# Creating an Access Request – the author's role

An Access Request school author needs to know the student's registration, personal and family details. They need to have conducted a deep search in ERN to see if the child has had any previous association with the Department. This is essential in deciding which actions should be taken when creating the Access Request.

A student must only ever have one SRN (Student Enrolment Number) in ERN. A duplicate SRN means that the student's previous history and also previous Access Requests cannot be accessed by the new school. A student entering Kindergarten could already have an SRN from accessing early intervention from an itinerant support teacher hearing or vision prior to school. Students are able to access sensory teacher support from birth. An older student may have had an Access Request and therefore an SRN from a previous time.

If a duplicate SRN is accidently created please contact your local School Services team: https://app.education.nsw.gov.au/school-services-contacts/

### What is the first step when the child is not enrolled at my school, they already have an SRN and I need to create an Access Request?

Using the student's current SRN enrol the student at your school in ERN. They can have a starting date in the current or a future year. The enrolment form is progressed to page 13. The status must be Enrolled Risk Assessed.
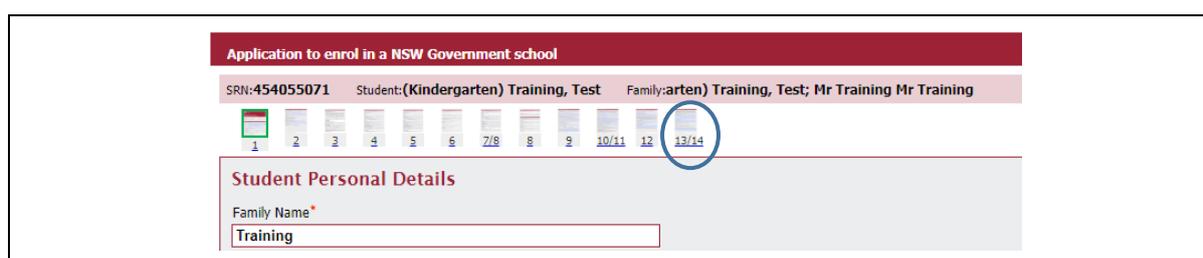


When a school needs to create or clone an Access Request for a child who is not currently enrolled at the school and they already have an SRN – enrol them to a status of Enrolled (Risk Assessed).

As soon as the enrolment status is Enrolled Risk Assessed you will be able to create or clone an Access Request. Their Access Requests are attached to their details in ERN so you will be able to access or clone any previously completed Access Requests from other settings.

### I have enrolled them to Risk Assessed and I still cannot create an Access Request
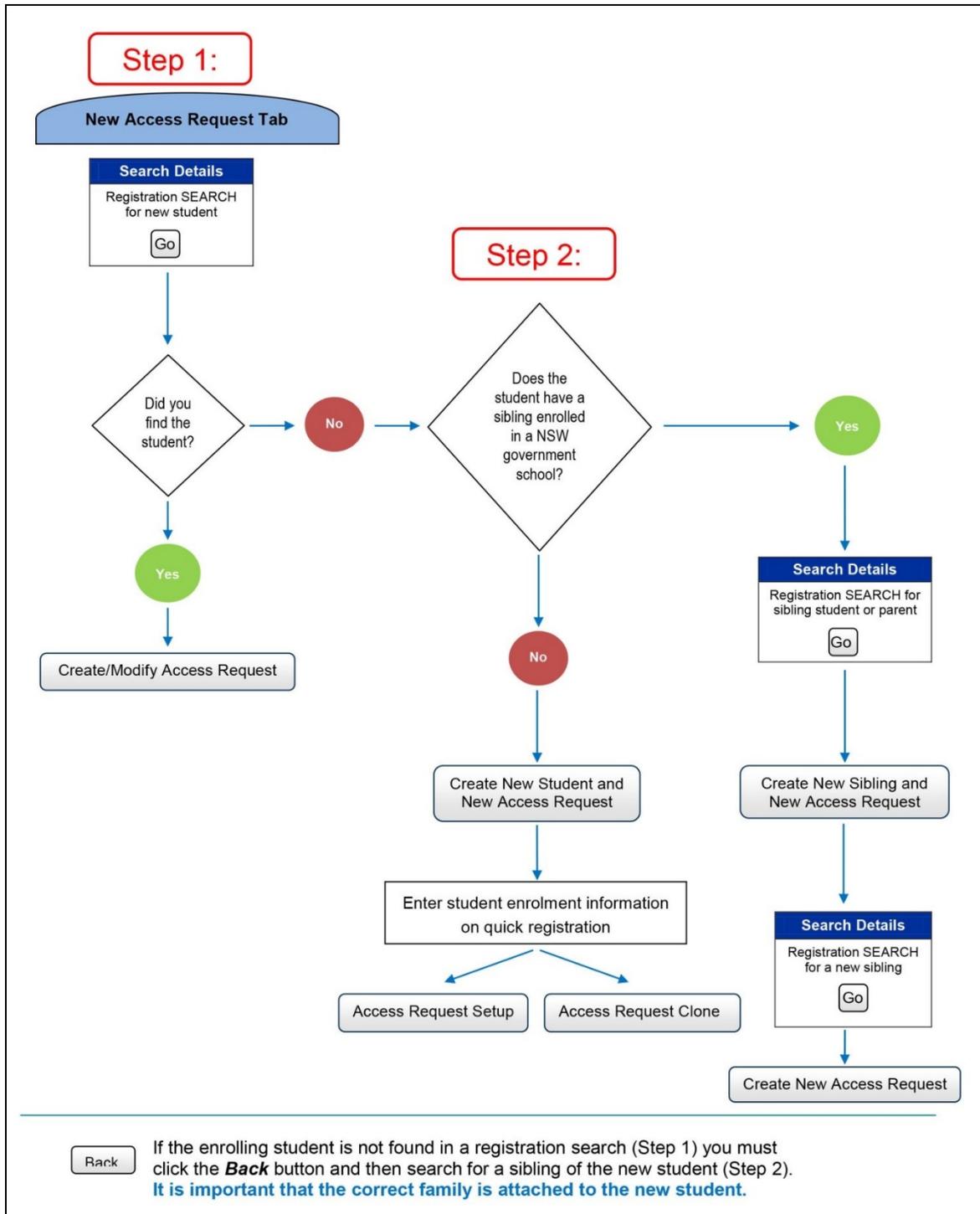
A student can only have one active Access Request in the system at a time. Contact your local school Services team so they can assist https://app.education.nsw.gov.au/school-services-contacts/

A previous school may need to complete or withdraw an old Access Request so you can start a new one for the student.

### The table below shows the three paths that can be taken in creating the Access Request depending on the student and family details:

| 1 | Create/Modify Access Request | Student has an SRN – if they are not enrolled in attendance at your school enrol them to 'Risk Assessed' |
|---|---|---|

| 2 | Create New Student and New Access Request | No SRN in ERN |
|---|---|---|
| 3 | Create New Sibling New Access Request | No SRN in ERN |

**Step 1:**

New Access Request Tab

**Search Details**
Registration SEARCH for new student
Go

Did you find the student?

No → **Step 2:**

Does the student have a sibling enrolled in a NSW government school?

No → (down)

Yes (left path from Step 1) → Create/Modify Access Request

No (from Step 2) → Create New Student and New Access Request → Enter student enrolment information on quick registration → Access Request Setup / Access Request Clone

Yes (from Step 2) →
**Search Details**
Registration SEARCH for sibling student or parent
Go
→ Create New Sibling and New Access Request →
**Search Details**
Registration SEARCH for a new sibling
Go
→ Create New Access Request

Back — If the enrolling student is not found in a registration search (Step 1) you must click the **Back** button and then search for a sibling of the new student (Step 2). **It is important that the correct family is attached to the new student.**

**1. Create/ modify a new access request for a student who already has an SRN – ('Enrolled in Attendance' at the school or 'Enrolled Risk Assessed').**

After the child / student is Enrolled Risk Assessed or Enrolled in Attendance the Access Request author then:

- selects the New Access Request tab
- selects 'Yes' the student is already registered at this school (in attendance or to the status of risk assessed).
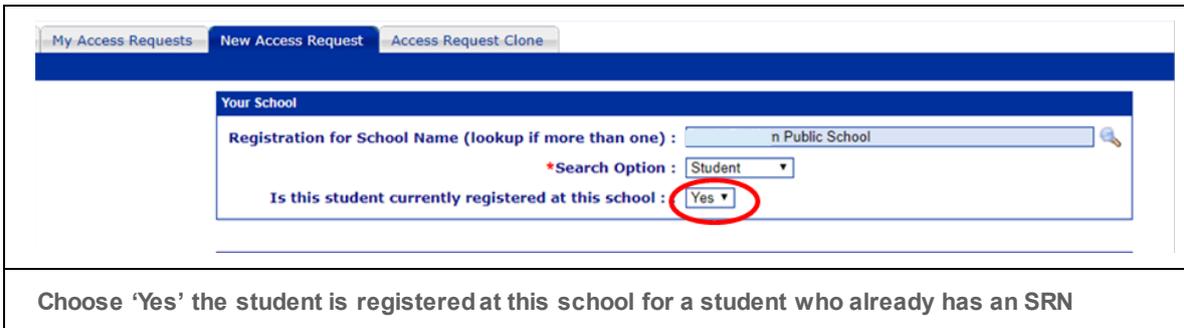


**Choose 'Yes' the student is registered at this school for a student who already has an SRN**

- provides the student's personal information by completing a Registration Search for the student and filling in the Search Details including the student's surname, first name, gender and date of birth.
- creates a New Access Request from the Registration Search result for that student by clicking on Create/Modify Access Request

**Note**: if any of the student's or family's details are incorrect update their details in the ERN registration form. Their details will then automatically update in their Access Request.

**2. Creating a new Access Request for a student who is new to the Department (no SRN) and who does not have a sibling enrolled in a NSW government school**

The school checks that the student does not already have a student enrolment number (SRN).

Check that the student does not have a sibling attending the same or another NSW government school.

The author then:

- selects the New Access Request tab
- selects '*No*' the student is not registered at this school
- selects Deep Search to check they do not have an SRN or a sibling
- creates a New Access Request from the Registration Search result for that student by clicking on *Create New Student and New Access Request*
- If the school is facilitating the creation of an Access Request for a child because, for example, the child may be seeking an early intervention support class, a quick registration can be completed.

- Quick Registration allows a new SRN to be generated while providing the minimum information required when setting up for an Access Request. The full enrolment will be completed when the student enrols in a school. Year level 'Special' indicates that the student has an Access Request but has not been enrolled.



**Always check that the student does not already have a (SRN).**

### 3. Create a new Access Request for a student who is new to the Department (no SRN) and who has a sibling enrolled in the same or another NSW government school

For a student new to DoE who has a sibling enrolled in a NSW government school the school author:

- selects the New Access Request tab

- selects '*No*' the student is not registered at this school if the sibling is at another school or selects '*Yes*' if the sibling is at the school.

- enters the *siblings* details or changes the filter to search by parent/ carer.

- creates a New Access Request from the Registration Search result for that student by clicking on *Create New Sibling and New Access Request.* This process links the siblings to each other.



**The search filter can be changed to search by parent/ carer**