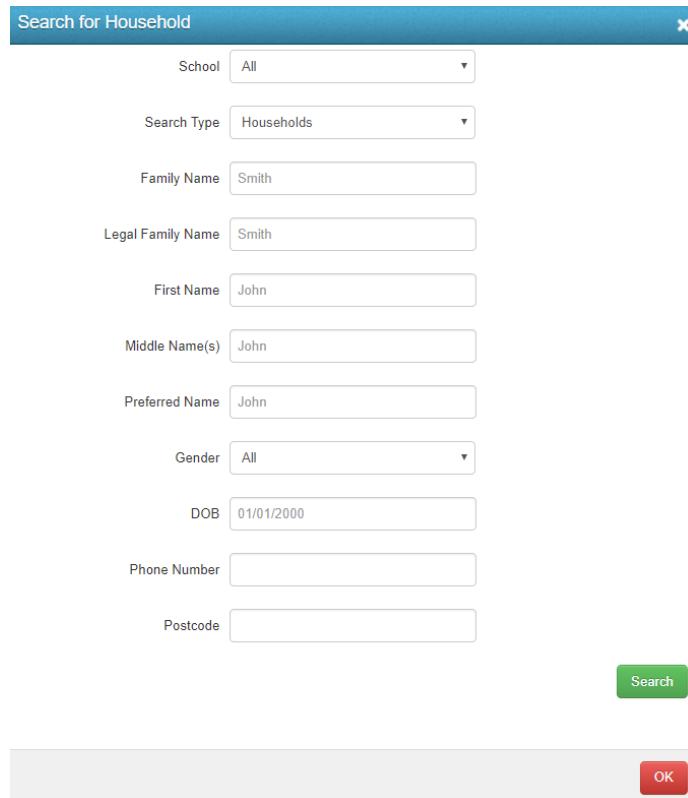
This screen details the **Household** information for the student. It captures a vast array of data such as:

- Contact details
- Emergency contacts
- Residential details
- Languages spoken at home.

Note: It may seem like a repeat of the Details page and it is, but this is because you are entering information for each family member, carer and/or guardian connected to this student.

2. If you already have this household in your system from previous / existing siblings, click on the **Add Pre-existing Household**  button to search for the household and pre-fill the data fields.


The **Search for Household** screen displays.

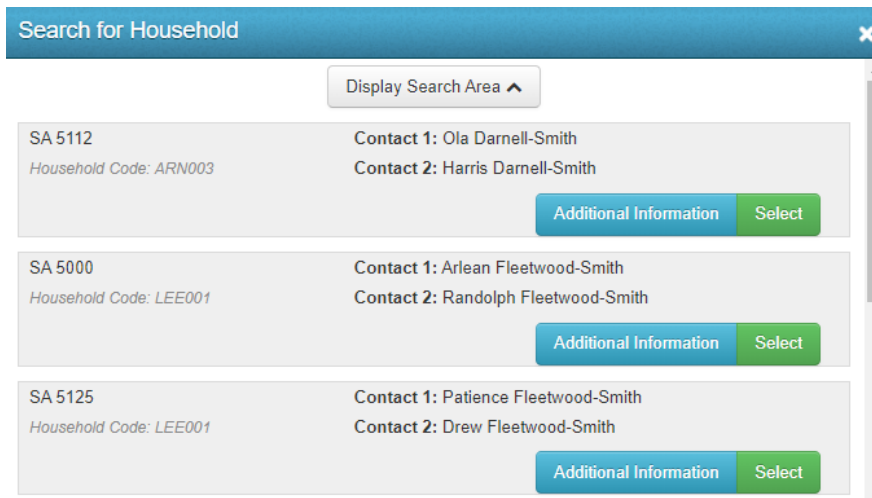


The 'Search for Household' form contains the following fields:

- School:** Dropdown menu set to 'All'.
- Search Type:** Dropdown menu set to 'Households'.
- Family Name:** Text input field containing 'Smith'.
- Legal Family Name:** Text input field containing 'Smith'.
- First Name:** Text input field containing 'John'.
- Middle Name(s):** Text input field containing 'John'.
- Preferred Name:** Text input field containing 'John'.
- Gender:** Dropdown menu set to 'All'.
- DOB:** Text input field containing '01/01/2000'.
- Phone Number:** Text input field (empty).
- Postcode:** Text input field (empty).

Buttons: 'Search' (green) and 'OK' (red).


- Enter any pre-filled fields and click on the **Search**  button to search for the Household.



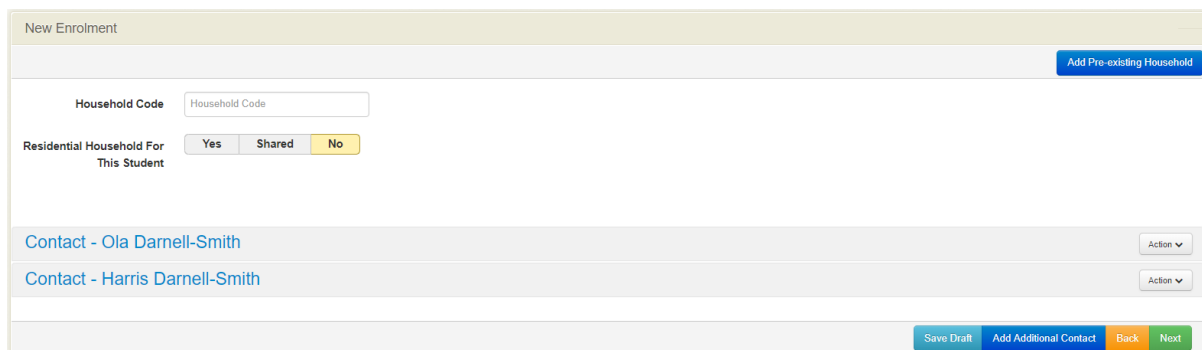
Search for Household [X]

Display Search Area ▲

SA 5112 <i>Household Code: ARN003</i>	Contact 1: Ola Darnell-Smith Contact 2: Harris Darnell-Smith	Additional Information Select
SA 5000 <i>Household Code: LEE001</i>	Contact 1: Arlean Fleetwood-Smith Contact 2: Randolph Fleetwood-Smith	Additional Information Select
SA 5125 <i>Household Code: LEE001</i>	Contact 1: Patience Fleetwood-Smith Contact 2: Drew Fleetwood-Smith	Additional Information Select

- If the household displays that you wish to add to the new enrolment, click on the green **Select**  button to the right.

The screen will update showing the **pre-existing Household contacts**.



New Enrolment [Add Pre-existing Household](#)

Household Code:

Residential Household For This Student: Yes Shared No

Contact - Ola Darnell-Smith	Action ▼
Contact - Harris Darnell-Smith	Action ▼

[Save Draft](#) [Add Additional Contact](#) [Back](#) [Next](#)

Note: If there is no current Household, you will need to create the details.


Household Code: this code is generated by **Sentral**. Please leave blank.

Residential Household For This Student: select the type of residential Household for student by clicking on button.

Yes Shared No

If shared is selected, you need to nominate the residential household days for this student.

Contact

- To create a new contact please click on the blue **Contact**  field. The following fields will be displayed.

Contact Action ▾

Relationship To Student

If Other Please Specify

Is a Primary Contact **No**

Is an Emergency Contact **No**

Authorised to Pickup **No**

Lives With **No**

Receives Absences **No**

Receives Correspondence **No**

Receives Reports **No**

Receives Portal Access **No**

Title

First Name

Middle Names

Family Name

Preferred Name

Gender

Date of Birth

Country of Birth

Ethnic Group

Phone Number **Additional** **Delete**

Phone Number Start Date

Phone Number End Date

Phone Number Type

Religion

Language Spoken At Home

Language Other

School Education Level
If you did not attend school, mark 'Year 9 or equivalent or below'

Tertiary Education Level

Employer

Workplace Location

Occupation

Employment Type

ATSI




Test add field Household **No**

Email Address **Additional** **Delete**

Email Type

Save Draft **Add Additional Contact** **Back** **Next**

2. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
3. Repeat the steps if you wish to add additional contacts by clicking on the blue **Add Additional Contact** button.

- Click the green **Next**  button, if you are ready to move to the next page; or click **Save Draft**  button if you wish to stop at this point or **Back**  button if you wish to go to previous screen.

Associated Contacts


- If you click **Next**, the following **Associated Contacts** screen will display.

Chris (Chris) Andrews (Enrolled - Active) AND001												
Process Student Departure Repeal/Transfer Student Edit Contact Permissions Add New Contact Add Additional Household												
Sentral has detected that you have contacts linked to this student which are both Primary and Emergency. Please update the contacts to be set to Primary or Emergency or neither selection.												
	First Name	Family Name	Relationship	Household	Primary Contact	Emergency Contact	Authorised to Pickup	Lives With	Receives Absences	Receives Correspondence		
☰	1	Rea	Act	Sibling	10316072	✓	✓	✓	✗	✗	✗	More Details
☰	2	Carol	Test	Parent	20090946	✓	✓	✓	✓	✓	✗	More Details
☰	3	Shary	Test	Parent	76917336	✓	✓	✓	✓	✗	✗	More Details

This screen takes the information from all registered Households and compiles a list of who is available for emergency contact and in what order.

Note: Household contacts need to be setup first.

- To change the priority order of contact, click and drag on the handles (☰) in front of a name to move them up or down (change the order of) that contact on this list. Family members will be contacted by this order (first to last).

- To view the details for the Contacts, click on **More Details**  button to the right of the contact.

Susan Watson


Title	Mrs
Gender	Female
First Name	Susan
Family Name	Watson
Relationship	Parent
Phone numbers	Phone Number
Address	NA
Contact Permissions	
Primary Contact	✓
Emergency Contact	✗
Authorised to Pickup	✓
Lives With	✓
Receives Absences	✓
Receives Correspondence	✓
Receives Reports	✓
Receives Portal Access	✓

[Close](#)

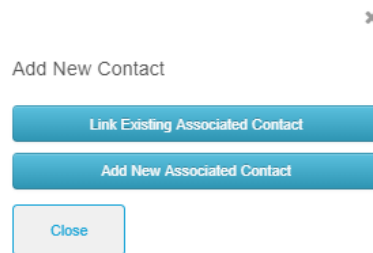
Note: it is recommended once you have saved the enrolment record to then add the Emergency Contacts. Please refer to Current Enrolments.

Emergency Contacts

Emergency Contacts do not need to be associated to a Household.

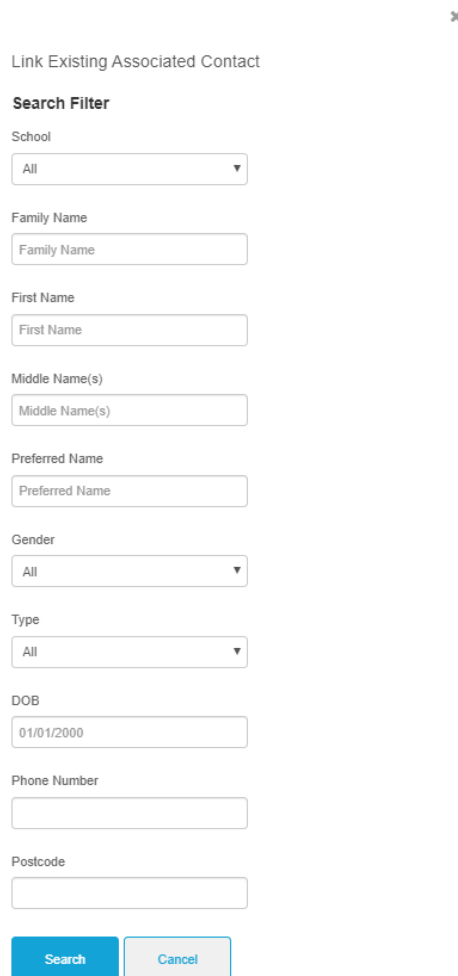
Click on the **Add New Contact**  button, and the New Contact screen displays. You can select either:

- Link Existing Associated Contact
- Add New Associated Contact



Dialog box titled "Add New Contact" with a close button (x) in the top right corner. It contains three buttons: "Link Existing Associated Contact", "Add New Associated Contact", and "Close".

Link Existing Associated Contact



Form titled "Link Existing Associated Contact" with a close button (x) in the top right corner. It includes a "Search Filter" section with the following fields:

- School:
- Family Name:
- First Name:
- Middle Name(s):
- Preferred Name:
- Gender:
- Type:
- DOB:
- Phone Number:
- Postcode:

At the bottom are "Search" and "Cancel" buttons.


4. Enter details and click on the blue **Search**  button, results from your search will display.


✕


Link Existing Associated Contact

[← Back](#) [+ Add New Contact](#)


State Based Results


John (John) Watson	DOB:
Student ID: WAT001	Contact 1: Susan (Susan) Watson
Email:	Contact 2: Matthew (Matt) Watson
Phone:	Watson
	

Susan (Susan) Watson
No primary household information found
Contact ID: 1754
Phone:


Matthew (Matt) Watson
No primary household information found
Contact ID: 1755
Phone:


[Cancel](#)

5. If the Contact displays, you can click on the green **Select**  button beside the Contact.

If the Contact does not exist, you can click on **+ Add New Contact** .

Add New Associated Contact



Add Associated Contact

Title

Gender

First Name *

Family Name

Relationship

Phone Number
[+ Add New Phone Number](#)




Contact Permissions

- Primary Contact
- Emergency Contact
- Authorised to Pickup
- Lives With
- Receives Absences
- Receives Correspondence
- Receives Reports
- Receives Portal Access

6. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.

7. Click on the blue **Save**  button.

The Associated Contacts screen will update with the new Contacts.

8. Click the green **Next**  button, if you are ready to move to the next page; or click **Save Draft**  button if you wish to stop at this point or **Back**  button if you wish to go to previous screen.

Documents

1. If you click **Next**, the following **Documents** screen will display.

New Enrolment

Official Documentation Sighted	<input type="checkbox"/> No	Date Sighted	<input type="text" value="dd/mm/yyyy"/>
Birth Certificate Sighted	<input type="checkbox"/> No	Passport Sighted	<input type="checkbox"/> No
Travel Documents Sighted	<input type="checkbox"/> No	Publications/Internet Permission Form Completed	<input type="checkbox"/> No
Parent Consent Form Completed	<input type="checkbox"/> No	Student Health Summary Completed	<input type="checkbox"/> No
Immunisation Records Provided	<input type="checkbox"/> No		

Please make sure to select or create a category before uploading

Category:

Drop files here or click to upload.

No documents were found

2. Tick the toggle boxes.
3. Drop files into the available space and add to a category type for better sorting/filing.
4. Click the green **Next** button, if you are ready to move to the next page; or click **Save Draft** button if you wish to stop at this point or **Back** button if you wish to go to previous screen.




Admission

1. If you click **Next**, the following **Admission** screen will display.

New Enrolment

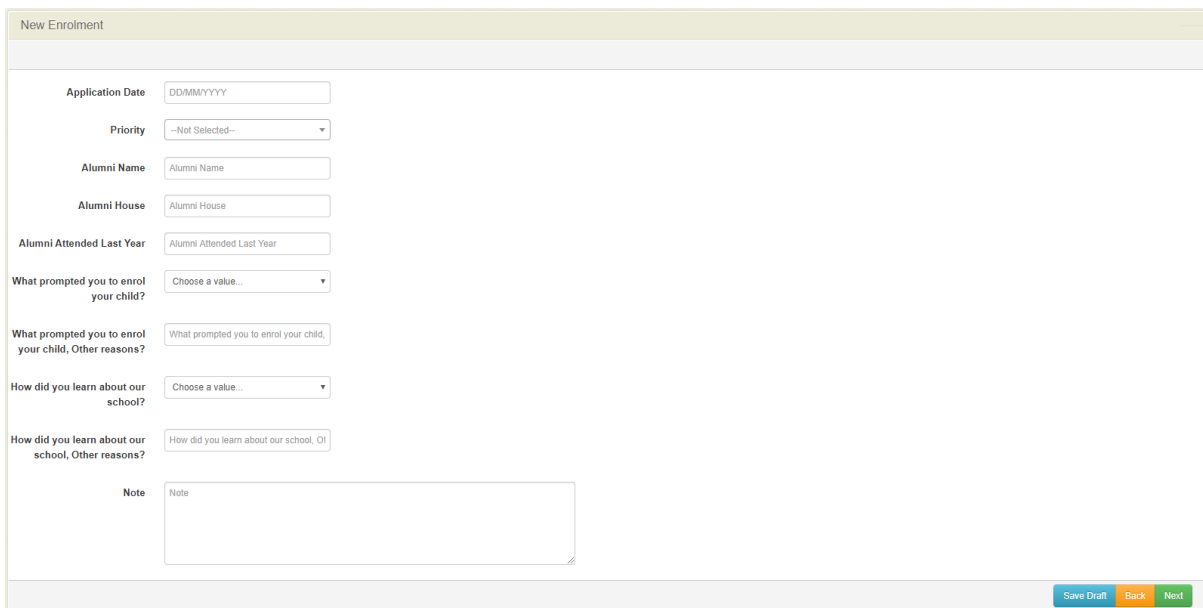
Enrolment Date	<input type="text" value="DD/MM/YYYY"/>
Application Fee	<input type="text" value="Application Fee"/>
Application Fee Date	<input type="text" value="DD/MM/YYYY"/>
Approved By Principal	<input type="checkbox"/> No
Approved By Principal Date	<input type="text" value="DD/MM/YYYY"/>
Intended Start Date	<input type="text" value="DD/MM/YYYY"/>
Entry Mark	<input type="text" value="Entry Mark"/>
Exit Date	<input type="text" value="Exit Date"/>
Exit Status	<input type="text" value="Exit Status"/>
Previous School	<input type="text" value="Previous School"/>
New School Name	<input type="text" value="New School Name"/>
Is Boarding	<input type="checkbox"/> No
Boarding House	<input type="text" value="Boarding House"/>
Out of Area Reason	<input type="text" value="Out of Area Reason"/>
Entry Year Level	<input type="text" value="--Not Selected--"/>
Exit Year Level	<input type="text" value="--Not Selected--"/>
Class Of	<input type="text" value="Class Of"/>

2. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.

3. Click the green **Next**  button, if you are ready to move to the next page; or click **Save Draft**  button if you wish to stop at this point or **Back**  button if you wish to go to previous screen.

Application

1. If you click **Next**, the following **Application** screen will display.






The screenshot shows a web form titled "New Enrolment". The form contains the following fields and controls:

- Application Date:** A text input field with a placeholder "DD/MM/YYYY".
- Priority:** A dropdown menu with "--Not Selected--" selected.
- Alumni Name:** A text input field with a placeholder "Alumni Name".
- Alumni House:** A text input field with a placeholder "Alumni House".
- Alumni Attended Last Year:** A text input field with a placeholder "Alumni Attended Last Year".
- What prompted you to enrol your child?:** A dropdown menu with "Choose a value..." selected.
- What prompted you to enrol your child. Other reasons?:** A text input field with a placeholder "What prompted you to enrol your child, Other reasons?".
- How did you learn about our school?:** A dropdown menu with "Choose a value..." selected.
- How did you learn about our school. Other reasons?:** A text input field with a placeholder "How did you learn about our school, Other reasons?".
- Note:** A large text area with a placeholder "Note".

At the bottom right of the form, there are three buttons: "Save Draft" (blue), "Back" (orange), and "Next" (green).

2. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.

3. Click the green **Next**  button, if you are ready to move to the next page; or click **Save Draft**  button if you wish to stop at this point or **Back**  button if you wish to go to previous screen.

Enrolment

1. If you click **Next**, the following **Enrolment** screen will display.

New Enrolment

Academic Period *

Year Level

Roll/Form Class

Enrolment Status

FTE Amount

Entry Mark

House

Campus

Is Boarding? No

Boarding House
Only applicable if this is a boarding student

Tutor Group

2. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.

Start & End Date

The Start & End Date indicate what period an enrolment record is considered valid for within an Academic Period. To withdraw a student as an active enrolment, please set an end date, Save and click 'Process Student Departure' to enter in details of the student's reason for leaving, new school, etc.

Start Date *

End Date

Intended Return Date

Part Time Start Date

Part Time Schedule

AM
 Mon Tue Wed Thu Fri

PM
 Mon Tue Wed Thu Fri

3. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.

4. Click the green **Save** button, if you are saving the enrolment; or click **Save Draft** button if you wish to stop at this point or **Back** button if you wish to go to previous screen.

The following screen displays confirming you wish to enrol this student.

Confirm Student Enrolment Details
✕

The student you are enrolling will be placed into the following academic period and status. Please confirm these details are correct before clicking *Save and Exit*. If these details are not correct, click *Cancel* and set the correct details before saving.

- Academic Period: 2020
- Enrolment Status: Enrolled - Active (Pending)

Save And Exit
Cancel

5. Click the green **Save And Exit** Save And Exit button.

Create an Enquiry

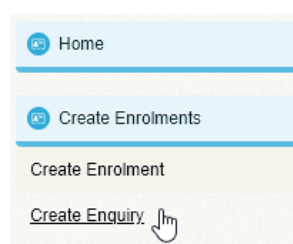
Schools can track student enrolment enquiries. This area allows you to insert basic information into Sentral when parents provide an initial enquiry.

Note: this is not an actual enrolment. For those who are using admissions for new enrolments, this section is not available in enrolments.

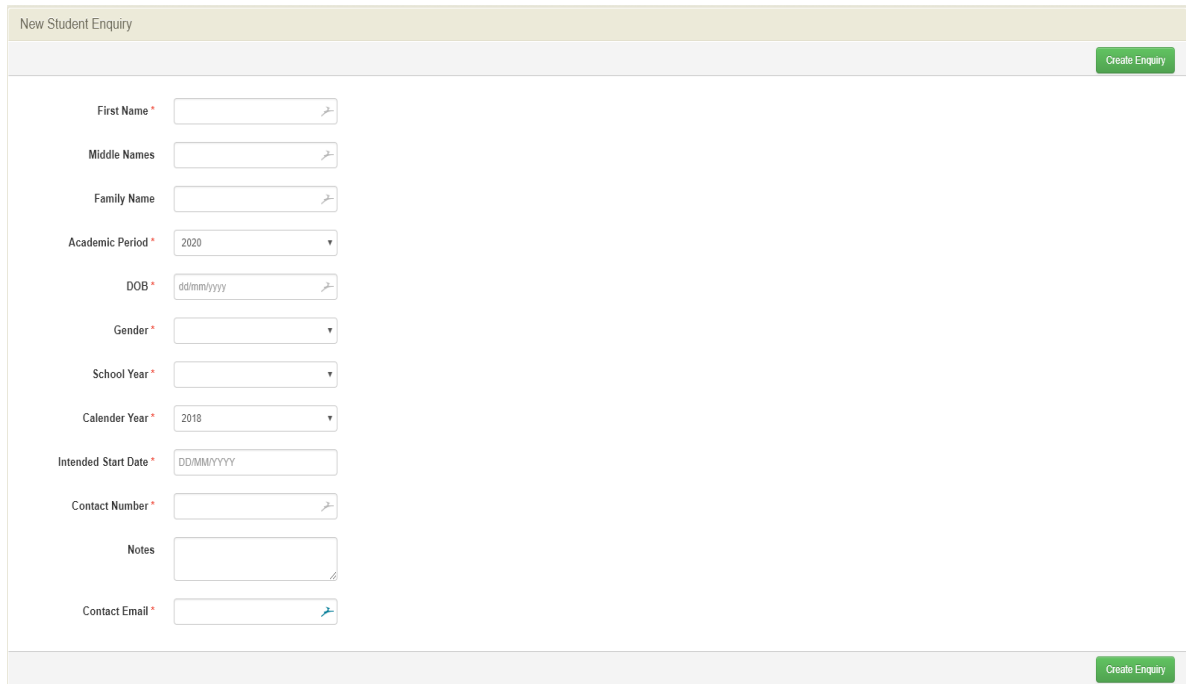
1. From the front screen in **Enrolments home** screen.



2. From the menu on the left-hand side - click on **Create Enrolments - Create Enquiry**.



The **New Student Enquiry** screen displays.



The screenshot shows the 'New Student Enquiry' form with the following fields:

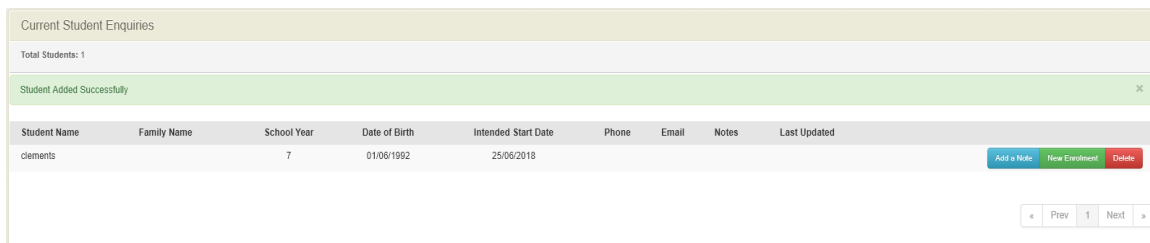
- First Name *
- Middle Names
- Family Name
- Academic Period * (dropdown menu showing 2020)
- DOB * (dd/mm/yyyy)
- Gender *
- School Year *
- Calendar Year * (dropdown menu showing 2018)
- Intended Start Date * (DD/MM/YYYY)
- Contact Number *
- Notes
- Contact Email *

There are two green 'Create Enquiry' buttons, one at the top right and one at the bottom right of the form area.

3. Enter the details for the student enquiry, the fields marked with a red * asterisk are compulsory fields.

4. Click on the green **Create Enquiry**  button.

The **Current Student Enquiry** screen displays with the results. The screen now jumps to **Pending Enrolments > Current Enquiries Action**.



The screenshot shows the 'Current Student Enquiries' table with the following data:

Student Name	Family Name	School Year	Date of Birth	Intended Start Date	Phone	Email	Notes	Last Updated
ciements		7	01/06/1992	25/06/2018				

Below the table, there are three buttons: 'Add a Note', 'New Enrolment', and 'Delete'. At the bottom right, there are navigation buttons: '< Prev', '1', 'Next >'.

Note: Please refer to the section on **Pending Enrolments**.

Pending Enrolments

Target Audience

- Administration Staff

Content

Within this guide staff will learn how to update **Pending Enrolments** by looking at the following:

- Current Enquiries
- Draft (Incomplete) Enrolments
- Transitioning Students
- Pending Approval
- Wait list Applications
- Offered Applications
- Enrolled - Active - Pending
- External Pending
- Enrolled Accepted

Overview

Staff will learn how to update **Pending Enrolments** and **Enrolments Status**.

The **Pending Enrolments** panel has a selection of menu options with some of these requiring additional sub-menus for the status types.

NOTE: For those who are using admissions for new enrolments, this section is not available in enrolments.

Enrolled - Active (Pending) Students									
Total Students: 1									
Academic Period: 2020 (01/01/2020 - 31/12/2020) <input type="button" value="Filter"/>					With Selected: Enrolled - Active (Pending) <input type="button" value="Change Status"/>				
<input type="checkbox"/>	Student Code	Student Name	Family Name	School Year	Date of Birth	Intended Start Date	Notes	Last Updated	Actions
<input type="checkbox"/>	JOS001	Anant	Joshi		04/07/2012	29/01/2025	Enrolled - Active (Pending) (1)	17/07/2020 16:23	<input type="button" value="Add a Note"/> <input type="button" value="Edit"/>

◀ Prev 1 Next ▶

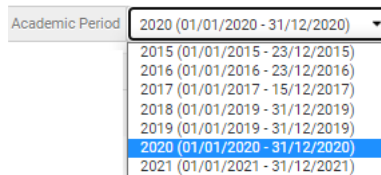
When you have an enrolment record on any of these screens, there are common action buttons that can be used. They are:

- Filter (by Academic Period)
- Change Status (with Selected)
- Add A Note and Edit.

Note: Please use the following to help with the menu options.

Filter (by Academic Period)

1. Use the dropdown menu to select the required **Academic Period** and click on the blue **Filter** button.



Academic Period: 2020 (01/01/2020 - 31/12/2020)

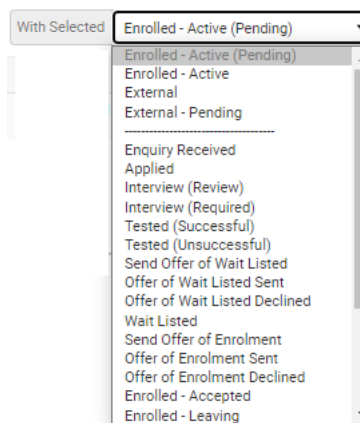
- 2015 (01/01/2015 - 23/12/2015)
- 2016 (01/01/2016 - 23/12/2016)
- 2017 (01/01/2017 - 15/12/2017)
- 2018 (01/01/2019 - 31/12/2019)
- 2019 (01/01/2019 - 31/12/2019)
- 2020 (01/01/2020 - 31/12/2020)**
- 2021 (01/01/2021 - 31/12/2021)

Change Status

1. Tick the box next to the student codes to select a student (or students) to a new status.

<input type="checkbox"/>	Student Code	Student Name	Family Name
<input checked="" type="checkbox"/>	JOS001	Anant	Joshi

2. Use the drop-down menu and select the next enrolment status you wish the enrolment record to be.



With Selected: Enrolled - Active (Pending)

- Enrolled - Active (Pending)
- Enrolled - Active
- External
- External - Pending
-
- Enquiry Received
- Applied
- Interview (Review)
- Interview (Required)
- Tested (Successful)
- Tested (Unsuccessful)
- Send Offer of Wait Listed
- Offer of Wait Listed Sent
- Offer of Wait Listed Declined
- Wait Listed
- Send Offer of Enrolment
- Offer of Enrolment Sent
- Offer of Enrolment Declined
- Enrolled - Accepted
- Enrolled - Leaving

3. Click on the blue **Change Status** button.

The screen refreshes and moves to the status type page that you selected.

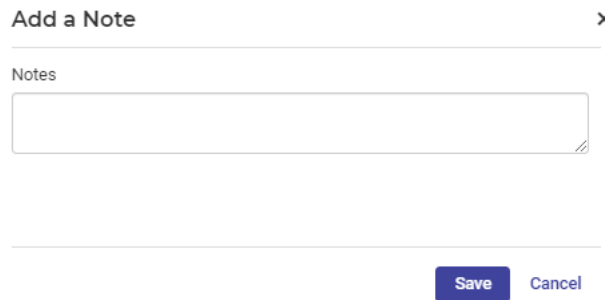
You can view the new records in their new status type page.


Add a Note

With most enrolments, regardless of their status you can add a note. It is important to remember that once the note has been created, it cannot be removed or edited.

1. To add a Note, click on the aqua **Add a Note** button to the right of the student enrolment you wish to add a note to.

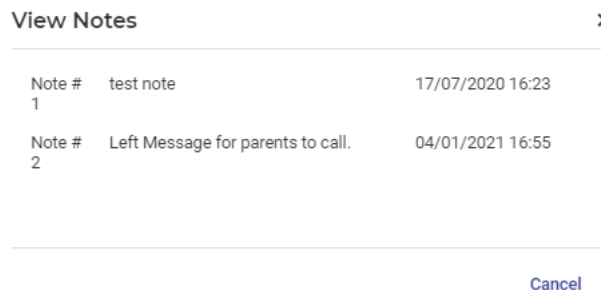
The **Add a Note** screen displays.




2. Enter your notes and comments for the relevant enrolment.
3. Click the green **Save**  button.
4. The screen refreshes and you can see there is a badge in the note's column. If you add additional notes the badge will change as will the last column displaying the time and date.

Notes
Enrolled - Active (Pending) (2)


5. To view the Notes, click on the green **Notes**  badge to display.




View Notes		
Note #	test note	17/07/2020 16:23
1		
Note #	Left Message for parents to call.	04/01/2021 16:55
2		

6. To go back to the previous screen once you have viewed the Notes, click on the black **Cancel**  button.

Edit an Enrolment

1. You can edit an existing enrolment by clicking the **Edit**  button.
2. button for the student you wish to edit beside the student's name.
3. It will take you to the **Student's Overview/Summary** Page.



Melvin Argyle
5 /

Student Overview

- Summary
- Details
- Information
- Permissions
- History
- Additional Fields
- Confidential
- Medical Data
- Associated Households
- Contact Ordering
- Documents

Melvin Argyle (Enrolled - Active)

[Process Student Departure](#)

Custody Arrangements: Student has split/shared custody arrangements

Student Code: 13032

Date of Birth: 07/01/2008
Age: 12

House:
Photograph Privacy: Allowed to photograph

All Emergency Contacts

- No contacts
- No contacts

All Household 253 Contacts

Cleo Argyle Primary Contact Contact: Parent	02 9934 0944 rgy001@sentral.nsw.edu.au Can pick up
Melvin Argyle Student: Self	Cannot pick up
Tamar Argyle Student: Not provided	Cannot pick up

All Household 1730 Contacts

Melvin Argyle Student: Self	Cannot pick up
--------------------------------	----------------

Additional Information

Country of Birth:
Religion:
Home Language:

Medical Conditions

Asthma - mild

Disabilities

No Known Disabilities

Permission to administer over the counter medicine

Salbutamol (Ventolin/Asmol)	YES
Paracetamol (Panadol/Herron)	YES
Ibuprofen/Nurofen/Advil (Not for asthmatics)	YES
Antihistamine (Loratidine/Claratyne)	YES

Medical Summary

Date of Last Tetanus Injection: Not Recorded

Medicare Number:
Medicare Expiry Date:
Medicare Position on Card:
Private Medical Fund:
Private Medical Fund Number:
Private Medical Fund Expiry Date:
Ambulance Cover: NO
Ambulance Provider:

Doctors

No Doctors Recorded

Household 253 - Cleo Argyle & Melvin Argyle

Physical location address
Mr & Mrs C Argyle
60 Bambill Road

NSW 0
Australia

Household 1730 - Melvin Argyle

No addresses

4. From here you can **Set Flags** [Set Flags](#) and make other changes within the enrolment. You must click on the green **Save** [Save](#) button on each page you are on before you move to the next page.

Delete an Enquiry/Draft Enrolment (via Current Enquiries Page)

You can delete an Enquiry or Draft Enrolment in Sentral by accessing **Pending Enrolments - Current Enquiries** screen or other pending status screens.

Current Student Enquiries								
Student Name	Family Name	School Year	Date of Birth	Intended Start Date	Phone	Email	Notes	Last Updated
Watson J	Watson	7	05/11/2005	27/11/2019	04123345	susan.lenoury@gmail.com		

[Add a Note](#)
[New Enrolment](#)
[Delete](#)

[Prev](#)
[1](#)
[Next](#)

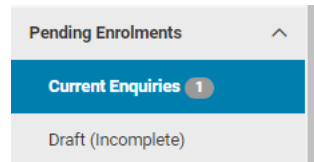
1. Click on the red **Delete** [Delete](#) button to the right of the student enquiry you wish to delete. The screen will be updated with the enrolment no longer displayed.

Note: no dialog box will display to warn you about deleting the record, the deletion will be instantaneous and irreversible.

Pending Enrolments - Current Enquiries

The **Current Enquiries** is a list of current enquiries pertaining enrolments recorded to your school.

2. Select **Current Enquiries** from under **Pending Enrolments** on the left-hand menu.



The **Current Student Enquiries** screen displays.

Current Student Enquiries									
Total Students: 1									2020
Student Name	Family Name	School Year	Date of Birth	Intended Start Date	Phone	Email	Notes	Last Updated	
Watson J	Watson	7	05/11/2005	27/11/2019	04123845	susan.lenoury@gmail.com			Add a Note New Enrolment Delete

[<](#)
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[>](#)

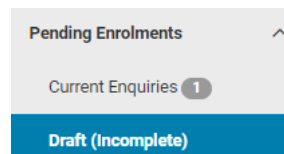
3. From this screen you can **Add a Note**, create a **New Enrolment** or **Delete the enquiry**.

Note: please refer to the section of **Pending Enrolments** for further details on how to use these options.

Pending Enrolments - Draft (Incomplete)


When you create a new enrolment, but it is not completed you can save it as a **Draft**, and it will be displayed on this screen.

1. Select **Draft (Incomplete)** from under **Pending Enrolments** on the left-hand menu.

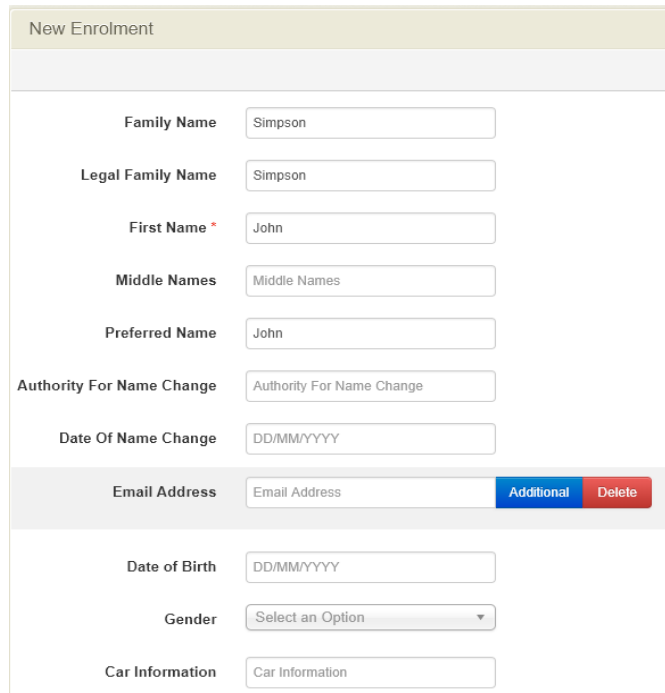


The **Draft Enrolments** screen displays.

Student Name	Staff Creator	Actions
Parry	Fabio Mercuri (@Sentral)	Edit Delete
Bart Simpson	Mr Sentral Helpdesk	Edit Delete
Jacinta Smythe	Mr Sentral Helpdesk	Edit Delete
Smythe	Mr Sentral Helpdesk	Edit Delete

2. To continue processing a draft enrolment, click the **Edit**  button aligned with the student name.

Note: This will land you on the first page of the **New Enrolment** screen. Ideally the name of the student (you want to edit) will be captured.



The screenshot shows a 'New Enrolment' form with the following fields:

- Family Name: Simpson
- Legal Family Name: Simpson
- First Name *: John
- Middle Names: Middle Names
- Preferred Name: John
- Authority For Name Change: Authority For Name Change
- Date Of Name Change: DD/MM/YYYY
- Email Address: Email Address (with 'Additional' and 'Delete' buttons)
- Date of Birth: DD/MM/YYYY
- Gender: Select an Option (dropdown menu)
- Car Information: Car Information

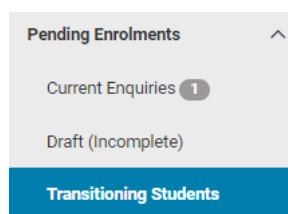
3. You will need to complete the **Details section** and click **Next** to progress to the **Information** section and consecutive screens for the enrolment.
4. If for any reason a draft enrolment application needs to be removed, you can delete it by clicking the **Delete** button aligned with the student's name.

WARNING - The deletion will be instantaneous and irreversible. There will be no dialog box for you to click Confirm.

Pending Enrolments - Transitioning Students

When you create a new enrolment, but it is not completed you can save it as a Draft, and it will be displayed on this screen.

1. Select **Transitioning Students** from under **Pending Enrolments** on the left-hand menu.



The **Transitioning Students** screen displays.

Transitioning Students										
With Selected		Set As: Approved		Submit		Academic Period: 2020 (01/01/2020 - 31/12/2020)		Filter		
Student Name	Family Name	School Year	Date of Birth	Transferring From	Siblings Enrolled	Apply To SMU	PEA	Reason For Out Of PEA	Actions	
<input type="checkbox"/>	Lashawnda	Ashby	11	07/04/2003	NSW Master Sentral	Yes		Yes	Approve Student Reject Student Mark As Under Appeal Mark As Wait Listed	

Pending Enrolments - Pending Applications

When you create a new enrolment, but it is not completed you can save it as a Draft, and it will be displayed on this screen.

From here you can view the various stages of the enrolment:

- Applied
- Interview Review
- Interview Required
- Tested Successful
- Tested Unsuccessful

1. Select **Pending Applications** from under **Pending Enrolments** on the left-hand menu.

Pending Applications
Applied 1
Interview (Review)
Interview (Required)
Tested (Successful)
Tested (Unsuccessful)

Applied Students

Applied Students										
Total Students: 1		Academic Period: 2020 (01/01/2020 - 31/12/2020)		Filter		With Selected: Applied		Change Status		
Student Code	Student Name	Family Name	School Year	Date of Birth	Intended Start Date	Notes	Last Updated	Application Fee	Actions	
<input type="checkbox"/>	SIM001	Bart						Not Required	Add a Note Edit	

Interview (Review)

Interview (Review) Students										
Total Students: 1		Academic Period: 2020 (01/01/2020 - 31/12/2020)		Filter		With Selected: Applied		Change Status		
Student Code	Student Name	Family Name	School Year	Date of Birth	Intended Start Date	Notes	Last Updated	Application Fee	Actions	
<input type="checkbox"/>	SIM001	Bart						Not Required	Add a Note Edit	

Interview (Required)

Interview (Required) Students										
Total Students: 1										
Academic Period: 2020 (01/01/2020 - 31/12/2020) Filter With Selected Applied Change Status										
<input type="checkbox"/>	Student Code	Student Name	Family Name	School Year	Date of Birth	Intended Start Date	Notes	Last Updated	Application Fee	Actions
<input type="checkbox"/>	SIM001	Bart	Simpson						Not Required	Add a Note Edit

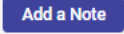

[Prev](#)
1
[Next](#)

Tested (Successful)

Tested (Successful) Students										
Total Students: 1										
Academic Period: 2020 (01/01/2020 - 31/12/2020) Filter With Selected Applied Change Status										
<input type="checkbox"/>	Student Code	Student Name	Family Name	School Year	Date of Birth	Intended Start Date	Notes	Last Updated	Application Fee	Actions
<input type="checkbox"/>	SIM001	Bart	Simpson						Not Required	Add a Note Edit

[Prev](#)
1
[Next](#)

2. Once a student is listed on any of these pages, the screen will display two more buttons:

Add a Note and **Edit**   buttons.

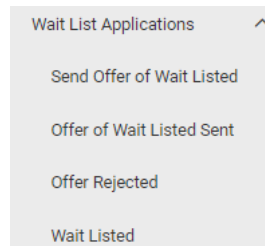
Note: Please refer to the Pending Enrolments section for using the buttons on this screen (IE Filter, Change Status, Add a Note and Edit.)

Pending Enrolments - Wait List Applications

When you create a new enrolment, but it is not completed you can save it as a Draft, and it will be displayed on this screen. From here you can view the various stages of the enrolment:

- Send Offer of Wait Listed
- Offer of Wait Listed Sent
- Offer Rejected
- Wait Listed

1. Select **Pending Applications - Wait List Applications - Send Offer of Wait Listed** from under **Pending Enrolments** on the left-hand menu.



Send Offer of Wait Listed

Send Offer of Wait Listed Students										
Total Students: 1		Academic Period: 2020 (01/01/2020 - 31/12/2020)		Filter		With Selected		Applied		Change Status
<input type="checkbox"/>	Student Code	Student Name	Family Name	School Year	Date of Birth	Intended Start Date	Notes	Last Updated	Application Fee	Actions
<input type="checkbox"/>	SIM001	Bart	Simpson						Not Required	Add a Note Edit

◀ Prev 1 Next ▶

Offer of Wait listed Sent

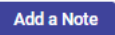

Offer of Wait Listed Sent Students										
Total Students: 1		Academic Period: 2020 (01/01/2020 - 31/12/2020)		Filter		With Selected		Applied		Change Status
<input type="checkbox"/>	Student Code	Student Name	Family Name	School Year	Date of Birth	Intended Start Date	Notes	Last Updated	Application Fee	Actions
<input type="checkbox"/>	SIM001	Bart	Simpson						Not Required	Add a Note Edit

◀ Prev 1 Next ▶

Wait Listed

Wait Listed Students										
Total Students: 1		Academic Period: 2020 (01/01/2020 - 31/12/2020)		Filter		With Selected		Applied		Change Status
<input type="checkbox"/>	Student Code	Student Name	Family Name	School Year	Date of Birth	Intended Start Date	Notes	Last Updated	Application Fee	Actions
<input type="checkbox"/>	SIM001	Bart	Simpson						Not Required	Add a Note Edit

◀ Prev 1 Next ▶

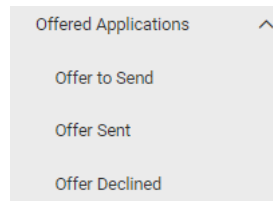
2. Once a student is listed on this screen, the screen will display two more buttons: **Add a Note** and **Edit**.  
3. Please refer to the **Pending Enrolments** section for using the buttons on this screen (IE Filter, Change Status, Add a Note and Edit.)

Pending Enrolments - Offered Applications

Offered Applications is broken into three areas:

- Offers to Sent
- Offer Sent
- Offer Declined

1. Select **Pending Applications - Offered Applications - Send Offer of Waitlisted** from under **Pending Enrolments** on the left-hand menu.

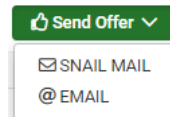


Offer To Send

Send Offer of Enrolment Students										
Total Students: 0										
Academic Period: 2020 (01/01/2020 - 31/12/2020) Filter With Selected Send Offer of Enrolment Change Status Send Offer										
Student Code	Student Name	Family Name	School Year	Date of Birth	Intended Start Date	Notes	Last Updated	Application Fee	Actions	
<input type="checkbox"/>	SIM001	Bart						Not Required	Add a Note Edit	

You have the option to send an offer to a student.

2. Select the student you are going to send offer to and then click on the **Send Offer** button and select to send via **Snail Mail** or **Email**.



Offer Sent

Offer of Enrolment Sent Students										
Total Students: 0										
Academic Period: 2020 (01/01/2020 - 31/12/2020) Filter With Selected Offer of Enrolment Sent Change Status										
Student Code	Student Name	Family Name	School Year	Date of Birth	Intended Start Date	Notes	Last Updated	Application Fee	Actions	
<input type="checkbox"/>	SIM001	Bart						Not Required	Add a Note Edit	

Offer Declined

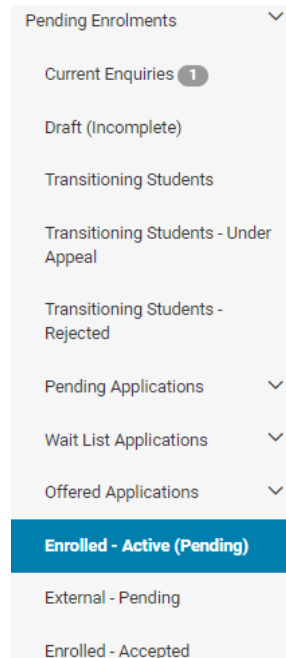
Offer of Enrolment Declined Students										
Total Students: 0										
Academic Period: 2020 (01/01/2020 - 31/12/2020) Filter With Selected Offer of Enrolment Sent Change Status										
Student Code	Student Name	Family Name	School Year	Date of Birth	Intended Start Date	Notes	Last Updated	Application Fee	Actions	
<input type="checkbox"/>	SIM001	Bart						Not Required	Add a Note Edit	

3. Once a student is listed on any of these screens, the screen will display two more buttons: **Add a Note** and **Edit**.

Pending Enrolments - Enrolled - Active (Pending)

This will provide you with a list of enrolments that are active but require further processing.

1. Select **Enrolled - Active Pending** from under **Pending Enrolments** on the left-hand menu.



The **Enrolled Active - Pending** screen displays.

Enrolled - Active (Pending) Students										
Total Students: 0										
Academic Period: 2020 (01/01/2020 - 31/12/2020) Filter With Selected Offer of Enrolment Sent Change Status										
<input type="checkbox"/>	Student Code	Student Name	Family Name	School Year	Date of Birth	Intended Start Date	Notes	Last Updated	Application Fee	Actions
<input type="checkbox"/>	SIM001	Bart	Simpson						Not Required	Add a Note Edit

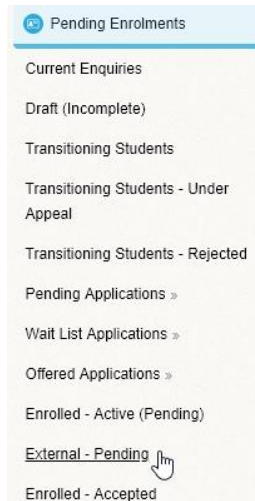
◀ Prev 1 Next ▶

2. Once a student is listed on any of this screen, the screen will display two more buttons: **Add a Note** and **Edit**.

Pending Enrolments - External - Pending

This will provide you with a list of enrolments that are active but require further processing.

1. Select **External - Pending** from under **Pending Enrolments** on the left-hand menu.



The **External Pending Students** screen displays.

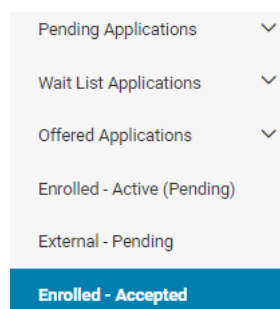
External - Pending Students										
Total Students: 0					Academic Period	2020 (01/01/2020 - 31/12/2020)	Filter	With Selected	Offer of Enrolment Sent	Change Status
<input type="checkbox"/>	Student Code	Student Name	Family Name	School Year	Date of Birth	Intended Start Date	Notes	Last Updated	Application Fee	Actions
<input type="checkbox"/>	SIM001	Bart	Simpson						Not Required	Add a Note Edit

- Once a student is listed on any of this screen, the screen will display two more buttons: **Add a Note** and **Edit**.

Pending Enrolments - Enrolled - Accepted



This will provide you with a list of enrolments that are active but require further processing.

- Select **Enrolled - Accepted** from under **Pending Enrolments** on the left-hand menu.



The **Enrolled - Accepted Students** screen displays.

Enrolled - Accepted Students										
Total Students: 0					Academic Period	2020 (01/01/2020 - 31/12/2020)	Filter	With Selected	Offer of Enrolment Sent	Change Status
<input type="checkbox"/>	Student Code	Student Name	Family Name	School Year	Date of Birth	Intended Start Date	Notes	Last Updated	Application Fee	Actions
<input type="checkbox"/>	SIM001	Bart	Simpson						Not Required	Add a Note Edit

2. Once a student is listed on any of this screen, the screen will display two more buttons:
Add a Note and **Edit**.  

Current Enrolments

Target Audience

- Administration Staff

Content


This area you can view lists of students in the various stages of enrolments as well as edit individual student and household data and process student departures.

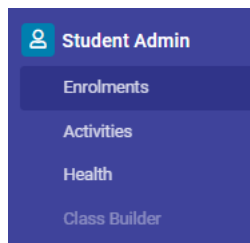
- Manage Students
- Manage External Students
- Leaving Students
- Case Management
- Quick Edit

Overview

Staff will learn how to update current Enrolments within the school.

Manage Student Details

1. Select the **Sentral Waffle Icon**  in the top left corner of the screen, the modules display. Select **Enrolments** under **Student Admin**.



The **Enrolments** home screen displays. This landing page provides an overall view of student number by year, staff numbers, households and roll class statistics.

Note: Red Notification bars indicate incomplete data for students that may require attention.

The left-hand side panel provides a snapshot of areas that may also need attention.

Enrolments: NSW Master Sentral Search Enrolments

Rollover is required: Enrolments data in the system are for the previous year. Click on the "Rollover" button to perform a Enrolments data rollover. Rollover

You have 592 students without a roll class. Students without a roll class will not be accessible in the rest of Sentral. [Click here to add students to a roll class.](#)

You have 256 students with missing vaccinations. [Click here to see a list of students with missing vaccinations.](#)

Students

12:	67
11:	79
10:	49
9:	50
8:	55
7:	52
6:	54
5:	72
4:	127
3:	0
2:	1
1:	0
K:	0

Staff

Permanent:	116
P Part Time:	3
Casual:	4
Temporary:	1
On Leave:	2
Left:	0
Unknown:	514
Teaching:	3
Non-Teaching:	2

Households

Households With:	454
1 Student:	177
2 Students:	35
3 Students:	8
4 Students:	2
5+ Students:	673


Alumni

Total Alumni:	0
Total Donations:	

Roll Classes

Subjects

Enrolment Predictions



- To access the current enrolments and to manage the student details, from the menu on the left-hand side - click on **Current Enrolments - Manage Students**.

Current Enrolments ^

Manage Students

Manage External Students

Leaving Students 1

Case Management v

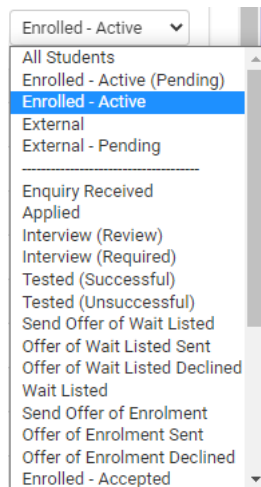
Quick Edit v


The **current students** are displayed.

Students									+ Add Student
Total Students: 611									Academic Period: 2020 (01/01/2020 - 31/12/2020) Filter Enrolled - Active v
Code	First Name	Middle Name	Family Name	School Year	Date of Birth	Country of Birth	Roll Class	Linked Households	
AB001	B		A	10			Test 7/8	1 v	Edit More v
05134	Alexander (Alex)	John	Ackman	11	11/12/1999	Japan	Superstars	2 v	Edit More v
15027	Humberto (Humb)	Bert	Andronicus	5	19/09/2009		+	1 v	Edit More v
08031	Sharri (Sharri)	Melissa	Angela	12	01/02/2003		+	1 v	Edit More v
11022	Tamar (Tamar)		Argyle	9	20/05/2005		+	1 v	Edit More v
08059	Matthew (Matt)	John	Arnold	12	23/02/2002		+	2 v	Edit More v
09072	Terrence (Terrence)		Ayers	11	25/09/2003		+	1 v	Edit More v
BAG001	Bilbo (Bilbo)		Baggins	7	22/09/2008	Australia	+	1 v	Edit More v

- You can change the view of enrolments by **clicking on the dropdown list** in the top right side of the screen and change the enrolment status to view a different list. Each column is also sortable.

The default that displays are current **Enrolled - Active Students**.



- To edit any student's data file, click on the **Edit**  button aligned to their name or click on their name.



The Students Overview Summary screen displays.

Susannah Cutts (Enrolled - Active)

[Process Student Departure](#)

Student Code: 07112 [Set Flags](#)

Date of Birth: 04/08/2001
Age: 19
House: Photograph Privacy: Allowed to photograph

All Emergency Contacts

Susannah Cutts Primary Contact Student: Self	0412345678 Cannot pick up
Ms Stefani Cutts Primary Contact Contact: Parent	0413886955 susan.lenoury@gmail.com Can pick up

All Household 1056 Contacts

Archie Cutts Primary Contact Contact: Parent	02 9379 3952 susan.lenoury@gmail.com Can pick up
Susannah Cutts Primary Contact Student: Self	0412345678 Cannot pick up
Ms Stefani Cutts Primary Contact Contact: Parent	0413886955 susan.lenoury@gmail.com Can pick up

Physical location address
Mr & Miss A Cutts
1 Cole St
YERONG CREEK,
NSW 2642
Australia

Additional Information

Country of Birth:
Religion: Church of Scientology
Home Language:

Medical Conditions
No Recorded Medical Conditions

Disabilities
No Known Disabilities

Permission to administer over the counter medicine

Salbutamol (Ventolin/Asmol)	NO
Paracetamol (Panadol/Heron)	NO

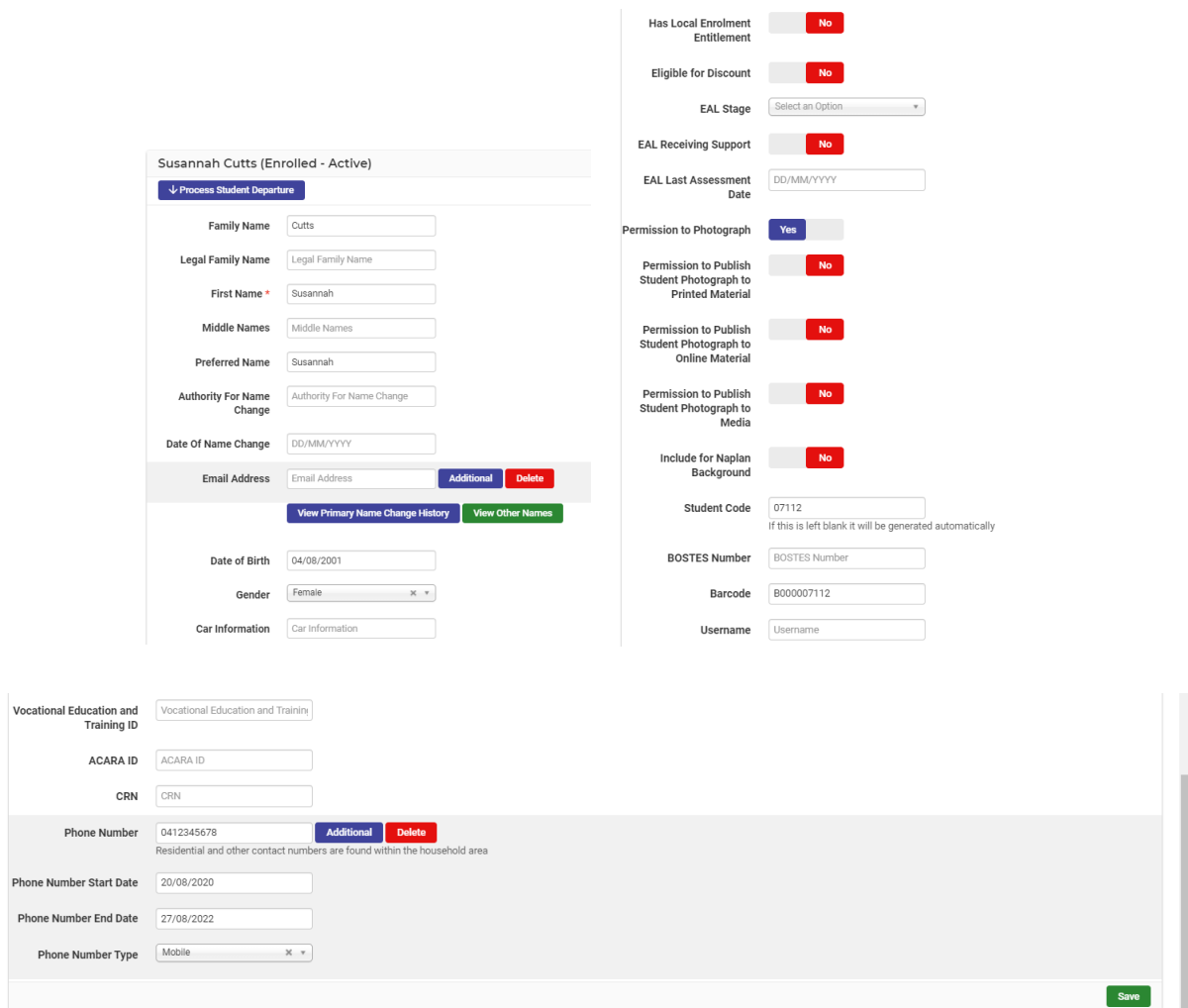
Note: you cannot edit from this page, you need to select from the **Overview Menu** on the left side of the screen what screen you wish to edit.

You can however access shortcuts - Set Flags, switch to Contacts View, Process Student Departure, Repeat/Transfer Student, More and click on the 3 dot icon next to student name to Mark as deceased.

Details

- Click on **Student Overview - Details**.

The **Student Details** screen displays. From here data can be added or altered.



2. To view **Primary Name Change History**, click on the blue  button.
3. To view **Other Names**, click on the green  button.
4. Click on the **Save**  button in the bottom-right corner after entering all the details.

Information

1. Click on **Student Overview - Information**.

Susannah Cutts (Enrolled - Active)

↓ Process Student Departure

Country of Citizenship

Country of Birth

Place of Birth

Religion

Attends Religious Classes **No**

Student's First Language

Ethnic Group

ATSI

Language Other Than English Spoken At Home **No**

Student Mainly Speaks English At Home **No**

Specify Main Language Spoken At Home
This is only required if the above answer is 'No'

Other Language

Residential Status

Passport Number

Passport Number

Passport Expiry

Date of Arrival

Visa Sub-class Number

Visa Grant Number

Visa Expiry Date

Visa Date Paid To

International Fee Paying **No**

Has Secondary Assistance **No**

Has Youth Allowance **No**

Has Assistance For Isolated Children **No**

Has Abstudy **No**

Previously Enrolled In Home Education **No**

Home Education Movement Reason

International Student **No**

Opal Card

International

International

NearestCrossroads

Permission to use photographs in newsletter **No**

Permission to use photographs on school website **No**

Authorised by

Dropdown Test

Evidence provided AT ENROLMENT

Value ABC


Checked by

test 1 **No**

Swimming Proficiency **No**

TRA **No**

Save

Note: to expand the area use the drag handles  in the corner.

2. Click on the **Save**  button in the bottom-right corner.

Permissions

1. Click on **Student Overview - Permissions**.

Susannah Cutts (Enrolled - Active)

Process Student Departure

Web Access Yes

Early Leave No

Consent to Drive Yes

Bus Service - pick one ONLY

Save

2. Click on the **Save**  button in the bottom-right corner after entering all the details.

History

1. Click on **Student Overview - History**.

The Students Previous School History displays.

Susannah Cutts (Enrolled - Active)

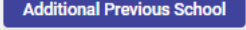
Process Student Departure

Previous School Additional Previous School Delete

Academic History Print Academic History

School	Academic Period	School Year	Roll Class	Teacher	Enrolment Status	Date Progressed
NSW Master Sentral	2016	9	CA07		Enrolled - Active	
NSW Master Sentral	2017	10			Enrolled - Active	15/12/2017
NSW Master Sentral	2018	11			Enrolled - Active	31/12/2019
NSW Master Sentral	2019	12			Alumni	31/12/2019

Save

2. Click on the green **Additional Previous School**  button to the right of the screen and additional fields will display.

Previous School

Previous School

Country


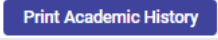
Start Date

End Date

Expelled or Suspended No

Records Received No

Reason For Change

3. Click on the **Save**  button in the bottom-right corner.
4. If you wish to print the Academic History, click on the blueprint **Academic History**  button.

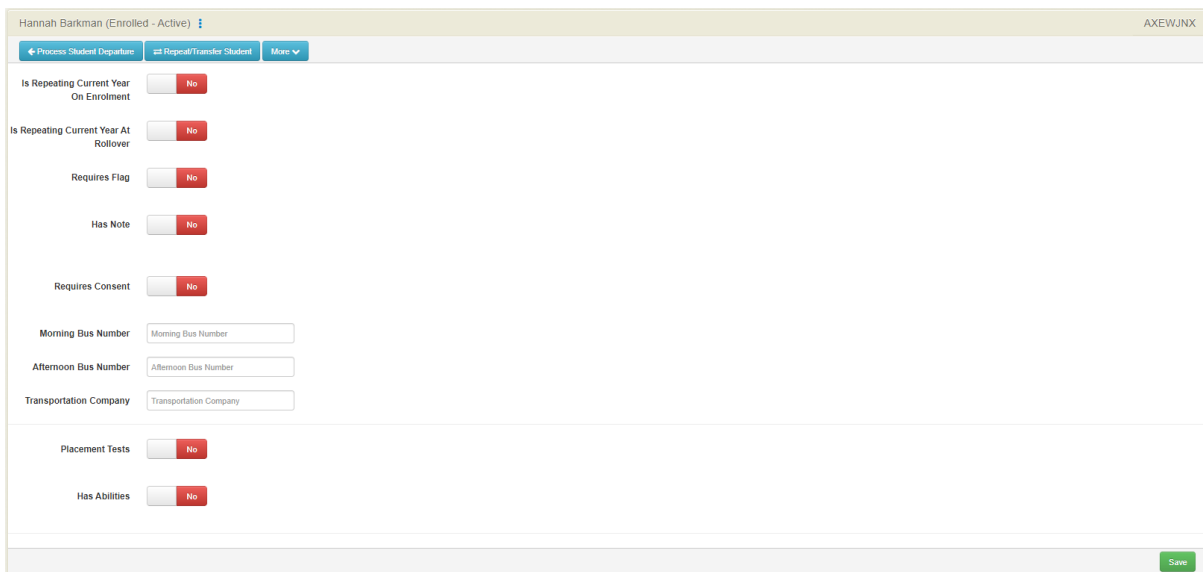
School	Academic Period	School Year	Roll Class	Teacher	Enrolment Status	Date Progressed
NSW Master Sentral	2016	9	CA07		Enrolled - Active	
NSW Master Sentral	2017	10			Enrolled - Active	15/12/2017
NSW Master Sentral	2018	11			Enrolled - Active	31/12/2019
NSW Master Sentral	2019	12			Alumni	31/12/2019

Additional Fields

Note: you can create your own Additional Fields - (**Setup Enrolments - Additional Fields**).

1. Click on **Student Overview - Additional Fields**.

Note - depending on your setup of Additional Fields, this screen may look different.



Hannah Barkman (Enrolled - Active) AXEWJNX

Process Student Departure Repeal/Transfer Student More

Is Repeating Current Year On Enrolment No

Is Repeating Current Year At Rollover No

Requires Flag No

Has Note No

Requires Consent No

Morning Bus Number Morning Bus Number


Afternoon Bus Number Afternoon Bus Number

Transportation Company Transportation Company

Placement Tests No

Has Abilities No

Save

2. Click on the **Save**  button in the bottom-right corner.

Confidential

1. Click on **Student Overview - Confidential**.

The students **Confidential** screen displays.

Melvin Argyle (Enrolled - Active)

↓ Process Student Departure

Is Student subject to any Court orders No

If YES please specify

Care Of Department For Child Protection And Family Support (CPFS) No

CPFS Case Manager

CPFS District

CPFS Contact Number

[Save](#)

2. Click on the **Save** [Save](#) button in the bottom-right corner.

Medical Data

1. Click on **Student Overview - Medical Data**.

The students **Medical Data** screens displays.

Melvin Argyle (Enrolled - Active)

↓ Process Student Departure

Has Disability No

Has Medical Condition Yes

Condition	Details	Provided Document	Actions
Asthma	Prescribed with Salbutamol (Ventolin/Asmol) <input checked="" type="checkbox"/> Yes Severity: Mild Additional Information: <input type="text"/>	Care Plan Provided <input checked="" type="checkbox"/> Yes	Delete

[+ Add New Medical Condition](#)

School Medication Yes

Medication	Details	Actions
Aspirin	Dosage: 1000 Prescribed: <input type="checkbox"/> No Anticipated Stop Date: <input type="text"/>	Delete

[+ Add New Medication](#)

Vaccinations/Immunisations No

Measles Exclusion No

Medical Practice Details No


Permission To Administer Over The Counter Medicine:

Salbutamol (Ventolin) Yes

Paracetamol (Panadol) Yes

Ibuprofen/Nurofen (Not for asthmatics) Yes

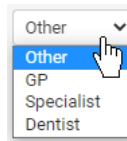
Antihistamine (Claratyne) Yes

Note: if you select **Yes**, you will see a green **Add New Doctor**  button.


Medical Practice Details Yes

Type	Details	Consent To Contact Doctor/Practice	Actions
Other	Practice Name <input type="text"/> Practice Name <input type="text"/> Doctor's Name <input type="text"/> Doctor's Name <input type="text"/> Practice Phone <input type="text"/> Doctor's Phone <input type="text"/> Practice Address <input type="text"/>	No	Delete

2. Select the type of **Doctor** from the drop-down list.



Date of last Tetanus injection	<input type="text" value="dd/mm/yyyy"/>
Medicare Number	<input type="text" value="1234567890"/>
Medicare Expiry Date	<input type="text" value="1"/> <input type="text" value="2024"/>
Medicare Position On Card	<input type="text"/>
Private Medical Fund	<input type="text"/>
Private Medical Fund Number	<input type="text"/>
Private Medical Fund Expiry Date	<input type="text" value="dd/mm/yyyy"/>
Ambulance Cover	No
Ambulance Cover Provider	<input type="text"/>

3. Click on the **Save**  button in the bottom-right corner.

Associated Households

1. Click on **Student Overview - Associated Household**. (If a Household is linked, it will display).

The Students Household Details screen displays.

Melvin Argyle (Enrolled - Active)

Household Code:

Residential Household For This Student: Yes Shared No

Household Residential Address:

Household Mailing Address:
This is only required if the mailing address differs from the residential address

Household Billing Address:
This is only required if the billing address differs from the other addresses

Physical location address:

Mr & Mrs G Argyle
60 Bambill Road
NSW 0
Australia

Contact - Cleo Argyle

Contact - Tamar Argyle

Note: It may seem like a repeat of the Details page and it is, but this is because you are entering information for each family member, carer and/or guardian connected to this student.

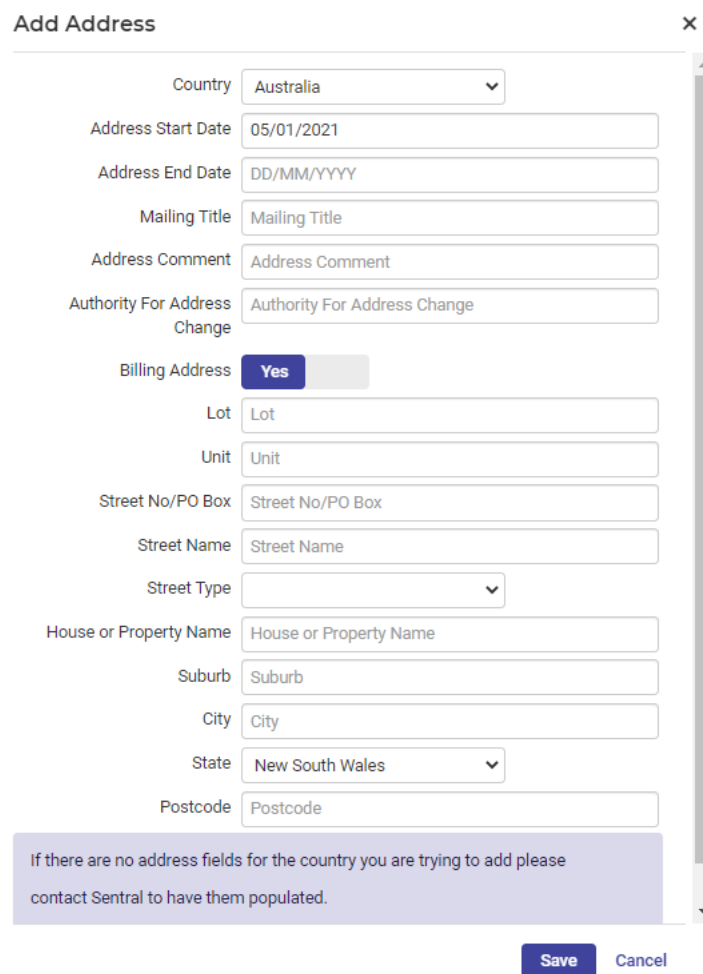
If you select **Shared** - a pop-up area displays.

2. Click on the days of the week the student resides at this household.

Physical Location Address

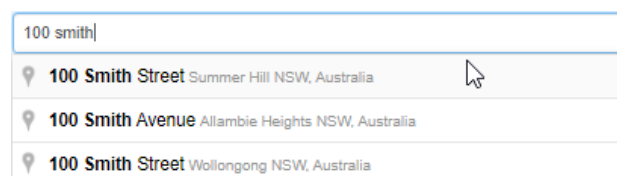
3. Click on either Change Residential , Mailing Address  or Billing Address .



The **Add Address** screen displays.



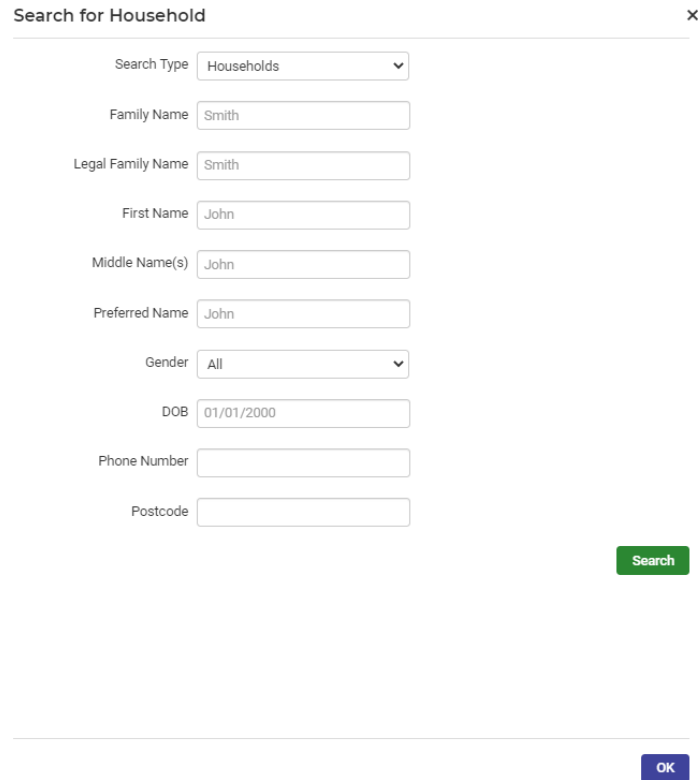
4. **Search Address:** enter the residential address.

Note: the residential address is linked with Google Maps so as you start typing the address it should display. The fields will be displayed below.



5. Click on the **Save**  button in the bottom-right corner.
6. If you already have this household in your system from previous / existing siblings, click on the **Add Pre-existing Household**  button to search for the household and pre-fill the data fields.


The **Search for Household** screen displays.



The screenshot shows a web form titled "Search for Household" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Search Type: A dropdown menu with "Households" selected.
- Family Name: A text input field containing "Smith".
- Legal Family Name: A text input field containing "Smith".
- First Name: A text input field containing "John".
- Middle Name(s): A text input field containing "John".
- Preferred Name: A text input field containing "John".
- Gender: A dropdown menu with "All" selected.
- DOB: A text input field containing "01/01/2000".
- Phone Number: An empty text input field.
- Postcode: An empty text input field.

At the bottom right of the form is a green "Search" button. Below the form is a blue "OK" button.

7. Enter any pre-filled fields and click on the **Search**  button to search for the Household.

Search for Household x

Display Search Area ^

NSW 0 Household Code: RGY001	Contact 1: Cleo Argyle Contact 2: Melvin Argyle	Additional Information Select
Household Code: SLN test	Contact 1: Melvin Argyle Contact 2:	Additional Information Select

[OK](#)

8. If the household displays that you wish to add to the new enrolment, click on the green **Select** [Select](#) button to the right.

The screen will update showing the **pre-existing Household contacts**.

Note: If there is no current Household, you will need to create the details. Refer to **Add Additional Household**.

Contact

Contact - Cleo Argyle	Additional Contact	Delete
Contact - Tamar Argyle	Additional Contact	Delete
	Add Additional Contact	Save

1. To create a new contact please click on the blue **Contact** [Contact - Cleo Argyle](#) [Contact - Tamar Argyle](#) field or click on the blue **Add Additional Contact** [Add Additional Contact](#) button.

The following fields will be displayed.

Contact - Cleo Argyle

Relationship To Student: Parent

If Other Please Specify:

Is a Primary Contact: Yes No

Is an Emergency Contact: Yes No

Authorised to Pickup: Yes No

Day To Day Care: Yes No
Do this contact day to day care of the student

Long Term Care: Yes No
Do this contact long term care of the student

Title:

First Name: Cleo

Middle Names:

Family Name: Argyle

Preferred Name:

Gender: Male

Date of Birth: DD/MM/YYYY

Country of Birth:

Ethnic Group:

Email Address: rgy001@sentralschool.edu.au

Phone Number: 02 9934 0944

Phone Number Start Date: DD/MM/YYYY

Phone Number End Date: DD/MM/YYYY

Phone Number Type:

Religion: Sukyo Mahikari

Language Spoken At Home:

Language Other:

School Education Level:
If you did not attend school, mark 'Year 9 or equivalent or below'

Tertiary Education Level:

Employer:

Workplace Location:

Occupation:

Employment Type:

ATSI:

Username:

Notes:

Community Volunteer? No

Contact - Tamar Argyle

2. Click on the **Save** button in the bottom-right corner.

Contact Ordering

Enrolments does not capture information based on the notion of a student and a 'family'. It captures information about a student and their relationship to different 'households'.

Within each household there may be any number of contacts; for example, mother and father, grandfather, siblings, aunt, friend etc and this arrangement allows for combinations of family setups that exist in our modern society.

Household Contact Ordering takes the information from all registered Households and compiles a list of who is available for emergency contact and in what order.

The only contacts that will appear in the list, are those who have been added into the system. You can continue to add contacts and change emergency contacts in any given household at any time.

1. Click on **Student Overview > Contact Ordering**, the Contact Ordering screen displays.

Melvin Argyle (Enrolled - Active)

Process Student Departure

Household contacts are required for values to be displayed here.
If 'Emergency Contact' is set to 'No' then the contact will not be included in the contact ordering.

Name	Primary Contact	Emergency Contact
Household 253		
Cleo Argyle	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Melvin Argyle	<input type="checkbox"/> No	<input type="checkbox"/> No
Tamar Argyle	<input type="checkbox"/> No	<input type="checkbox"/> No
Household 1730		
Melvin Argyle	<input type="checkbox"/> No	<input type="checkbox"/> No

Add Additional Household Save

- To change the priority order of contact, click and drag on the handles (☰) in front of a name to raise or lower (change the order of) that contact on this list. Family members will be contacted by this order (first to last).

☰	1	Deneen Barron
☰	2	Carlos Barron

- Click on the green **Save** button, and the order will change.

☰	1	Carlos Barron
☰	2	Deneen Barron

- Click the toggle button from **Yes** or **No** as to whether a person is a **Primary** and/or **Emergency Contact** for the student.

- Click on the green **Save** button.

Documents

- From the menu on the left-hand side - click on **Student Overview - Documents**.

The **Documents** screen displays.

Melvin Argyle (Enrolled - Active)

Process Student Departure

Official Documentation Sighted	<input checked="" type="checkbox"/> Yes	Date Sighted	<input type="text" value="05/01/2021"/>
Birth Certificate Sighted	<input type="checkbox"/> No	Passport Sighted	<input checked="" type="checkbox"/> Yes
Travel Documents Sighted	<input type="checkbox"/> No	Publications/Internet Permission Form Completed	<input type="checkbox"/> No
Parent Consent Form Completed	<input checked="" type="checkbox"/> Yes	Student Health Summary Completed	<input type="checkbox"/> No
Immunisation Records Provided	<input checked="" type="checkbox"/> Yes		

Please make sure to select or create a category before uploading

Drop files here or click to upload.

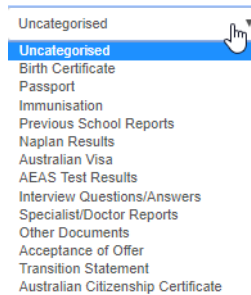
Category New Category

No documents were found

Save

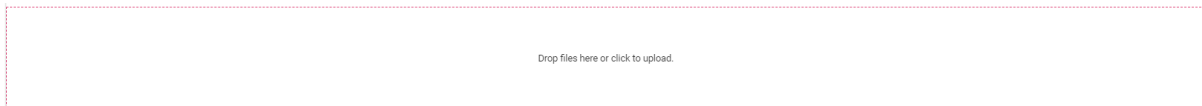
Upload Documents

- 2. Category:** select the **Category** from the drop-down list for the document to be uploaded.



Using the Dropbox

The drop box is a device to help you attach documents to this student enrolment record with ease.



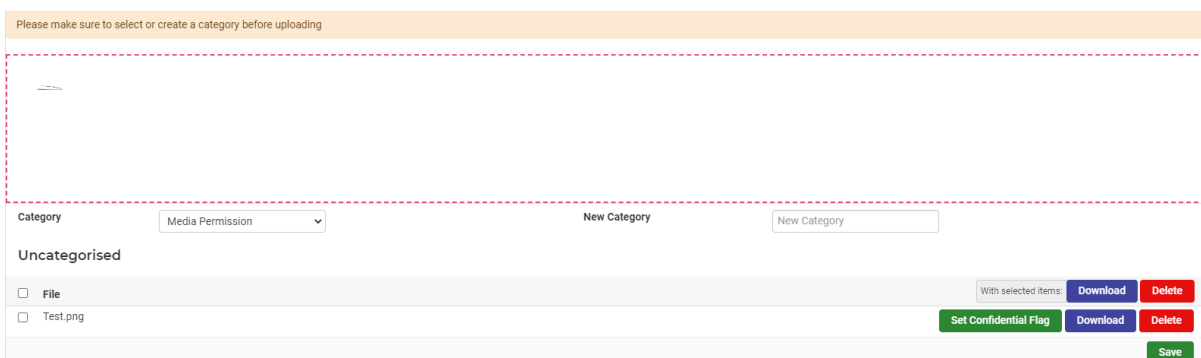
- 3.** Click anywhere inside the red box and an upload window will appear.
- 4.** Either drag n drop (which is dragging the file from the window into the red box) or double click the file name and it will 'jump' into the box itself.

DRAG 'N' DROP

30.4 KB

Test.png

- 5.** You should now see the file/s uploaded are resting in the red box as well as listed below, under the category heading you created or selected from the list.

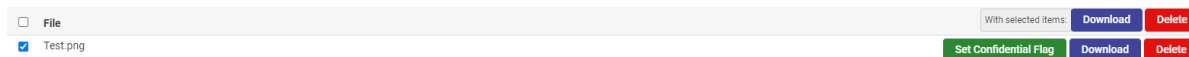


- 6.** Click on the green **Save**  button.

Marking a file as Confidential


If a file is confidential, once it is uploaded it can be flagged as confidential.

7. Select the file you wish to mark as confidential by clicking in the checkbox in front of the file name.




8. Click the **Set Confidential Flag**  button.
9. To undo this action, select the file (by clicking in the checkbox) and click the **Remove Confidential Flag**  button aligned with its name.

Downloading a file



10. To download a file that has been saved, click the checkbox in front of the file name and then click the **Download**  button aligned to that file.
11. If you need to download more than one file from the documents panel, then tick the check boxes first, and then go to **With Selected Items** and click **Download**.



Deleting a file

12. To delete a file, simply click the **Delete**  button aligned with the file on the right-hand side.
13. If you need to delete files en-masse from the documents panel, then tick the check boxes first, and then go to **With Selected Items** and click **Delete**.



14. Click green **Save**  button and the staff members (partial) record has been updated with **Documents**.
15. Alternatively, if you want to start again, you can click **Delete**  bottom-left of the screen to wipe the existing data.

Note: Remember this deletes the entire student record.

Billing

1. From the menu on the left-hand side - click on **Student Overview - Billing**.

The **Billing Screen** displays for the student.

Melvin Argyle (Enrolled - Active)

↓ Process Student Departure

Billing Information

If a household is marked as a billing household it will enable options to select the members within that household who are financially responsible or if they have a fee split percentage obligation.

If a household member had a fee split percentage select then the household member will pay X percentage of the fees for that student. They will each receive individual invoice addresses to that single person based on the household members billing address.

If no fee split percentages are set then those who are marked as financially responsible will receive a single invoice sent to the household billing address for that household.

If more than one household is marked as a "Responsible Billing Household" then fee split percentages must be used.

Household 253	Is Responsible Billing Household		
Name	Contributions And Charges Billing Percentage	Responsible For Billing	Official Documentation To Be Sent
Cleo Argyle	0%	Yes	Yes

Save

Billing Information

Note: If a household is marked as billing household it will enable options to select the members within that household who are financially responsible or if they have a fee split percentage obligation.

Note: If a household member had a fee split percentage select then the household member will pay X percentage of the fees for that student.

Note: If no fee split percentages are set then those who are marked as financially responsible will receive a single invoice sent to the household billing address for that household.

Note: if more than one household is marked as **Responsible Billing Household** then fee split percentage must be used.

Household 3011	Is Responsible Billing Household		
Name	Contributions And Charges Billing Percentage	Responsible For Billing	Official Documentation To Be Sent
Deneen Barron	0%	Yes	No
Carlos Barron	0%	Yes	No
	0%	No	Yes

Save

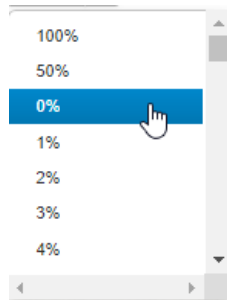
2. Household Number Is Responsible Billing Household: select **Yes** or **No**

No

The list of the household members displays below these options.

Household 3011	Is Responsible Billing Household		
Name	Contributions And Charges Billing Percentage	Responsible For Billing	Official Documentation To Be Sent
Deneen Barron	100%	Yes	Yes
Carlos Barron	0%	Yes	Yes

3. Select the **Contributions and Charges Billing Percentage** from the drop-down list for each household member displayed.



4. Click green **Save**  button.

Activities Billing


If Activities Billing Information is kept same as Fees Billing - Each activity invoice would be sent to households in the same manner as it is sent for school fees.

However, if Activities Billing Information is different to Fees Billing - Each activity invoice would be sent to households, according to the fee split percentage defined in this section.

1. From the menu on the left-hand side - click on **Student Overview – Activities Billing**.

The Activities Billing Information screen displays.

Melvin Argyle (Enrolled - Active)		
↓ Process Student Departure		
Activities Billing Information		
If Activities Billing Information is kept same as Fees Billing - Each activity invoice would be sent to households in the same manner as it is sent for school fees.		
However, if Activities Billing Information is different to Fees Billing - Each activity invoice would be sent to households, according to the fee split percentage defined in this section.		
Household 253	Is Responsible Billing Household	<input checked="" type="checkbox"/>
Name	Contributions And Charges Billing Percentage	Responsible For Activities Billing
Cleo Argyle	0%	<input checked="" type="checkbox"/>
Save		

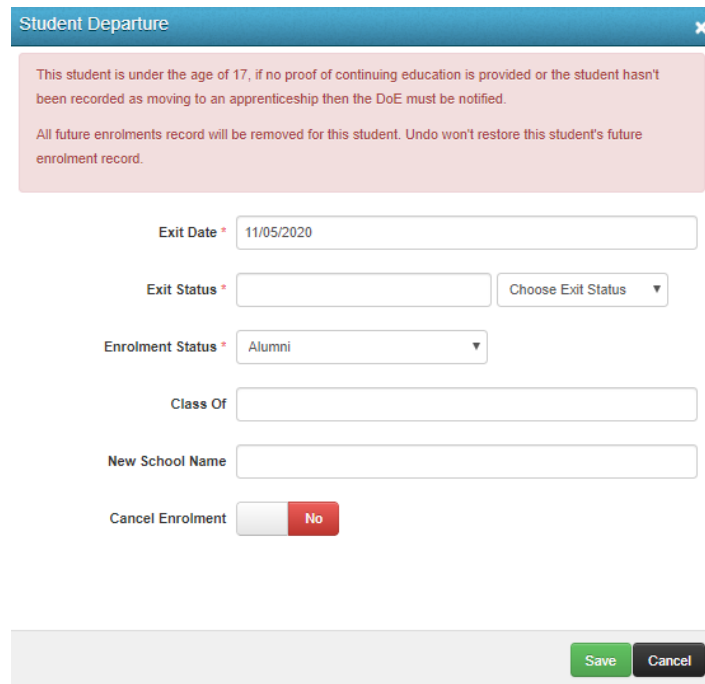
2. As per Billings screen update details and click on the green **Save**  button.



Process Student Departure

Staff can process a student departure from the **Student Overview - Summary** screen by using the **Process Student Departure** button or from the **Manage Students** screen.

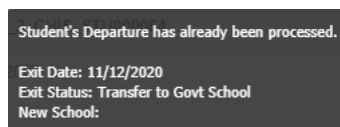
1. Click on the blue **Process Student Departure**  button.

The **Student Departure** screen displays.



2. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
3. Click on the green **Save**  button at bottom of screen.
4. The student screen displays and will be a red button **Student Departure Processed**  button.

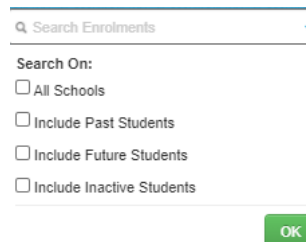
Note: if you place your mouse over this field it will display the details.



Re-Enrol a Student

Staff can re-enrol students that return at your school.

1. In the top right-hand corner, you can search for the Student name, you need to click on the arrow and tick Include Alumni and or Include Withdrawn.



2. Enter the student's name, the student will show Alumni, select the student

Students

- ♀ Alexandra Barkman Unknown - Alumni
- ♀ Hannah Barkman 7 / 7E
- ♂ Luca Barkman 10 / 10A
- ♀ Stella Barkman 12 / 12FR

Family Members

- ♂ Hunter Barkman
- ♀ Rose Barkman

The student Summary screen displays.

This student is not currently actively enrolled for this school and will not show up in other areas of Sentral. If the student has not yet started, or has now departed the school, this is expected behaviour. Review the following items if this is not what you are expecting.

- The enrolment type must be one of the following Enrolled - Active, Enrolled - Active (Pending), External, or Enrolled - Leaving

Alexandra Barkman is under enrolled with an FTE Amount of 0.

Alexandra Barkman (Alumni) ⋮
Z5VPGZZ

✖ Student Departure Processed
More ▾

📌 Student Code: STU_2_CHS_STU000043
Set Flags

Date of Birth: 17/05/2006
Age: 13

📌 Contact 1 - Adoptive Parent

Mr Hunter Barkman
Home Telephone Number: 99291960
Work Telephone Number: 99950863
Mobile: 0474202840
Primary: hunter.barkman368-contact@data-test.sentral.com.au

House: COCONUT
Photograph Privacy: Allowed to photograph

📌 Contact 2 - Parent

Dr Rose Barkman
Work Telephone Number: 92784124
Mobile: 0401707904
Primary: rose.barkman579-contact@data-test.sentral.com.au

📌 Associated Contacts
Switch to Household View

Title	First Name	Family Name	Gender	Primary Contact	Emergency Contact	Can Pickup	Other Flags	Type	Relationship To This Student	Household
Mr	Hunter	Barkman	Male	✓	✗	✓		Contact	Adoptive Parent	Household 2_CHS_FAM000017
Mr	Tyler	Mackenzie	Male	✗	✗	✗		Contact	Aunt/Uncle	Household 2_CHS_FAM000017
Dr	Rose	Barkman	Female	✓	✗	✓		Contact	Parent	Household 2_CHS_FAM000017
Mrs	Sienna	Bruce	Female	✗	✗	✗		Contact	Aunt/Uncle	Household 2_CHS_FAM000017

3. Click on the **Re-Enrol Student** button.

Chris (Chris) Andrews (Former Student) ⋮

✖ Student Departure Processed
✖
↻
Print Student VSN Notification

📌 Student Code: 706037
Re-Enroll Student

The Re-Enrol screen displays.

Re-Enroll Student
✕

Return Date *

Return Reason *

Academic Period *

Enrolment Status *

Year Level *

Old School Name

Save
Cancel

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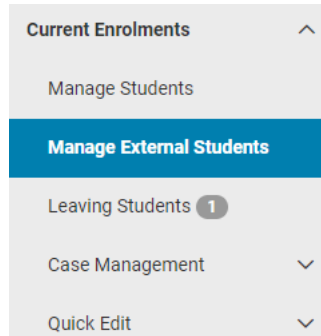
4. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.

5. Click on the green **Save**  button at bottom of screen.

The student is now re-enrolled.

Manage External Student Details

- To access the current enrolments and to manage the student details, from the menu on the left-hand side - click on **Current Enrolments - Manage External Students**.



The current **External Students** are displayed in the following Students Screen.

Students										+ Add Student
Total Students: 2		Academic Period: 2020 (01/01/2020 - 31/12/2020)		Filter	With Selected	Enrolled - Leaving	Change Status			
<input type="checkbox"/>	Student Code	Student Name	Family Name	School Year	Date of Birth	Intended Start Date	Notes	Last Updated	Actions	
<input checked="" type="checkbox"/>	11065	Santana	Bouton	9	23/09/2005				Add a Note Transfer Note Edit	


< Prev 1 Next >

- If you have a lot of external students, you can **Search** for specific student names using the search field in the top right corner.

- You can also filter the list by selecting the **Academic Period** from the drop-down list.

Academic Period: 2020 (01/01/2020 - 31/12/2020)

- 2015 (01/01/2015 - 23/12/2015)
- 2016 (01/01/2016 - 23/12/2016)
- 2017 (01/01/2017 - 15/12/2017)
- 2018 (01/01/2019 - 31/12/2019)
- 2019 (01/01/2019 - 31/12/2019)
- 2020 (01/01/2020 - 31/12/2020)
- 2021 (01/01/2021 - 31/12/2021)

- To edit any student's data file, click on the **Edit**  button aligned with their name.

You should now see the **Summary page** for that student.

Terrence Ayers (Enrolled - Active)

[Process Student Departure](#)

Student Code: 09072 [Set Flags](#)

Date of Birth: 25/09/2003
Age: 17

House:
Photograph Privacy: Allowed to photograph

All Emergency Contacts
No contacts

All Household 1170 Contacts

Archie Ayers Primary Contact Contact:	02 9844 2292 yer001@sentral.nsw.edu.au Can pick up
Raphael Ayers Student: Not provided	Cannot pick up
Terrence Ayers Student: Self	Cannot pick up
Mavis Ayers Student: Not provided	Cannot pick up
Latina Ayers Primary Contact Contact:	02 9844 2292 yer001@sentral.nsw.edu.au Can pick up

Household 1170 - Archie Ayers & Raphael Ayers

Physical location address
Dr & Ms A Ayers
96 Manning St
KIAMA,
NSW 2533
Australia

Additional Information

Country of Birth:
Religion:
Home Language:

Medical Conditions [Disabilities](#)

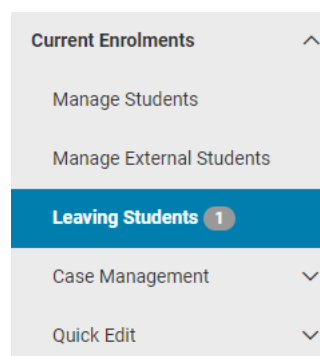
Note: You cannot edit directly from this page. You need to select from the **Overview menu** (on the left) what category you want to edit.

- On the left of the screen you will see the **Overview menu**. To edit any changes for a student, click on the menu section you want to make changes to (for example Medical data).
- Make your changes to any of the data fields and click on the **Save** Save button in the bottom-right corner.

Leaving Student Details

The Leaving Students displays those students still enrolled but have a future leaving date.

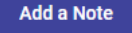
- From the menu on the left-hand side - click on **Current Enrolments - Leaving Students**.

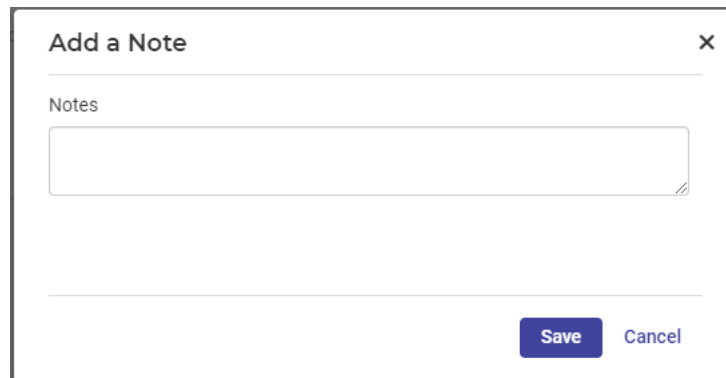



The Enrolled - Leaving Students screen displays.

Enrolled - Leaving Students									
Total Students: 2		Academic Period: 2020 (01/01/2020 - 31/12/2020)		Filter		With Selected: Enrolled - Leaving		Change Status	
<input type="checkbox"/>	Student Code	Student Name	Family Name	School Year	Date of Birth	Intended Start Date	Notes	Last Updated	Actions
<input type="checkbox"/>	11065	Santana	Bouton	9	23/09/2005				Add a Note Transfer Note Edit

« Prev 1 Next »

- To add a note to a student's file, click on the blue **Add a Note**  button aligned with their name.
- The **Add a Note** screen displays.

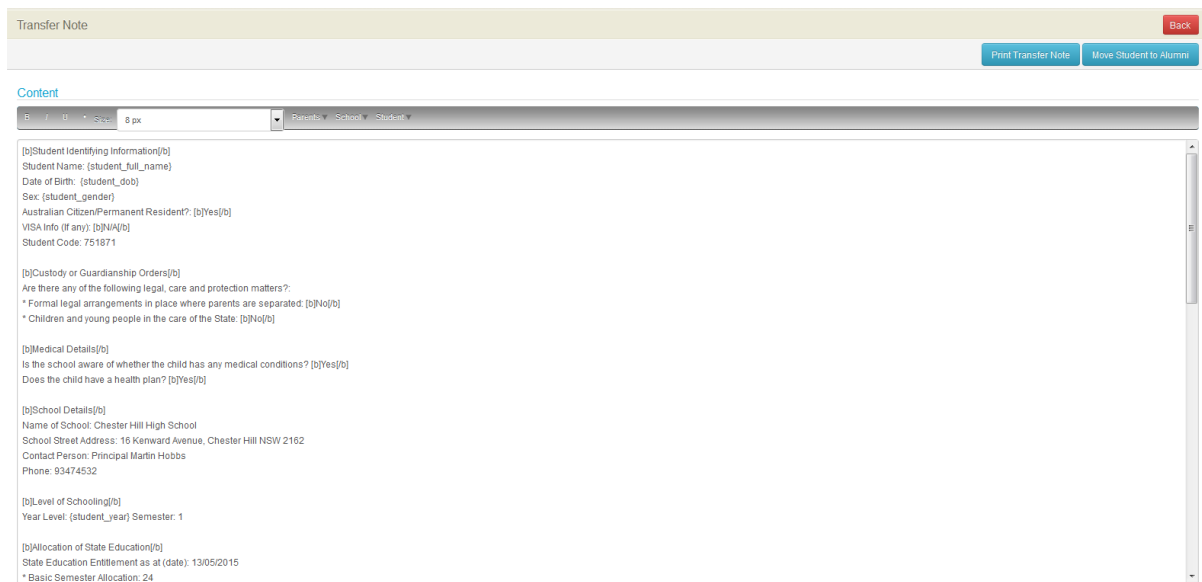


- Notes:** enter the notes in field.
- Click on the green **Save**  button.



The screen refreshes and displays the **Notes**.



- To **Add a Transfer Note**, click on the blue **Transfer Note**  button aligned with their name.

The **Transfer Note** screen displays.



Note: You can edit this form to suit your school, using the **formatting** and **merge fields** provided in the top bar.

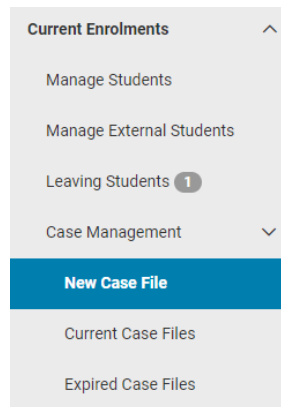
- Once the **Transfer Note** is right for your school, click on the **Print Transfer Note**  button to print a hardcopy letter.
- Click on the **Move Student to Alumni**  button will move them from Enrolled - Leaving to Alumni.

9. To Edit Students' files click on the **Edit**  button. This will take you to the Student Summary screen.
10. On the left of the screen you will see the Overview menu. To edit any changes for a student, click on the menu section you want to make changes to (for example Medical data).
11. Make your changes to any of the data fields and click on the **Save**  button in the bottom-right corner.

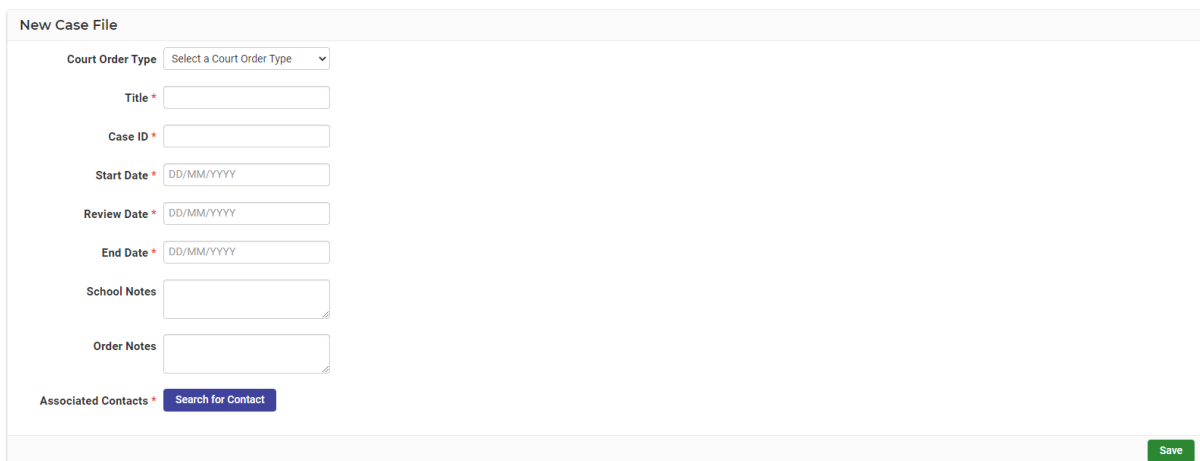
Case Management - New Case File

Case Management is where you can set up Court Order for students.

1. From the menu on the left-hand side - click on **Current Enrolments - Case Management - New Case File**.



The **New Case File** screen displays.

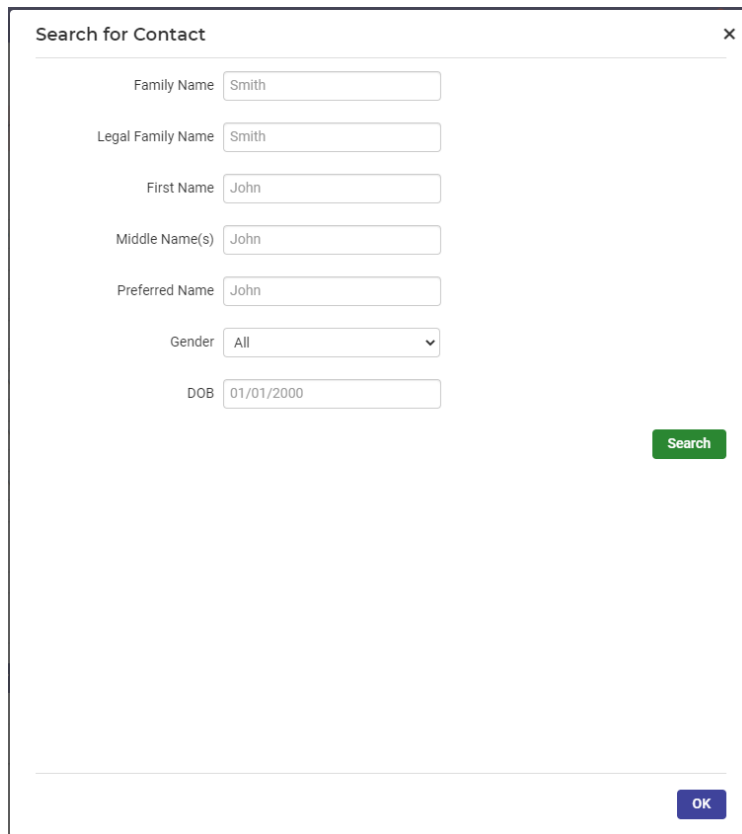



The 'New Case File' form contains the following fields and controls:

- Court Order Type:** A dropdown menu with the text 'Select a Court Order Type'.
- Title *:** A text input field.
- Case ID *:** A text input field.
- Start Date *:** A date input field with the format 'DD/MM/YYYY'.
- Review Date *:** A date input field with the format 'DD/MM/YYYY'.
- End Date *:** A date input field with the format 'DD/MM/YYYY'.
- School Notes:** A text area for notes.
- Order Notes:** A text area for notes.
- Associated Contacts *:** A section with a blue button labeled 'Search for Contact'.
- Save:** A green button in the bottom right corner.

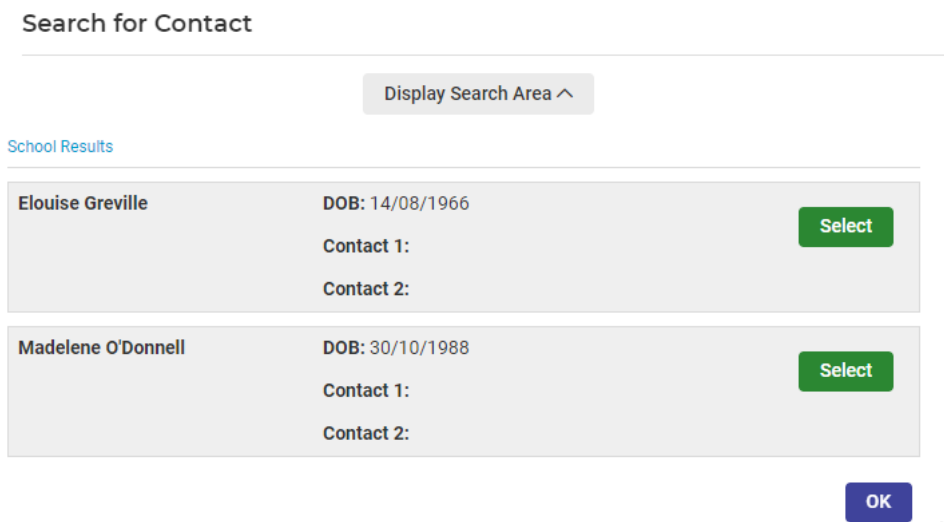
2. **Associated Contacts:** click on the blue **Search for Contact**  button.


The Search for Contact screen displays.




3. Enter the **Family Name** and **First Name** in the above fields for the parent and click on the green **Search**  button.

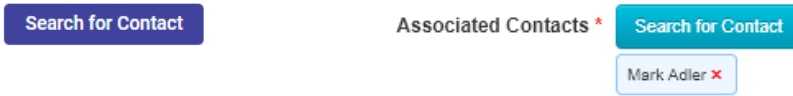
The **Search For Contact** results screen displays.




4. Click on the green **Select**  button aligned to the contact the Court Order is for.



A **Message** will display .

5. Click on the red **OK**  button at the bottom right-hand of this screen.
6. The previous screen updates displaying the **Associated Contacts**.



7. Click on the green **Save**  button to the bottom right-hand side of the screen.

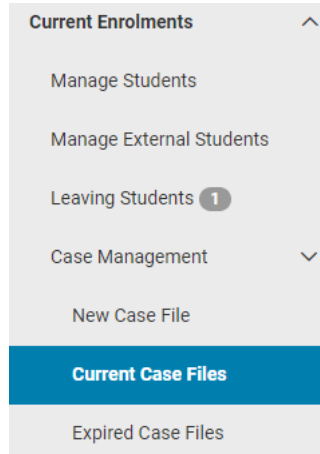
The **Current Case Files** screen displays.

Current Case Files									
Title	Court Order Type	Case ID	Start Date	Review Date	End Date	School Notes	Order Notes	Associated Contacts	Actions
Miss Sally Watson	Apprehended Violence Order	12345678	2018-10-01	2019-10-01	2019-10-01	father allowed NO contact with students	AVO against father for physical abuse.	Mark Adler	 

Case Management - Current Case Files

Current Case Files contains case management list of students.

- From the menu on the left-hand side - click on **Current Enrolments - Case Management - Current Case File**.

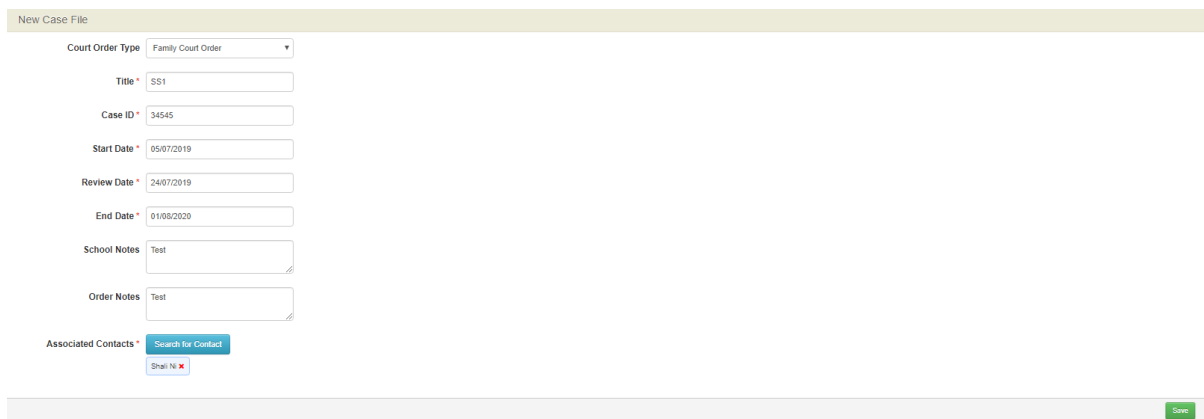



The **Current Case Files** screen displays.

Current Case Files									
Title	Court Order Type	Case ID	Start Date	Review Date	End Date	School Notes	Order Notes	Associated Contacts	Actions
Dev	Other	0	15/07/2019	24/07/2019	01/08/2020	Test	Test	Raymundo (Raymundo) Handfield	Edit Delete
SS1	Family Court Order	34545	05/07/2019	24/07/2019	01/08/2020	Test	Test	Shail Ni	Edit Delete
Re	Family Court Order	S2	01/08/2019	31/08/2019	31/10/2019	Test	Test	Dean (Dean) Visale Test (pre) Izi Graham (Graham) Datziel	Edit Delete
D222	Other	D22	05/07/2019	28/07/2019	27/10/2019	test		Harris (Harris) Babbage	Edit Delete

- Click on the blue **Edit**  button beside the student you wish to edit.

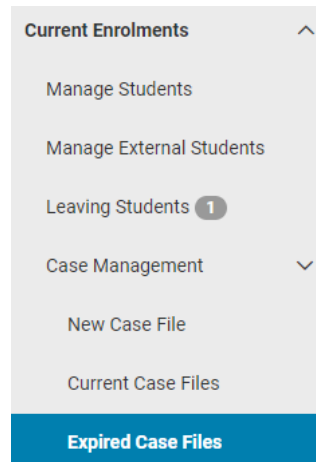
The **Case File** screen displays for the student



- Update the fields as required and click on the green **Save**  button.

Case Management - Expired Case Files

- From the menu on the left-hand side - click on **Current Enrolments - Case Management - Expired Case File**.



The **Expired Cases Files** screen displays.

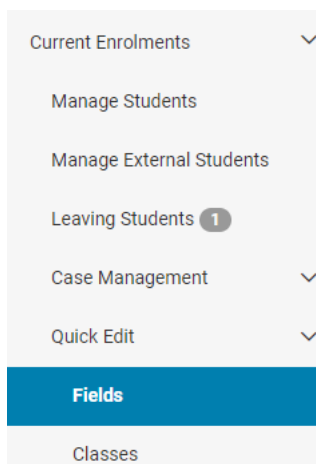
Expired Case Files								
Title	Court Order Type	Case ID	Start Date	Review Date	End Date	School Notes	Order Notes	Associated Contacts
fight	Apprehended Violence Order	55	01/06/2019	29/06/2019	30/06/2019	test	test1	test1 test1
test		1111	05/07/2019	04/07/2019	25/07/2019			Autumn (Autumn) David
Test	Family Court Order	46456456	29/08/2019	29/08/2019	01/09/2019	Test	Test	Wally Shackleton Morgan Victor

Note: this is just a view of Expired Cases Files.

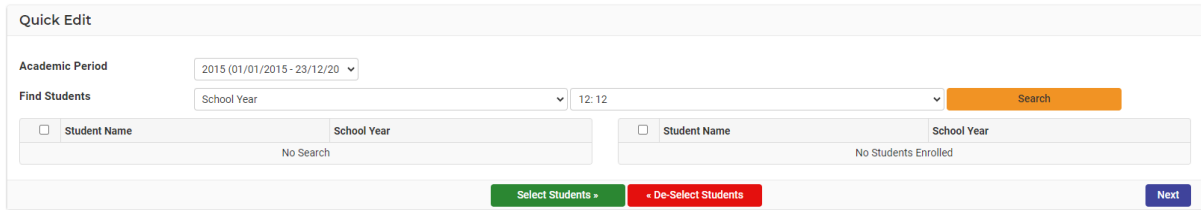
Quick Edit

Quick Edit is a fast way of being able to edit multiple records at one time by fields or classes.

- From the menu on the left-hand side - click on **Current Enrolments - Quick Edit - Fields**.



The **Quick Edit** screen displays.



Quick Edit

Academic Period: 2015 (01/01/2015 - 23/12/20)

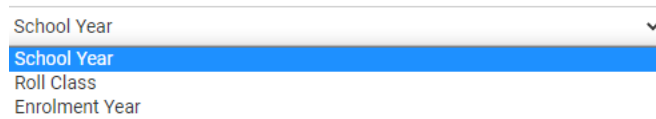
Find Students: School Year | 12: 12 | Search

Student Name | School Year | No Search

Student Name | School Year | No Students Enrolled

Select Students > < De-Select Students Next

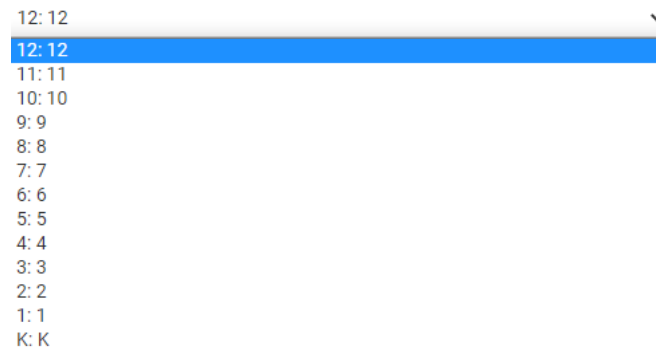
2. Select the search parameters from the drop-down lists - are you looking for **Academic Period, School Years, Roll Classes, or Enrolment year**. Select the Class from the drop-down list.



School Year

- School Year
- Roll Class
- Enrolment Year

3. Select the **Roll Class** from the drop-down list in the next field.

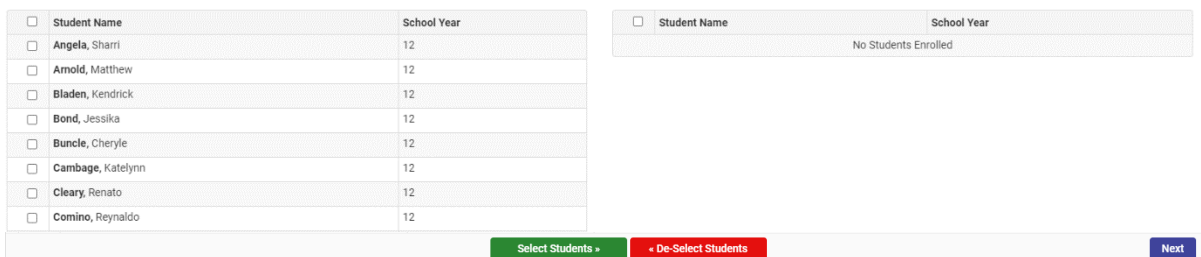


12: 12

- 12: 12
- 11: 11
- 10: 10
- 9: 9
- 8: 8
- 7: 7
- 6: 6
- 5: 5
- 4: 4
- 3: 3
- 2: 2
- 1: 1
- K: K

4. Click on the **Search**  button to run the search.

The search results display the students on the left side of the screen.



<input type="checkbox"/>	Student Name	School Year
<input type="checkbox"/>	Angela, Shari	12
<input type="checkbox"/>	Arnold, Matthew	12
<input type="checkbox"/>	Bladen, Kendrick	12
<input type="checkbox"/>	Bond, Jessika	12
<input type="checkbox"/>	Buncle, Cheryl	12
<input type="checkbox"/>	Cabbage, Katelynn	12
<input type="checkbox"/>	Cleary, Renato	12
<input type="checkbox"/>	Comino, Reynaldo	12

Student Name | School Year | No Students Enrolled

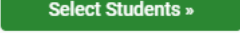
Select Students > < De-Select Students Next

5. Select the students you want by **clicking on the check box** in front of their name. If you want all the students click in the checkbox in front of the Student Name header.

<input type="checkbox"/>	Student Name
<input checked="" type="checkbox"/>	Butler, Mary
<input type="checkbox"/>	Coleman, Kevin
<input checked="" type="checkbox"/>	Crawford, Amanda
<input type="checkbox"/>	Evans, Anthony
<input type="checkbox"/>	Gonzales, Cynthia

OR

<input checked="" type="checkbox"/>	Student Name
<input checked="" type="checkbox"/>	Butler, Mary
<input checked="" type="checkbox"/>	Coleman, Kevin
<input checked="" type="checkbox"/>	Crawford, Amanda
<input checked="" type="checkbox"/>	Evans, Anthony
<input checked="" type="checkbox"/>	Gonzales, Cynthia

6. Click on the **Select Students**  button to transfer them to the right-hand screen.

<input checked="" type="checkbox"/> Student Name	School Year	<input checked="" type="checkbox"/> Student Name	School Year
<input checked="" type="checkbox"/> Angela, Sharri	12	<input checked="" type="checkbox"/> Woo, Evangline	12
<input checked="" type="checkbox"/> Arnold, Matthew	12	<input checked="" type="checkbox"/> Winsor, Stephan	12
<input checked="" type="checkbox"/> Bladen, Kendrick	12	<input checked="" type="checkbox"/> Wainwright, Mavis	12
<input checked="" type="checkbox"/> Bond, Jessika	12	<input checked="" type="checkbox"/> Vaughan, Abbey	12
<input checked="" type="checkbox"/> Ibbott, Tamela	12	<input checked="" type="checkbox"/> Playfair, Ned	12
<input checked="" type="checkbox"/> Jaques, Mario	12	<input checked="" type="checkbox"/> Papathanasopoulos, Hosea	12
<input checked="" type="checkbox"/> Jenner, Joelle	12	<input checked="" type="checkbox"/> Murty, Brendan	12
<input checked="" type="checkbox"/> Johnston, Derrick	12	<input checked="" type="checkbox"/> Mosman, Arlen	12

Select Students »
« De-Select Students
Next

Note: The **De-Select Student**  button transfers the students back to the left-hand panel.

7. Click on the **Next**  button (bottom-right of the screen).

The Quick Edit Field Selection screen displays.

Quick Edit Fields Selection															
Students To Be Edited Evangline Woo Stephan Winsor Mavis Wainwright Abbey Vaughan Louanne Varley Raymond Tritton Monte Tritton Gabriel Tomkinson Roy Strickland Geoff Street Jannette Stevens Delorse St Ledger Robyn Smith Katalynn Slaats	<div style="text-align: right;"> <input checked="" type="radio"/> Display types act as 'and' <input type="radio"/> Display types act as 'or' </div> Settings Fields to Edit <table border="1"> <tr> <td><input type="checkbox"/> Permission to Photograph</td> <td>Display all</td> </tr> <tr> <td><input type="checkbox"/> Application Fee Amount</td> <td>Display all</td> </tr> <tr> <td><input type="checkbox"/> Application Fee Paid</td> <td>Display all</td> </tr> <tr> <td><input type="checkbox"/> Board of Studies Number</td> <td>Display all</td> </tr> <tr> <td><input type="checkbox"/> Permission to Publish Student Photograph to Printed Material</td> <td>Display all</td> </tr> <tr> <td><input type="checkbox"/> Permission to Publish Student Photograph to Online Material</td> <td>Display all</td> </tr> <tr> <td><input type="checkbox"/> Permission to Publish Student Photograph to Media</td> <td>Display all</td> </tr> </table>	<input type="checkbox"/> Permission to Photograph	Display all	<input type="checkbox"/> Application Fee Amount	Display all	<input type="checkbox"/> Application Fee Paid	Display all	<input type="checkbox"/> Board of Studies Number	Display all	<input type="checkbox"/> Permission to Publish Student Photograph to Printed Material	Display all	<input type="checkbox"/> Permission to Publish Student Photograph to Online Material	Display all	<input type="checkbox"/> Permission to Publish Student Photograph to Media	Display all
<input type="checkbox"/> Permission to Photograph	Display all														
<input type="checkbox"/> Application Fee Amount	Display all														
<input type="checkbox"/> Application Fee Paid	Display all														
<input type="checkbox"/> Board of Studies Number	Display all														
<input type="checkbox"/> Permission to Publish Student Photograph to Printed Material	Display all														
<input type="checkbox"/> Permission to Publish Student Photograph to Online Material	Display all														
<input type="checkbox"/> Permission to Publish Student Photograph to Media	Display all														

Note: The following fields can be edited:

Settings	
Fields to Edit	
<input type="checkbox"/>	Permission to Photograph
<input type="checkbox"/>	Application Fee Amount
<input type="checkbox"/>	Application Fee Paid
<input type="checkbox"/>	Board of Studies Number
<input type="checkbox"/>	Permission to Publish Student Photograph to Printed Material
<input type="checkbox"/>	Permission to Publish Student Photograph to Online Material
<input type="checkbox"/>	Permission to Publish Student Photograph to Media
<input type="checkbox"/>	School Curriculum and Standards Authority ID
<input type="checkbox"/>	BOSTES Number
<input type="checkbox"/>	Agent
<input type="checkbox"/>	EAL Stage
<input type="checkbox"/>	EAL Receiving Support
<input type="checkbox"/>	EAL Last Assessment Date
<input type="checkbox"/>	Has Three Years Continuous Schooling

<input type="checkbox"/>	Intended Start Date
<input type="checkbox"/>	Enrolment Date
<input type="checkbox"/>	Enrolment Type
<input type="checkbox"/>	Entry Mark
<input type="checkbox"/>	Home Group
<input type="checkbox"/>	Previous School
<input type="checkbox"/>	New School Name
<input type="checkbox"/>	Transportation Company
<input type="checkbox"/>	Morning Bus Number
<input type="checkbox"/>	Evening Bus Number
<input type="checkbox"/>	House
<input type="checkbox"/>	Practice Type
<input type="checkbox"/>	Practice Name
<input type="checkbox"/>	Doctor Name
<input type="checkbox"/>	Practice Phone
<input type="checkbox"/>	Practice Address
<input type="checkbox"/>	Consent To Contact Practice/Doctor

Tick the check boxes for the **Fields** you want to Edit and select if you want the fields to be 'and' or 'or'.

<input checked="" type="checkbox"/>	Morning Bus Number	Display all Display all Display only empty fields Display only fields with values
<input checked="" type="checkbox"/>	Evening Bus Number	

8. You can edit the **Display all** from the dropdown list or leave as the default.

Note: you can now **Import/Export Fields Data** [Import / Export Fields Data](#) which allows you to export selected fields data into a csv file. Please see next section for these steps.

Users can then **edit and import back into Enrolments OR Proceed to In-Page Edit**

Proceed to In-Page Edit

button to edit the fields selected.

Import/Export Fields Data

1. Click on the **Import/Export Field Data** [Import / Export Fields Data](#) bottom of screen.

The **Import/Export Selected Field Data** screen displays.

Export

Import / Export Selected Fields Data

This interface allows you to export selected fields data into a csv file. Users can then edit that csv file and then import it back into Enrolments from the form below.

Only the data for the following students will be imported ...

- Evangeline Woo
- Stephan Winsor
- Mavis Wainwright
- Abbey Vaughan
- Lou Varley

Only the following fields will be used in the import ...

AREA: STUDENT_ENROLMENTS

- morning_bus_number
- evening_bus_number

Please selected a csv file to import into Enrolments: No file chosen

Please Note:

- File being uploaded has to be in a comma separated (csv) format.
- The headers in the csv export should not be modified otherwise the import will not work correctly.
- The column `student_internal_id` and its values for should not be modified in any way.

Import

2. Select the File by clicking on **Choose File** and click on **Import** Import button.

3. Click on the **Proceed to In-Page Edit** Proceed to In-Page Edit button (bottom-right of the screen).

Print

Quick Edit Selected Students

Pressing the arrow on the inputs below will fill the information downwards

Student	Application Fee Date	Intended Start Date	Enrolment Date	Enrolment Type
Karma Barwell	<input type="text"/>	<input type="text" value="08/01/2018"/>	<input type="text" value="13/04/2016"/>	<input type="text" value="active"/>
Chang Barr	<input type="text"/>	<input type="text" value="08/01/2018"/>	<input type="text" value="13/04/2016"/>	<input type="text" value="active"/>
Elvie Baragwanath	<input type="text"/>	<input type="text" value="08/01/2018"/>	<input type="text" value="13/04/2016"/>	<input type="text" value="active"/>
Alexander Ackman	<input type="text"/>	<input type="text" value="01/01/2018"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="active"/>

Save

4. You can also print what you have just done by clicking on the **Print** Print button (top-right of the screen).

5. Enter the data for each student and click on the **Save** Save button.

Note: If all entries are the same, enter the data in the top field and click on the arrow to fill down.



Manage Households

Target Audience

Administration Staff

Content

Within this guide staff will learn how to:

Manage Households

Create Additional Households

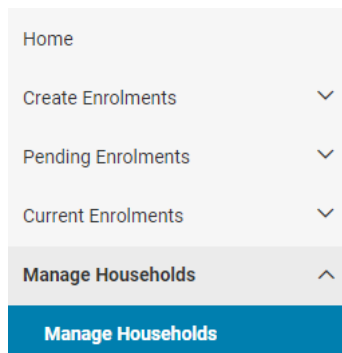
Overview

Staff will learn how to manage existing households and create additional households.

Manage Households

Households are a container of individuals residing at one address to streamline the management of addresses and other details. Multiple households can now be linked to a student.

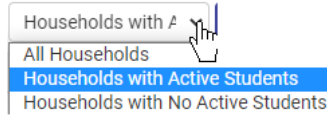
The following procedure is to show users how to manage households. From the menu on the left-hand side - click on **Manage Households**.



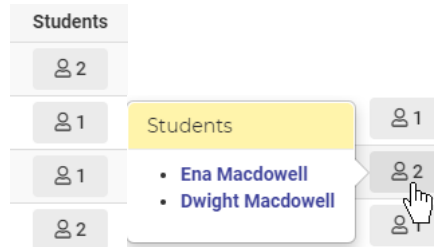
The home screen will display giving you a list of **all Households with Active Students**.

Households						
Total Households: 665					Households with \neq	Add Household
Household Code	Address	State	Contact 1	Contact 2	Students	
TOU001	Rifle Range Rd	NSW	Santana Stout	Reynaldo Stout	2	View
EET001	129-139 Queen St	NSW	Valarie Beet	Mabel Beet	1	View
UTC001	2 Lawson St	NSW	Isaac Hutchens	Wally Hutchens	1	View
AML001	Cnr Trevelyan & Wiggin Sts	NSW	Lashawnda Hamlyn-Harris	Warren Hamlyn-Harris	2	View
ASS001	Swanbrook Rd	NSW	Kaley Basser	Lorenzo Basser	1	View

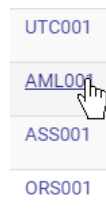
- To change the list view, select from the option you require from the drop-down list (top right of the panel).



To view the students linked to a Household, click on the button in the **Students** column.



7. To view the Household Details, **click on the linked Code number** in the Household Code column.



The **View Household** details for the student displays on the following screen.

View Household - Basser [Edit Household](#)

Household Details Change Log

Household Code: ASS001 Created: 11/07/2016
Last Updated: 11/07/2016

Physical location address: [Edit Address](#) [Action](#)

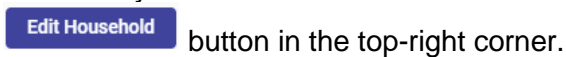
Mr & Mrs L Basser
 Swanbrook Rd
 INVERELL,
 NSW 2360
 Australia

[Change Residential Address](#) [Change Mailing Addresses](#)

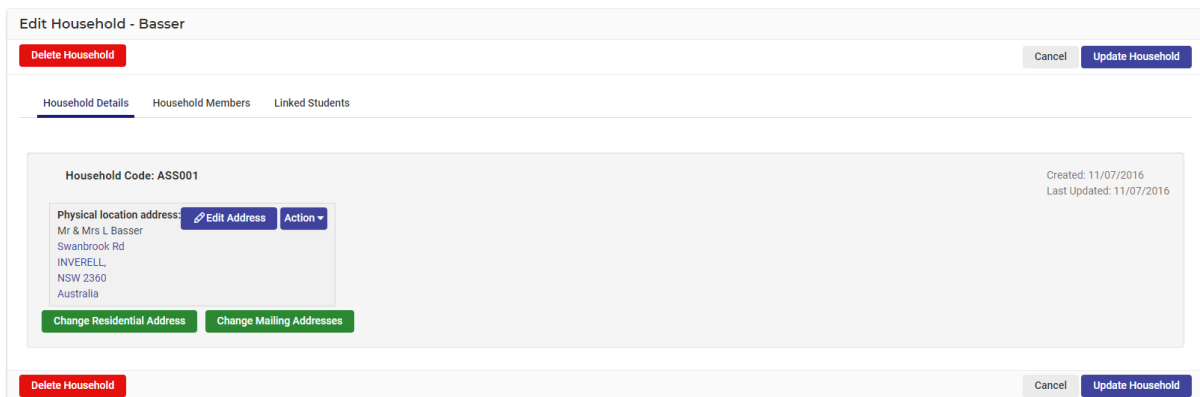
Household Members [Add Household Member](#)

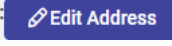
Title	First Name	Middle Names	Family Name	Gender	Primary Contact	Emergency Contact	Can Pickup	Type	Default Relationship	Options
	Kaley		Basser	Female	✓	✗	✓	Contact	Parent	Actions
	Lorenzo		Basser	Male	✓	✗	✓	Contact	Parent	Actions
	Buck		Basser	Male	✗	✗	✗	Student		Actions

8. To edit any of the Household details on this page, click on the **Edit Household**

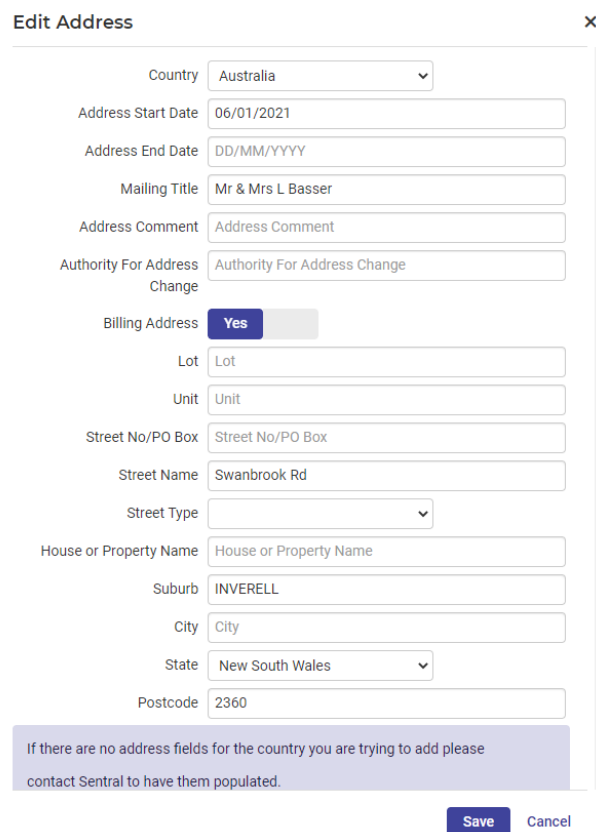


The Edit Household Details screen displays.



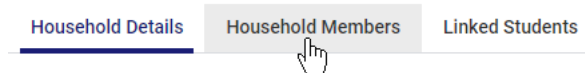
9. To edit the existing address, click on the blue **Edit Address**  button.

The **Edit Address** screen displays.

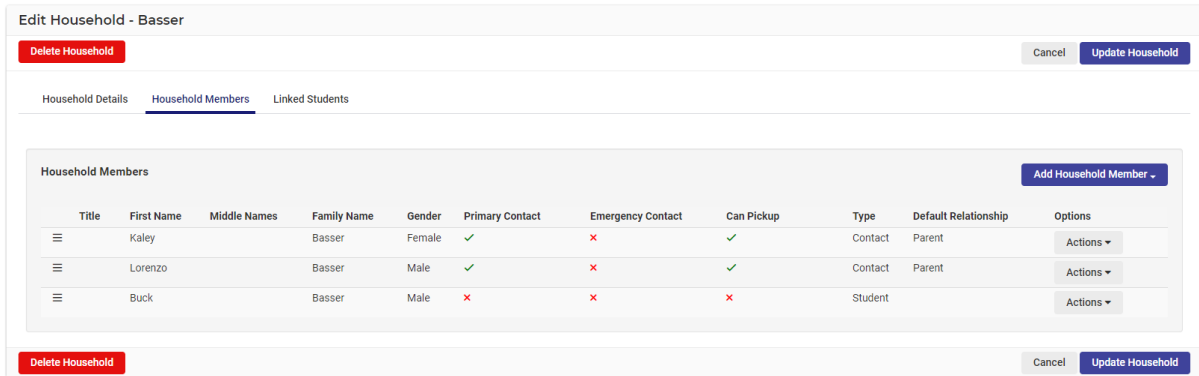


10. Edit details to the fields and click on the green **Save**  button.

11. To add a new Household member, click on the **Household Member** Tab.



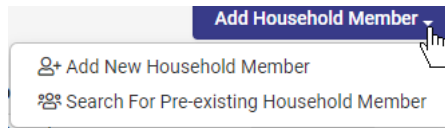
The Edit Household Members screen displays.



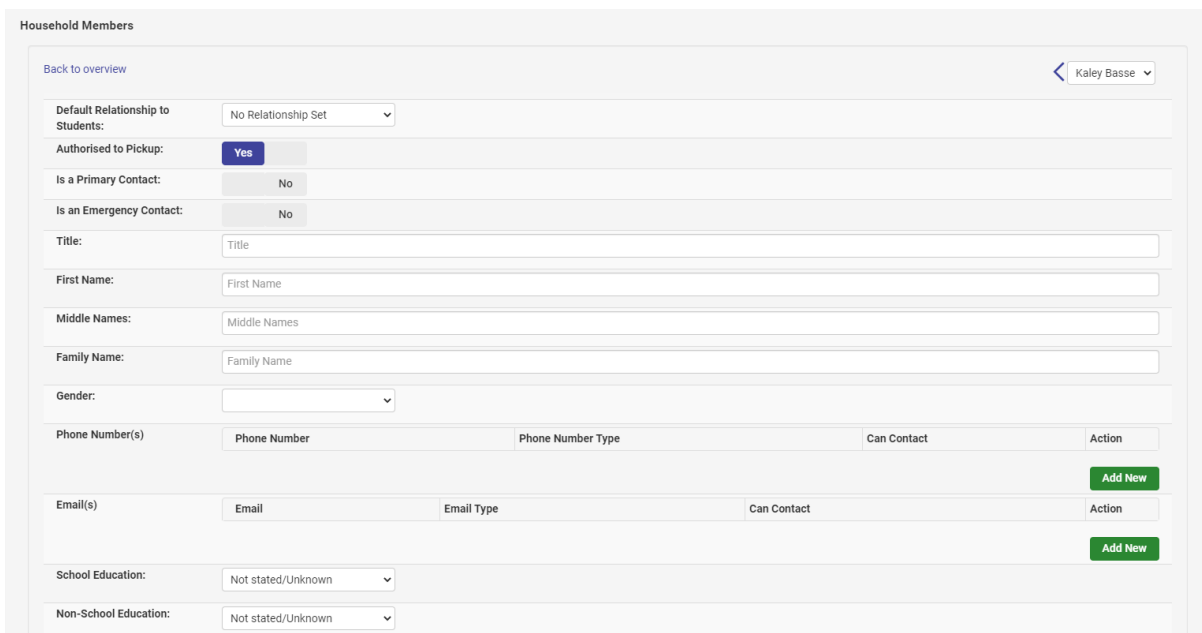
Household Members

Title	First Name	Middle Names	Family Name	Gender	Primary Contact	Emergency Contact	Can Pickup	Type	Default Relationship	Options
	Kaley		Basser	Female	✓	✗	✓	Contact	Parent	Actions ▾
	Lorenzo		Basser	Male	✓	✗	✓	Contact	Parent	Actions ▾
	Buck		Basser	Male	✗	✗	✗	Student		Actions ▾

12. To Add New Household Member or search for a pre-existing member click on the blue **Add Household Member** button.



The **Household** screen displays.



Household Members

Back to overview Kaley Basse ▾

Default Relationship to Students: No Relationship Set ▾

Authorised to Pickup: Yes

Is a Primary Contact: No

Is an Emergency Contact: No

Title:

First Name:

Middle Names:

Family Name:

Gender:

Phone Number(s)	Phone Number	Phone Number Type	Can Contact	Action
				<input type="button" value="Add New"/>

Email(s)	Email	Email Type	Can Contact	Action
				<input type="button" value="Add New"/>

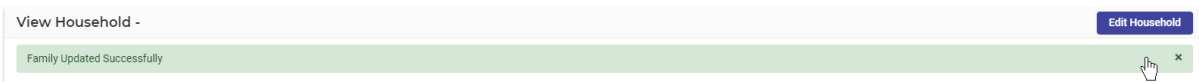
School Education: Not stated/Unknown ▾

Non-School Education: Not stated/Unknown ▾

13. Add details to the fields and click on the blue **Update Household button.**



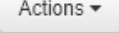
Screen refreshes with and updated message and the new household member is listed in the relevant panel.

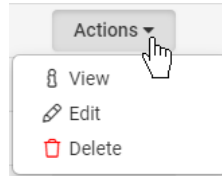


View Household - Edit Household

Family Updated Successfully ✕


14. Note: Each member of the Household has an **Actions** button that allows you to **View**, **Edit** or **Delete** that person's details.

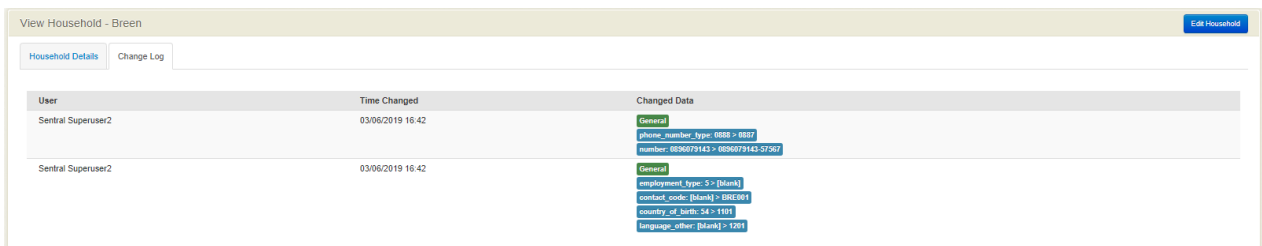
15. To edit any of the Contact details, click on the **Actions**  button aligned with the Household Contact and select **Edit**.



The **Edit Household** screen displays, except the fields should be pre-populated with existing data.

Make the required changes and click **Update Household**  button.

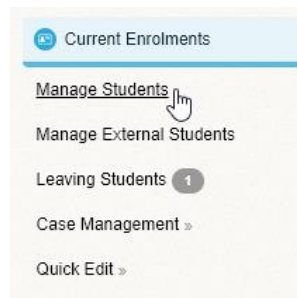
The **Change Log**  tab records all changes to household information, the date the changes were made and the person who made the changes.



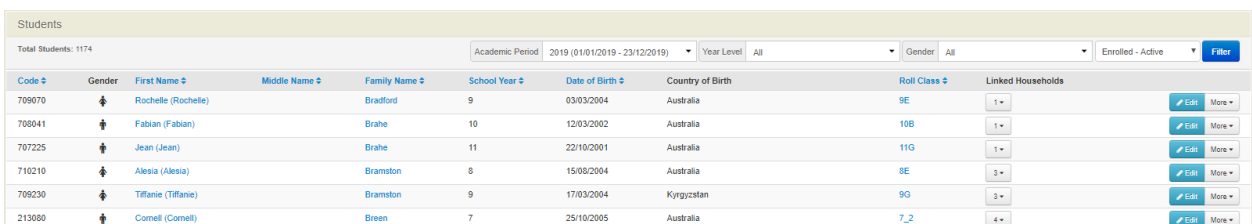
User	Time Changed	Changed Data
Sentral Superuser2	03/06/2019 16:42	General phonic_number_type: [blank] > 8997 number: 8996079143 > 8996079145 51267
Sentral Superuser2	03/06/2019 16:42	General employment_type: [blank] > [blank] contact_code: [blank] > 89E8891 country_of_birth: 54 > 1191 language_other: [blank] > 1281

Add Additional Households

1. To add an additional household, go to **Current Enrolments > Manage Students**.



The **Manage Students** screen displays listing all enrolled students.



Code	Gender	First Name	Middle Name	Family Name	School Year	Date of Birth	Country of Birth	Roll Class	Linked Households	Actions
709070	♀	Rochelle (Rochelle)		Bradford	9	03/03/2004	Australia	9E	1	
708041	♂	Fabian (Fabian)		Brahe	10	12/03/2002	Australia	10B	1	
707225	♂	Jean (Jean)		Brahe	11	22/10/2001	Australia	11G	1	
710210	♀	Alesia (Alesia)		Bramston	8	15/08/2004	Australia	8E	3	
709230	♀	Tiffanie (Tiffanie)		Bramston	9	17/03/2004	Kyrgyzstan	9G	3	
213080	♂	Cornel (Cornel)		Breen	7	25/10/2005	Australia	7_2	4	

- Alternatively, you can search for the student using the search box in the top right-hand corner.



NOTE: Enrolments top right search box will now support enclosing first names in quotes to support first names that contain multiple words (e.g. "John Vega" Smith). Start the search with a single asterisk to inform the search to look for past, present and future students (e.g. *John Smith). Start the search with double asterisks to also search against all schools (e.g. **John Smith).

- Click on the **Student's Name** and their summary page will display.

Thomas Abercrombie (Enrolled - Active) NMW96ZM7

[← Process Student Departure](#)
[⇄ Repeat/Transfer Student](#)
[More ▾](#)
[Add Pre-existing Household](#)

Student Code: STU_1_LYNH_STU000032 [Set Flags](#)

Date of Birth: 02/02/2004 House: BAIJANA
 Age: 16 Photograph Privacy: Allowed to photograph

Contact 1 - Parent
 Mr Joel Abercrombie
 Home Telephone Number: 94426634
 Work Telephone Number: 96219521
 Mobile: 0433893766
 Primary: joel.abercrombie217-contact@data-test.sentral.com.au

Contact 2 - Step-Parent
 Miss Stella Abercrombie
 Work Telephone Number: 93309276
 Mobile: 0469726505
 Primary: stella.abercrombie975-contact@data-test.sentral.com.au

Associated Contacts [Switch to Household View](#)

Title	First Name	Family Name	Gender	Primary Contact	Emergency Contact	Can Pickup	Other Flags	Type	Relationship To This Student	Household
Mr	Joel	Abercrombie	Male	✓	✗	✓		Contact	Parent	Household 1_LYNH_FAM000011
Mr	Luke	Wild	Male	✗	✗	✗		Contact	Relative	Household 1_LYNH_FAM000011
Miss	Stella	Abercrombie	Female	✓	✗	✓		Contact	Step-Parent	Household 1_LYNH_FAM000011
Mrs	Alice	Masters	Female	✗	✗	✗		Contact	Grandparent	Household 1_LYNH_FAM000011

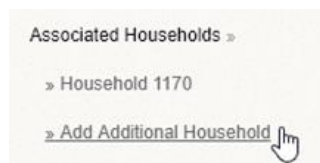
Additional Information

Country of Birth: Australia
 Religion: Armenian Apostolic
 Home Language: English
 ATSI: Neither Aboriginal or Torres Strait Origin

Household 1_LYNH_FAM000011 - Addresses

Physical location address	Billing (Physical location) address
Mr Joel Abercrombie & Miss Stella Abercrombie 81 Rimbanda Road YARROWFORD NSW 2370 AUSTRALIA	Mr Joel Abercrombie & Miss Stella Abercrombie 81 Rimbanda Road YARROWFORD NSW 2370 AUSTRALIA

- Click on **Associated Households - Add Additional Household** from the left-hand menu.



The Add Additional Household screen displays.

Dominic Adams (Enrolled - Active) KPSDLV8W

[← Process Student Departure](#)
[⇄ Repeat/Transfer Student](#)
[More ▾](#)
[Add Pre-existing Household](#)

Household Code:

Residential Household For This Student: Yes Shared No

Physical location address: [Add Physical location address](#)
 Mailing address: [Add Mailing address](#)
 Billing address: [Add Billing address](#)

Contact [Action ▾](#)

[Add Additional Contact](#) [Save](#)

Note: please refer to the section - Students Overview - Associated Households.

Manage Staff

Target Audience

- Administration Staff

Content

Within this guide staff will learn how to:

- Add New Staff - Create a new staff record
- Permanent Register - Where the permanent staff of your school are listed
- Temporary Register - Where the temporary staff of your school are listed
- Leave Register - Who is on leave
- Future Register - Future employees of the school
- Casual Register - A list of casual teachers at your school
- Former Register - A list of former staff of your school
- Other Register – A List of staff associated to Other.

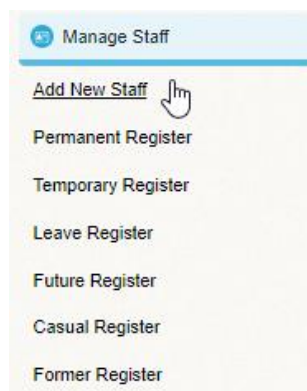
Overview

Staff will learn how to manage staff details. This is where you can Add a new Staff member, or review the existing staff according to the register their records live in

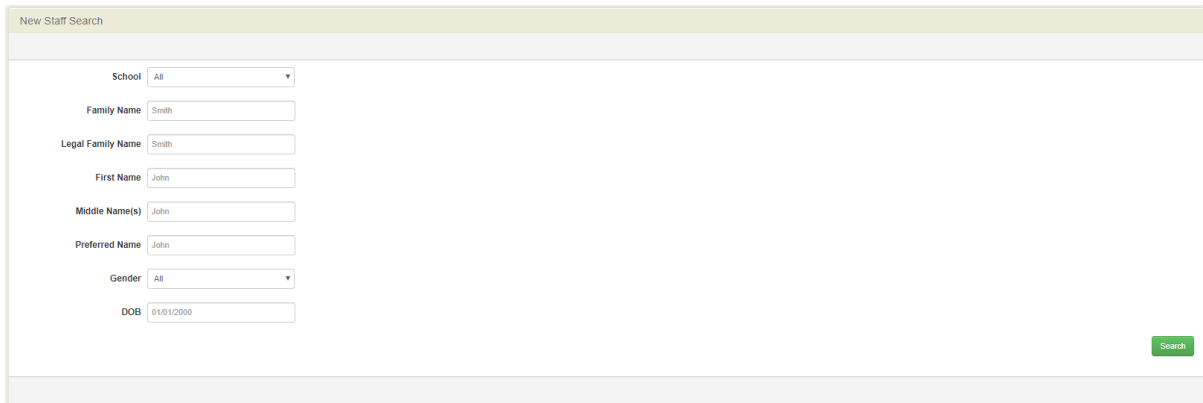
Add New Staff

The following procedure is to show users how to add a new staff member.

1. From the menu on the left-hand side - click on **Manage Staff - Add New Staff**.




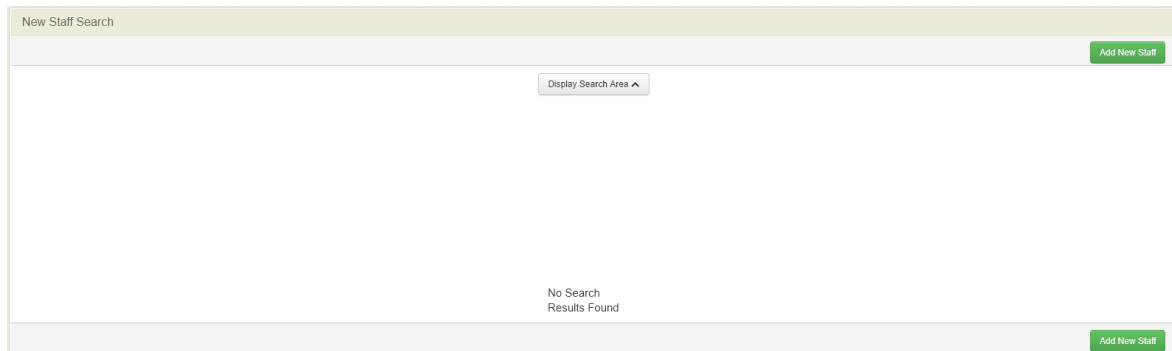
The **New Staff Search** screen displays.




The screenshot shows the 'New Staff Search' form. It includes a 'School' dropdown menu set to 'All'. Below are input fields for 'Family Name' (Smith), 'Legal Family Name' (Smith), 'First Name' (John), 'Middle Name(s)' (John), and 'Preferred Name' (John). There is a 'Gender' dropdown menu set to 'All' and a 'DOB' field with the value '01/01/2000'. A green 'Search' button is located in the bottom right corner.

Note: When **Adding a new Staff member**, you must conduct a search first, to make sure that their details are not already in the system.

2. Enter their **First and Surname** and click on the green **Search**  button.



The screenshot shows the 'New Staff Search' results page. The search area is blank, with a 'Display Search Area' button in the center. At the bottom center, it says 'No Search Results Found'. There are green 'Add New Staff' buttons in the top right and bottom right corners.

3. If their name hasn't been found, you will see a blank search area and two buttons called **Add New Staff**. Click on the green **Add New Staff**  button.

New Staff ⋮

Title

Family Name

Legal Family Name

First Name *

Middle Names

Preferred Name

Date of Birth

Gender

Ethnic Group

Residential Status

Staff Activity

Job Title


House

Staff Code

4. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.

5. Click on the green **Save**  button at bottom of screen.

The screen refreshes to the **Details** section of the **Staff Overview** panel for this employee.

 Jason Williams

Staff Overview

- Details
- Additional Details
- Contact Information
- Emergency Contacts
- Cars
- Employment History
- Professional Development >
- Documents
- Medical Data
- Specialities

Jason Williams ⋮

Title

Family Name

Legal Family Name

First Name *

Middle Names

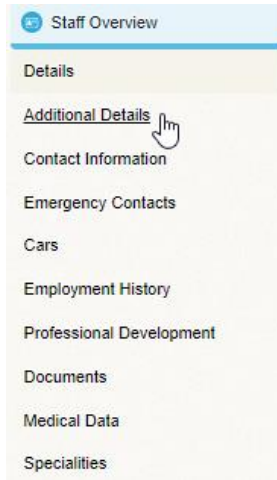
Preferred Name

Date of Birth

Gender

Additional Details

6. From the menu on the left-hand side - click on **Staff Overview - Additional Details**.



The **Additional Details** screen displays.

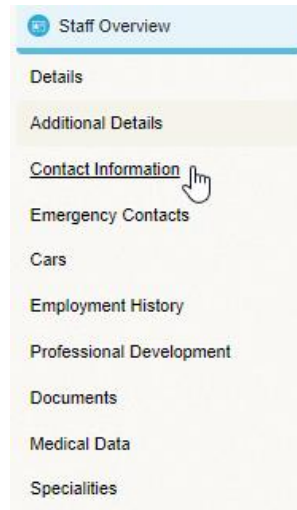
Susan Le Noury

Contract Commencement Date	<input type="text" value="DD/MM/YYYY"/>	Code Of Conduct Date Signed	<input type="text" value="DD/MM/YYYY"/>
Contract Expiry Date	<input type="text" value="DD/MM/YYYY"/>	Social Networking Policy Date Signed	<input type="text" value="DD/MM/YYYY"/>
Teacher Registration Number	<input type="text" value="Teacher Registration Number"/>	Child Protection Policy Date Signed	<input type="text" value="DD/MM/YYYY"/>
Working With Children Check Completed	<input type="checkbox"/> No	ICT Policy Date Signed	<input type="text" value="DD/MM/YYYY"/>
Working With Children Check Number	<input type="text" value="Working With Children Check Number"/>	First Aid Expiry Date	<input type="text" value="DD/MM/YYYY"/>
Working With Children Check Status	<input type="text" value="Select an Option"/>	Resuscitation Expiry Date	<input type="text" value="DD/MM/YYYY"/>
Working With Children Check Expiry Date	<input type="text" value="DD/MM/YYYY"/>	Public Liability Expiry Date	<input type="text" value="DD/MM/YYYY"/>
Working With Children Check Result Date	<input type="text" value="DD/MM/YYYY"/>		
Working With Children Check Type	<input type="text" value="Working With Children Check Type"/>		
Qualifications Provided	<input type="checkbox"/> No		

7. Click on the green **Save**  button.

Contact Information

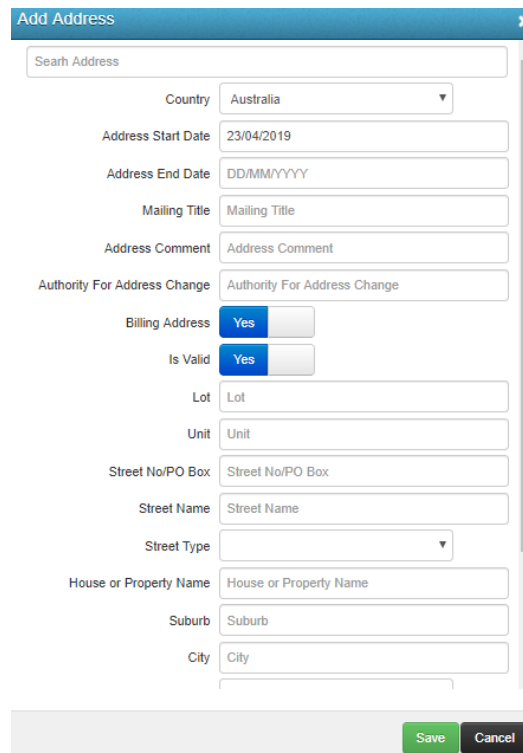
8. From the menu on the left-hand side - click on **Staff Overview - Contact Information**.



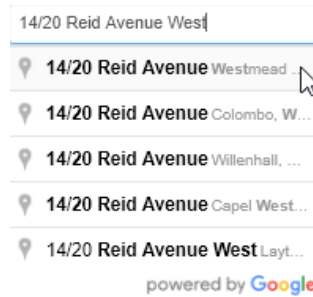
The **Contact Information** screen displays.



The **Add Address** screen displays.



9. Search Address: the residential address is linked with Google Maps so as you start typing the address it should display.

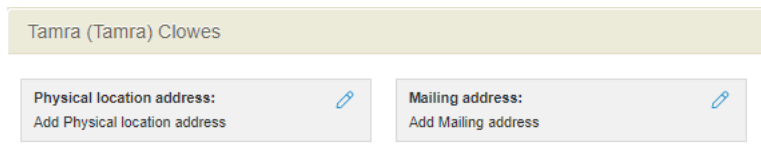



10. Click on the address and the fields will be updated.

11. Fill in the required fields and click on the green **Save**  button.

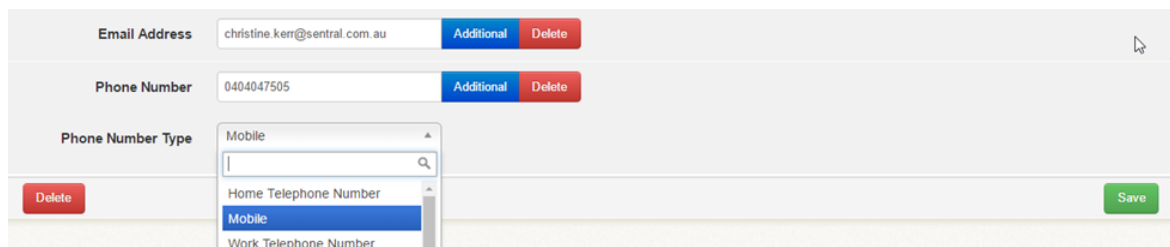
Note: You can add as many addresses as needed and allocate what type (residential, mailing, physical location etc.), the address is.


Note: If no address has been stored for this staff member, the Address panel will be blank. Otherwise you can expect to see something like this:



12. To change an address, click on the **Pencil** icon .

Email and Phone Numbers



Email Address: enter the email address. If you need to add another, click the **Additional**  button and a new field will populate underneath the existing one.

Phone Number: Enter the phone number.

13. If you need to add another, click the **Additional**  button and a new field will populate underneath the existing one.

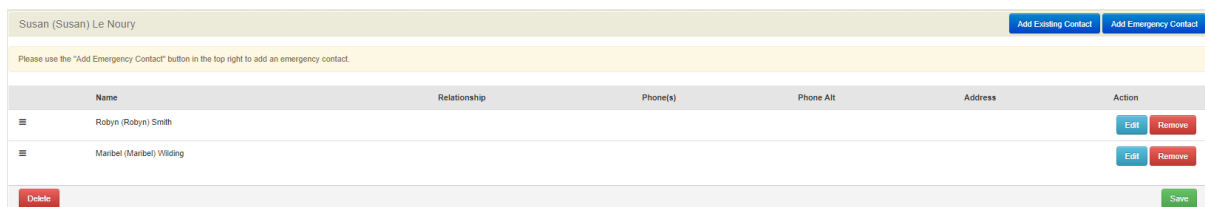
14. Click on the green **Save**  button.

Emergency Contact

1. From the menu on the left-hand side - click on **Staff Overview - Emergency Contacts**.

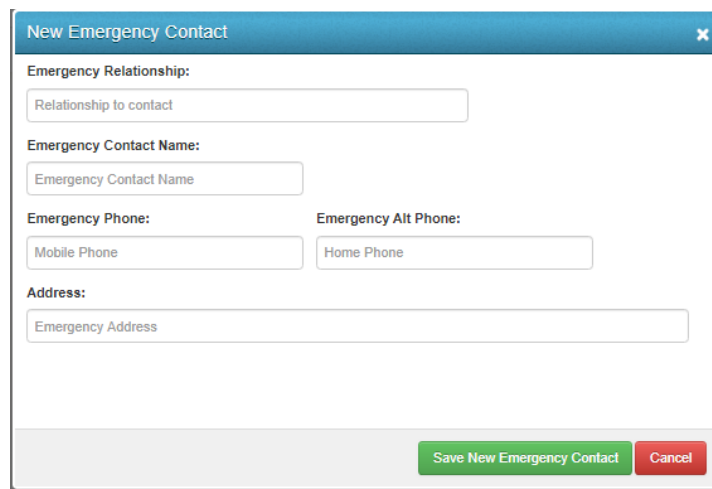


The **Emergency Contact** screen displays for the staff member.

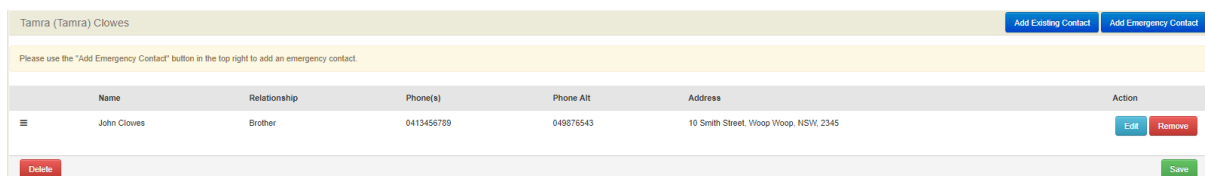


2. Click on blue **Add Emergency Contact**  button.

The screen displays for you to add an **Emergency Contact**.




3. Click on the green **Save New Emergency Contact**  button.



4. Click green **Save**  button.

When you have more than one emergency contact listed it may be necessary to adjust the priority order of contact by using the drag handles.

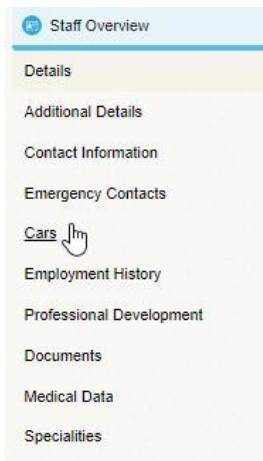


5. Click green **Save**  button and the staff members (partial) record has been updated with emergency contact information.

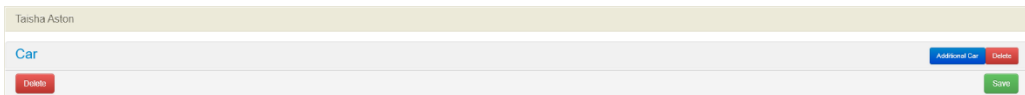
Cars

You can record the details of a staff members vehicles.

1. From the menu on the left-hand side - click on **Staff Overview - Cars**.




The **Car details** screen displays.

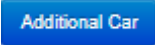


2. Click on the blue **Car** field  to enter details for staff members car.

The **Car details** screen displays for you to enter the details.



3. Click green **Save**  button and the staff members (partial) record has been updated with Car information.

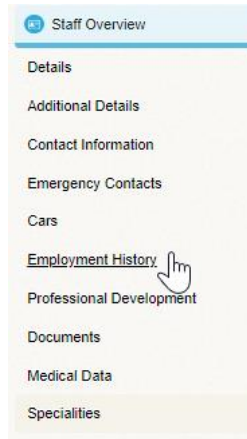
Note: to enter additional car click on the blue **Additional Car**  button.

Employment History

You can record the details of a staff members employment.



You can view staff employment History.

1. From the menu on the left-hand side - click on **Staff Overview - Employment History**.



The Staff Employment History screen displays.

Tamra (Tamra) Clowes						
School Name	Role	Employment Type	Start Date	End Date	Main School	
Sentral 7-12 Campus		permanent		Current	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="button" value="Delete"/>						<input type="button" value="Save"/>

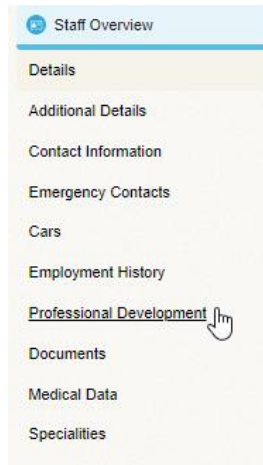
Main School: select Using the toggle select **Yes**  or **No** .

2. Click green **Save**  button.

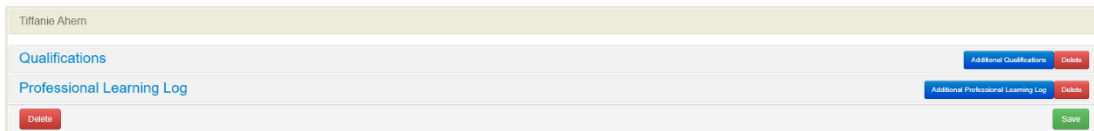
Professional Development

You can enter staff Qualifications and Professional Learning Log.

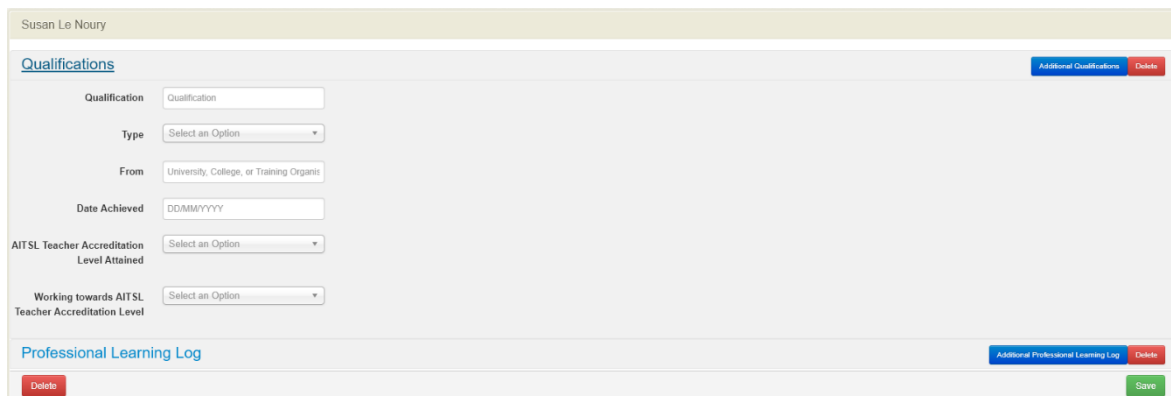
1. From the menu on the left-hand side - click on **Staff Overview - Professional Development**.



The **Qualifications** and **Professional Learning Log** for the staff member screen displays.



2. Click on the blue **Qualifications** [Qualifications](#) Tab to open the staff members qualifications details screen.



3. Click on the blue **Additional Professional Learning Log** [Professional Learning Log](#) button to open the staff members Professional Learning Log details screen.

Professional Learning Log Additional Professional Learning Log [Delete](#)

Course name *

Type

Date Started

Anticipated Completion Date

Vendor

Funded By School **No**

Focus

Key Learning Area

Number Of Hours

Number Of School Hours

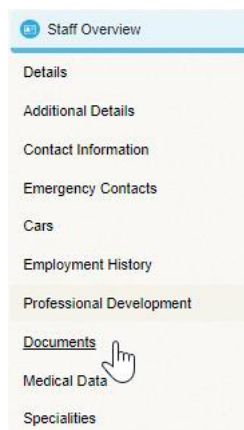
Cost

[Delete](#) [Save](#)

4. Click green **Save** [Save](#) button and the staff members (partial) record has been updated with the Professional Development details.

Documents

1. From the menu on the left-hand side - click on **Staff Overview - Documents**.



The **Documents** for the staff member screen displays.

Susan Le Noury

Please make sure to select or create a category before uploading

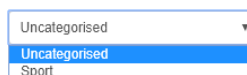
Drop files here or click to upload.

Category

No documents were found

[Delete](#) [Save](#)

You must first select the category (like a folder) that you want the file to belong to, when storing documents against a student. If you don't do this, it will go into the **Uncategorised Category** by default.



Note: You cannot move documents from folder to folder, so think about where you want a document to reside.

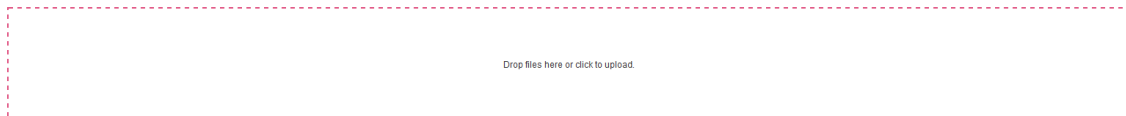
2. If the preferred category doesn't exist; go to the **New Category** field and enter a category name. From there, use the drop box to upload a file.

New Category

Legal

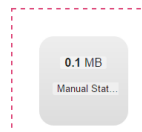
Using the Dropbox

The drop box is a device to help you attach documents to this staff enrolment record with ease.

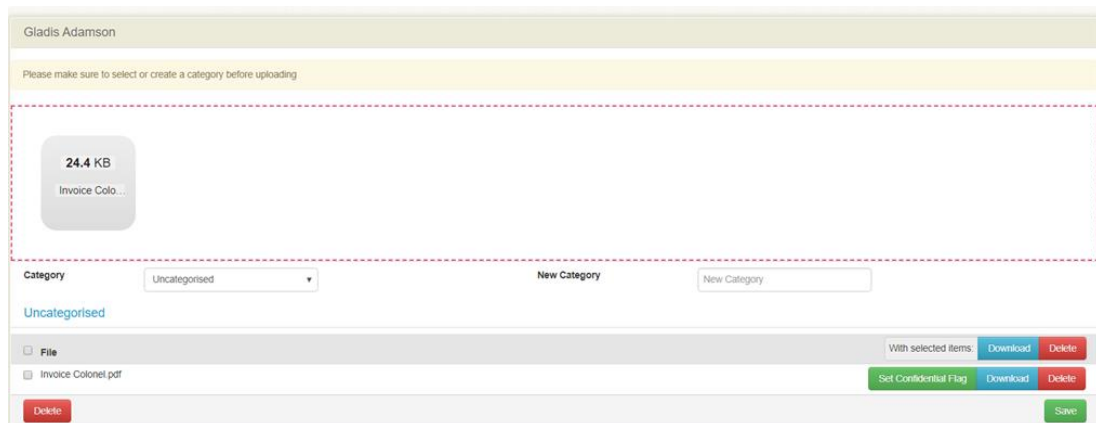


3. Click anywhere inside the red box and an upload window will appear.
4. Either drag n drop (which is dragging the file from the window into the red box) or double click the file name and it will 'jump' into the box itself.

DRAG 'N' DROP



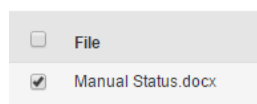
5. You should now see the file/s uploaded are resting in the red box as well as listed below, under the category heading you created or selected from the list.





Marking a file as Confidential

If a file is confidential, once it is uploaded it can be flagged as confidential.

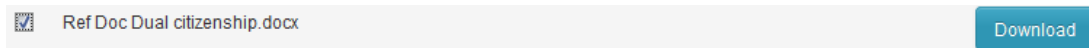
6. Select the file you wish to mark as confidential by clicking in the checkbox in front of the file name.



7. Click the Set Confidential Flag  button.
8. To undo this action, select the file (by clicking in the checkbox) and click the **Remove Confidential Flag**  button aligned with its name.

Downloading a file

9. To download a file that has been saved, click the checkbox in front of the file name and then click the **Download** button aligned to that file.



If you need to download files en-masse from the documents panel, then tick the check boxes first, and then go to **With Selected** Items and click **Download**.





Deleting a file

1. To delete a file, simply click the **Delete** button aligned with the file on the right-hand side.



2. If you need to delete files en-masse from the documents panel, then tick the check boxes first, and then go to **With Selected Items** and click **Delete**.

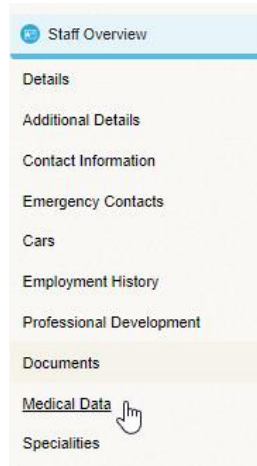


3. Click green **Save**  button and the staff members (partial) record has been updated with **Documents**.
4. Alternatively, if you want to start again, you can click **Delete**  bottom-left of the screen to wipe the existing data.

Note: Remember this deletes the entire staff record.

Medical Data

1. From the menu on the left-hand side - click on **Staff Overview - Medical Data**.



The **Medical** screen displays for the staff member.

Willia Andersen

Has Disability No

Has Medical Condition No

School Medication No

Vaccinations/Immunisations No

Measles Exclusion No

Medical Practice Details No

Note: if you selected yes, the screen displays for you to add doctor details.

Medical Practice Details Yes

Type	Details	Consent To Contact Doctor/Practice	Actions
+ Add New Doctor			

2. Click on the green **+ Add New Doctor**  button to enter details.

Medical Practice Details Yes

Type	Details	Consent To Contact Doctor/Practice	Actions
+ Add New Doctor			
Other	<p>Practice Name</p> <input type="text"/> <p>Doctor's Name</p> <input type="text"/> <p>Practice Phone</p> <input type="text"/> <p>Practice Address</p> <input type="text"/>	<input type="checkbox"/> No	<input type="button" value="Delete"/>
+ Add New Doctor			

Permission to Administer Over the Counter Medicine

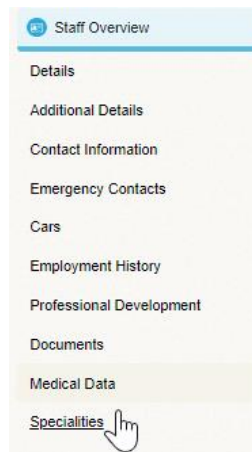
Permission To Administer Over The Counter Medicine:

Salbutamol (Ventolin)	<input type="checkbox"/>	<input type="checkbox"/> No
Paracetamol (Panadol)	<input type="checkbox"/>	<input type="checkbox"/> No
Ibuprofen/Nurofen (Not for asthmatics)	<input type="checkbox"/>	<input type="checkbox"/> No
Antihistamine (Claratyne)	<input type="checkbox"/>	<input type="checkbox"/> No

- Use the toggle buttons to select Yes or No.
- Click green **Save** button and the staff members (partial) record has been updated with Medical Data.

Specialities

- From the menu on the left-hand side - click on **Staff Overview - Specialities**.



The **Staff Specialities** screen displays.

Coach
<input type="checkbox"/> Hockey
<input type="checkbox"/> Cricket
Music
<input type="checkbox"/> Singing
<input type="checkbox"/> Western classical
<input type="checkbox"/> Jazz music
Administration Staff
<input type="checkbox"/> Front Office
<input type="checkbox"/> Finance
+ Add more specialities
<input type="button" value="Save"/>

- Select the Specialities for the staff member.

- Japanese
- English
- Painting
- Swimming
- Dancing

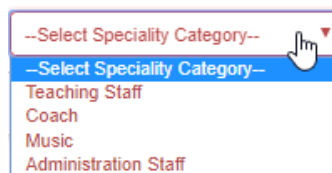
3. If you wish to add more Specialties to staff member, click on the link **Add More Specialities** [+ Add more specialities](#) at the bottom of the list.

[+ Add more specialities](#)

--Select Speciality Category-- ▼

Speciality Name: enter the Speciality Name.

Category: select the **Category** from the drop-down list to group this Speciality.



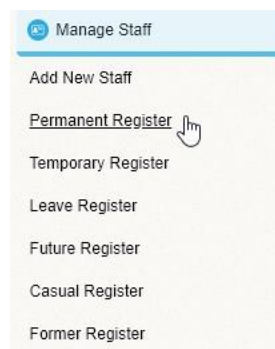
4. Click green **Save**  button

Permanent Register










This is where the **Permanent Employees** of your school are listed as they have status linked against their details as **Permanent**.

Employment Status *


1. From the menu on the left-hand side - click on **Manage Staff - Permanent Register**.



The **Permanent Staff Register** home page displays.

Permanent Staff						
Total Staff: 18						
Staff Code	Name	Phone	Email	Address	State	Roll Class
10001	Mrs Josephine Boyd	1111111111	j.boyd@sicle.trial.au			2 
10015	Dr Patrick Brownlee	1111111111	patrick.brownlee@sydney.edu.au			1 
10009	Mrs Elaine Burns	1111111111	e.burns@sicle.trial.au			4 
10018	Ms Nina Conomos	1111111111	Nina.Conomos@det.nsw.edu.au			1 
10006	Mrs Sheila Dixon	1111111111	s.dixon@sicle.trial.au			1 
10010	Ms Marjorie Gordon	1111111111	m.gordon@sicle.trial.au			2 
10012	Ms Charlotte Holmes	1111111111	c.holmes@sicle.trial.au			
10014	Mr Robert Jones	1111111111	robert.jones@sentral.com.au			1 
10004	Mrs Thelma Kennedy	1111111111	t.kennedy@sicle.trial.au			2 

Note: The home page is read only except for the **Edit** buttons and hyperlinked staff names.

- Click the  button aligned with a staff member or click on hyperlink [Mrs Josephine Boyd](#) on their name in blue.

The **Staff Overview** screen displays.

Josephine Boyd

Title:

Family Name:

Legal Family Name:


First Name *:

Middle Names:

Preferred Name:

Date of Birth:

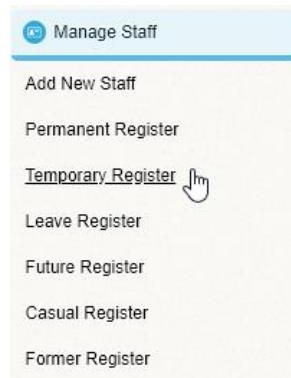
Gender:

- Make any changes and click on the green  button at the bottom of screen.

Temporary Register

This is where the **Temporary employees** of your school are listed as their employment statuses linked against their name as Temporary.


- From the menu on the left-hand side - click on **Manage Staff - Temporary Register**.



The **Temporary Staff Register** home page displays.

Staff Code	Name	Phone	Email	Address	State	Roll Class	
10008	Mrs Ellen Reyes	1111111111	e.reyes@scie.trial.au			2	Edit

Note: The home page is read only except for the **Edit** buttons and hyperlinked staff names.

- Click the **Edit**  button aligned with a staff member or click on hyperlink [Mrs Ellen Reyes](#) on their name in blue.

Ellen Reyes

Title

Family Name

Legal Family Name

First Name *

Middle Names

Preferred Name

Date of Birth

Gender

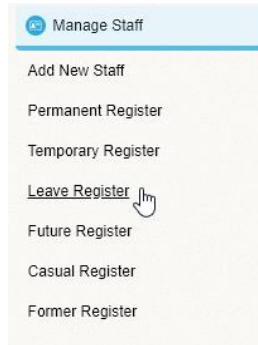
- Make any changes and click on the green **Save**  button at the bottom of screen.

Leave Register

This is where staff who are on leave are listed. They will have either one of these Employment statuses linked against their details.

Employment Status * OR Employment Status *

- From the menu on the left-hand side - click on **Manage Staff - Leave Register**.



The **Leave Register** home page displays.

Staff Code	Name	Phone	Email	Address	State	Roll Class	
10005	Mrs Shannon Warren	1111111111	s.warren@sicle.trial.au				Edit

« Prev 1 Next »

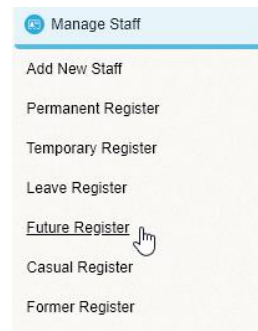
Note: The home page is read only except for the **Edit** buttons and hyperlinked staff names.

Future Register

This is where staff who have an Employment Status of either Future or Pending.

Employment Status * OR Employment Status *

- From the menu on the left-hand side - click on **Manage Staff - Future Register**.



The **Future Register** home page displays.

Staff Code	Name	Phone	Email	Address	State	Roll Class	
10011	Ms Carrie Shaw	1111111111	c.shaw@sicle.trial.au			1 ▾	Edit

« Prev 1 Next »

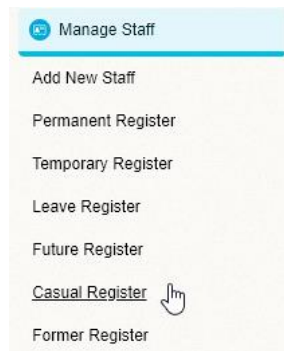
Note: The home page is read only except for the **Edit** buttons and hyperlinked staff names.

Casual Register

This is where staff who have an Employment Status of Casual.

Employment Status *

2. From the menu on the left-hand side - click on **Manage Staff - Casual Register**.



The **Casual Register** home page displays.

Casual Staff						
Total Staff: 3						
Staff Code	Name	Phone	Email	Address	State	Roll Class
10010	Ms Marjorie Gordon	1111111111	m.gordon@sicle.trial.au			2 Edit
10012	Ms Charlotte Holmes	1111111111	c.holmes@sicle.trial.au			Edit
10016	Mr Danny Liu	1111111111	danny.liu@sysney.edu.au			Edit

« Prev 1 Next »

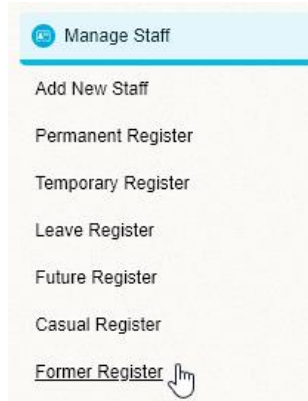
Note: The home page is read only except for the **Edit** buttons and hyperlinked staff names.

Former Register

This is where staff who have an Employment Status of Left.

Employment Status *

1. From the menu on the left-hand side - click on **Manage Staff - Former Register**.



The **Former Register** home page displays.

Former Staff						
Total Staff: 2						
Staff Code	Name	Phone	Email	Address	State	Roll Class
10006	Mrs Sheila Dixon	1111111111	s.dixon@sicle.trial.au			<input type="text" value="1"/> Edit
10016	Mr Danny Liu	1111111111	danny.liu@sysney.edu.au			Edit

Note: The home page is read only except for the **Edit** buttons and hyperlinked staff names.

Enrolments - Manage Classes

Target Audience

- Administration Staff

Content

Within this guide staff will learn how to manage:


- Roll Classes
- Pastoral Care Classes
- Faculties
- Subjects
- Classes

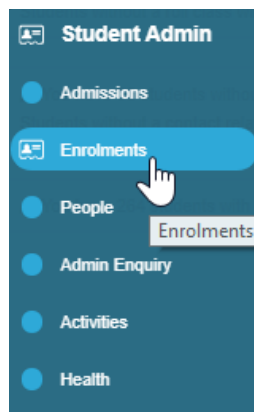
Overview

Staff will learn how to manage classes in the Enrolments module.

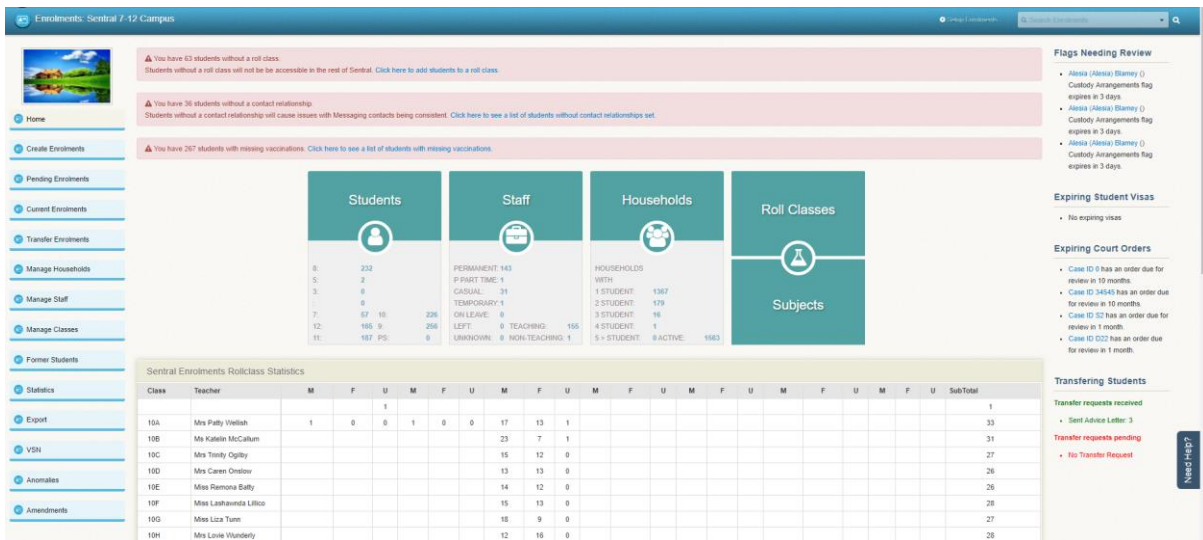
Manage Classes - Roll/Form Classes

The following procedure is to show users how to view, edit and add a roll class.

1. Select the **Sentral**  button in the top left corner of the screen, the modules display. Select **Enrolments** under **Student Admin**.



The **Enrolments** home screen displays.



Students

6:	232
5:	2
3:	0
7:	07 10 228
12:	165 9 256
11:	157 PS: 0

Staff

PERMANENT:	143
P PART TIME:	1
CASUAL:	31
TEMPORARY:	1
ON LEAVE:	0
LEFT:	0
TEACHING:	165
UNKNOWN: NON-TEACHING:	1

Households

HOUSEHOLDS WITH:	1367
1 STUDENT:	179
3 STUDENT:	16
4 STUDENT:	1
5+ STUDENT:	9
ACTIVE:	1563

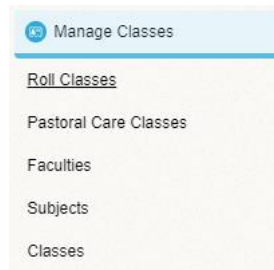
Roll Classes

Subjects

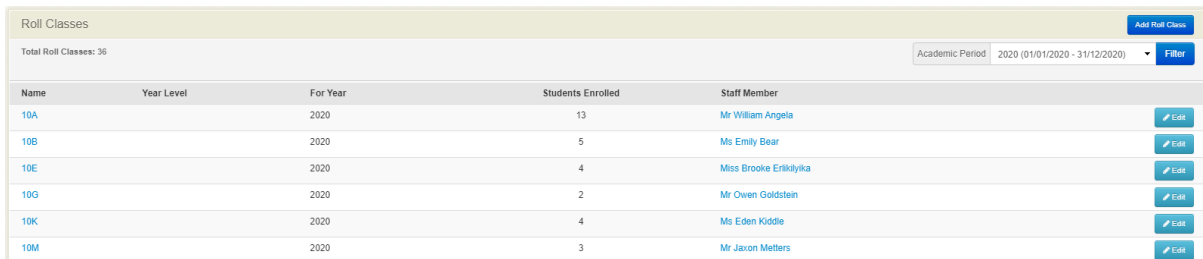
Sentral Enrolments Rollclass Statistics

Class	Teacher	M	F	T	W	Th	F	S	Su	Sub Total	
10A	Mrs Patty Vellish	1	0	0	1	0	0	0	17	13	1
10B	Ms Kaitlin McCallum								23	7	1
10C	Mrs Tinsley Ogilby								15	12	0
10D	Mrs Caron Onslow								13	13	0
10E	Miss Remona Batty								14	12	0
10F	Miss Lathavinda Lillico								15	13	0
10G	Miss Liza Tum								10	9	0
10H	Mrs Louise Wandery								12	16	0

- From the menu on the left-hand side - click on **Roll/Form Classes** under **Manage Classes**.



The **Roll Classes** screen displays.



Name	Year Level	For Year	Students Enrolled	Staff Member	Edit
10A		2020	13	Mr William Angela	Edit
10B		2020	5	Ms Emily Bear	Edit
10E		2020	4	Miss Brooke Enikilyika	Edit
10G		2020	2	Mr Owen Goldstein	Edit
10K		2020	4	Ms Eden Kiddie	Edit
10M		2020	3	Mr Jaxon Metters	Edit

- To view a Roll Class, you can either click on the blue **Edit** button to the right of the class or click on the **blue hyperlink** on the **Name** **10A**.

The first tab is the **View Class** details displays.

Edit Class - 12D

Class Detail Active Students List Inactive Students List Batch Enrol

Name *
12D

Year Level
12: 12

Academic Period
2019 (01/01/2019 to 23/12/2019)

Staff Member
Ms Leëlia Wunderly

Pastoral Care
OFF

Created At
Created At

Last Updated
Last Updated

Delete Class Cancel Update Class

The second Tab is the **Active Student List**.

Edit Class - 12D

Class Detail Active Students List Inactive Students List Batch Enrol

Student Code	Student Name	Family Name	School Year	Date of Birth	
706042	Buck	Aunger	12	07/11/2000	View Remove
706222	Aron	Blackall	12	23/01/2000	View Remove
706072	Karma	Chinnery	12	28/07/2000	View Remove
706044	Phillip	Curlewis	12	01/02/2001	View Remove
706233	Brooke	Dawson	12	23/11/2000	View Remove
706331	Dudley	De Lissa	12	22/01/2001	View Remove
706178	Alton	De Little	12	24/01/2001	View Remove
706137	Dean	Dundall	12	15/06/2000	View Remove
706062	Angella	Elphinstone	12	19/12/2000	View Remove
706223	Broderick	Frater	12	23/09/2000	View Remove
706278	Ward	Haydon	12	06/07/2000	View Remove

The third Tab is the **Inactive Student List**.

Edit Class - 12D

Class Detail Active Students List Inactive Students List Batch Enrol

Student Code	Student Name	Family Name	School Year	Date of Birth	
706243	Guadalupe	Allum		10/08/2000	View Remove
706287	Cherise	Belmore	12	16/02/2001	View Remove

Delete Class Cancel Update Class

The fourth Tab is for **Batch Enrol**.

Edit Class - 12D

Class Detail Active Students List Inactive Students List Batch Enrol

Find Students School Year 8: 8 Search

Student Search

Student Name	School Year
<input type="checkbox"/> Aunger, Buck	12
<input type="checkbox"/> Blackall, Aron	12
<input type="checkbox"/> Chinnery, Karma	12
<input type="checkbox"/> Curlewis, Phillip	12
<input type="checkbox"/> Dawson, Brooke	12
<input type="checkbox"/> Light, Dwight	12
<input type="checkbox"/> Ly, Ewan	12
<input type="checkbox"/> Lyell, Marina	12
<input type="checkbox"/> Makutz, Waneta	12
<input type="checkbox"/> Patterson, Andrew	12

Add To Class Remove From Class Update Enrolments

Delete Class Cancel Update Class

Add A Roll Class

- From the menu on the left-hand side - click on **Roll/Form Classes** under **Manage Classes**.



The **Roll Classes** screen displays.

Roll Classes						Add Roll Class
Total Roll Classes: 41					Academic Period	2019 (01/01/2019 - 23/12/2019) Filter
Name	Year Level	For Year	Students Enrolled	Staff Member		
		2019	1			Add Roll Class
10A	10	2019	45	Mrs Pally Welsh		Add Roll Class
10B	10	2019	33	Ms Kaitlin McCallum		Add Roll Class
10C	10	2019	28	Mrs Trinity Ogilby		Add Roll Class
10D	10	2019	27	Mrs Caren Onslow		Add Roll Class
10E	10	2019	26	Miss Remona Batty		Add Roll Class

- Click the blue **Add Roll Class** [Add Roll Class](#) to the right of the screen.

The **Add Class** screen displays.

Add Class

Class Detail [Active Students List](#) [Inactive Students List](#)

Name *

Year Level

Academic Period

Staff Member

Pastoral Care
 OFF

Created At

Last Updated

[Cancel](#) [Add Class](#)


Note: Created At: system updates this.

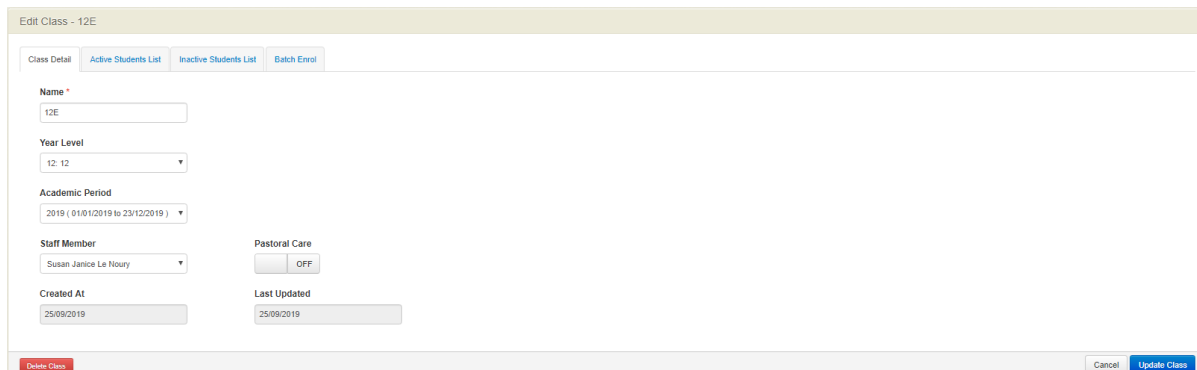
Last Updated: system updates this.

- Click on the blue **Add Class** [Add Class](#) button.
- A message will display in green at the top of the screen stating **Class Added Successfully**. Class Added Successfully

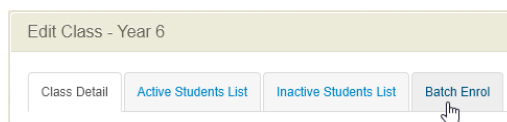
Note: if you click back on the homepage of Roll Classes the class will be listed.

Enrol Students into Roll Class

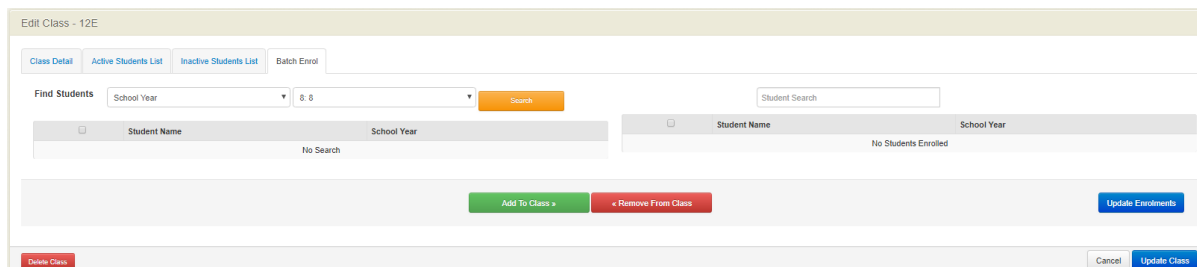
- From the Roll Class screen, click on the blue **Edit**  button to the right of the class or click on the **blue hyperlink** on the **Name** ^{12E} .





- Select the **Batch Enrol** Tab.

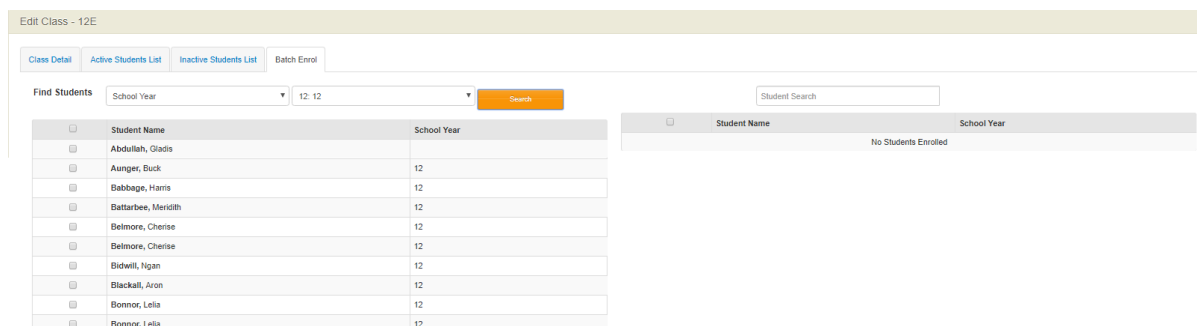


The following screen displays for you to add students to the roll class.



- Use the **Search Filters**  to locate a list of students in the same year and click on the **Search**  button.

The list of students displays on the left side of the screen.



- Select the students that you need to place in the new roll class by clicking in the check box next to their name.

<input type="checkbox"/>	Student Name	School Year
<input checked="" type="checkbox"/>	Butler, Robert	6
<input checked="" type="checkbox"/>	Cole, Shirley	6
<input checked="" type="checkbox"/>	Cruz, Timothy	6
<input checked="" type="checkbox"/>	Diaz, Raymond	6
<input type="checkbox"/>	Foster, Mark	6
<input checked="" type="checkbox"/>	Gibson, Brian	6
<input checked="" type="checkbox"/>	Hall, Shirley	6
<input type="checkbox"/>	Henderson, Brenda	6
<input checked="" type="checkbox"/>	Hernandez, Christopher	6
<input checked="" type="checkbox"/>	Hill, Cynthia	6

5. Scroll down to the bottom of the list and click on the green **Add To Class**



button.

Students allocated to the new roll class will now appear on the right-hand side of the screen.

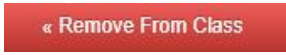
<input checked="" type="checkbox"/>	Student Name	School Year
<input checked="" type="checkbox"/>	Hill, Cynthia	6
<input checked="" type="checkbox"/>	Hernandez, Christopher	6
<input checked="" type="checkbox"/>	Henderson, Brenda	6
<input checked="" type="checkbox"/>	Hall, Shirley	6
<input checked="" type="checkbox"/>	Gibson, Brian	6
<input checked="" type="checkbox"/>	Foster, Mark	6
<input checked="" type="checkbox"/>	Cruz, Timothy	6
<input checked="" type="checkbox"/>	Cole, Shirley	6
<input checked="" type="checkbox"/>	Butler, Robert	6

6. Click on the blue **Update Enrolments** button bottom right of the screen.



Note: If you need to remove students from the list, tick their names and click on the red

Remove From Class button.



7. If you click on the **Active Students List** Tab you will see a list of students that you have transferred into your new Roll Class.



Edit Class - Year 6

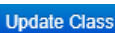
Class Detail | **Active Students List** | Inactive Students List | Batch Enrol

Student Code	Student Name	Family Name	School Year	Date of Birth	
Refresh Page	Hill, Cynthia		6	Refresh Page	View Remove
Refresh Page	Hernandez, Christopher		6	Refresh Page	View Remove
Refresh Page	Henderson, Brenda		6	Refresh Page	View Remove
Refresh Page	Hall, Shirley		6	Refresh Page	View Remove
Refresh Page	Gibson, Brian		6	Refresh Page	View Remove
Refresh Page	Foster, Mark		6	Refresh Page	View Remove
Refresh Page	Cruz, Timothy		6	Refresh Page	View Remove
Refresh Page	Cole, Shirley		6	Refresh Page	View Remove
Refresh Page	Butler, Robert		6	Refresh Page	View Remove

[Delete Class](#) [Cancel](#) [Update Class](#)

The Student Code and Date of Birth columns state **Refresh Page**.

8. Click on the blue **Update Class** button bottom right of screen to refresh the screen and bring across these fields.



The screen refreshes and goes from **Edit Class** mode to **View Class** mode.


View Class - Year 6

[Edit Class](#)

Class Detail Active Students List Inactive Students List

Student Code	Student Name	Family Name	School Year	Date of Birth
900010117	Robert	Butler	6	28/02/2006
900010214	Shirley	Cole	6	01/11/2006
900010182	Timothy	Cruz	6	18/04/2006
900010145	Mark	Foster	6	22/05/2007
900010157	Brian	Gibson	6	27/11/2006
900010003	Shirley	Hall	6	11/09/2006
900010069	Brenda	Henderson	6	12/10/2007
900010138	Christopher	Hernandez	6	29/04/2006
900010216	Cynthia	Hill	6	25/08/2006

Edit Roll Class

- From the Roll Class screen, click on the blue **Edit**  button to the right of the class or click on the **blue hyperlink** on the **Name** [Year 6](#) .

Edit Class - Year 6

Class Detail Active Students List Inactive Students List Batch Enrol

Name *
Year 6

Year Level
6: 6

Academic Period
2018 (01/01/2018 to 31/12/2018)

Staff Member
Mrs Shannon Warren

Pastoral Care
 ON OFF

Created At
16/08/2018

Last Updated
16/08/2018

[Delete Class](#) [Cancel](#) [Update Class](#)

- Click on any of the **Tabs** to update any details to make any changes required.

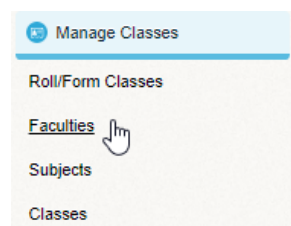
Class Detail Active Students List Inactive Students List

- Make sure you click on blue **Update Class**  button to save any changes made.

Manage Faculties

Within Faculties you can edit existing faculties, staff attached to each faculty and create New Faculties.

- From the menu on the left-hand side - click on **Faculties** under **Manage Classes**.




The **Faculties** screen displays.

Faculties			Add Faculty
Total Faculties: 1			
Name	Attached Staff	Attached Head of Faculty	
English	Marvela (Marvela) Adamson Remona (Remona) Batty Raelene (Raelene) Bracker	Selma (Selma) Airey	Edit Delete

[←](#) [Prev](#) [1](#) [Next](#) [→](#)

Add Faculty

2. To add a faculty, click on the blue **Add Faculty**  button

The **Add Faculty** screen displays.

Add Faculty
×

Name

Attached Head Of Faculty


Choose a value...
▼

Attached Teacher(s)

Choose a value...
▼

Save

Cancel


3. Click on the green **Save**  button.

The **Faculties** screen is updated displaying the new faculty.

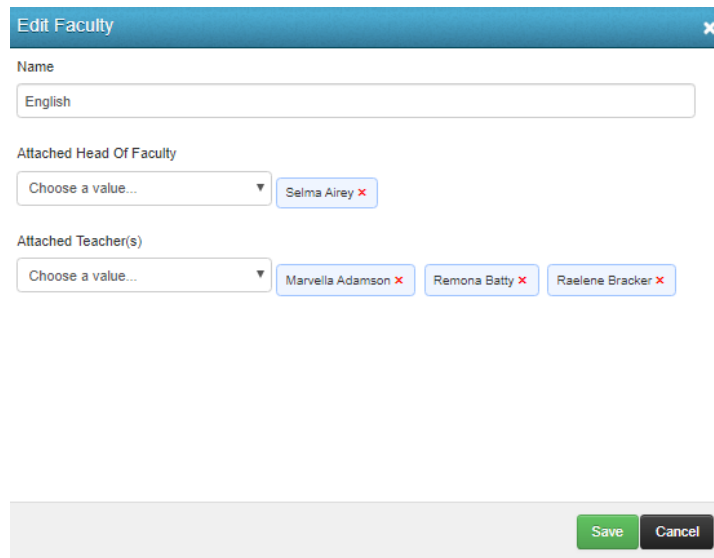
Faculties			Add Faculty
Total Faculties: 2			
Name	Attached Staff	Attached Head of Faculty	
English	Marvela (Marvela) Adamson Remona (Remona) Batty Raelene (Raelene) Bracker	Selma (Selma) Airey	Edit Delete
Mathematics	Shirleen (Shirleen) Arnott Delta (Delta) Bunce Cade Wide	Susan (Susan) Le Noury	Edit Delete

[←](#) [Prev](#) [1](#) [Next](#) [→](#)

Edit Existing Faculty

1. To edit an existing faculty, click on the blue **Edit**  button aligned to the **Faculty Name**.

The **Edit Faculty** screen displays.

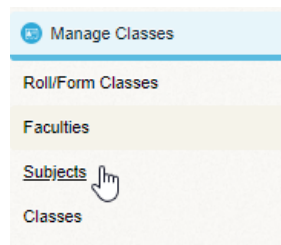


2. Click on the green **Save**  button and the Faculties screen is updated.

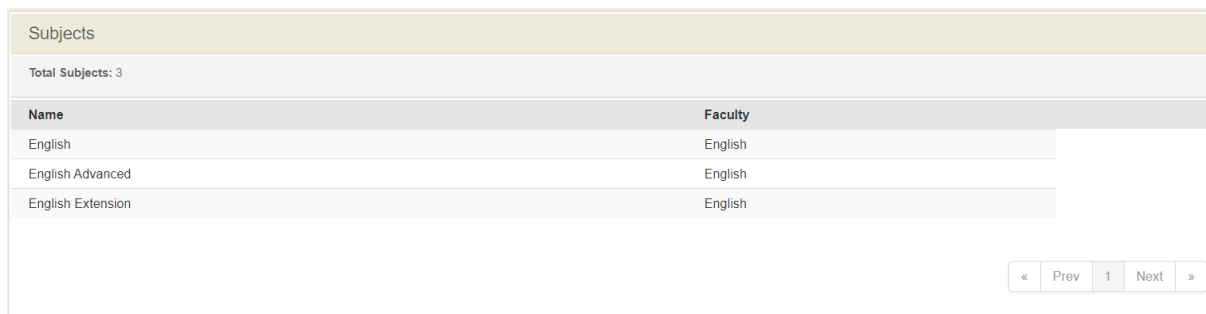
Manage Subjects

Within Subjects you can view subjects.

1. From the menu on the left-hand side - click on **Subjects** under **Manage Classes**.



The Subject screen displays.



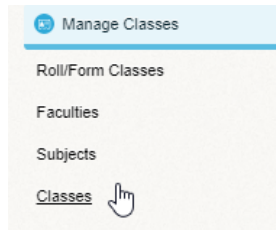
Subjects	
Total Subjects: 3	
Name	Faculty
English	English
English Advanced	English
English Extension	English

« Prev 1 Next »

Manage Classes

Within Classes you can create New Classes, attach students and edit existing classes.


1. From the menu on the left-hand side - click on **Classes** under **Manage Classes**.



The **Classes** screen displays.

Classes					
Total Classes: 2			Academic Period	2019 (01/01/2019 - 23/12/2019)	Filter Add Class
Name	Identifier	Subject	Attached Staff	Attached Students	
10ENG1		English	Marvella (Marvella) Adamson	0	Attach Students Edit Delete
English Advanced Year 12	EAY12	English Advanced	Remona (Remona) Batty	9	Attach Students Edit Delete

Add Class

- To add a Class, click on the blue **Add Class**  button

The **Add Class** screen displays.

Edit Class
✕

Name

Identifier


Subject

Academic Period

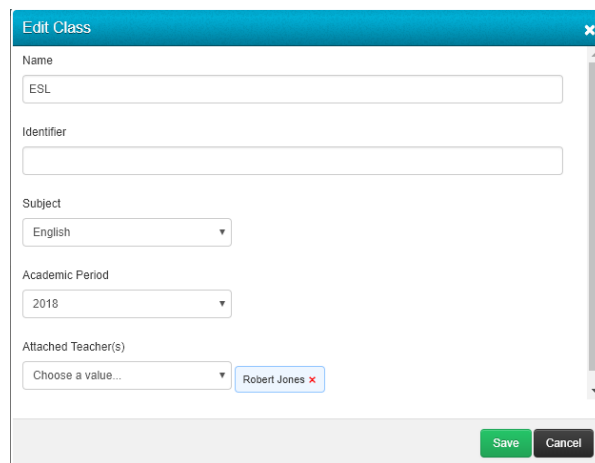
Attached Teacher(s) Robert Jones ✕

- Click on the green **Save**  button and the Classes screen is updated.

Edit Existing Classes

- To edit an existing Classes, click on the blue **Edit**  button aligned to the **Classes Name**.

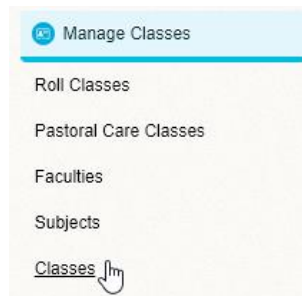
The **Edit Classes** screen displays.



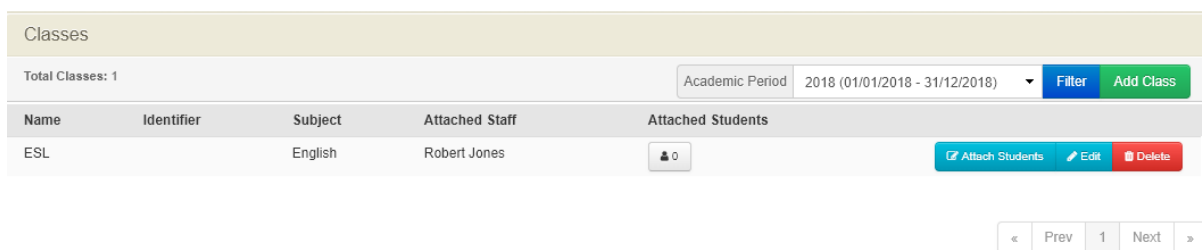
2. Click on the green **Save**  button and the Classes screen is updated.

Attach Students to Classes


1. From the menu on the left-hand side - click on **Classes** under **Manage Classes**.



The **Classes** screen displays.



Name	Identifier	Subject	Attached Staff	Attached Students
ESL		English	Robert Jones	0

2. To add students to a class, to the right of the Class click on the blue **Attach Students**  button.

The **Batch Enrol Students** screen displays.

ESL: Batch Enrol Students

Find Student: School Year [3: 3] Search [Student Search]

<input type="checkbox"/>	Student Name	School Year
No Search		

<input type="checkbox"/>	Student Name	School Year
No Students Enrolled		

Add To Class »
« Remove From Class
Update Changes

3. Use the **Filters** to bring up a list of students.




4. Click on the orange **Search** Search button.

ESL: Batch Enrol Students

Find Student: School Year [10: 10] Search [Student Search]

<input type="checkbox"/>	Student Name	School Year
<input type="checkbox"/>	Barnes, Charles	10
<input type="checkbox"/>	Bell, Karen	10
<input type="checkbox"/>	Brooks, Nancy	10
<input type="checkbox"/>	Clark, Betty	10
<input checked="" type="checkbox"/>	Mason, Thomas	10
<input checked="" type="checkbox"/>	Myers, William	10
<input checked="" type="checkbox"/>	Patterson, Helen	10
<input checked="" type="checkbox"/>	Powell, David	10
<input checked="" type="checkbox"/>	Torres, Sandra	10
<input checked="" type="checkbox"/>	Turner, Richard	10
<input checked="" type="checkbox"/>	West, Catherine	10

<input type="checkbox"/>	Student Name	School Year
No Students Enrolled		

Add To Class »
« Remove From Class
Update Changes

5. Tick the check box in front of the student / student's name and then scroll down and click on the **Add To Class** Add To Class » button.

The names that you have selected will now be attached to the class and will show on the right-hand side of the screen.

ESL: Batch Enrol Students

Find Student: School Year

<input type="checkbox"/>	Student Name	School Year	<input checked="" type="checkbox"/>	Student Name	School Year
<input type="checkbox"/>	Barnes, Charles	10	<input checked="" type="checkbox"/>	West, Catherine	10
<input type="checkbox"/>	Bell, Karen	10	<input checked="" type="checkbox"/>	Turner, Richard	10
<input type="checkbox"/>	Brooks, Nancy	10	<input checked="" type="checkbox"/>	Torres, Sandra	10
<input type="checkbox"/>	Clark, Betty	10	<input checked="" type="checkbox"/>	Powell, David	10
<input type="checkbox"/>	Crawford, Barbara	10	<input checked="" type="checkbox"/>	Patterson, Helen	10
<input type="checkbox"/>	Crawford, Linda	10	<input checked="" type="checkbox"/>	Myers, William	10
<input type="checkbox"/>	Howard, Joseph	10	<input checked="" type="checkbox"/>	Mason, Thomas	10

6. Click on the **Update Changes** button bottom right corner of screen to update Enrolments.
7. To remove a student from a class, tick the checkbox in front of their name on the right side of the screen and click on the red **Remove From Class** button.
8. Click on the **Update Changes** button bottom right corner of screen to update Enrolments.

Enrolments - Former Students

Target Audience

- Administration Staff

Content

Within this guide staff will learn how to manage:

- Former Students
- Withdrawn Students
- Expelled Students

Overview

Staff will learn how to review former students.

Former Students is an enrolment status - an alternative to a leaving status. When students leave a school at the end of Year 6 and Year 12 their status is changed from Enrolled Active to Former Student.


Having this status allows students to keep in contact with peers, school events, fund raising etc. Their view of the school's Portal and school data is altered automatically.

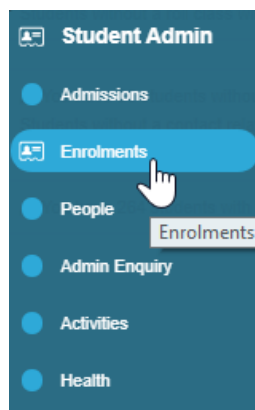
Students who have no active enrolment and no future enrolment should now be displayed as 'Former Student' in more places (e.g the household view).

Students can also opt to be excluded from the 'alumni' group via the portal.

Former Students

The following procedure is to show users how to view, edit and add a roll class.

1. Select the **Sentral**  button in the top left corner of the screen, the modules display. Select **Enrolments** under **Student Admin**.



The Enrolments home screen displays.

Students

6:	232
5:	2
3:	0
7:	07 10 228
12:	165 9 256
11:	157 PS: 0

Staff

PERMANENT:	143
P PART TIME:	1
CASUAL:	31
TEMPORARY:	1
ON LEAVE:	0
LEFT:	0
TEACHING:	165
UNKNOWN:	0
NON-TEACHING:	1

Households

HOUSEHOLDS:	1367
WIFI:	1367
1 STUDENT:	179
3 STUDENT:	16
4 STUDENT:	1
5+ STUDENT:	9
ACTIVE:	1663

Roll Classes

Subjects

Central Enrolments Rolloclass Statistics

Class	Teacher	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	Sub Total
				1																1
10A	Mrs Patty Vellish	1	0	0	1	0	0	17	13	1										33
10B	Mrs Kaitlin McCallum							23	7	1										31
10C	Mrs Tinsley Ogilby							15	12	0										27
10D	Mrs Caron Onslow							13	13	0										26
10E	Mrs Ramona Eddy							14	12	0										26
10F	Mrs Lathavinda Lillico							15	13	0										28
10G	Mrs Liza Turn							10	9	0										27
10H	Mrs Louise Wandery							12	16	0										28

- From the menu on the left-hand side - click on **Former Students** under **Former Students**

The Manage Alumni screen displays.

Manage Alumni

Academic Period: 2019 (01/01/2019 - 23/12/2019) Filter Class Of: test Filter

Alumni Name	Family Name	Exit Date	Class Of	Employer	Occupation	Notes	Action(s)
Wally	Angelo	10/10/2018				Alumni (1)	Add a Note Edit
Fabiola	Hannaford	13/03/2018					Add a Note Edit
Robyn	Smith	04/04/2018				Alumni (1)	Add a Note Edit

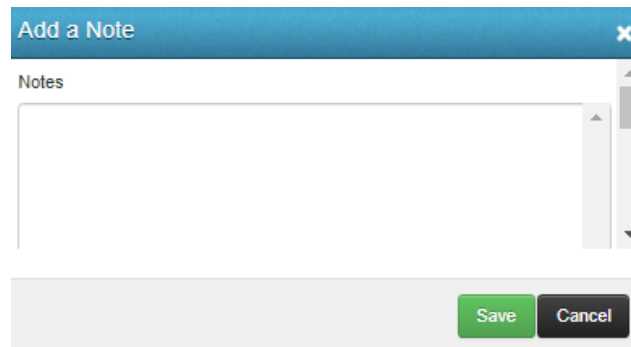
« Prev 1 Next »

- Click on a **Student Name** **Wally** **Angelo** or the **Edit** button on the Former student list, any the school's enrolment records and contact details for that person will be displayed.


Note: Batch transitions of students from Year 6 and Year 12 will automatically be changed to Alumni.

- To add a note to an Alumni student, click on the **Add a Note** button aligned with their name.

The **Add a Note** pop-up window displays.



Notes: enter any notes.

5. Click on the green **Save**  button.

Note: Expelled and **Withdrawn Former Students** are Registers showing the students in each of these categories.

Statistics

Target Audience

- Administration Staff

Content


Within this guide staff will learn how to view Student Statistics and School Census data.

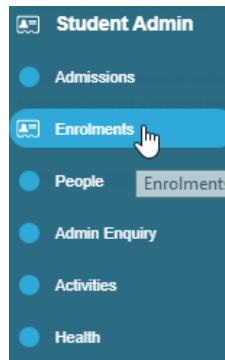
Overview

Staff will learn how to export data in the Enrolments module.

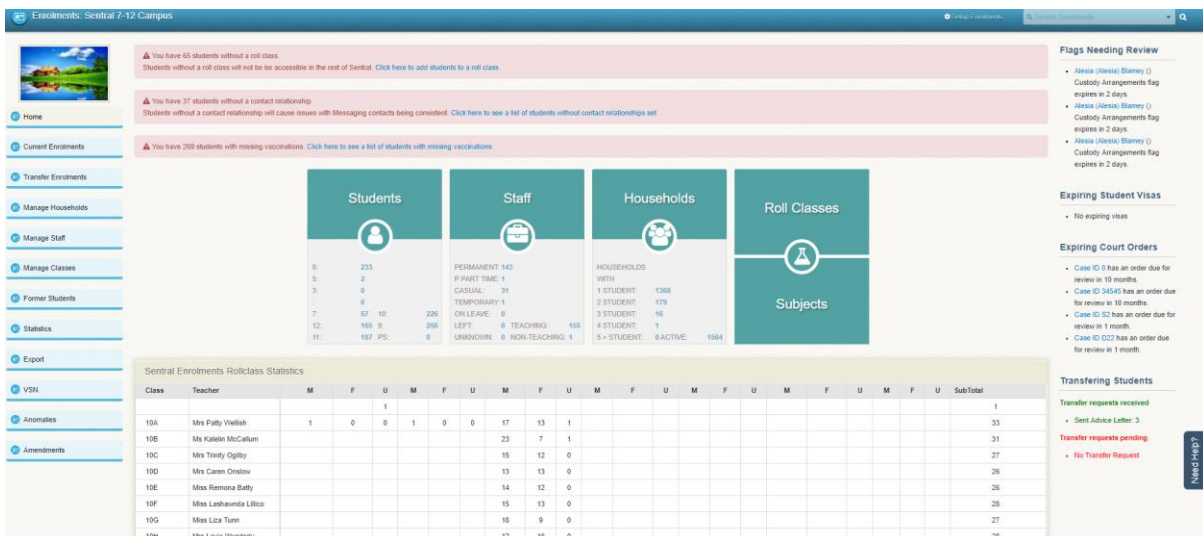
Statistics

The following procedure is to show users how to view Statistics data.

1. Select the **Sentral**  button in the top left corner of the screen, the modules display. Select **Enrolments** under **Student Admin**.



The **Enrolments** home screen displays.



The screenshot shows the 'Enrolments: Sentral 7-12 Campus' interface. It features a navigation sidebar on the left, a main content area with several summary cards, and a right-hand sidebar with alerts and flags.

Summary Cards:

- Students:** 8: 233, 9: 2, 10: 0, 11: 0, 12: 167, 13: 10, 14: 236, 15: 166, 16: 9, 17: 296, 18: 187, 19: PS: 0
- Staff:** PERMANENT: 143, P PART TIME: 1, CASUAL: 31, TEMPORARY: 1, ON LEAVE: 0, LEFT: 0, TEACHING: 165, UNKNOWN: 0, NON-TEACHING: 1
- Households:** HOUSEHOLDS WITH 1 STUDENT: 1368, 2 STUDENT: 179, 3 STUDENT: 16, 4 STUDENT: 1, 5+ STUDENT: 0, ACTIVE: 1564
- Roll Classes:** Subjects

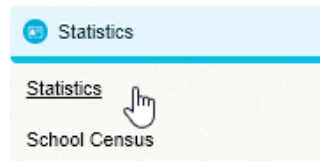
Central Enrolments Rollclass Statistics Table:

Class	Teacher	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	SubTotal
10A	Mrs Paddy Wellish																			1
10B	Mrs Kaitlin McCallum	1	0	0	1	0	0			17	13									33
10C	Mrs Tinsley Ogilby									15	12									27
10D	Mrs Caren Orskov									13	13									26
10E	Miss Remona Batby									14	12									26
10F	Miss Leahavinda Lilico									15	13									28
10G	Miss Lisa Turn									15	9									27
10H	Mrs Louise Wandery									12	16									28

Right-hand Sidebar:

- Flags Needing Review:**
 - Alexis (Alexis) Blaney () Custody Arrangements flag expires in 2 days.
 - Alexis (Alexis) Blaney () Custody Arrangements flag expires in 2 days.
 - Jessie (Jessie) Blaney () Custody Arrangements flag expires in 2 days.
- Expiring Student Visas:**
 - No expiring visas.
- Expiring Court Orders:**
 - Case ID 0 has an order due for review in 10 months.
 - Case ID 34545 has an order due for review in 10 months.
 - Case ID 52 has an order due for review in 1 month.
 - Case ID D22 has an order due for review in 1 month.
- Transferring Students:**
 - Transfer requests received:
 - Sent Advice Letter: 3
 - Transfer requests pending:
 - No Transfer Request

2. From the menu on the left-hand side - click on **Statistics** under **Statistics**.

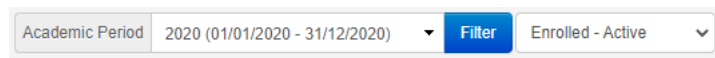


The Student Statistics home screen displays showing four columns of data:

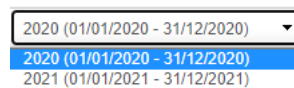
- Year Level
- Students Count
- Total in Area
- Total Out of Area

Year Level	Students Count	Total in Area	Total Out of Area
8	209	0	209
9	231	0	231
10	229	0	229
11	192	0	192
12	172	0	172
7	54	0	54

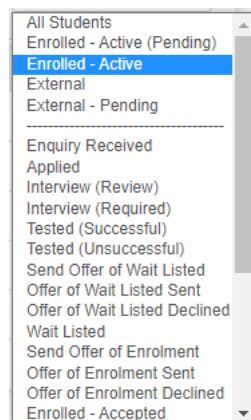
At the top right, there are two fields that you can use to manipulate the data that is displayed on the screen.



3. The first is the **Academic Period**. Change the date range via the drop-down and click on the **Filter** button. The information displayed will change accordingly.



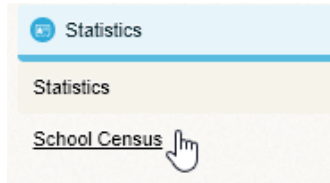
4. The second is the **Enrolment Status**. Select an item from the drop-down and the screen will automatically refresh and update. (There is no need to click the filter button).



School Census

The following procedure is to show users how to view School Census data.

1. From the menu on the left-hand side - click on **School Census** under **Statistics**.



The **School Census** screen displays for you to filter the results you require to display. The screen will be empty until you filter the data.

Non-Government School Census — SchoolsHUB Link
 Updated for August 2020 requirements

The Non-Government Schools Census provides the community and government with information about schools and students in Australia. In 2020, this Australian Government Department of Education, Skills and Employment has made substantial changes to the process which includes a much richer data collection than in previous years.

To support this new process, the exports on this page will generate the data in the correct format to match the data requirements to be used in conjunction with the government's Census Upload Tool Excel Spreadsheet.

While Sentral makes every effort to ensure the accuracy of the information, schools should review the results of these exports to ensure they are consistent with their knowledge of students before submission. Due to a number of new fields added to the census which are not yet available within Sentral, you will be required to fill in those missing values within the spreadsheet tool. Once you complete all the data entry and validation work, you can then quickly generate an XML file within Census Upload Tool and upload it onto SchoolsHUB site in order to complete your census reporting this year.

For more detailed instructions on how to complete your census reporting this year, please go on to our [Sentral support site for Non-Government Schools Census Reporting 2020](#).

Additional Information

- [School Census Logic](#)
- [SchoolsHUB Non-Government School Census information](#)
- [SchoolsHUB portal](#)

Students Export (CSV)

As of Date:

Census Date:

[Export](#)

Student Counts

As of Date: Census Date: School Year: [Filter](#)

⚠ No school year currently selected.

2. First select the **As of Date** that you require the data to be starting from. (e.g. Will the count the students ages from today, last week, last month, 6 weeks ago, 5 months ago, 2 years ago etc?).

December 2018						
M	T	W	T	F	S	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

3. Next select the **Census Date** that the government provided online according to: <https://ssphelp.education.gov.au/census>.

December 2018						
M	T	W	T	F	S	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30


4. Select the School Year that you require the statistics.

Select...

- Select...
- Pre-Kinder
- Kindergarten
- Year 1
- Year 2
- Year 3
- Year 4
- Year 5
- Year 6
- Year 7
- Year 8
- Year 9
- Year 10
- Year 11
- Year 12

5. Select if you would like to include **Withdrawn Students**.

Include withdrawn students

6. Click on the Filter  button. The information displayed will change accordingly. Screen refreshes to a new table, showing all sorts of statistics about the school's students and ages.

School Census				
As of Date: 21/12/2018		Census Date: 21/12/2018		School Year: Year 7
				<input type="checkbox"/> Include withdrawn students
Age	Male	Female	Indigenous Male	Indigenous Female
Adult	0	0	0	0
Unknown	0	0	0	0
8	1	0	0	0
10	0	0	0	0
11	0	0	0	0
12	7	4	0	0
13	25	10	0	0
14	1	0	0	0
Field	Male	Female		
Disability	0	0		
Students On Visa	0	0		
Overseas Students	0	0		

7. Click on the blueprint  button to generate a record.

Export

Target Audience

- Administration Staff

Content

Within this guide staff will learn how to export many kinds of data reports into MS Excel spreadsheet as legally required within your States education body.

Data that can be exported is:


- Student and Family Data
- Timetable Data
- Student Records (SES)
- Student Records (NAPLAN)
- Students List
- Student Medical Export
- Adhoc Exports
- Attrition Export
- BOSTES Export (Board of Studies Teaching and Educational Standards)
- NSSAB Export (Non-State Schools Accreditation Board)
- ACARA Export (Australian Curriculum, Assessment and Reporting Authority)
- Rollover reports
- Address Data Collection
- Parent Education & Occupation
- Student Consents

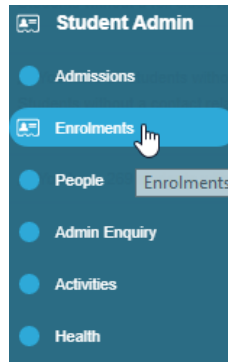
Overview

Staff will learn how to export data in the Enrolments module. Within all the exports, Sentral will generate an export file of the data.

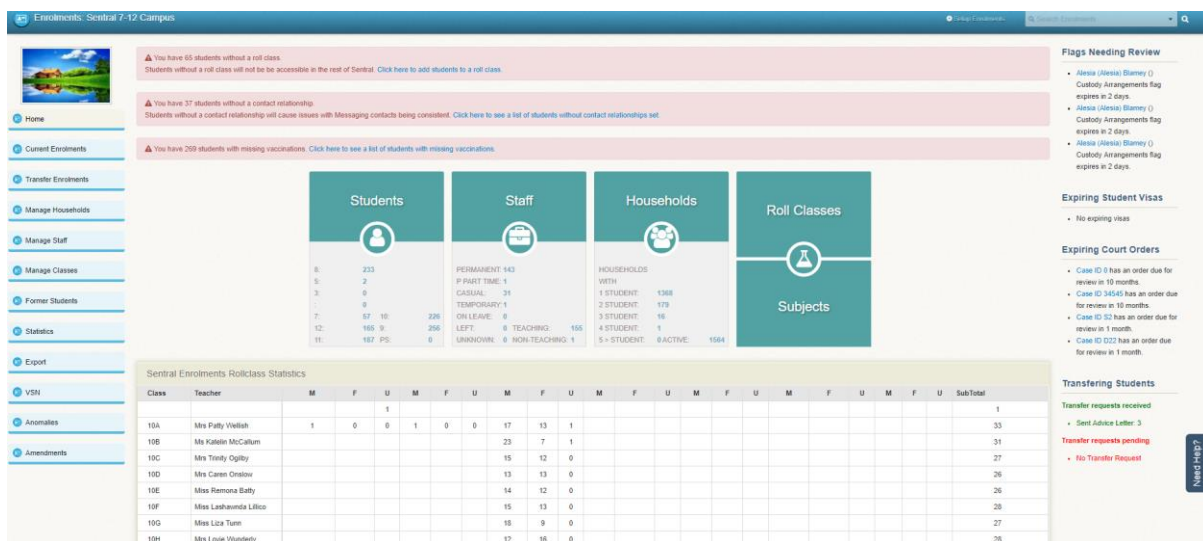
Export - Student and Family Data

The following procedure is to show users how to export student and family data.

1. Select the **Sentral**  button in the top left corner of the screen, the modules display. Select **Enrolments** under **Student Admin**.



The **Enrolments** home screen displays.



Students

8:	233
5:	2
3:	0
:	0
7:	57 10: 226
12:	185 9: 256
11:	187 PS: 0

Staff

PERMANENT:	143
P PART TIME:	1
CASUAL:	71
TEMPORARY:	1
ON LEAVE:	0
LEFT:	0 TEACHING: 155
UNKNOWN:	0 NON-TEACHING: 1

Households

HOUSEHOLDS WITH:	4368
1 STUDENT:	179
2 STUDENT:	16
3 STUDENT:	1
4 STUDENT:	1
5+ STUDENT:	8 ACTIVE: 1564

Roll Classes

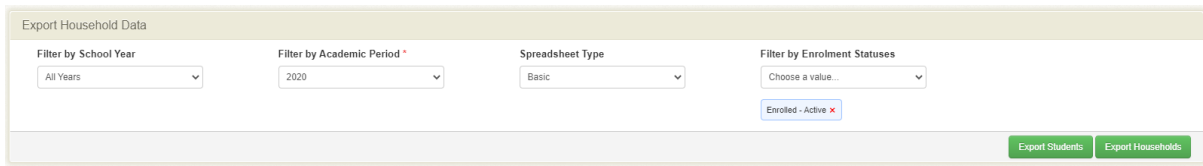
Subjects

Class	Teacher	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	SubTotal
					1															1
10A	Mrs Patsy Welsh	1	0	0	1	0	0	17	13	1										33
10B	Mrs Kaitlin McCallum							23	7	1										31
10C	Mrs Tinsley Ogilby							15	12	0										27
10D	Mrs Caren Orslov							13	13	0										26
10E	Miss Ramona Baty							14	12	0										26
10F	Miss Lashavinda Lilico							15	13	0										28
10G	Miss Liza Turn							18	9	0										27
10H	Mrs Lovie Wunderly							12	16	0										28

2. From the menu on the left-hand side - click on **Student & Family Data** under **Export**.



The **Export Household Data** screen displays. Use Filters to display information required.



The screenshot shows the 'Export Household Data' interface with the following filters:

- Filter by School Year: All Years
- Filter by Academic Period: 2020
- Spreadsheet Type: Basic
- Filter by Enrolment Statuses: Enrolled - Active

 At the bottom right, there are two green buttons: 'Export Students' and 'Export Households'.

3. Select the data to export from the drop-down fields.
4. Click on either **Export Students** or **Export the Households** button.



The files will be created as an **.xls**.



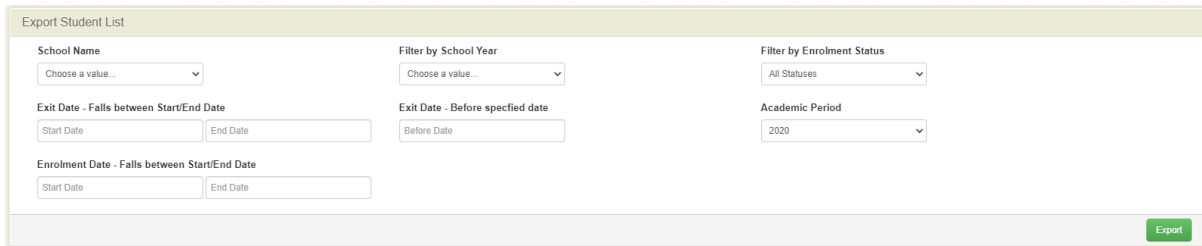
Students List

Student List enables users to create student lists that can be saved with details for the student.

1. From the menu on the left-hand side - click on **Student List** under **Export**.



The **Export Student List** screen displays.



2. Use the Filters (drop-down lists), individually or combined to create the Students List export you require.

3. Click on the green **Export**  button.

A report will be generated and create the file.

Staff List


Staff List enables users to create staff lists that can be saved with details for the staff.

1. From the menu on the left-hand side - click on **Staff List** under **Export**.



The **Staff Data** screen displays.



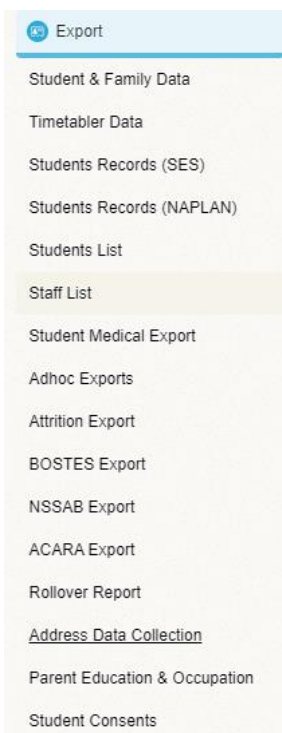
2. Click on the green **Export**  button.

A report will be generated and create the file.

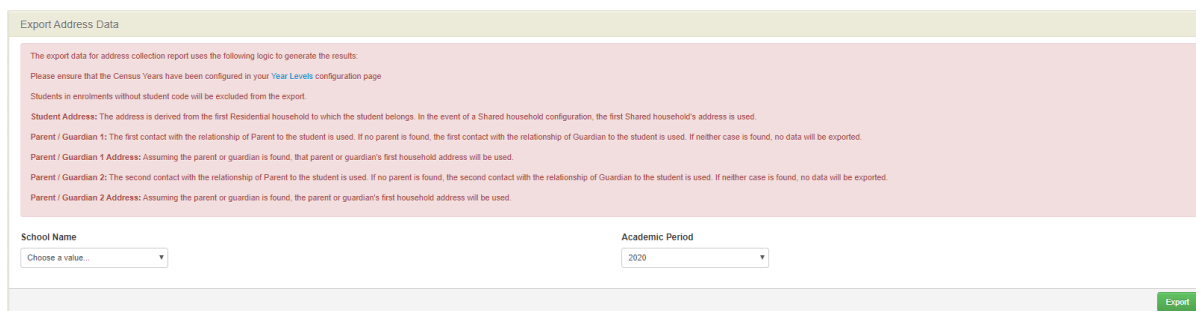
Address Data Collection

The annual collection of student residential addresses can be exported to help schools obtain their address data from Enrolments which can be populated into a Excel document that SchoolsHUB is providing for the address collection.

3. From the menu on the left-hand side - click on **Address Data Collection** under **Export**.



The **Export Address Data** screen displays.



4. The export screen will point users to settings that will need to be reviewed to ensure you have correct data as it will be used in export calculations.

The screen outlines how the data is being generated to export.

5. Click on the green **Export**  button.

The export from Sentral will contain the students' address data as well as parent or guardian details and their address details.

A	B	C	D	E	F	G	H	I	
1	Student Record Number	Type	Education Level	Address Line 1	Address Line 2	Suburb / City	State or Territory	Postcode	Parent/Guardian 1 First Name
2	11223344	D	Primary	578 Ranger Street			NSW	1234	Eagle
3	11223345	D	Primary	1-37 Archery Rd		BOW	SA		1234 Hornet
4	11223346	D	Primary	34 Archer Street			NSW		1234 Sharp

Sample Address Export from Sentral

Data from this export will need to be validated by the school first before copying and pasting the data into the Excel document provided by SchoolsHUB.

Student								Parent or Guardian 1											
Student Record Number (SIRN)	Type ID or RI	Education Level	Address Line 1	Address Line 2 (optional)	Suburb / City	State or Territory	Postcode	First name	Last name	Preferred name (optional)	Same as student address? (Y or N)	Address Line 1	Address Line 2 (optional)	Suburb / City	State or Territory	Postcode	Are you reporting parent 2? (Y, N or U)	First name	

SchoolsHUB Excel Document – Validated data can be copied into this spreadsheet provided by SchoolsHUB

Note: The SchoolsHUB Excel document contains a section which Sentral does not provide data for as that data is sourced from the school themselves.

Generate XML		Import Xml		V 2.5					
Location Information			Primary Contact - this is the person who should be contacted for all issues related to the data for the Location				Getting Started		
Name [only used for display purposes]	Location AGEID	First name	Last name	Position (optional)	Phone number	Email address	Are you reporting any boarding	What is the education level of this location?	Stu

SchoolsHUB Excel Document – Column A to Column I data needs to be filled out by the school

Where can I find additional information about the address collection?

Please access the SchoolsHUB website:

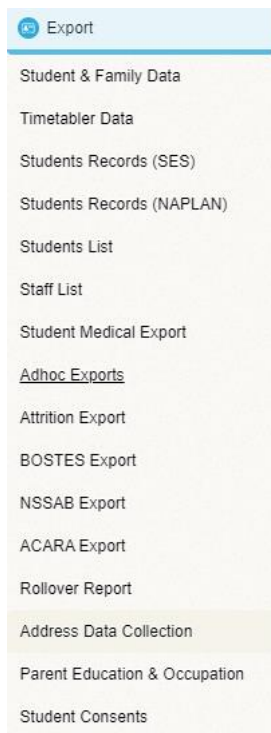
<https://schools.education.gov.au/SchoolsHub/articlehelp/?subjectid=c8ab9cba-04fc-e811-9158-02720401ef44>

It contains information that the school will need to regards to how to populate the ShoolsHUB Excel document and how to submit the data.

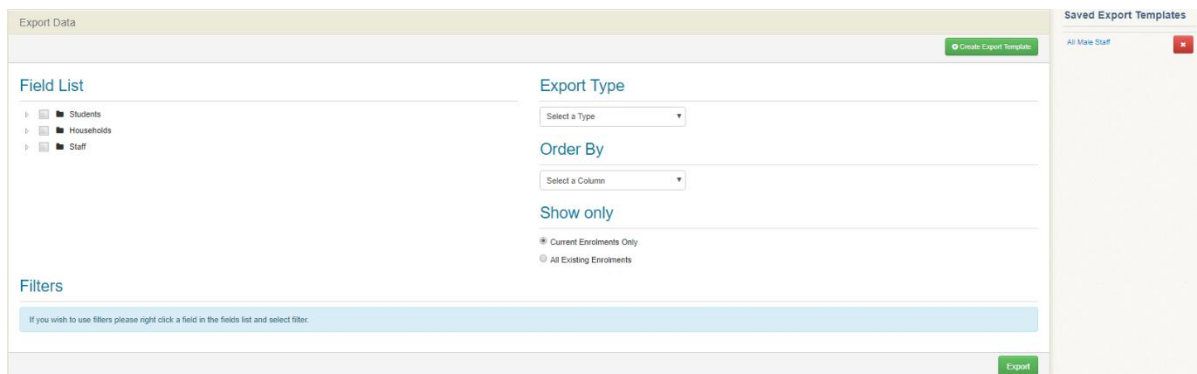
Adhoc Exports

Adhoc Reports enables users to create school enrolment reports that can be saved, given global access and viewed through **Enquiry** for all Staff.

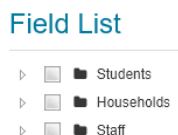
1. From the menu on the left-hand side - click on **Adhoc Exports** under **Export**.



The **Export Data** screen displays.



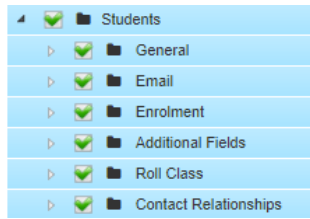
2. **Field List** contains three main search areas: **Students**, **Households** and **Staff**.



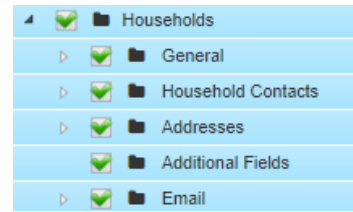
Note: Under each of these areas is a list of search fields.

3. To open click on the triangle in front of the checkbox (▾). If you tick the checkbox in front of the main **Field Lists** all the search fields will be ticked.

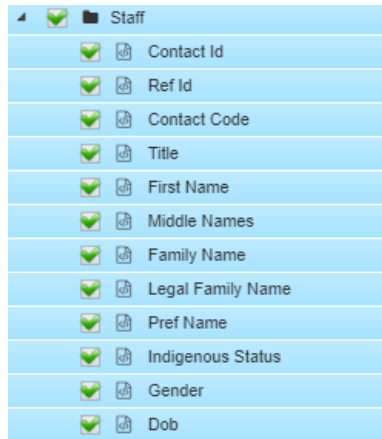
Students



Households



Staff



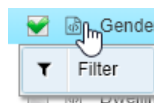
- To choose the search parameters, select a **Field List** using the triangle and then click the checkboxes that you wish the search based on.
- Show Only:** select which enrolments to report on:

Show only

- Current Enrolments Only
 All Existing Enrolments

Create a Filter

- To create a **Filter**, **right click** on the name of the category - in this case **Gender**.



A **Filter box** will appear when you scroll down the screen to the Filter area.

Filters

If you wish to use filters please right click a field in the fields list and select filter.

Field	Comparator	Type	Value	Action(s)
Gender	Select a Comparator ▼	Select a Type ▼	<input type="text"/>	Remove

Export

2. Select the **Comparators** and **Data Types** from the drop-down lists and enter the **Value** in the text box provided.

Gender

Select a Comparator

- Select a Comparator
- Equals
- Doesn't Equals
- Greater Than
- Less Than
- Between
- Is Empty
- Is Not Empty

Select a Type

- Select a Type
- Text
- Number
- Date

Field	Comparator	Type	Value	Action(s)
Gender	Equals	Text	Female	Remove

Export

Show Only: select which enrolments to report on:

Show only

- Current Enrolments Only
- All Existing Enrolments

3. Scroll down to the bottom of screen and click on the green **Export** Export button. A report will be generated and create the file.

Ammendments

Parent can make amendments to family details via their portal account.

The administrator of enrolments can then view any pending amendments and approve or reject them. Schools need to consider how they manage updating of family details as part of school policy.

Glossary of Terms

Sentral software contains many drop down lists and areas to add detail relevant to data entry for admissions/enrolments. The list below provides further information on data entry fields. Each school can configure various elements and add to the list of data entry fields, so this is a default list of glossaries of terms.

Item	Description	Type
ACARA id	Australian Curriculum Assessment and Reporting Authority	text field
Address Comment	Additional address detail	Text Field

Address End Date	Address End Date if changed	calendar entry
Address Start Date	Address Start Date if changed	calendar entry
AITSL Teacher Accreditation Level Attained	Australian Institute for Teaching & School Leadership	select from drop down
Ambulance Cover Provider	Name of Ambulance Cover Provider	text field
Anticipated Completion Date	Completion date for Staff Course	calendar entry
Antihistamine (Claratyne)	Antihistamine (Claratyne)	Yes or No
Attached Head Of Faculty	Faculty Head	select from drop down
Attached Teacher(s)	Faculty Teachers	select from drop down
Attends Religious Classes	Attends Religious Classes	Yes or No
Authorised to Pickup	Who is authorised to pick up	Yes or No
Authority For Address Change	Who authorised address change	Text Field
Authority for Name Change	Who authorised name change	text field
Barcode	Barcode numbers	text field
Billing Address	Physical address for billing	text field
Birth Certificate Sighted	Birth certificate sighted	Yes or No
Board of Studies Number	Student's Board of Studies Number	text field
Car Information	Information on staff car	text field
Case id	Case id number for court order	text field

Child Protection Policy Date Signed	Staff completion of Child Protection Policy	calendar entry
City	City based in Australia	text field
Code Of Conduct Date Signed	Staff completion of Code of Conduct	calendar entry
Colour	The colour of the car	text field
Consent to Contact Doctor/Practice	Has given consent to contact doctor/practice	Yes or No
Contract Commencement Date	Commencement date of staff job/contract	calendar entry
Contract Expiry Date	End date of staff job/contract	calendar entry
Cost	Staff professional Learning Cost	text field
Country	Country selection	select from drop down
Country of Birth	Country of Birth selection	select from drop down
Country of Citizenship	Country of Citizenship	select from drop down
Course Name	Professional Learning Log for Staff	text field
Court order Type	Court orders are issued in many different types of legal proceedings, for many different reasons.	select from drop down
CPFS Case Manager	Child Protection & Family Services Case Manager	text field
CPFS Contact Number	Child Protection & Family Services Contact Number	text field
CPFS District	Child Protection & Family Services District	text field
Date Achieved	Qualification date achieved	calendar entry
Date of Birth	Date of Birth	calendar entry
Date of Death	Date of Death	calendar entry

Date of last tetanus injection	Date of last tetanus injection	calendar entry
Date of Name Change	Date of Name Change	calendar entry
Date Sighted	Situation date of certificate/document	calendar entry
Day To Day Care	Who has day to day care of student	Yes or No
Doctor's Name	Name of practitioner	Text field
EAL Stage	English as additional Language Stage	text field
Eligible Discount	Is student eligible for discount	Yes or No
Email Address	Email address	text field
Emergency Contact Name	Name of Emergency Contact	text field
Emergency Phone	Phone Number of Emergency Contact	text field
Emergency Relationship	Type of relationship to the student/staff	text field
Employer	Type the employer name for the contact if applicable	Text Field
Employment Classification	Staff type	select from drop down
Employment Status	Staff employment status	select from drop down
Employment Type	Employment type e.g. permanent	select from drop down
End Date	End Date	calendar entry
Enrolment Status	Enrolment status of student	select from drop down
Ethnic Group	Ethnic groups	select from drop down
Exit Date	Student Departure	calendar entry
Exit Status	reason for exit	select from drop down

Expected Graduation Date	Expected Graduation Date	calendar entry
Expelled or Suspended	Has student been expelled/suspended	Yes or No
Export Type	Export of data visa report	select from drop down
Family Name	Surname	text field
First Aid Expiry Date	Staff completion of First Aid Policy	calendar entry
First Name	First name	text field
Focus	Staff professional Learning Focus	text field
From	Qualification Organisation name	text field
Full fee	Tuition fee	Yes or No
Funded By School	Staff professional Learning	Yes or No
Gender	Gender of contact	select from drop down
Has Abstudy	Aboriginal or Torres Strait Islander approved study	Yes or No
Has assistance for Isolated students	Has assistance for Isolated students	Yes or No
Has Disability	Has Disability	Yes or No
Has Local Enrolment Entitlement	Has Local Enrolment Entitlement	Yes or No
Has Medical Condition	Has Medical Condition	Yes or No
Has Secondary Assistance	Has Secondary Assistance	Yes or No
Has Youth Allowance	Has Youth Allowance	Yes or No
Home Education Movement Reason	Home Education Movement Reason	text field

House or Property Name	House or Property Name	text field
Household Code	Unique household code	Sentral generated
Ibuprofen/Nurofen (Not for asthmatics)	Ibuprofen/Nurofen (Not for asthmatics)	Yes or No
ICT Policy Date Signed	Staff completion of ICT Policy	calendar entry
Identifier	Class Code	text field
If Other, Please Specify	Specify other relationship type not listed	text field
Include for NAPLAN background	Include for NAPLAN background	Yes or No
Indigenous	Indigenous	Yes or No
Insurer	The insurer of the car e.g. NRMA	text field
International Fee paying	International Fee paying	Yes or No
Is a Primary Contact	Is a Primary Contact	Yes or No
Is an Emergency Contact	Is an Emergency Contact	Yes or No
Is Repeating Current Year at Rollover	Is Repeating Current Year at Rollover	Yes or No
Is Repeating Current Year On Enrolment	Is Repeating Current Year On Enrolment	Yes or No
Is Student subject to any Court Orders	Is Student subject to any Court Orders	Yes or No
Is Valid	validity of document	text field
Job Title	Title of employment or parent	select from drop down
Key Learning Area	Staff professional Learning KLA	text field
Language Other	Language Other	select from drop down

Language Other than English Spoken at home	Language Other than English Spoken at home	Yes or No
Language Spoken At Home	Language Spoken At Home	select from drop down
Last EAL Assessment Date	Last English as additional Language assessment date	calendar entry
Last Name	Surname	text field
Legal Family Name	Legal Family Name	text field
Long Term Care	Who has long term care of student	Yes or No
Lot	Lot number of property	text field
LOTE background description	LOTE background description	text field
Mailing Title	Mailing Title	text field
Make	The make of the car e.g. Toyota	text field
Measles Exclusion	Measles Exclusion	Yes or No
Medical Practice Details	Details of contact medical practice	text field
Medicare Expiry Date	Medicare Expiry Date	calendar entry
Medicare Number	Medicare Number	text field
Medicare Position on Card	Medicare Position on Card	text field
Middle Name	Middle Name	text field
Model	The model of the car e.g. Camry	text field
Name	Faculty Name	Text field
Name	Name of Class	text field
Nationality	Nationality of contact	text field

New School Name	Name of the school student is going too	text field
Number of Hours	Staff professional Learning Hours	text field
Number of School Hours	Staff professional Learning School hours	text field
Number Plate	The car number plate/registration number	text field
Occupation	Occupation if applicable	Text Field
Official Documentation Sighted	Official documentation sighted	Yes or No
Order Notes	Notes associated to court orders	text field
Other languages	Other language spoken	select from drop down
Paracetamol (Panadol)	Paracetamol (Panadol)	Yes or No
Parent Consent Form Completed	Parent consent form completed	Yes or No
Passport Sighted	Passport sighted	Yes or No
Pastoral Care	Is this a pastoral care class	Yes or No
Pay rate	staff pay rate	select from drop down
Permission To Administer Over the Counter Medicine	Permission To Administer Over the Counter Medicine	Yes or No
Permission to Photograph	Permission to Photograph student	Yes or No
Phone number	Phone number	text field
Phone Number End Date	Phone Number End Date	calendar entry
Phone Number Start Date	Phone Number Start Date	calendar entry

Phone number type	Phone number type	select from drop down
Physical Location Address	Physical Location Address	text field
Place of birth	Place of birth	select from drop down
Position Number	staff position number	text field
Postcode	Australian Postcode	text field
Practice Address	Medical Practice Address	text field
Practice Name	Medical Practice Name	text field
Practice Phone	Medical Practice Phone	text field
Practice Phone Alternate	Medical Practice alternate Phone	text field
Preferred First Name	Preferred First Name	text field
Previous School	Previous School	text field
Previously Enrolled In-Home Education	Previously Enrolled In-Home Education	Yes or No
Private Medical Fund	Private Medical Fund	text field
Private Medical Fund Expiry Date	Private Medical Fund Expiry Date	calendar entry
Private Medical Fund Number	Private Medical Fund Number	text field
Publications/Internet Permission Form Completed	Publications/internet permission form completed	Yes or No
Qualifications Provided	Staff qualifications provided	Yes or No
Qualifications Type	Certificate, experience or qualification	select from drop down
Reason for change of school	Reason for change of school	text field

Records Received	Student records received	Yes or no
Relationship To Student	How is contact related to student	select from drop down
Religion	Religion	select from drop down
Requires Consent	Requires Consent	Yes or No
Requires Flag	Student Requires Flag	Yes or No
Residency Status	Residency Status	select from drop down
Residential Household for Student	Residential Household for Student	Yes or No
Resuscitation Expiry Date	Staff completion of Resuscitation Policy	calendar entry
Review Date	Court order review date	calendar entry
Salbutamol (Ventolin)	Salbutamol (Ventolin)	Yes or No
School Education Level	School Education Level for Contact	select from drop down
School Medication	School Medication	Yes or No
School Notes	Notes associated to court orders	text field
Shared household	Primary and secondary household	Yes, shared or No
Social Networking Policy Date Signed	Staff completion of Social Network Policy	calendar entry
Specify Main Language Spoken at home	Specify Main Language Spoken at home	select from drop down
Spreadsheet type	Full or Basic detail	select from drop down
Staff Code	add staff id or Sentral generate	text field
Staff Member	To apply to Roll Class	select from drop down

State	Australian States	select from drop down
Street No/PO Box	Street No/PO Box	text field
Street Type	Street Type	text field
Student Code	Student Code	Text field or Sentral generate
Student Health Summary Completed	Student health summary completed	Yes or No
Student mainly Speak English at Home	Student mainly Speak English at Home	Yes or No
Student's First Language	Student's First Language	select from drop down
Subject	School based subjects	select from drop down
Suburb	Suburb in Australia	text field
Teacher Registration Number	Teacher Registration Number	text field
Tertiary Education Level	Tertiary Education Level for contact	select from drop down
Timetable code	staff id	text field
Title	Salutation	select from drop down
Travel Documents Sighted	Travel documents sighted	Yes or No
Tuition Type	Type of Tuition	select from drop down
Unit	Unit/apartment number	text field
USI	Unique Student Identifier	text field
Vaccination/Immunisations	Vaccination/Immunisations	Yes or No
Vendor	Qualification Organisation name	text field

VSN	Victorian Student Numbers	text field
Working towards AITSL Teacher Accreditation Level	Australian Institute for Teaching & School Leadership	select from drop down
Working With Children Check Completed	Checking working with children check completed	Yes or No
Working With Children Check Expiry Date	Date the WWCC expires	calendar entry
Working With Children Check Number	Working With Children Check Number	text field
Working With Children Check Result Date	Date the WWCC result date	calendar entry
Working With Children Check Status	Working With Children Check Status	select from drop down
Workplace Location	Type the workplace location if applicable	Text Field
Year Level	Student year Level	select from drop down
Private Hospital Cover	Does the student have Private Hospital Cover	Yes or No