

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.

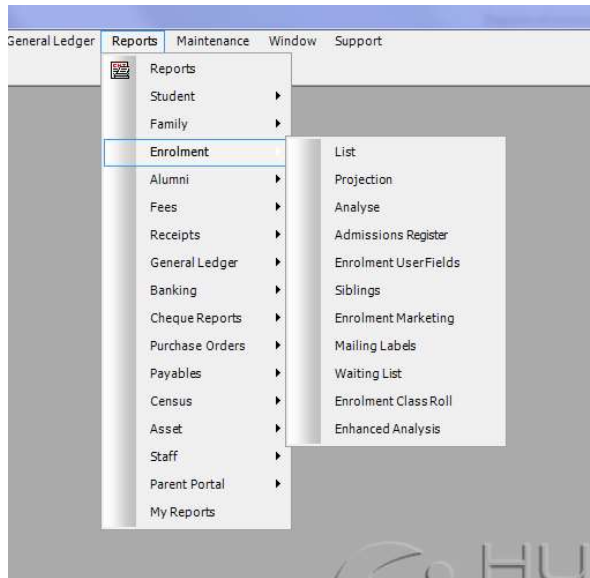
Hard Copy:

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 main window is titled "Enrolment" and has a "Find Enrolment" header. The form is divided into several sections: "Student", "Family", "Enrolment", and "Admin". The "Student" section includes fields for Name, Date Entered in Australia, Date of Birth, Age, Country of Birth, Place of Birth, Nationality, Ethnic Origin, and Previous School. The "Family" section includes fields for Family Group, Family Surname, Matri, Address, Residential, and Date of Birth. The "Enrolment" section includes fields for Student Number, First School, Last School Year, Language Background, LOTE Background/Description, Former Name, Apply for Services/Funding, Campus, Subjects, Fee Flag, Absences, Scholarship Type, Enrolment Fee Flag, State Allowance, Payable to, Rank in Family, Numbers, Lock, School, Enrolment, YSN, Registration, Card, and Candidate. The "Admin" section includes fields for Enrol and Transfer. The form is displayed in a web browser window with a Windows taskbar at the bottom showing the time as 12:02 PM on 2/26/2015.

Enrolment reporting options:



Revised November 2017
Next Revision November 2019