



Te Kura Enrolment System -TES

User Guide for Schools and Dual Providers

Part 5: How to view Non Returners

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Part Five. How to view Non Returners

5.1 How to view your monthly Non Returner screen

Students who have not returned work for assessing for one month or more will be listed on this screen as 'Non Returners'.

The list is automatically taken off our student management system on the last day of each month from March to September.

Your regional Relationship Coordinator is the first person to contact regarding any students listed on this screen (ie to request reinstatement of a student in cancelled subjects).

Step 1. To view the list of Non Returners, go to 'Non Returners' under the 'Class List'.

Result: The following search criteria will appear:



Step 2. Select the **Academic Year** and either 'ALL' which shows both NonReturn 1 and 2 students on the one list or select the **Student Status** you wish to search -NR1 or NR2:

- **NonReturn1** – Student has not returned work for one month.
- **NonReturn2** – Student has not returned work for two months and has been cancelled in the subject for which they did not return work.

 A screenshot of the 'Non Returners' search form. At the top, it displays 'Person Number: 81482', 'Name: Aimee Lewis', and 'School: Te Aho o Te Kura Pounamu'. Below this is a red note: 'Note: Complete the fields below and click 'Search''. There are two input fields: 'Academic Year or ALL : 2012' and 'Student Status or ALL : ALL'. At the bottom are 'Search' and 'Clear Form' buttons. A red arrow points from the text in Step 2 to the 'Academic Year' field.

Step 3. Click **Search**.

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Part Five. How to view Non Returner lists

5.1 How to view Monthly Non Returner screen lists continued

Result: The Non Returners screen will display the following fields:

- Status (Non Returner 1 or 2)
- Student Number (ID)
- Student Name
- Subject Code
- Subject Description
- Main Subject
- Registration Date
- Last Work Dispatched (from Te Kura)
- Last Work Received (by Te Kura)
- Teacher name

Non Returners

Person Number: 84238
 Name: Aimee Lewis
 School: St Catherines College (Kilbirnie)

Status	Student Number	Student Name	Subject Code	Subject Description	Main Subject	Registration Date	Work Last Dispatched	Work Last Received	Teacher Name
NonReturn1	6123456789	Bond James	M%2000	Mathematics	Y	22-FEB-2013	22-FEB-2013		Keegan Kim