



# Te Kura Enrolment System -TES

User Guide for Schools and Dual Providers

## Part 2: How to apply to enrol students

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# Part Two. How to apply to enrol students

## 2.1 Crucial information when applying to enrol any primary (Years 1- 8) or secondary (Years 9-13) dual student

### Mandatory Fields

When filling in an application for a student to register, you will need to fill in all mandatory fields which are indicated with an \* asterix.

### Enrolment Reason

The options available on this menu follow the dual enrolment criteria covered by the current Ministry of Education enrolment policy for Te Kura, refer to Section 4, Years 1-13 Dual Tuition Provisions. To view or download a copy of the policy , go to the Dual Tuition pages of our website [www.tekura.school.nz](http://www.tekura.school.nz).

It is really important that you choose the correct enrolment reason, otherwise your application may be declined e.g. if your school has over 600 students - for Year 12-13 students choose 'Small Senior Classes' not 'Subject Not Available'.

### Special School

If you select Special School in the Enrolment Eligibility section – the **Enrolment Reason** will default to **'Special Schools and Govt Inst'**.

### Special Education Courses (e.g. SEENG – English, SEMAS – math)

If you want a Special Education programme at Curriculum Level 1-2 please choose **'Special Education'** in the **Select a Programme** options.

Special education courses (SE prefix) are offered in all subject areas at level 1 of the curriculum. For secondary and adult students there is also a curriculum level 2 course which focuses on life skills. These courses are designed for students with special learning needs who require significant adaptation of the curriculum.

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## Part Two. How to apply to enrol students continued

### 2.1 Crucial information when applying to enrol any primary (Years 1- 8) or secondary (Years 9-13) dual student continued

#### Individual Education Plans (IEPs)

A current IEP is required for all primary level enrolments made through the Special Education gateway. The information contained in the IEP is useful for programme planning and defining goals. Students enrolled through other gateways may also **be required to** have an IEP.

Please note for all primary and intermediate SE students you must provide an IEP less than 6 months old. It is optional for Secondary students but SE teachers prefer one to be supplied.

#### Uploading Supporting Documents

After completing an enrolment you receive an Enrolment ID number. Underneath the ID number there is a link which allows you to upload supporting documents (refer to page 17). You can also email these documents to Enrolment Services with the student name and the Enrolment ID number.

#### Date Format

TES only allows dates which are entered in the format: **DD-MON-YYYY**. For example: **02-JUL-2012**

You can enter the date manually in a date field, or if you have turned off the pop-up blocker you will be able to use the calendar to the right of the date field.

#### Choosing a student's year level and programme

Choose the Year Level that matches the student's actual (chronological) age. Select the programme that provides work at the student's learning (curriculum) level. E.g. if a student is 15 they will be Year 11.

**Programme**

Please select a student year level followed by a programme. If only one programme exists for the year level it will be pre-selected for you.

Student year level:

Select a programme:

Select an enrolment period for the programme:

You will still be able to choose lower curriculum level courses for the student if that is needed.

## Part Two. How to apply to enrol students continued

### 2.2 How to choose the correct enrolment period

**Note: all dual enrolments automatically end on December 31 of the current year.**

Use the January-December option **only** when making the **first** enrolment application for the current year for that student.

It is essential that you select the **second option** on the dropdown menu **'Multiple applications in year'** when:

- you are adding a new subject for an existing student or changing a subject for a student you have already enrolled for this year.
- you are enrolling a student who had been enrolled with Te Kura this year by another school/provider.

**Programme**

Please select a student year level followed by a programme. If only one programme exists for the year level it will be pre-selected for you.

Student year level:   \*

Select a programme:   \*

Select an enrolment period for the programme:   \*

 \*

Choosing **'Multiple applications in year'** will ensure a student's second and subsequent enrolments during the same year do not get trapped in the system.

Occasionally a third option will appear e.g. March 01 - December 31. Please ignore this option and only choose one of the top 2 options.

## Part Two. How to apply to enrol students continued

### 2.3 How to make an Application - for a student previously enrolled at Te Kura – Student System Search

Please note the following instructions are for **making an application for a student**:

- for whom you are adding a new subject or if changing a subject for a student previously enrolled at te Kura.
- **who has previously been enrolled with Te Kura**

#### Student System Search: Step Two – Student Detail

**Step 1.** The **Step 1 of 5 – Confirm Enrolment Eligibility** refer to pages 2 – 4.

**Step 2.** Click **Next**.

**Step 3.** The **Student System Search** screen displays (below).

**Step 4.** Tick the box next to “If student is a current or previous Te Kura student click here”.

**Step 5.** Enter either the Te Kura **Student ID number** or **NSN**. **DO NOT ENTER BOTH NUMBERS.**

**Note:** You can find Te Kura student IDs, NSNs and names of students who are currently or previously enrolled by you on the ‘Class List’ under either ‘Applications’ or ‘Registered Students’.

**Step 6.** Click **Next**.

**Please note:** If the ‘Next’ button does not appear selectable after entering either the student ID number or NSN, click on any white space on the screen.

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## Part Two. How to apply to enrol students continued

### 2.3 How to make an Application - for a student previously enrolled at Te Kura – Student System Search

#### Student System Search: Step Two – Student Detail

**Step 1.** The 'Step Two – Student Detail' page will appear with the student's details automatically populating the information fields.

**Step 2.** Check the details.

**Step 3.** Click **Next**

**Notes:**

If the search is unsuccessful or you get an error message '**Incorrect Biographical Data**', go back to the start of the application form before you try again.

If unsure of a student's details or you continue getting the '**incorrect biographical data**' message please contact **Enrolment Services on 0800 65 99 88 extn 5044.**

#### Step Two - Student Detail

If the student is a current (or previous) Te Kura student please enter their ID number:

Enter the student's National Student Number (NSN):

Please make sure the name you have entered is the full legal name of the student

First Name:  \*

Last Name:  \*

Gender:  Male  Female \*

Date of birth (dd-MON-yyyy):  \*

#### Provider Address Information

##### Street Address

Street number and name:  \*

Suburb name or RD (rural delivery) number:

Town or City:

Postal Code:  \*

##### Postal Address

Street number and name / PO Box:  \*

Suburb name or RD (rural delivery) number:

Town or City:

Postal Code:  \*

## Part Two. How to apply to enrol students continued

### 2.4 How to make an Application - for a new student

**Step 1.** To make an application for a new student follow the steps **above for Enrolment Eligibility**– selecting the type of student’.

*(Step1 of the application form using the example of a primary dual enrolment)*

### Te Kura - Primary Dual Enrolment

Person Number: 84236  
Name: Aimee Lewis  
School: Hamilton Boys&apos; High School

#### Step 1 of 5 - Enrolment eligibility

There are two parts to this section. This section requires you to answer questions about the student's eligibility to enrol. For more information refer to Te Kura Conditions of Enrolment.

Select the study year for which you are enrolling: 2013 \*

Intl. Foreign Fee Paying Student:  No  Yes

ESOL Student:  No  Yes

Private School:  No  Yes

Special School:  No  Yes

Enrolment Reason: Special Schools and Govt Inst \*

Enrolment Start Date (dd-MON-yyyy): 10-MAY-2013 \*

#### Programme

Please select a student year level followed by a programme. If only one programme exists for the year level it will be pre-selected for you.

Year Level: Year 5 \*

Select a programme: Special Education \*

Select an enrolment period for the programme: 01-JAN-2013 to 31-DEC-2013 - Multiple applications in year \*

Next ←

**Step 2.** When you have completed the fields click on the Next button.

**Step 3.** Enter the student’s Biographical details:

#### Biographical details needed for enrolling students new to Te Kura

The details you will need to make a successful application for a new student are:

- **National Student Number (NSN):**
  - Te Kura requires you to supply the NSN for any new students. To find out this information, please contact the person within your school who is responsible for updating ENROL.
  - If you are an Alternative Education provider or Activity Centre, please contact your managing school.

**Please Note.** Avoid entering the NSN with a 0 in front. Enter only the 9 digit number.
- **Full name** (first, middle and surname);
- **Date of birth** (format DD – MON – YYYY); and
- **Gender.**

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## Part Two. How to apply to enrol students continued

### 2.4 How to make an Application - for a New Student continued

**Step 3.** Enter the student's biographical details (NSN, full name, date of birth and gender) in the Student System Search page fields.

**Student System Search**

The student may already be on our system. Please follow the steps below to enable a Student System Search

- If you have our Student Id (from a previous enrolment) and/or the National Student Number (NSN), please enter the number(s).
- First Names, Last Name, Date of Birth and Gender are mandatory fields that you must complete.
- Preferred Name is optional.
- After all information is entered Press 'Next' button to start the Student System Search

If student is a current or previous Te Kura student click here

If the student is a current (or previous) Te Kura student please enter their ID number:

Enter the student's National Student Number (NSN):  \*

---

First names:  \*

Last name:  \*

Have you ever been known by any other name?  ▼

Date of birth (dd-MON-yyyy):  ▼ \*

Gender:  ▼ \*

Preferred name:

**Step 4.** Click

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## Part Two. How to apply to enrol students continued

### 2.5 How to make an application for any student – subject selection

The 'Step Three – Subject Selection' page will appear (below).

**Step 1.** Click on the drop down menu boxes to select the enrolment period, subject category and main subject.

#### Choosing Subjects

For some subject categories (Maths and English in particular) you will have multiple choices in the second drop down box for 'Choose a main subject'. Those options show the NCEA level and Curriculum Level choice and the course code e.g. AH2000 for NCEA level 2 Art History. Select the correct main subject and subject level (refer to the current Choice guide on our website [www.tekura.school.nz](http://www.tekura.school.nz) if unsure).

*If the options do not provide the subjects and levels that you are applying for, go back to the Enrolment Reason at the beginning of the form and check you have selected the correct one.*

#### Where to find subjects on the 'Subject Category Menu'

- Digital Technology (DT1000 etc) is under Technology.
- Pathways (PW9000) is found under Employment Skills/Transition.
- Performing Arts (PA1000) is under Arts.

**Note.** If you are unsure about the course options, please contact Enrolment Services or a Relationship Coordinator.

**Step Three - Subject Selection**

Please do the following:

1. Select the enrolment period
2. Select one subject from the subject category list and then
3. Select the Main Subject
4. Press "Add subject to My Subject List".

Repeat steps 1 to 4 until all subjects have been added.

1. Choose enrolment period:  \*

2. Choose subject category:    \*

3. Choose main subject:    \*

**Step 2.** When you have completed your subject selection click on

Continued on next page

## Part Two. How to apply to enrol students continued

### 2.5 How to make an application for any student – subject selection continued

**Step 3.** Your main subject choice will now appear below the 'Add subject to My Subject List' button (highlighted in pink) confirming the subject category and main subject you have selected.

#### Step Three - Subject Selection

Please do the following:

1. Select the enrolment period
2. Select one subject from the subject category list and then
3. Select the Main Subject
4. Press "Add subject to My Subject List".

Repeat steps 1 to 4 until all subjects have been added.

1. Choose enrolment period:

2. Choose subject category:

3. Choose main subject:

Subject list		
Subject category	Main subject	Remove
Art History	Art History, NCEA level 2, Curriculum Level 7 (NCEA2)	<input type="checkbox"/>

- **If you wish to choose multiple subjects** – return to '2. Choose subject category' and repeat the process until all the subjects you require are displayed in the Subject List and are highlighted in pink.
- **If you wish to delete a subject you have selected** – click into the **Remove** (tick) box.

**Step 4.** When you have completed subject selection click

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## Part Two. How to apply to enrol students continued

### 2.6 How to make an application for any student - assessment Information

The 'Step Four – Assessment Information' page will appear (below).

**Step 1.** The information requested will depend on the student's **Enrolment Reason**. The example screenshot below is for a transferring student.

**Step 2.** Complete the fields marked with an \* asterix.

**Step 3.** To Add/View subjects taken at the student's Home School click on the Add / View button.

**Step Four - Assessment Information - Transferring Student**

Previous School:  \*

Previous Level of Study:  --- Please select ---

Certificate Sought in Requested Subject:  --- Please select --- \*

Relevant Certificate Gained in Previous Year:  --- Please select --- \*

Additional Information to Support the Application: (Maximum is 400 characters. 0 Characters.)

English. CL 3  
Maths. Year 10

**Step 4.** Additional Information

If you are selecting enrolment in a 000 course (which cover a number of curriculum levels, usually CL3-5) please indicate the level your student is working at in the **Additional Information to Support the Application** field.

This will ensure we dispatch the correct first posting work to your students.

**Step 5.** Click on **Submit Application** to complete the application process.

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## Part Two. How to apply to enrol students continued

### 2.7 How to make an application for any student – application completion

#### Enrolment Process Completion

After submitting the application form a screen will advise you that the enrolment is successful.

**Enrolment process Completion**

Thank-you for completing the enrolment process with Te Kura

Your enrolment ID is: **412684**

Student Name: clive wilson

Main Subjects Applied for: **Subject list**

Subject category	Main subject
Agriculture	Agriculture Horticulture NCEA Level 3, NCEA level 3, Curriculum Level 8 (NCEA3)

Date of Application: 22-MAR-2013

**Supporting documents**

Please send any supporting documents to: Enrolments, Te Kura, Private Bag 39992, Wellington Mail Centre, Lower Hutt 5045, New Zealand

If you wish, you may submit your supporting documents (if any) electronically, or fax to 04 499 4000:

[Click here to upload](#)

#### Enrolment request ID number

Please note down the **red** request ID number – this is a tracking number that is essential if you need Enrolment Services to follow up .

#### Enrolment Details

Following a successful application the following details are displayed below the enrolment ID number:

- Student Name
- Main Subjects Applied for
- Date of Application

Your enrolment ID is: **11657**

Student Name: Luca Radusi

Main Subjects Applied for: **Subject list**

Subject category	Main subject
Biology	Biology NCEA level 2, NCEA level 2, Curriculum Level 7 (NCEA2)
Accounting	Accounting NCEA level 2, NCEA level 2, Curriculum Level 7 (NCEA2)

Date of Application: 19-MAR-2013

#### Upload documents

If you wish to submit any supporting documents electronically, click on '**Click here to upload**' or go to **Applications** in the main menu (after an application has been submitted) and click on '**View/Upload**'.