

Admissions User Training Guide



**SENTRAL
EDUCATION**

Admissions User Training Guide

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Admissions - Creating

Target Audience

- Administration Staff

Content

Within this guide staff will learn how to:

- Create New Student Applications
- View & Manage Current Applications

Overview

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

When you create a new Application for a student the screen is split into the following tabs:



Student

- Personal Details
- Visa
- Passport
- International
- Student Profile
- Education History

Household

- Household Address
- Parent/Carer Details

Health

- Immunisations
- Health Cover

Documents

- List of documents to be uploaded

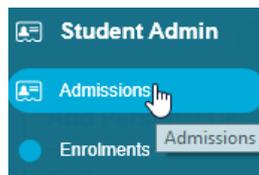
Office Use

- Billing
- Deposits
- Correspondence
- Employment History
- ID Numbers

Create an Application

The following procedure is to show users how to create a new Application for a student. The amount of information you capture at the admission stage is entirely dependent on the school's policies and requirements. Please refer to the Glossary of Terms for a list of definitions.

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



The **Admissions** home screen displays.

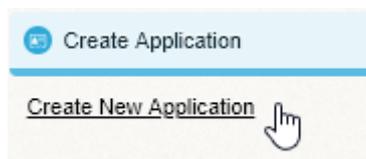
The screenshot shows the 'Admissions' home screen for 'Sentral 7-12 Campus'. It features a summary table with the following data:

TOTAL EXPECTED	TOTAL PLACEMENTS	REMAINING PLACEMENTS	TOTAL PENDING	OFFERED APPLICATION
1694	1870	176	50	127

Below the summary is a detailed table with the following columns: Application To Be Validated, Boarding Enquiry, Waitlist2, Waitlist free, Invited For Interview, Interview Conducted, Place Offered, Place Confirmed, Offer Declined, Cancelled, Total Active Enrolments, Placements, and Remaining Placements. The table lists data for various years (Year 3 to Year 12) and a 'Total' row.

The Admissions home screen displays the current count of Admission Placements.

2. From the menu on the left-hand side - click on **Create New Application** under **Create Application** or click on the blue **Create New Application** button.



OR



The **New Application** screen displays for the student you are creating an Admission for. From here you will work through the following screens to setup this new application.

Student –Personal Details

The screenshot shows the 'New Application' form with the 'Personal Details' section active. The form includes tabs for 'Student', 'Household', 'Health', 'Documents', and 'Office_use'. The 'Personal Details' section contains the following fields: 'Title' (dropdown), 'First name' (text), 'Middle name' (text), 'Last name' (text), 'Preferred name' (text), 'Date of birth' (calendar), 'Gender' (dropdown), 'Boarding' (checkboxes for 'No' and 'Yes'), and 'Notes' (text area). At the bottom of this section are 'Save' and 'Cancel' buttons. On the right side of the form, there is a sidebar with 'Admission Status' (dropdown), 'Priority' (dropdown), 'Application date' (calendar), 'Campus' (dropdown), 'Entry Year Level' (dropdown), 'Entry Year' (dropdown), 'Start date' (calendar), 'Student code' (text), 'House' (dropdown), and 'Class' (dropdown). A 'Save' button is located at the bottom of the sidebar.

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

Note: any field with a red asterisk * is a mandatory field and requires input.

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

The screen refreshes and saves this information.

The screenshot shows the 'Personal Details' summary screen. It lists the following information: Title: Miss, First name: Susan, Middle name: Janice, Last name: Webster, Preferred name: Susan, Date of birth: 13/02/2008, Gender: Female, Boarding: No, and Notes: (empty). There is an 'Edit' button in the top right corner.

Note: you can edit the Personal Details by clicking on the **Edit**  button.

Student - Visa

The screenshot shows the 'Student - Visa' form. It includes a 'Date of arrival in Australia' (calendar), an 'Add new visa' button, and 'Save' and 'Cancel' buttons at the bottom.

Date of Arrival in Australia: select the date of arrival in Australia if applicable.

Add New Visa: click on this option  to create new visa details.

[Add new visa](#)
 New Visa

Visa Type
 AD

Visa Sub-Class
 41 - Bridging Visa (Non-App...

Visa Grant Number
 Visa Issue Date
 Visa Application Date

Visa Statistical Code
 Visa Expiry Date

Save Cancel

1. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
2. Click on the blue **Save** button.

The screen refreshes and saves this information.

Visa [Edit](#)

Date of arrival in Australia:

Visa 1

Visa Type: AD
Visa Sub Class: (41) Bridging Visa (Non-Applicant)
Visa Grant Number:
Visa Statistical Code:
Visa Issue Date:
Visa Expiry Date:
Visa Application Date:

Note: you can edit the Visa details by clicking on the **Edit** button.

Student - Passport

Passport

[Add new passport](#)

Save Cancel

Add New Passport: click on this option [Add new passport](#) to add passport details.

Passport

[Add new passport](#)
 New Passport

Passport Number
Passport Country
 -- Not Selected --

Passport Issue Date
Passport Expiry Date

Name on Passport

First Name
Middle Names
Legal Family Name

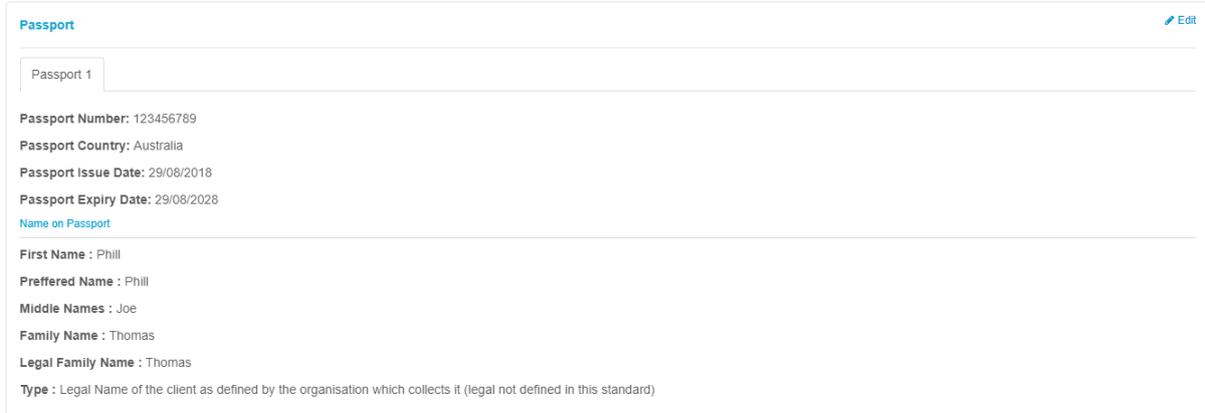
Preferred Name
Family Name
Type
 Legal Name of the client as ...

Save Cancel

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

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

The screen refreshes and saves this information.

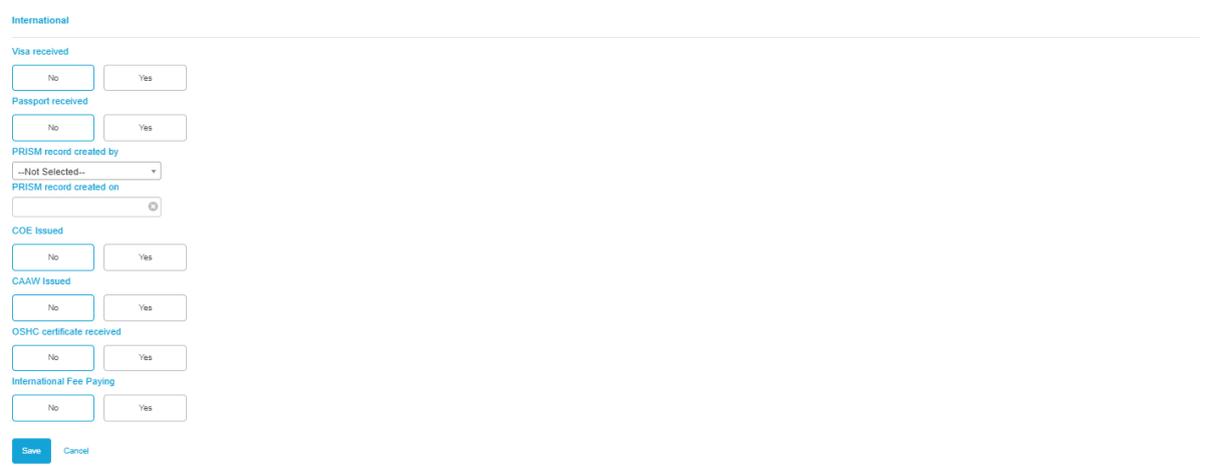


The screenshot shows a web form titled "Passport" with an "Edit" link in the top right corner. The form contains the following fields and values:

- Passport 1 (text field)
- Passport Number: 123456789
- Passport Country: Australia
- Passport Issue Date: 29/08/2018
- Passport Expiry Date: 29/08/2028
- Name on Passport (text field)
- First Name : Phill
- Preferred Name : Phill
- Middle Names : Joe
- Family Name : Thomas
- Legal Family Name : Thomas
- Type : Legal Name of the client as defined by the organisation which collects it (legal not defined in this standard)

Note: you can edit the Passport details by clicking on the **Edit**  button.

Student - International



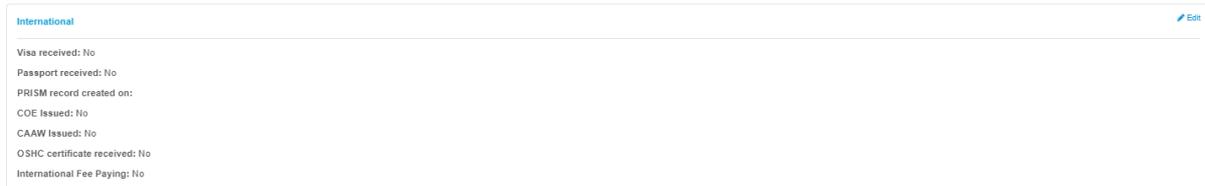
The screenshot shows a web form titled "International" with an "Edit" link in the top right corner. The form contains the following fields and values:

- Visa received: No Yes
- Passport received: No Yes
- PRISM record created by: --Not Selected-- (dropdown menu)
- PRISM record created on: (calendar icon)
- COE issued: No Yes
- CAAW Issued: No Yes
- OSHC certificate received: No Yes
- International Fee Paying: No Yes
- Buttons: **Save** Cancel

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

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

The screen refreshes and saves this information.



The screenshot shows the "International" form after saving. The values are:

- Visa received: No
- Passport received: No
- PRISM record created on:
- COE issued: No
- CAAW issued: No
- OSHC certificate received: No
- International Fee Paying: No

Note: you can edit the International details by clicking on the **Edit**  **Edit** button.

Student - Profile Details

Student Profile

Country of birth
--Not Selected--

Country of citizenship
--Not Selected--

Residency status
--Not Selected--

Main spoken language
--Not Selected--

Aboriginality
--Not Selected--

Religion
--Not Selected--

Ethnicity
--Not Selected--

Alumni Name

Alumni House

Alumni Attended Last Year

What prompted you to enrol your child?

Excellent Reputation Of The School Coeducation Continuing The Family Tradition Wide Range Of Choices And Opportunities Academic Excellence

What prompted you to enrol your child, Other reasons?

How did you learn about our School?

Friends Advertisements Or Promotional Materials News Items Open Days/Information Sessions Employer Website

How did you learn about our School, Other reasons?

Save

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

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

The screen refreshes and saves this information.

Student Profile 

Country of birth: Australia

Country of citizenship: Australia

Residency status: Australian Citizen

Aboriginality: Neither Aboriginal or Torres Strait Origin

Religion: Anglican Church of Australia

Ethnicity: Australian

Alumni Name:

Alumni House:

Alumni Attended Last Year:

What prompted you to enrol your child?: Academic Excellence

What prompted you to enrol your child, Other reasons?:

How did you learn about our School?: Open Days/Information sessions

How did you learn about our School, Other reasons?:

Note: you can edit the Student Profile details by clicking on the **Edit**  **Edit** button.

Student - Education History

Education History

Name of Previous School/Childcare

Previous School's Country

Dates of attendance
DDMMYYYY

DDMMYYYY

Expelled or Suspended
 No Yes

Records Received
 No Yes

Reason for change of school

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

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

The screen refreshes and saves this information.

Education History [Edit](#)

Name of Previous School/Childcare: Abbotsleigh
Previous School's Country: Australia
Dates of attendance: Start: 28/01/2020 End: 08/05/2020
Expelled or Suspended: No
Records Received: No
Reason for change of school: Moving

Note: you can edit the Education History details by clicking on the **Edit**  [Edit](#) button.

Student – Court Order

Court Order

Is this student subject to any court order

No Yes

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

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

The screen refreshes and saves this information.

Court Order [Edit](#)

Is this student subject to any court order: No

Note: you can edit the Court Order details by clicking on the **Edit**  [Edit](#) button.

Saving Application Details

Note: To be able to continue with entering an Admission, you will need to update the Admission Status details on the right-hand side of the screen. This page allows the school to update admissions for a student by applying status update, priority admission, campus and so on.

Updated at 19/09/2019 10:18 PM

Admission Status
Draft (incomplete) ▼

Admission Form Completed *
 Yes
 No

Priority *
--Not Selected-- ▼

Application date*

Campus *
--Not Selected-- ▼

Entry Year Level *
--Not Selected-- ▼

Entry Year *
--Not Selected-- ▼

Start date*

Student code

House
--Not Selected-- ▼

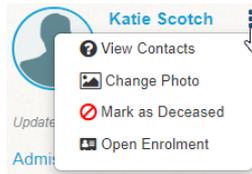
Class
--Not Selected-- ▼

Deceased
Yes ▼

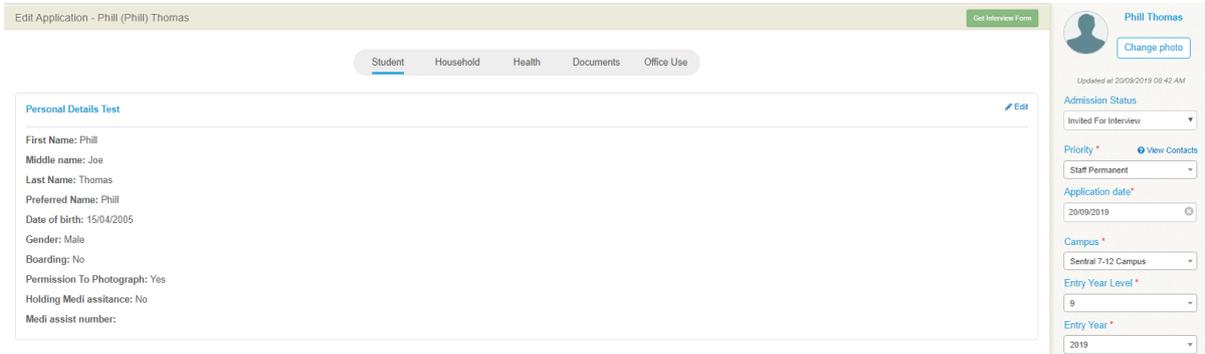
Date of death

Save

- Note:** The application needs to be moved to the next stage to enable household functionality.
- Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
- Click on the blue **Save**  button once records are updated.
- In addition, if you select the 3 dots next to the student name, you can view contacts, add/change student photo and mark as deceased or Open Enrolment.



You can now **Edit** the Application.



9. To **Get Interview Form** for this student, click on the green **Get Interview Form** button.

10. To upload a photo of the Student, click on **Change Photo** [Change photo](#) button. File Explorer will open, and you can select the student's photo to upload.

Household Details

1. Click on **Household** [Household](#) Tab.



Note: this feature is not available whilst the Admission is in **Draft (Incomplete)** mode. The application needs to be moved to the next stage to enable household functionality.

Household Address

The screenshot shows a web form titled "Household 1 Address". At the top right, there are links for "Add Household" and "Delete Household 1". The form is divided into several sections:

- Residential Household Status:** Three toggle buttons labeled "Yes", "Shared", and "No".
- Residential address:** A "Simple Address" toggle button and a list of text input fields: Mailing Title, Unit, Street number, Street name, Street type (dropdown), City, Suburb, State, Post code, and Country (dropdown with "Australia" selected).
- Postal address:** An "Enable" toggle button, a "Simple Address" toggle button, and a list of text input fields: Mailing Title, Unit, Street number, Street name, Street type (dropdown), City, Suburb, State, Post code, and Country (dropdown with "Australia" selected).
- Billing address:** An "Enable" toggle button, a "Simple Address" toggle button, and a list of text input fields: Mailing Title, Unit, Street number, Street name, Street type (dropdown), City, Suburb, State, Post code, and Country (dropdown with "Australia" selected).

At the bottom center of the form is a blue button labeled "Save Addresses".

2. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
3. Click on the blue **Continue** button to save the address.

Household - Parent/Carers

The screen refreshes for you to enter additional details for the Parent/Carers of the new Admission.

- Student Relation Details
- Personal Details
- Contact Details
- Background
- Education
- Occupation Group

Parent/Carer 1 [Add another contact](#)

Student Relation Details [Edit](#)

Personal Details [Edit](#)

Contact Details [Edit](#)

Background [Edit](#)

Education [Edit](#)

Occupation Group [Edit](#)

Parent/Carer 1 – Student Relation Details

1. Click on the **Edit** **Edit** button to enter **Student Relation Details**.

Student Relation Details

Relationship to student

Is Primary Contact?

Is Authorised Pickup?

Is Emergency Contact?

Lives with

Receives Correspondence

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

3. Click on the blue **Save** **Save** button. The screen will refresh.

Parent/Carer 1 [Add another contact](#)

Student Relation Details [Edit](#)

Relationship to student: Parent

Is Primary Contact?: Yes

Is Authorised Pickup?: Yes

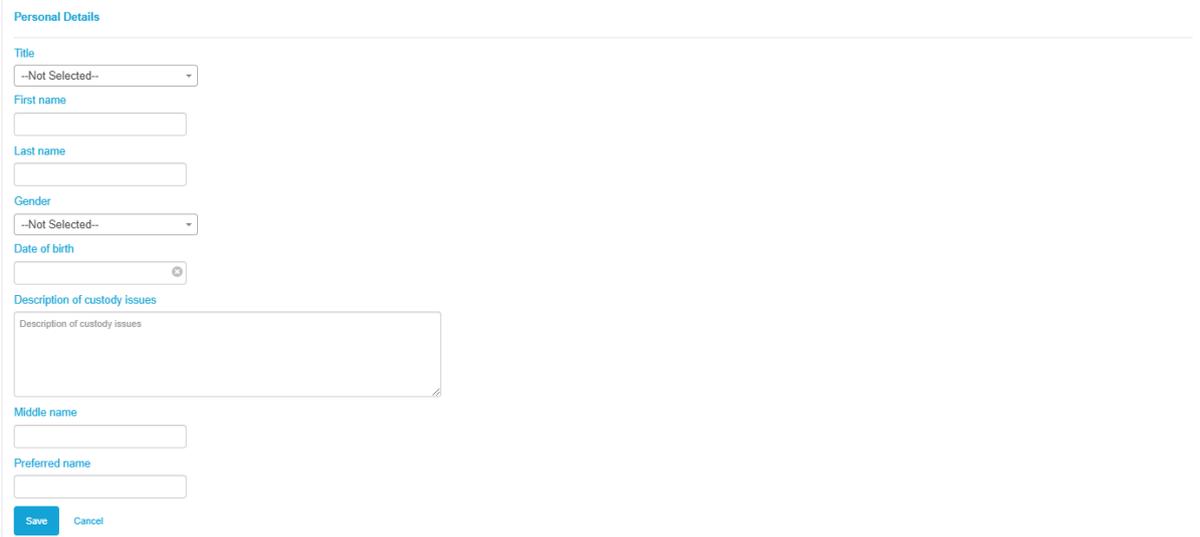
Is Emergency Contact?: Yes

Lives with: Yes

Note: you can edit the Parent/Carer 1 fields by clicking on the **Edit**  **Edit** button. You can also add another contact.

Parent/Carer - Personal Details

1. Click on the **Edit**  **Edit** button to enter **Personal Details** for the Parent/Carer.



Personal Details

Title
--Not Selected--

First name

Last name

Gender
--Not Selected--

Date of birth

Description of custody issues

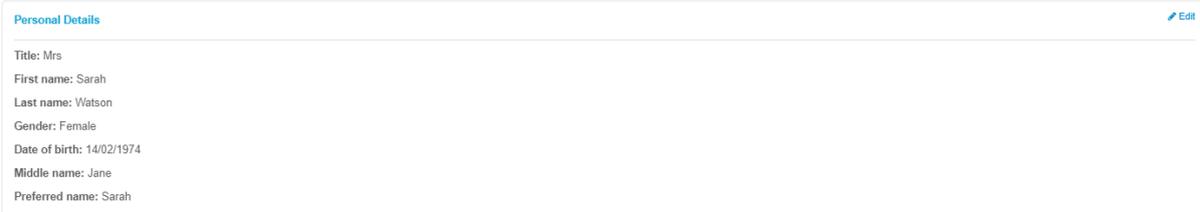
Middle name

Preferred name

Save Cancel

2. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
3. Click on the blue **Save**  button.

The screen refreshes and saves this information.



Personal Details 

Title: Mrs

First name: Sarah

Last name: Watson

Gender: Female

Date of birth: 14/02/1974

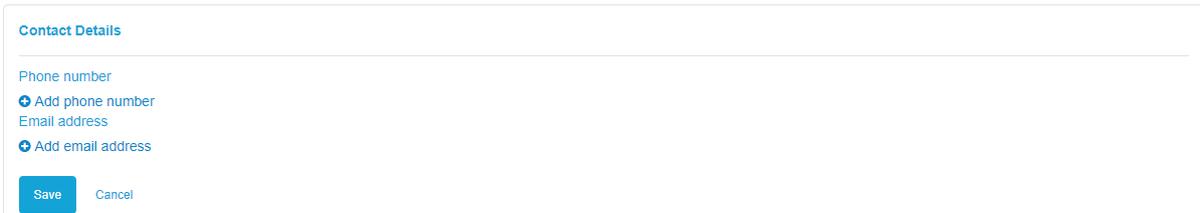
Middle name: Jane

Preferred name: Sarah

Note: you can edit the **Personal Details** by clicking on the **Edit**  **Edit** button.

Contact Details

1. Click on the **Edit**  **Edit** button to enter **Contact Details** for the Parent/Carer.



Contact Details

Phone number
[+ Add phone number](#)

Email address
[+ Add email address](#)

Save Cancel

2. Click on **Add phone number**  **Add phone number** to add a new number.

Mobile Phone number 

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

Note: Please do not add spaces between numbers. Repeat this step to add additional phone numbers.

4. Click on **Add email address**  [Add email address](#) to add a new email address.

5. Select the type of email address from the drop-down list and enter email address.

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

The screen refreshes and saves this information.

Contact Details 

Mobile: 0412345678

Personal Email: wendy.thomas@test.com.au

Note: you can edit the **Contact** Details fields by clicking on the **Edit**  [Edit](#) button.

Parent/Carer - Background

1. Click on the **Edit**  [Edit](#) button to enter **Background** Details for the Parent/Carer.

Background

Country of birth
--Not Selected--

Country of citizenship
--Not Selected--

Aboriginality
--Not Selected--

Religion
--Not Selected--

Spoken language at home (other than English)
--Not Selected--

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

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

The screen refreshes and saves this information.

Background [Edit](#)

Country of birth: Australia

Country of citizenship: Australia

Aboriginality: Neither Aboriginal or Torres Strait Origin

Religion: Anglican Church of Australia

Spoken language at home (other than English): Not Stated

Note: you can edit the **Background** fields by clicking on the **Edit**  **Edit** button.

Parent/Carer - Education

1. Click on the **Edit**  **Edit** button to enter **Education** Details for the Parent/Carer.

School education level: click on the parent/carer 1 and select school education level.

School education level

Not Stated/Unknown

Year 9 Or Equivalent Or Below

Year 10 Or Equivalent

Year 11 Or Equivalent

Year 12 Or Equivalent

Redacted For Privacy

Tertiary Education Level: select their Tertiary Education Level.

Tertiary education level

Not Stated/Unknown

Certificate I To IV (including Trade Certificate)

Advanced Diploma/Diploma

Bachelor Degree Or Above

No Non-school Qualification

Redacted For Privacy

Save

Cancel

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

The screen refreshes and saves this information.

Education [Edit](#)

School education level: Year 12 or equivalent

Tertiary education level: Certificate I to IV (including trade certificate)

Note: you can edit Education details by clicking on the **Edit**  **Edit** button.

Parent/Carer - Occupation Group

1. Click on the **Edit**  **Edit** button and select **Occupation Group** Details for the Parent/Carer.

Occupation Group

Occupation

Employment Type

Machine Operators, Hospitality Staff, Assistants, Labourers And Related Workers

Other Business Manages, Arts/ Media/ Sportspersons And Associate Professionals

Out Of Employed Work For 12 Months Or More (If Less Use Previous Occupational Group.)

Senior Management In Large Business Organisation, Government Administration And Defence And Qualified Professionals.

Tradesmen/ Women, Clerks And Skilled Office, Sales And Service Staff

Unknown

Redacted For Privacy

Save Cancel

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

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

The screen refreshes and saves this information.

Occupation Group Edit

Occupation: Trainer

Employment Type: Senior management in large business organisation, government administration and defence and qualified professionals.

Note: you can edit the Occupation Group details by clicking on the **Edit** button.

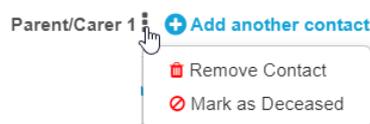
4. To add another Household, click on the **+ Add another Household** button. This is required for complex families.

5. Repeat the above steps to enter their details.

6. To add another contact, click on the **+ Add another contact** button.

7. Repeat the above steps to enter their details.

Note: to remove Contact or mark as Deceased you select the 3 dots next to the Parent/Carer.



Health

1. Click on **Health** Tab.



Health

Student Household **Health** Documents Office Use

Immunisations [Edit](#)

Health Cover [Edit](#)

Health - Immunisations

- Click on the **Edit** [Edit](#) button to enter **Immunisations** Details for the student.

Immunisations

Are all vaccinations/immunisations up to date?

Date of last tetanus injection

Vaccinations/Immunisations

[+ Add Vaccination/Immunisation](#)

- Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
- Click on **+ Add Vaccination/Immunisation** [+ Add Vaccination/Immunisation](#) to enter the name, comments and date of administration.

Vaccinations/Immunisations

- Repeat to add additional vaccination/immunisation details.

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

- The screen refreshes and saves this information.

Immunisations

Are all vaccinations/immunisations up to date?: Yes

Date of last tetanus injection: 11/05/2017

Vaccinations/Immunisations

Name	Comment	Date of Administration
MMR		01/05/2014

Note: you can edit the **Immunisations** details by clicking on the **Edit** [Edit](#) button.

Health - Health Cover

Health Cover

Medicare Number

Medicare Expiry Date

Medicare Position on Card

Health Fund

Health Fund Number

Health Fund Expiry Date

Has Ambulance Cover
 No Yes

Ambulance Cover Provider

1. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
2. Click on the blue **Save**  button.

The screen refreshes and saves this information.

Health Cover [Edit](#)

Medicare Number: 123456789

Medicare Expiry Date: 10/10/2020

Medicare Position on Card: 2

Health Fund: Teachers Health

Health Fund Number: 987654321

Has Ambulance Cover: Yes

Ambulance Cover Provider: Teachers Health

Note: you can edit the **Health Cover** by clicking on the **Edit**  button.

Documents

[Student](#) [Household](#) [Health](#) [Documents](#) [Office Use](#)

Student Documents [Edit](#)

Birth Certificate

No student documents were found for this category.

Passport

No student documents were found for this category.

Immunisation

No student documents were found for this category.

Previous School Reports

No student documents were found for this category.

Naplan Results

No student documents were found for this category.

Australian Visa

No student documents were found for this category.

AEAS Test Results

No student documents were found for this category.

Interview Questions/Answers

No student documents were found for this category.

Specialist/Doctor Reports

No student documents were found for this category.

Other Documents

No student documents were found for this category.

Acceptance of Offer

No student documents were found for this category.

Transition Statement

No student documents were found for this category.

Australian Citizenship Certificate

No student documents were found for this category.

1. Click on the **Edit**  **Edit** button to enter **Document** Details for the student.

Student Documents

Birth Certificate

No file chosen [Add additional attachment](#)

No student documents were found for this category.

Passport

No file chosen [Add additional attachment](#)

No student documents were found for this category.

Immunisation

No file chosen [Add additional attachment](#)

No student documents were found for this category.

2. Click on **Choose File** to upload the files.

3. Select **Add Additional Attachment** [Add additional attachment](#) if you wish to add more.

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

The screen refreshes and saves this information.

Student Documents

Birth Certificate

Birth Certificate.docx [Add additional attachment](#)

No student documents were found for this category.

Passport

Passport.docx [Add additional attachment](#)

No student documents were found for this category.

Immunisation

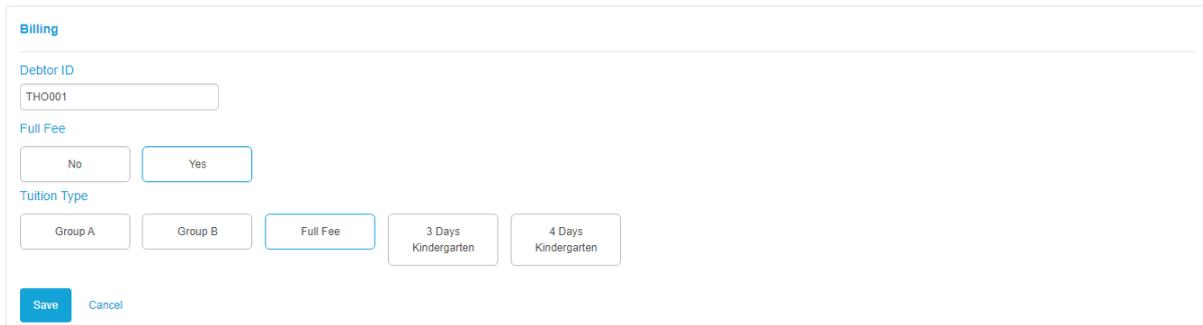
Note: you can edit the Student Documents fields by clicking on the **Edit**  **Edit** button.

Office Use

Student Household Health Documents Office Use

Office Use - Billing Details

1. Click on the **Edit**  **Edit** button to enter **Billing** Details for the student.

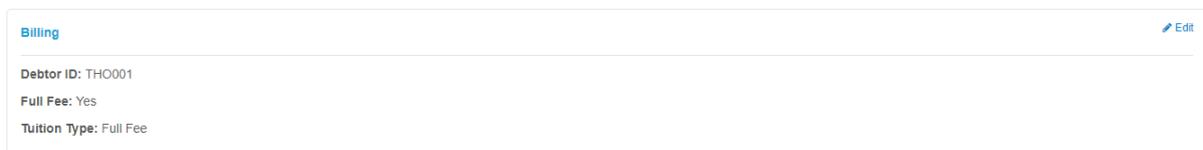


The screenshot shows a 'Billing' form with the following fields and options:

- Debtor ID:** A text input field containing 'THO001'.
- Full Fee:** Two toggle buttons, 'No' and 'Yes', with 'Yes' selected.
- Tuition Type:** A set of five buttons: 'Group A', 'Group B', 'Full Fee' (selected), '3 Days Kindergarten', and '4 Days Kindergarten'.
- Buttons:** A blue 'Save' button and a 'Cancel' button.

2. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
3. Click on the blue **Save**  button.

The screen refreshes and saves this information.



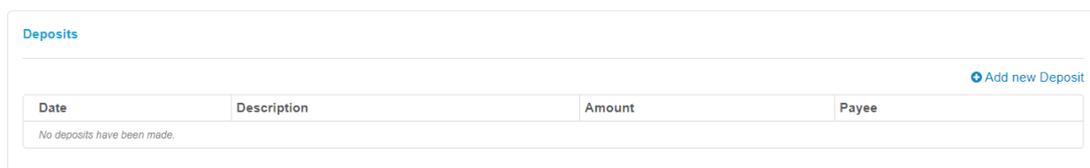
The screenshot shows the 'Billing' form after saving. The fields are now read-only and display the saved values:

- Debtor ID:** THO001
- Full Fee:** Yes
- Tuition Type:** Full Fee
- Buttons:** A blue 'Edit' button with a pencil icon.

Note: you can edit the Billing fields by clicking on the **Edit**  **Edit** button.

Office Use - Deposit Details

Note: The student record needs to be created before adding deposits.



The screenshot shows a 'Deposits' table with the following structure:

Date	Description	Amount	Payee
No deposits have been made.			

There is an 'Add new Deposit' button in the top right corner of the table area.

4. Click on **Add new Deposit**  to add details.

Add New Deposit✕

Payment Date *

Description

Amount Payee

\$

Save
Cancel

5. Enter the details for the deposit.

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

The screen refreshes and saves this information.

Deposits [Add new Deposit](#)

Date	Description	Amount	Payee	
13/01/2020	Application Fee	\$150.00	Susan Test	Edit

Office Use - Correspondence

Correspondence

Student record needs to be created before adding correspondence.

Note: you cannot add any correspondence until the Admission status of **Draft (incomplete)** or **Application to Be Validated** has been completed.

1. To add correspondence, click on the blue **Add Correspondence**  button to the right of the student admission you wish to add correspondence to.

The **Add Correspondence** screen displays.

Correspondence for Sally Webb✕

Direction Type Activity by

Outgoing Note devops@sentrail.com.au 674a6a5

Title

Activity Comment

Save
Cancel

2. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
3. Click the green **Save**  button.

Correspondence							Add Correspondence
Title	Activity Comment	Direction	Type	Activity by	Occurred		
Phone Message	Left message for parents/carers to call as not all details have been received.	Outgoing	Phone	devops@sentral.com.au 674a5a5c-6ef0-4896-b2d9-25ef686bde2e	09/01/2019 18:15		Edit Delete

4. To edit Correspondence, click on the blue **Edit**  button to the right.
5. To delete a Correspondence, click on the red **Delete**  button to the right.

Office Use – Enrolment History

Displays the Enrolment History once the student has been enrolled.

Enrolment History				
Field Name	Old Value	New Value	Changed Date	Changed By
Priority		Normal	09/10/2019 12:01	Rajani Kulkarni (@Sentral)

Office Use - ID Numbers

1. Click on the **Edit**  button to enter **ID Numbers** for the student.

ID Numbers

School curriculum and standard authority ID

Vocational education and training ID

CRN

NRIC/FIN ID

[Save](#) [Cancel](#)

2. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
3. Click on the blue **Save**  button.

The screen refreshes and saves this information.

ID Numbers		Edit
School curriculum and standard authority ID: THO001		
Vocational education and training ID: THO001		
CRN: THO001		
NRIC/FIN ID: THO001		

Note: you can edit the ID Numbers fields by clicking on the **Edit**  button.

Received Applications

Target Audience

- Administration Staff

Content

Within this guide staff will learn how to update **Received Applications** that are incomplete by looking at the following options:

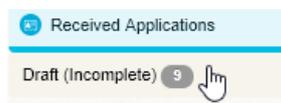
- **Received Application**
 - Draft (Incomplete)

Overview

Staff will learn how to update Draft (Incomplete) Admissions.

Draft (Incomplete) Admissions

1. From the menu on the left-hand side - click on **Draft (Incomplete)** under **Received Applications**.



Note: the number beside the menu listing  displays the number of current Draft (Incomplete) Applications.

The Draft (Incomplete) screens displays listing students with incomplete Applications.

Draft (Incomplete)		
Student name	Created at	Action
Kate Webster	13/01/2020 12:00	Edit Delete

2. Click on the blue **Edit**  button aligned with the student you wish to edit.

The **Admissions** screens displays.

Edit Application - Tara Johns

Student Household Health Documents Office Use

Personal Details Test [Edit](#)

First Name: Tara
Middle name: Ann
Last Name: Johns
Preferred Name: Tara
Date of birth: 09/03/2006
Gender: Female
Boarding: No
Permission To Photograph: Yes
Notes:
Holding Medi assistance: No
Medi assist number:

International [Edit](#)

Travelling from Asia: No
Local address:
FTE:
Additional FTE 1:
Additional FTE 2:

3. Update the screens by clicking on the blue **Edit**  **Edit** **button** in the different sections.

Note: please refer to the previous section for the different screens and to update the status of the Application.

Pending Enrolments

Target Audience

- Administration Staff

Content

Within this guide staff will learn how to update **Pending Enrolments** by looking at the following options. **NOTE:** enrolments stages are created by the school according to school workflow and processes.

- **Application Received**
 - Application to be Validated
 - Boarding Enquiry
 - Waitlist
- **Application in Progress**
 - Invited for Interview
 - Interview Date Confirmed
- **Under Offer**
 - Place Offered
- **Acceptance**
 - Place Confirmed
- **Not Offered Applications**
 - Cancelled

Overview

Staff will learn how to update **Pending Enrolments** and **enrolments status**.

Note: the number beside the menu listing  displays the number of current Admissions in that option.

Notes



Note:  displays if there is any **Notes** added to the Application.

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

Application To Be Validated Students												
Total Students: 0												
With Selected: Application To Be Validated												
Change Status Contact Family												
Gender: All Priority: All Academic Period: 2020 School Year: All Boarding: All Filter Export												
<input type="checkbox"/>	Student Code	Student Name	Family Name	Gender	Year Level	Date of Birth	Intended Start Date	Notes	Send Status	Application Date	Priority	Actions
<input type="checkbox"/>	311167	Taisha	Burntneil	Female		19/05/2005	29/01/2020					Add a Note Edit Delete
<input type="checkbox"/>	SCO001	Katie	Scotch	Female	9	05/05/2005	01/01/2020			01/01/2020	Normal (2)	Add a Note Edit Delete
<input type="checkbox"/>	311176	Venne	Lamlami	Female	Pre School 2	13/10/2005	04/03/2021			23/10/2020	Normal (2)	Add a Note Edit Delete

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

- **Filter** (by Gender, Priority, Academic Period/School Year and Boarding) 
- **Change Status** (with Selected) 
- **Contact Family** 
- **Add a Note** 
- **Edit** 
- **Export** 

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

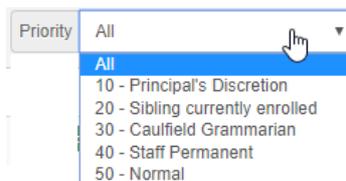
Filter by Gender

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



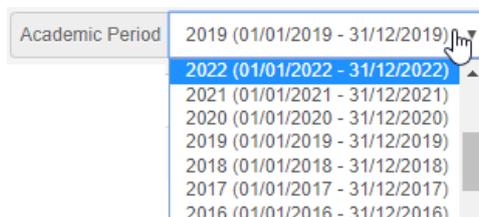
Filter by Priority

2. Use the dropdown menu to select the required Filter by Priority and click on the blue **Filter**  button.



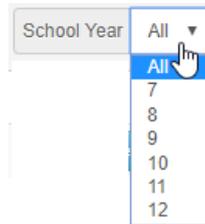
Filter (by Academic Period)

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



Filter (by School Year)

- Use the dropdown menu to select the required **School Year** and click on the blue **Filter**



Filter (by With Selected)

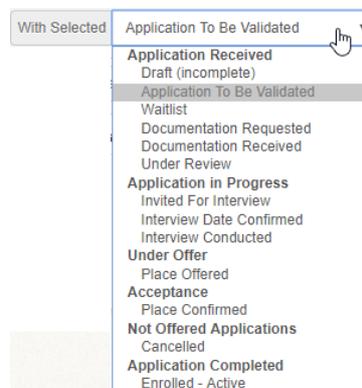
- Use the dropdown menu to select the required **Academic Period** and click on the blue **Filter** button.
- The results will display on the screen based on your selection.

Change Status

- 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"/>	CLE001	Eileen Sally	Clements

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



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



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

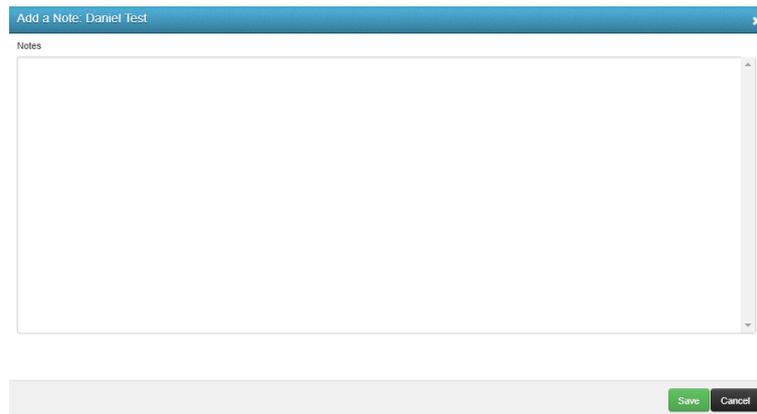
You can view the new records in their new status type page

Notes can be entered against each admission.

- To add correspondence, 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.

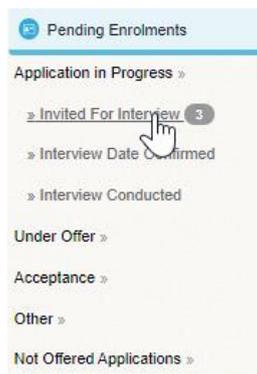


Notes: enter any notes for this admission.

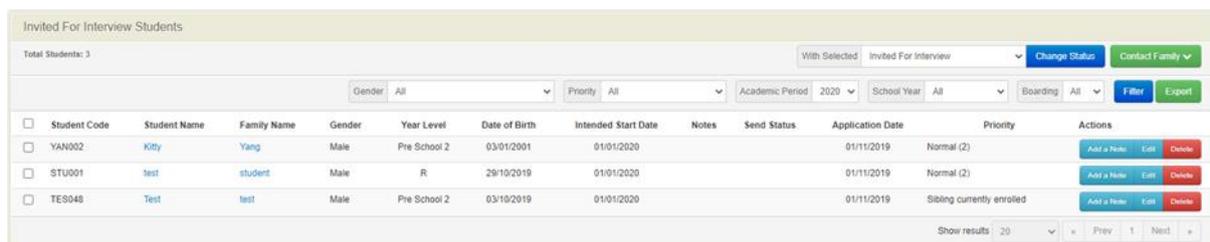
2. Click the green **Save** button.

Application in Progress – Invited for Interview

1. Select **Application in Progress – Invited for Interview** from under **Pending Enrolments** on the left-hand menu.



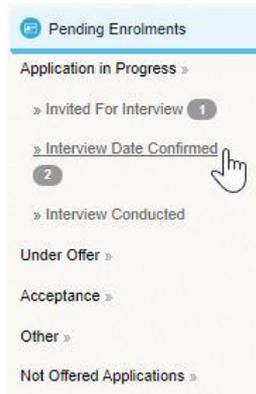
The **Invited for Interview Students** screen displays.



Student Code	Student Name	Family Name	Gender	Year Level	Date of Birth	Intended Start Date	Notes	Send Status	Application Date	Priority	Actions
YAN002	Kitty	Yang	Male	Pre School 2	03/01/2001	01/01/2020			01/11/2019	Normal (2)	Add a Note Edit Delete
STU001	test	student	Male	R	29/10/2019	01/01/2020			01/11/2019	Normal (2)	Add a Note Edit Delete
TES048	Test	test	Male	Pre School 2	03/10/2019	01/01/2020			01/11/2019	Sibling currently enrolled	Add a Note Edit Delete

Application in Progress – Interview Date Confirmed

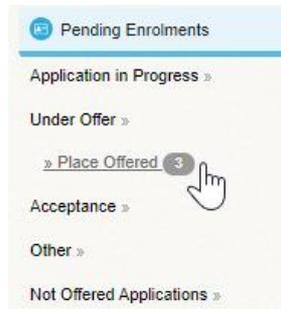
1. Select **Application in Progress – Interview Date Confirmed** from under **Pending Enrolments** on the left-hand menu.



The **Interview Date Confirmed Students** screen displays.

Under Offer – Place Offered

1. Select **Under Offer – Place Offered** from under **Pending Enrolments** on the left-hand menu.

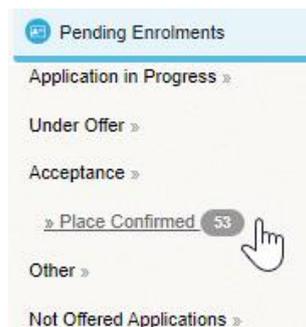


The **Under Offer – Place Offered** screen displays.

Place Offered Students												
Total Students: 3												
With Selected: Place Offered Change Status Contact Family												
Gender: All Priority: All Academic Period: 2020 School Year: All Boarding: All Filter Export												
<input type="checkbox"/>	Student Code	Student Name	Family Name	Gender	Year Level	Date of Birth	Intended Start Date	Notes	Send Status	Application Date	Priority	Actions
<input type="checkbox"/>	10000000	Bilbo	Baggins	Male	R	20/10/2006	29/01/2020			24/10/2019	Normal (2)	Add a Note Edit Delete
<input type="checkbox"/>	BAB001	test	baby	Male	4	07/05/2010	01/01/2020			28/10/2019	Normal (2)	Add a Note Edit Delete
<input type="checkbox"/>	BAB002	test	baby	Male	4	07/05/2009	01/01/2020			28/10/2019	Normal (2)	Add a Note Edit Delete

Acceptance – Place Confirmed

1. Select **Acceptance – Place Confirmed** from under **Pending Enrolments** on the left-hand menu.



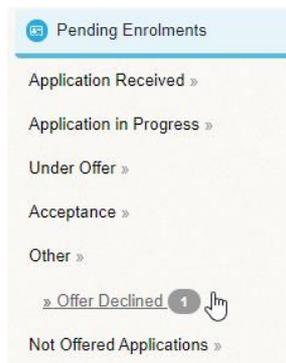
The **Acceptance – Place Confirmed** screen displays.

Student Code	Student Name	Family Name	Gender	Year Level	Date of Birth	Intended Start Date	Notes	Send Status	Application Date	Priority	Actions
308189	Catalina	Carr-Olyn	Female	11	31/08/2002	29/01/2020			26/09/2020	Normal (2)	Add a Note Edit Delete
LAS019	Finlay	Lach	Female	Pre School 2	31/01/2001	19/09/2019			04/06/2019	Sibling currently enrolled	Add a Note Edit Delete

A student that is confirmed in admissions should switch to Enrolled-Active based on start dates.

Other – Offer Declined

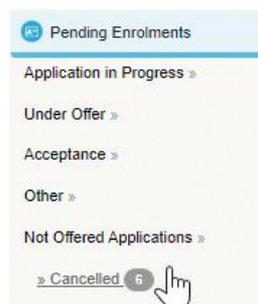
1. Select **Other – Offer Declined** from under **Pending Enrolments** on the left-hand menu.



The **Offer Declined Students** screen displays.

Not Offered – Applications - Cancelled

1. Select **Not Offered – Applications - Cancelled** from under **Pending Enrolments** on the left-hand menu.



The **Cancelled Students** screen displays.

NOTE: Students who had cancelled their application to enrol at the school and subsequently been re-wait listed will still have the end date of the enrolment period set from the earlier application. This change streamlines the process by automatically clearing the end date once the student moves to a waitlisted state.

Admissions - Overview Page

The overview page becomes meaningful once there is data for admissions.

The screenshot shows the Admissions Overview Page for Sentral 7-12 Campus. At the top, there are summary statistics: 1694 Total Expected, 1870 Total Placements, 176 Remaining Placements, 50 Total Pending, and 127 Offered Application. Below this is a table with columns for various stages of the admission process and a 'Refine by' sidebar on the left.

	Application To Be Validated	Boarding Enquiry	Waitlist2	Waitlist free	Invited For Interview	Interview Conducted	Place Offered	Place Confirmed	Offer Declined	Cancelled	Total Active Enrolments	Placements	Remaining Placements
Year 3	0	0	0	0	0	0	0	0	0	0	4	150	146
Year PS	0	0	0	0	0	0	0	0	0	0	2	300	298
Year 5	0	0	0	0	1	0	0	1	0	0	5	150	144
Year 7	0	0	0	0	0	0	0	6	0	0	93	300	201
Year 8	3	16	9	0	8	3	14	27	1	3	295	150	-172
Year 9	1	17	17	0	2	3	10	24	0	3	305	150	-180
Year 10	0	1	1	0	1	1	6	3	0	0	245	200	-48
Year 11	0	1	0	0	0	1	0	1	0	0	196	300	103
Year 12	0	0	0	0	0	0	0	4	0	0	172	170	-6
Total	4	37	27	0	12	8	30	66	1	6	1318	1870	486

Admissions Staff can review total numbers but also based on admissions statuses, view specific numbers by year group.

Wherever there is a number in blue, allows staff to click through to that particular group.

E.g., Year 8 > Applied

The screenshot shows the 'Applied Students' table. It includes a header with filters for Gender, Priority, Academic Period, School Year, and Boarding. The table lists one student: Sally Jane Field, Female, Year 7, born 04/05/2005, with an intended start date of 17/02/2020. The application date is 13/02/2020 and the priority is Normal. There are 'Add a Note', 'Edit', and 'Delete' actions for this student.

From here, staff can view student's, change the status or contact families.

Staff can also use the **Refine By** option to view by academic periods, campuses, gender or boarding.

NOTE: Admissions will now select the correct enrolment record to update, as well as warn users around applications that should not be edited without a diagnosis first.

Students returning back to a school they were previously enrolled in, will now have a proper return record automatically created.

Scenarios;

When: Enrolment Draft is in the same school AND the admission enrolment is in the present

Then: An alert will show but the admission page will display as usual

The screenshot shows the 'Edit Application' page for Tony Smith. It includes a warning message: 'This student's admissions start date has already passed. Please make sure you're viewing the student in the correct school. Do you want to view their details in Enrolments?'. The page has tabs for Student, Household, Health, Documents, and Office_use. The 'Personal Details' section shows: Title: Mr, First name: Tony, Preferred name: (empty), Last name: Smith, Date of birth: 05/05/2009, Gender: Male, Boarding: No, Intended to apply Student Visa: No. The 'Admission Status' section shows: Applied, Priority: Sibling Currently Enrolled, Application date: 13/05/2020, School: Broadway College, Campus: Not Selected, Entry Year Level: (empty).

When: Enrolment Draft is in the same school AND the admission enrolment is in the past

Then: An error message will display, stating the student has no admission record and link to their enrolments record

When: Enrolment Draft is in the same school AND the student has no enrolment record

Then: An error message will display saying the student was not found

No admissions record found for Alice EI Abercrombie

No valid admissions record was found for this student. This means the student has no current or future enrolment record in this school.

[Open Alice EI Abercrombie in Enrolments.](#)

When: Enrolment Draft is in a different school AND the student has the admission enrolment in that school in the future or present

Then: A message will display that the student is in another school and link to it

When: Enrolment Draft is in a different school AND the student has the admission enrolment in that school in the past

Then: A message will display that the student is in another school and link to it

When: Enrolment Draft is in a different school AND the student has no enrolment records in that school

Then: An error message will display that the student was not found

Reports

Target Audience

- Admissions Staff

Content

Within this guide, staff will learn how to generate Reports within the Admissions Module for the following Reports:

- Current Enrolments
- Future Enrolments
- Place Confirmed Students

These reports are produced by the Admissions Manager to track current year enrolments and determine the number of vacancies that need to be filled for the year.

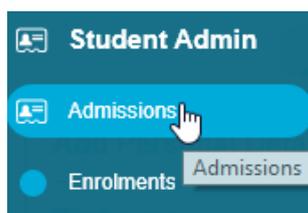
Overview

Staff will learn how to generate reports for Current Enrolments and Future Enrolments.

Reports – Current Enrolments

The Current Enrolments Report is a summary of current year enrolments by status for each campus as at the date you are running the report. Data is pulled from students on the waitlist and students that are currently enrolled. These are produced by the Admissions Manager to track current year enrolments and determine the number of vacancies that need to be filled for the year.

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



The **Admissions** home screen displays.

The Admissions home screen displays a dashboard with the following statistics:

- 1221** TOTAL EXPECTED
- 1800** TOTAL PLACEMENTS
- 579** REMAINING PLACEMENTS
- 1** TOTAL PENDING
- 81** OFFERED APPLICATION

The main table displays student data across various categories:

	Under Appeal	Test Expelled	External Pending	Mike.C Status	Invited For Interview	Interview Date Confirmed	Interview Conducted	Place Offered	Place Confirmed	Offer Declined	Place Not Offered	Cancelled	ETC 03	ETC 02	ETC 01	Total Active Enrolments	Placements	Remaining Placements
Year 8	0	0	0	0	0	0	0	0	20	1	0	0	3	0	0	228	1800	1552
Year 5	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	3	1800	1796
Year 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1800	1799
Year	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1800	1800
Year 7	0	0	0	0	0	0	0	0	6	0	0	0	0	0	0	58	1800	1736
Year 12	0	0	0	0	0	0	0	0	3	0	0	0	0	1	0	189	1800	1628
Year 11	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	194	1800	1605
Year 10	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	232	1800	1565
Year 9	1	0	0	0	0	0	0	0	17	0	1	3	0	0	0	258	1800	1525
Year PS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1800	1798
Total	1	0	0	0	1	0	0	0	51	1	1	6	0	1	0	1145	18000	18004

2. From the menu on the left-hand side - click on **Current Enrolments** under **Reports**

The Reports menu includes the following options:

- Home
- Create Application
- Received Applications
- Pending Enrolments
- Reports
 - Current Enrolments** (highlighted)
 - Future Enrolments
 - Place Confirmed Students

The **Current Enrolments Report** screen displays with options to generate the report.

The Current Enrolments Report form includes the following fields and options:

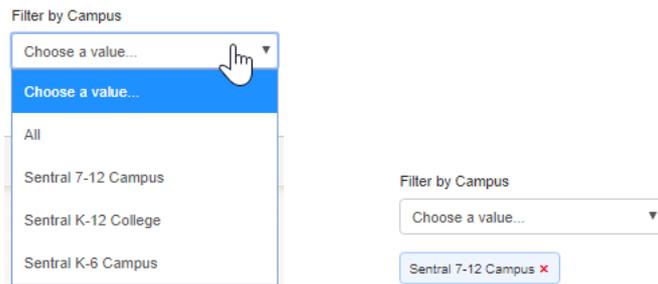
- Filter by Academic Period:** 2019
- Filter by Campus:** Choose a value...
- Display Options:**
 - All Students
 - Boarding
 - Non-Boarding
 - Show student records
- Buttons:** Generate, Generate CSV

Filter by Academic Period: select the Academic Period from the drop-down list.

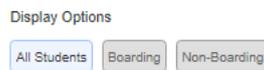
The Academic Period filter dropdown menu shows the following options:

- 2019
- 2020
- 2019** (selected)
- 2018
- 2017
- 2016

Filter by Campus: select the **Campus** from the drop-down list.



Display Options: select which **Display Options**.



Show Student Records: tick this box if you wish to **show student records**

Show student records

3. Click on the green **Generate**  button to display results on the screen or **Generate CSV**  button to create a CSV file.

Sample Report

Current enrolments report - 2019 Generated at: 20/09/2019 10:25:48

Sentral 7-12 Campus																						
Year Level	Target	Total	Today's Enrolment					Offer			Confirmed				Leavers		LOA Return		Forecast Enrolment			
			M	F	M%	F%	Vacancy	M	F	M	F	M	F	M	F	Total	M	F	M%	F%		
8	300	203	1. Chuck Myer 2. Reynaldo Rocher 3. Mike Cosh 4. Reet 5. Garry Crompton 6. Gavin Pliddington 7. Harlan Peterson 8. Randolph Stacy 9. Stephan Welsh 10. Amos Blanch 11. Kelly Davy 12. Conrad Wrigley 13. Owen St George	1. Patience Mullawimbuka 2. Sherise Post 3. Latina Vaude 4. Lashawnda Benham 5. Etza Kirkwood 6. Arlean Edments 7. Raekene Madden 8. Janise Richardson 9. Karyl McDowell 10. HEMA-HEMA 11. Tiffanie Goldsmith 12. Louanne Bakillie 13. Aleisa Bramston	50%	50%	97	1. sheee loal	1. bbb bbbb bbb 2. ara dhya 3. Fezy Tezy	1. RES fdsrfr 2. Monday 444 1 Mid 444 Monday 444 3. Vth la 4. Luke Skywalker 5. Mali Miahli	1. Raj K K 2. genny gtt 3. Easha Test 4. Hari Ni 5. merry bean 6. fest test 7. text file 8. Swama Channa 9. Jimmy Smry 10. Mansha Nisha 11. Dibby shar 12. Dety delyly 13. Abbey Sara Lewis					225	108	117	48%	52%		

Definition/Calculations

Column	Definition
Year Level	Year Level for respective campus
Target	Target number of students for the year (derived from Year Level Placements in Enrolments Setup)
Today's Enrolment Total	Total number of currently enrolled students for the year
Today's Enrolment M	Total number of currently enrolled male students for the year
Today's Enrolment F	Total number of currently enrolled female students for the year

Today's Enrolment - %M	Percentage of currently enrolled male students the year, calculated as Today's Enrolment – M as a percentage of Today's Enrolment – Total.
Today's Enrolment - %F	Percentage of currently enrolled female students the year, calculated as Today's Enrolment – F as a percentage of Today's Enrolment – Total.
Vacancy	Number of vacancies we need to fill for the current year, calculated as difference between Target and Today's Enrolment – Total (can be positive or a negative number, i.e., under or over Target).
Offer	Students on the Waitlist with a status of Place Offered. We are waiting for the student to accept or decline the offer.
Confirmed	Students on the Waitlist with a status of Placed Confirmed, that have not been rolled over to Enrolled yet.
Leavers	Students that have advised that they are leaving the school.
LOA Return	Students on Leave of Absence as at the time the report is generated.
Forecast Enrolment Total	Sum of Today's Enrolment Total + Offer + Confirmed – Leavers + LOA Return.
Forecast Enrolment M	Sum of Today's Enrolment Total + Offer + Confirmed – Leavers + LOA Return for male students.
Forecast Enrolment F	Sum of Today's Enrolment Total + Offer + Confirmed – Leavers + LOA Return for female students.
Forecast Enrolment %M	Forecast number of male students for the year, calculated as Forecast Enrolment M as a percentage of Forecast Enrolment Total
Forecast Enrolment %F	Forecast number of female students for the year, calculated as Forecast Enrolment F as a percentage of Forecast Enrolment Total

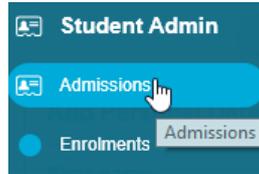
Note:

- If gender balance percentage varies by more than 20%, highlighted in **Blue** percentages in both Today's Enrolment and Forecast Enrolment columns.
- If Today's Enrolment – Total is greater than Target, highlighted in **Green** at the total campus level.
- If Today's Enrolment – Total is less than Target by 5 or more, highlighted in **Red** at the total campus level.
- If Today's Enrolment – Total is less than Target by between 1 and 4, highlighted in **Yellow** at the total campus level.

Reports – Future Enrolments

The Future Enrolments Report provides the position for any future year and includes the projected rollover of current enrolments as well as students from current waitlist. It is produced by the Admissions Manager for the School Executive to track future year enrolments and to help identify marketing opportunities and prospective enrolments.

1. Select the **Sentral**  button in the top left corner of the screen and the modules will display. Select **Admissions** under **Student Admin**.



The **Admissions** home screen displays.

The screenshot shows the 'Admissions' home screen for 'Sentral 7-12 Campus'. It features a summary table at the top and a detailed data table below. The summary table shows: 1221 TOTAL EXPECTED, 1800 TOTAL PLACEMENTS, 579 REMAINING PLACEMENTS, 1 TOTAL PENDING, and 81 OFFERED APPLICATION. A 'Create New Application' button is in the top right. The detailed table has columns for 'Under Appeal' (Test, Expelled), 'External Pending', 'Mkt.C Status', 'Invited For Interview', 'Interview Date Confirmed', 'Interview Conducted', 'Place Offered', 'Place Confirmed', 'Place Declined', 'Offer Declined', 'Place Not Offered', 'Cancelled', 'ETC 03', 'ETC 02', 'ETC 01', 'Total Active Enrollments', 'Placements', and 'Remaining Placements'. Rows include Year 8, Year 5, Year 3, Year 7, Year 12, Year 11, Year 10, Year 9, Year PS, and a Total row.

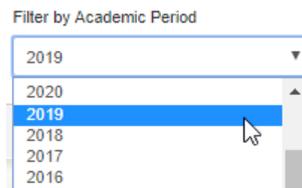
2. From the menu on the left-hand side - click on **Future Enrolments** under **Reports**



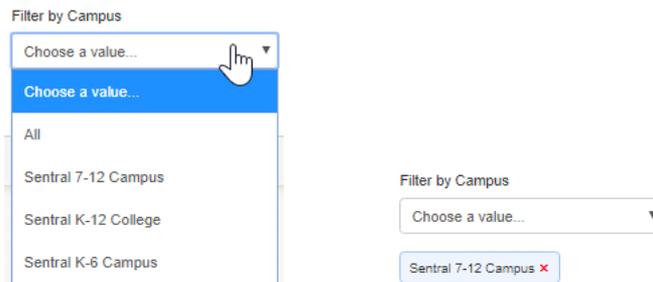
The **Future Enrolments Report** screen displays with options to generate the report.

The screenshot shows the 'Future Enrolments Report' screen. It has a header 'Future Enrolments Report' and a 'Populate Forecast Records' button. Below are filter options: 'Filter by Academic Period' (set to 2020), 'Filter by Campus' (set to 'Choose a value...'), and 'Display Options' (with buttons for 'All Students', 'Boarding', and 'Non-Boarding'). There is a checkbox for 'Show student records'. At the bottom right are 'Generate' and 'Generate CSV' buttons.

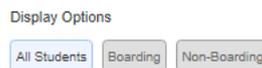
Filter by Academic Period: select the Academic Period from the drop-down list.



Filter by Campus: select the **Campus** from the drop-down list.



Display Options: select which **Display Options**.



Show Student Records: tick this box if you wish to **show student records** Show student records

- Click on the green **Generate** button to display results on the screen or **Generate CSV** button to create a CSV file.

Sample Report

Future enrolments report - 2020 Generated at: 20/09/2019 10:31:15

Sentral 7-12 Campus

Year	Target	Confirmed Enrolment				Existing		Place Confirmed		Offer			Interview		Projected Enrolment					Waitlist	
		Total	M	F	M%	F%	M	F	M	F	M	F	M	F	Total	M	F	M%	F%	M	F
8	200	57	30	27	53%	47%	1. Richie Greig 2. Wilmar Kinross 3. Richie Greig 4. Wilmar Kinross 5. Derick Prowse 6. Darren Nolan 7. Jonas Mornell 8. Arlean Chandler	1. Jeanmarie Warillas 2. Simone Manhamitt 3. Jeanmarie Warillas 4. Simone Manhamitt 5. Cheryl Stapley 6. Abby Jessop 7. Inell Du Rou 8. Alasia Gleeson	1. menna tent					1. Timm mid 45640 Timm 464	58	30	28	52%	48%	0	0

Definition/Calculations

Column	Definition
Year Level	Year Level for respective campus
Budget Target	Target number of students for the year (derived from Year Level Placements in Enrolments set up).
Confirmed Enrolment Total	Total number of confirmed students for the year, calculated as Existing + New Confirmed.

Confirmed Enrolment Total M	Total number of confirmed male students for the year, calculated as Existing M + New Confirmed M.
Confirmed Enrolment Total F	Total number of confirmed female students for the year, calculated as Existing F + New Confirmed F.
Confirmed Enrolment Total M%	Percentage of confirmed male enrolments for the year, calculated as Confirmed Enrolment M as a percentage of Confirmed Enrolment Total.
Confirmed Enrolment Total F%	Percentage of confirmed female enrolments for the year, calculated as Confirmed Enrolment F as a percentage of Confirmed Enrolment Total
Existing M	Current year Male students in the previous year, e.g., for Year 7 CC, display number of currently enrolled students in Year 6 at MC
Existing F	Current year Female students in the previous year, e.g., for Year 7 CC, display number of currently enrolled students in Year 6 at MC.
Place Confirmed M	Total number of confirmed male students for the year, calculated as Existing M + New Confirmed M.
Place Confirmed F	Total number of confirmed female students for the year, calculated as Existing F + New Confirmed F.
Offer M	Male students on the waitlist with a status of Place Offered. We are waiting for them to accept or decline the offer.
Offer F	Female students on the waitlist with a status of Place Offered. We are waiting for them to accept or decline the offer.
Interview M	Male students on the waitlist with a status of Invited for Interview, Interview Date Confirmed or Interview Conducted.
Interview F	Female students on the waitlist with a status of Invited for Interview, Interview Date Confirmed or Interview Conducted.
Projected Enrolment Total	Sum of Existing + New Confirmed + Offer + Interview.
Projected Enrolment Total M	Sum of Existing + New Confirmed + Offer + Interview for male students.
Projected Enrolment Total F	Sum of Existing + New Confirmed + Offer + Interview for female students.
Projected Enrolment Total M%	Percentage of projected male enrolments for the year, calculated as Projected Enrolments M as a percentage of Projected Enrolments Total.
Projected Enrolment Total F%	Percentage of projected female enrolments for the year, calculated as Projected Enrolments F as a percentage of Projected Enrolments Total.

Waitlist M	Number of Male students on the waitlist with status of waitlist only for the year selected.
Waitlist F	Number of Female students on the waitlist with status of waitlist only for the year selected.

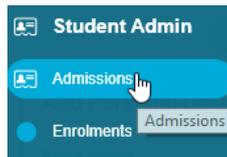
- If gender balance percentage varies by more than 20%, the percentages are highlighted in **blue**.

Reports – Place Confirmed Students

The **Place Confirmed Students** creates a CSV file displaying the following fields:

- Student Code
- Student Name
- Campus
- Year Level
- Start Date.

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



The **Admissions** home screen displays.

The screenshot shows the Admissions home screen. At the top, there are five summary statistics: 1221 (TOTAL EXPECTED), 1800 (TOTAL PLACEMENTS), 579 (REMAINING PLACEMENTS), 1 (TOTAL PENDING), and 81 (OFFERED APPLICATION). Below this is a detailed table with columns for Under Appeal, External, Mike.C, Invited For Interview, Interview Date Confirmed, Interview Conducted, Place Offered, Place Confirmed, Place Declined, Offer Offered, Place Not Offered, Cancelled, ETC 02, ETC 01, Total Active Enrollments, Placements, and Remaining Placements. The table lists data for various years (Year 8, Year 5, Year 3, Year, Year 7, Year 12, Year 11, Year 10, Year 9, Year PS) and a Total row. On the left, there is a "Refine by" section with filters for Academic Period, Campuses, Gender, International, and Boarding.

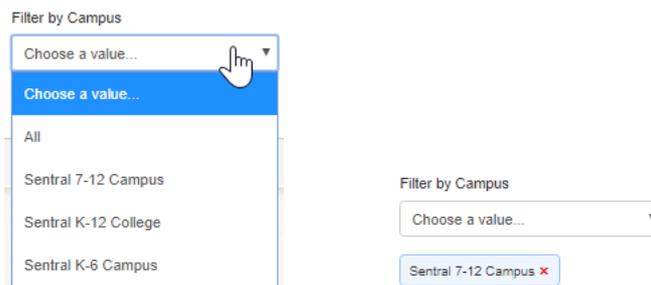
2. From the menu on the left-hand side - click on **Placed Confirmed** under **Reports**



The **Place Confirmed Students Report** screen displays.



Filter by Campus: select the Campus from the drop-down list.



Filter by Academic Period: select the academic period from the drop-down list.

3. Click on the **Generate CSV**  button to create a CSV file.

Sample CSV File

	A	B	C	D	E
1	Student Code	Student Name	Campus	Year Level	Start Date
2	7986	John Edwards	Sentral 7-12 Campus	8	1/01/2019
3	7996	Ben Roogers	Sentral 7-12 Campus	7	11/12/2018
4	8030	Sally Watson	Sentral 7-12 Campus	8	16/11/2018
5	8040	Joshua Smith	Sentral 7-12 Campus	8	20/12/2018
6	8069	Giddy Guddy	Sentral 7-12 Campus	11	9/01/2019
7	8103	Ewan White	Sentral 7-12 Campus	8	14/01/2018

Migrate

This feature allows migrating enrolments to a different school, enrolment type, academic period and year level. You will be able to preview all of the changes before anything is saved. Historical data will be stored as if the changes were done manually.

Source Enrolments

These fields are used to determine which enrolments to modify.

School

 ▼

Enrolment Type

 ▼

Academic Period

 ▼

Year Level

 ▼

Changes to make

Target School

 ▼

Enrolment Type

 ▼

Target Academic Period

 ▼

Target Year Level

 ▼

Schools generally have student applications that are sitting in a status i.e., Waitlist where the expectation is that the students will start in the upcoming new year. For applications which will not start in the new year, schools need to be able to move the application to the next academic period as well as to the next year level. There is now a bulk tool to help schools with transitioning this data. A preview screen is also provided for schools to review the data before the actual change is made in bulk.

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
Aboriginality	Select type of Aboriginality	select from drop-down
Activity By	Staff member who handled the correspondence	Text Field
Admission Status	Admissions stages	select from drop-down
Alumni Attended Last Year	Enter the last year	calendar entry
Alumni House	Past Students house	text field
Alumni Name	Name of past Student	text field
Ambulance Cover Provider	Name of Ambulance Cover Provider	text field
Application Date	Admissions application date	calendar entry
Are all vaccinations/immunisations up to date?	Are all vaccinations/immunisations up to date?	Yes or No
Authority for Name Change	Who authorised name change	text field
Boarding	Is student Boarding	Yes or No
CAAW	Confirmation of Appropriate Accommodation and Welfare	text field
CAAW Issued	Confirmation of Appropriate Accommodation and Welfare Date of Issue	Yes or No
Campus	Campuses within School	select from drop down
Class	Class student is assigned too	text field
COE	Confirmation of Enrolment	text field
COE Issued	Confirmation of Enrolment issued	Yes or No
Comment	Any comment or note	text field
Content	More information	text field

Country of Birth	Country of Birth selection	select from drop down
Country of Citizenship	Country of Citizenship	select from drop down
CRN	Course Reference Numbers	text field
Date of Administration	Date of Administration	calendar entry
Date of Birth	Date of Birth	calendar entry
Date of last tetanus injection	Date of last tetanus injection	calendar entry
Date of Name Change	Date of Name Change	calendar entry
Dates of Attendance	Dates of Attendance	calendar entry
Debtor ID	Debtor ID	text field
Deceased	Is contact deceased	Yes or No
Description of custody issues	Describe the custody issue	text field
Direction	Correspondence direction	select from drop down
Email Address	Email address	text field
Entry Year	Year a student will attend	select from drop down
Entry Year Level	The year level the student will join	select from drop down
First Name	First name	text field
Full fee	Tuition fee	Yes or No
Gender	Gender of contact	select from drop down
Has Ambulance Cover	Private Ambulance Cover	Yes or No
Health Fund	name of health fund	text field
Health Fund Expiry Date	Health Fund Expiry Date	calendar entry
Health Fund Expiry Date	Health Fund Expiry Date	text field
House	School House	select from drop down
How did you learn about our School	How did you learn about our School	text field
How did you learn about our School, Other Reasons?	How did you learn about our School, Other Reasons?	text field

Is Authorised Pickup	Contact is Authorised Pickup	Yes or No
Is Emergency Contact	Is Emergency Contact	Yes or No
Is Emergency Contact	Is Emergency Contact	Yes or No
Last Name	Surname	text field
Legal Family Name	Legal Family Name	text field
Lives with	Student lives with whom	select from drop down
Main spoken language	Main spoken language	select from drop down
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
Name of Previous School/Childcare	Name of Previous School/Childcare	text field
NRIC/FIN ID	or Foreign Identification Number/ Foreign Identification Number	text field
OSHC certificate received date	Overseas Student Health Cover date received	calendar entry
Passport Country	Passport Country	select from drop-down
Passport Expiry Date	Passport Expiry Date	calendar entry
Passport Issue Date	Passport Issue Date	calendar entry
Passport Number	Passport Number	text field
Passport Received	Passport Received	calendar entry
Permission to Photograph	Permission to Photograph student	Yes or No
Phone number	Phone number	text field
Phone number type	Phone number type	select from drop-down
Preferred First Name	Preferred First Name	text field
Priority	Priority for early acceptance	Yes or No
PRISM record created by	Provider Registration and International Student Management System created by	text field

PRISM record created on	Provider Registration and International Student Management System created on	calendar entry
Reason for change of school	Reason for change of school	text field
Relationship to Student	How is contact related to student	select from drop-down
Religion	Religion	select from drop-down
Residency Status	Residency Status	select from drop-down
School Curriculum and Standard Authority ID	School Curriculum and Standard Authority ID	text field
Start Date	Start Date	calendar entry
Student Code	Student Code	Text field or Sentral generate
System Student ID	Student ID	Text field or Sentral generate
System Student ID before	student ID before	Text field or Sentral generate
Title	Salutation	select from drop-down
Tuition Type	Type of Tuition	select from drop-down
Vaccination/Immunisations	Vaccination/Immunisations	Yes or No
Visa Application Date	Visa Application Date	calendar entry
Visa Expiry Date	Visa Expiry Date	calendar entry
Visa Grant Number	Visa Grant Number	text field
Visa Issue Date	Visa Issue Date	calendar entry
Visa Received	Visa Received	calendar entry
Visa Statistical Code	Visa Statistical Code	text field
Visa Sub-Class	Visa Sub-Class	text field
Visa Type	Visa Type	text field
Vocational Education and Training ID	Vocational Education and Training ID	text field
What promoted you to enrol your child Other Reasons?	What promoted you to enrol your child Other Reasons?	text field