

Alice Miller Register of Enrolments Policy

We will use SAS2000 as the school administration software. It enables us to easily manage student, family, attendance, welfare and other operational areas.

Enrolment Register Processes and Procedures:

The following information for each student is recorded in the Enrolment Register (SAS2000):

- name, age and address
- the name and contact telephone number of parent(s)/guardian(s)
- date of enrolment and, where appropriate, the date of leaving the school and the student's destination
- Application status
- Previous school situation

The Enrolment Register is retained permanently.

- The SAS2000 Enrolment Register automatically retains records permanently.

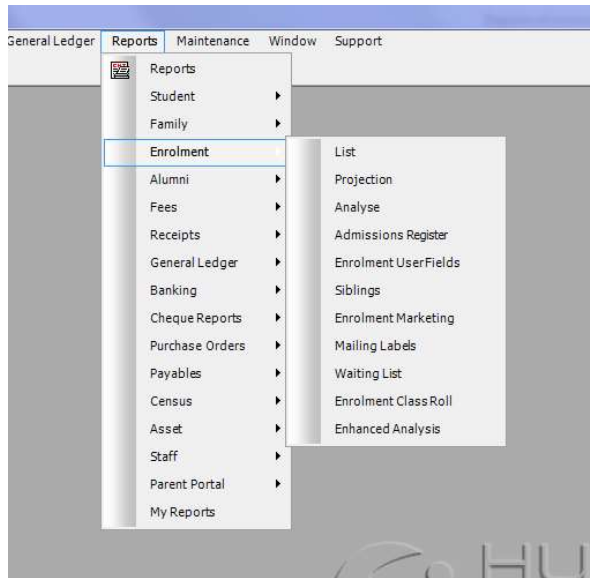
Hard Copy:

A hard copy of the application is kept on file. Once enrolment is accepted, this is transferred to the student's file.

Enrolment Data Input:

The screenshot shows the SAS2000 Enrolment Data Input form. The window title is "SAS2000 35016 - CANDLEBARK - Michelle Mitchell". The menu bar includes File, Record, My Favorites, Calendar, People, Fees, Receipts, Credits, General Ledger, Reports, Maintenance, Window, and Support. The toolbar contains various icons for navigation and editing. The main window is titled "Enrolment" and has a "Find Enrolment" header. Below the header, there are tabs for "Student", "Family", "Enrolment", and "Admin". The "Enrolment" tab is active. The form is divided into several sections: "Family Details" (Family Group, Family Surname, Matri, Address, Residential), "Student Details" (Full Name, Address, Date of Birth, Age, Country of Birth, Place of Birth, Nationality, Ethnic Origin, Commencement Year or Date, Entry Year, Class, Previous School, Level/Prev Sch, Disposed), "Enrolment Details" (Student Number, Date Arrived in Australia, First School, 1st School Year, Language Background, LOTE Background/Description, Former Name, Apply for Services/Funding), "Campus" (Campus, Subjects, Fee Flag), "Attendance" (Attendance, Scholarship Type, Enrolment Fee Flag), "State Allowance" (State Allowance, Payable to, Rank in Family), "Numbers" (Numbers, Enrolment, YSN), and "Registration" (Registration, Card, Candidate). The bottom of the window shows the Windows taskbar with various application icons and the system clock showing 12:02 PM on 2/6/2015.

Enrolment reporting options:



Revised November 2017
Next Revision November 2019
Checked January 21 2019
John Marsden