

How to enter a student's exit information into ERN

The ERN student exit survey

The ERN student exit survey is one element of the Office of School's strategy to support high student engagement and retention in our public schools. It is designed to collect information relating to each student's intended destination and reason(s) for leaving a school, and can also collect information about individual student interventions and support strategies that the school has used with this student during their time at that school.

Gathering student exit information

Exit information can be collected from students by using the [Student Exit Survey Questionnaire](#). This questionnaire has two sections:

- **Section 1** (intended destination and reasons for leaving) could be attached to the *student leaver's form* and each student should be asked to answer Question 1 and *either* Question 2 *or* Question 3, depending on their intended destination. This could then be followed up by a face-to-face interview by the year adviser or someone else, to gather additional information and feedback from the student.

If a student is unable to complete Section 1, e.g. they have already left school and are not expected to return to complete the necessary paperwork, then Section 1 should be completed by staff on the basis of the best available information so that the school at least has some record of this student's exit data.

- **Section 2** (programs and support strategies) relates to the various programs in which the student has participated. The three subsections listing curriculum options, individual learning support programs and student wellbeing initiatives could be completed at the time the student is leaving, or at a later date.

Accessing ERN to enter information

School staff who already have '**Student Administration**' access to ERN will be able to access all sections of ERN relating to student leavers, including the new 'Student Retention' tab in Place Management.

Other school staff who need to process student exit information will need to be given access to ERN, but may not need full 'Student Administration' access. In this case, they can be given '**Student Retention**' access. Please see your Principal to obtain this access. If necessary, your Principal may wish to go to the ERN Quick Reference Guide: [Giving staff access to ERN Student Retention](#).

In addition, school staff who are not familiar with how to log into ERN should read the ERN Quick Reference Guide: [How to log into ERN](#).

Please note that the [full set of ERN Quick Reference Guides to support Student Retention](#) is available on the DET intranet.

Entering information into ERN

ERN has been designed to provide two different ways of entering student exit information, depending on *when* and *by whom* this information is being entered:

- (a) School staff with 'Student Administration' access to ERN can enter information:
- when they are using the '**Change Status**' button in the 'Registration Maintenance' screen to change a student's enrolment status to 'Enrolled (Leaving)' or 'Left', or
 - at any time they like by using the '**Student Retention**' tab in Place Management.

(Please note that you can do the whole process by *either method*, but if you use the 'Change Status' button you cannot review or make changes to this information at a later date.)

- (b) School staff with 'Student Retention' access to ERN can enter student information *at any time they like* by using the '**Student Retention**' tab in Place Management.



There are two ways to enter student exit information into ERN:

- 1. When a student's enrolment status is being changed to 'Enrolled (Leaving)' or 'Left' – through the 'Change Status' button in the Registration Maintenance screen (see page 2)***

OR


- 2. At any time – through the 'Student Retention' tab in Place Management (see page 7)***

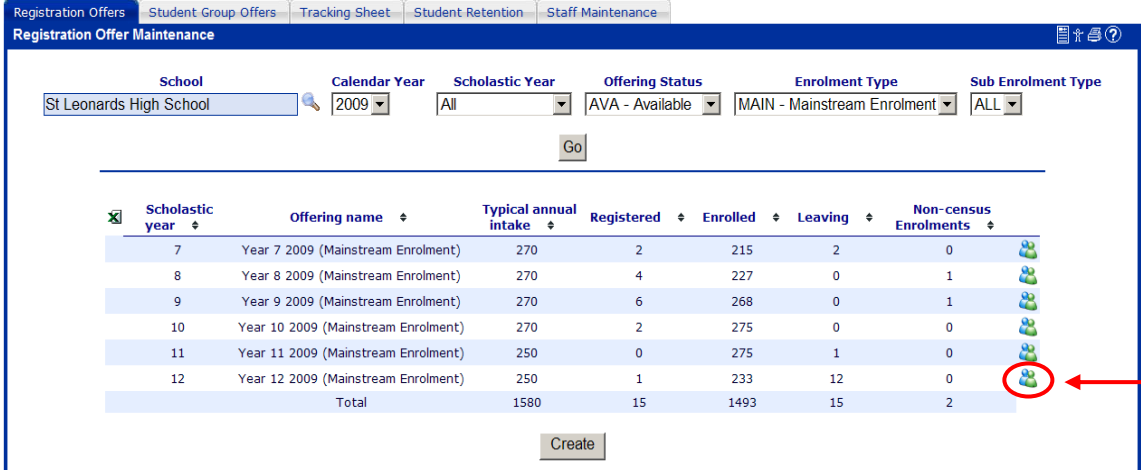
1. ENTERING EXIT INFORMATION WHEN YOU CHANGE A STUDENT'S ENROLMENT STATUS TO 'ENROLLED (LEAVING)' OR 'LEFT'

Important note:

- This method can be used by staff with 'Student Administration' access to ERN who are in the process of changing a student's enrolment status to 'Enrolled (leaving)' or 'Left' by using the 'Change Status' button in Registration Maintenance.*
- Although you can do the whole process in one go using this method, you cannot review what you have entered, or add extra information, or make changes to this information at a later date through this method.*

(a) Go to **Place Management – Registration Offers** tab.

(b) Click on the  icon next to the cohort to which the student belongs.



Registration Offers | Student Group Offers | Tracking Sheet | Student Retention | Staff Maintenance

Registration Offer Maintenance

School: St Leonards High School | Calendar Year: 2009 | Scholastic Year: All | Offering Status: AVA - Available | Enrolment Type: MAIN - Mainstream Enrolment | Sub Enrolment Type: ALL

Go

<input checked="" type="checkbox"/>	Scholastic year	Offering name	Typical annual intake	Registered	Enrolled	Leaving	Non-census Enrolments	
	7	Year 7 2009 (Mainstream Enrolment)	270	2	215	2	0	
	8	Year 8 2009 (Mainstream Enrolment)	270	4	227	0	1	
	9	Year 9 2009 (Mainstream Enrolment)	270	6	268	0	1	
	10	Year 10 2009 (Mainstream Enrolment)	270	2	275	0	0	
	11	Year 11 2009 (Mainstream Enrolment)	250	0	275	1	0	
	12	Year 12 2009 (Mainstream Enrolment)	250	1	233	12	0	
	Total		1580	15	1493	15	2	

Create

Figure 1 – Selecting the cohort to which the student belongs

(c) **For single students** – Tick the box next to the name of the student and then click the **Change Status** button (*Figure 2*). This will open up a new window with this student's enrolment status now changed to 'Enrolled (Leaving)' (*Figure 3*). You are now ready to enter your student exit information so please go to Step (f). When finished click **Save and exit**.

Please note that if you have clicked 'Save and exit' and now need to check what you have entered, or need to add or alter information, then you will need to use the 'Student Retention' tab to do this (see page 7).

Scholastic year	Offering name	Typical annual intake	Registered	Enrolled	Leaving
12	Year 12 2009 (Mainstream Enrolment)	250	1	233	12

Show students with : Active Registrations Run in quick mode : ☒

SRN	Student name	G	D.O.B	Roll Class	Status
432018008	Adams, Rachel	F	22-Jan-1992	12MADDEN	Enrolled (Leaving)
435824641	Adams, Christopher	M	21-Mar-1990	12ROUNTR	Enrolled (Leaving)
432018181	Adams, Tai	M	05-Feb-1992	12MERCHA	Enrolled (In Attendance)
432018202	Adams, Samuel	M	01-Apr-1992	12MERCHA	Enrolled (In Attendance)
432018237	Adams, Lee John	M	05-Nov-1991	12MCCONN	Enrolled (In Attendance)
432018253	Adams, Jordan	M	26-Nov-1991	12MADDEN	Enrolled (Leaving)
432018458	Adams, Eleanor	F	08-Apr-1992	12MCCONN	Enrolled (Leaving)
432018431	Adams, Benjamin	M	21-Aug-1991	12GAMBIN	Enrolled (Leaving)
432038271	Adams, Johnny	M	04-Aug-1990	12MERCHA	Enrolled (In Attendance)
432038351	Adams, Michael	M	12-Apr-1991	12MADDEN	Enrolled (In Attendance)

Close Transfer Share Repeat EOI Bulk EOI Change status

Figure 2 – Selecting one student to change their enrolment status

*Once saved, any student retention info set previously saved will be overwritten.

SRN: 432031802 Student name: Smith, David Current status: Enrolled (In Attendance)

New registration status: ENRLEA - Enrolled (Leaving)

*Leaving date:

Destination: 21. XXX - Unknown/Not Provided

Reasons for leaving the school system:

- Completed Year 12
- Reached minimum leaving age, Year 12 n
- Continuing in future education and/or tra
- Immediate employment opportunity
- Course work too difficult
- Behaviour / attendance issues

Selected Reasons:

Support Strategy - Curriculum Options: Curriculum Options provided to this student

Figure 3 – One student ready for entry of exit information

- (d) **For bulk entry of a group of students** – Tick the box next to each of the students and then click the **Change Status** button (Figure 4). This will open up a new window with these students listed at the top and their enrolment status now changed to 'Enrolled (Leaving)' (Figure 5). You are now ready to enter all student exit information that is common for all these students so please go to Step (f). When finished click **Save and exit**.

Please note that if you have clicked 'Save and exit' and now need to check what you have entered, or need to add or alter information, then you will need to use the 'Student Retention' tab to do this (see page 7).

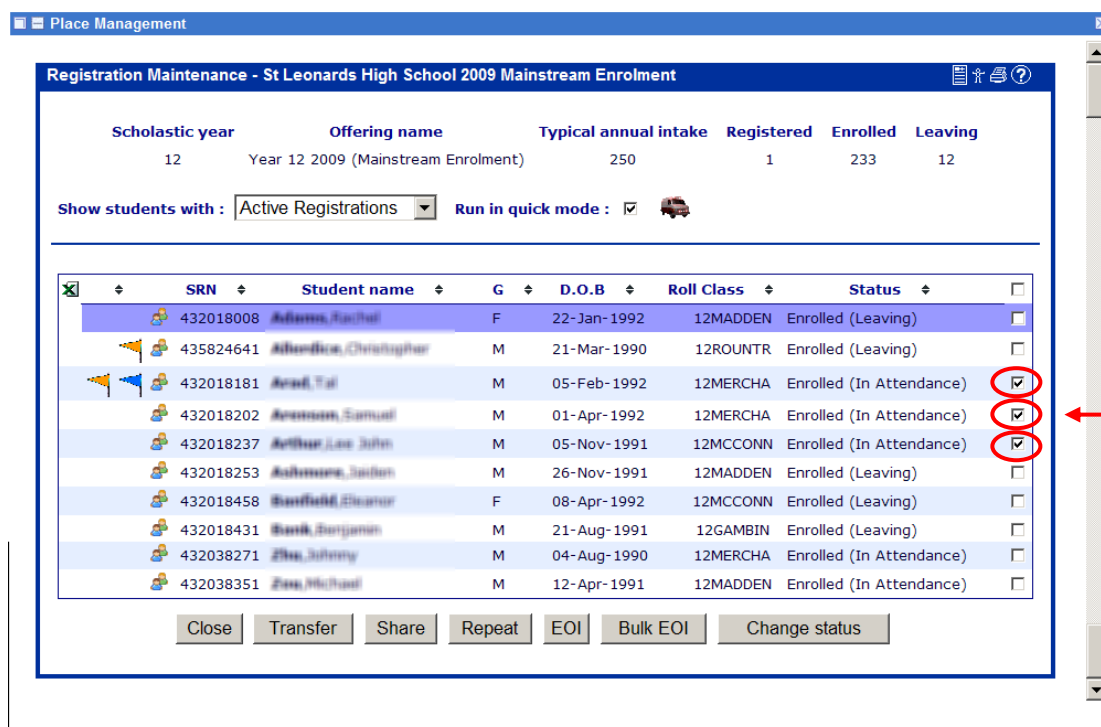


Figure 4 – Selecting several students to change their status

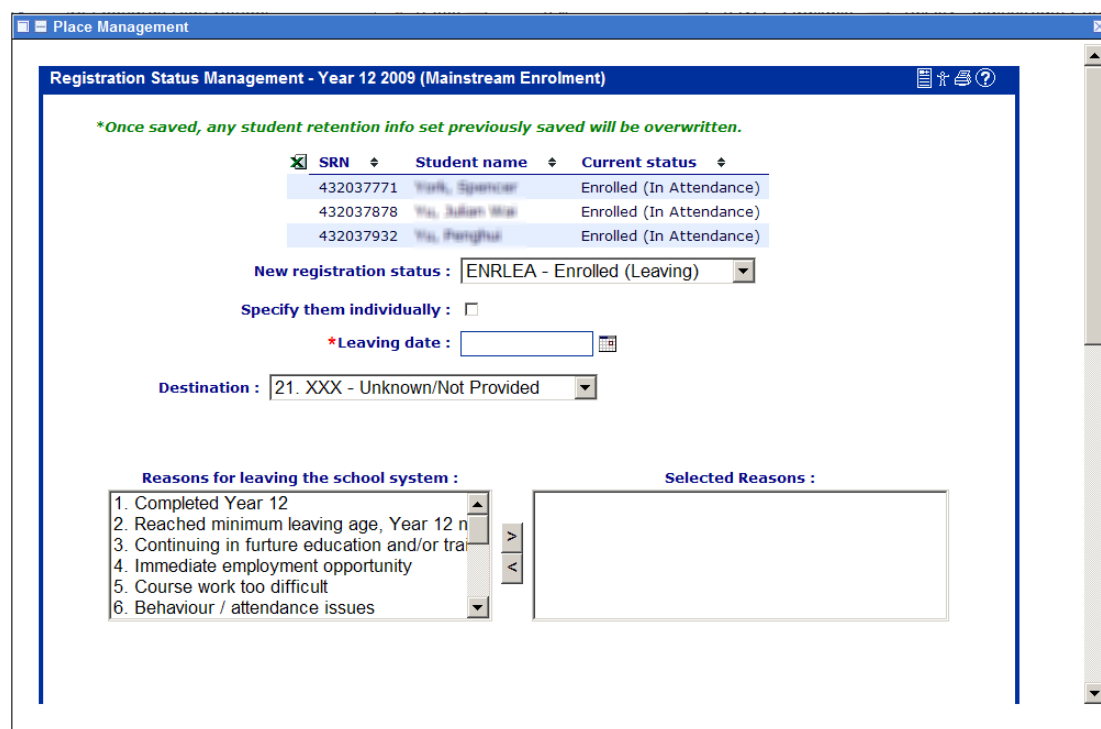



Figure 5 – A group of students ready for bulk entry of their exit information

(e) **For several students with *some* information in common** we suggest that you enter the common information through Step (d) and (f), and then enter the rest of each student's information *one by one*, using the 'Student Retention' tab (see page 7).

(f) Depending on what information is going to be entered, please enter it in this order:

- The new registration status should automatically come up as 'Enrolled (Leaving)'. You may need to change this to 'Left' if the student has already left.
- Enter the leaving date using the calendar icon.
- Select the intended destination from the drop-down menu. Please note that you **MUST** select the intended destination **BEFORE** entering the reason(s) for leaving, as the reasons change depending on the destination selected.
- If the student is enrolling at another NSW government school, NSW non-government school or interstate school, please enter the name of this school in the box provided, i.e. click on the  icon next to the '**To School**' box, type in the first word or first 3-6 letters of the school name and then select the correct school from the list.
- Enter the reason(s) for leaving by *either* selecting a reason in the left box and clicking on the [>] arrow to move it to the right box, *or* selecting several reasons at one time by holding down the 'control' key while clicking on each reason, and then click on the [>] arrow to move all these reasons to the right box in one go. Please note that if you make a mistake you can move reasons in the right box back to the left box by selecting them and then using the [<] arrow.

Please also note that if the selected reason is '**Other reason**' then an additional text box will open so that you can type in this reason.

- Enter the support strategies (if these are being entered) by using the [>] arrows as described above.
- Click **Save and exit** to return to the window showing the list of students in the cohort.

Please note that by clicking on 'Save and exit':

- you will overwrite any previously saved information.
- if you now need to check what you have entered, or need to add or alter information, then you will need to use the 'Student Retention' tab to do this (see page 7).

2. USING THE STUDENT RETENTION TAB IN PLACE MANAGEMENT

Important note:

This method is ideally suited to situations where school staff may wish to enter exit information at any time. This could be several months after the student has left, if necessary. This is the normal way in which teaching staff would access this section of ERN. Teaching staff will need at least 'Student Retention' access rights to do this. Please see your Principal for this.

- (a) Go to **Place Management** and then click on the **Student Retention** tab.
- (b) Complete the search criteria to specify the list of students you want, i.e. calendar year, all students or one scholastic year, registration offering, active or inactive registrations* – and then click **Go** (Figure 6).

* Students who are currently enrolled – including students with an enrolment status of Enrolled (Leaving) – are **active registrations**, while students who are now 'Left' are **inactive registrations**.

Figure 6 – The search criteria window for Year 12 'active registrations'

- (c) The list of students that comes up may have one or more letters next to each student's name in a column labelled **Student Retention Status**. These letters indicate what exit information has already been entered for each student:

- D** – the intended destination has been entered
- R** – reasons for leaving have been entered
- S** – one or more support strategies have been entered.

Any student with **DRS** next to their name has probably had all their exit information entered (Figure 7).

Please note that if there is **no 'Student Retention Status' column** then *no information* has yet been entered for *any* student on this list. This column only shows up when the first D, R or S entry is made in that scholastic year.

The screenshot shows the 'Student Retention' window with the following search criteria:

- School: St Leonards High School
- Calendar Year: 2009
- Scholastic Year: 12 - Year 12
- Enrolment Type: All
- Registration Offering: Year 12 2009 (Mainstream Enrolment)
- Registration Status: All
- Student Group: All
- Family Name: (empty)
- Given Name: (empty)
- SRN: (empty)
- Show students with: Active Registrations
- Name Search Mode: Go simple search
- Go button

Matching Students (Number of students displayed: 233)

SRN	Student name	Gender	D.O.B	Roll Class	Status	Student Retention Status
432018008	Adams, Rachel	F	22-Jan-1992	12MADDEN	Enrolled (Leaving)	D R
435824641	Adams, Christopher	M	21-Mar-1990	12ROUNTR	Enrolled (Leaving)	D R S
432018181	Adams, Tim	M	05-Feb-1992	12MERCHA	Enrolled (In Attendance)	
432018202	Adams, Samuel	M	01-Apr-1992	12MERCHA	Enrolled (In Attendance)	
432018237	Adams, Lee John	M	05-Nov-1991	12MCCONN	Enrolled (In Attendance)	
432018253	Adams, John	M	26-Nov-1991	12MADDEN	Enrolled (Leaving)	D R S
432018458	Adams, Thomas	F	08-Apr-1992	12MCCONN	Enrolled (Leaving)	D R
432038271	Adams, Benjamin	M	04-Aug-1990	12MERCHA	Enrolled (In Attendance)	
432038351	Adams, Michael	M	12-Apr-1991	12MADDEN	Enrolled (In Attendance)	

Bulk button

Figure 7 – List of students with D, R and S in the 'Student Retention Status' column, indicating which parts of each student's exit survey information have already been entered.

- (d) **To enter or alter information for one student only** – Simply click on the student's name. This will bring up the 'Student Retention Management' window with the student's name in the top right corner (Figure 8).

You are now ready to enter your student exit information so please go to Step (h). When finished click **Save and exit** to return to the list of students in the cohort.

Student Retention Info

Student Retention Management < Smith, David >

**Once saved, any student retention info set previously saved will be overwritten.*

*Leaving date :

New registration status : ENRLEA - Enrolled (Leaving)

Destination : 21. XXX - Unknown/Not Provided

Reasons for leaving the school system :

1. Completed Year 12
2. Reached minimum leaving age, Year 12 n
3. Continuing in future education and/or tra
4. Immediate employment opportunity
5. Course work too difficult
6. Behaviour / attendance issues

Selected Reasons :

Support Strategy - Curriculum Options

1. SVET and / or TVET
2. Non-ATAR pattern of study
3. Flexible senior student pathways

Curriculum Options provided to this student

Figure 8 – Clicking on one student's name brings up this window

- (e) **To enter or alter information for several students, one after the other** – Click on the first student's name. This will bring up the 'Student Retention Management' window with the name of the first student in the top right corner (same as *Figure 8* above). You are now ready to enter the first student's information so please use the guidelines provided in Step (h).

After you have entered the first student's information, use the 'spinner' in the top right corner to move from one student to the next (please see *Figure 9*). The spinner provides a drop-down list of students (*Figure 10*) plus a 'previous student' arrow (<) and a 'next student' arrow (>) to move from one student to another.

When you move from one student to another, ERN will automatically save the information entered for the previous student. When you have finished with the last student click **Save and exit** to save the last student's information and to return to the list of students in the cohort.

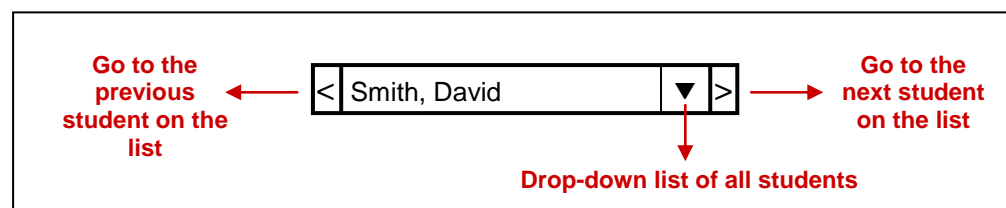


Figure 9 – Using the 'spinner' to move from one student to another.

The screenshot shows the 'Student Retention Management' window. At the top, there is a spinner dropdown menu currently displaying 'Smith, David'. A list of other student names is visible in the dropdown, including 'Lee, Samuel Sun Yee', 'Ng, Nicolas Che Wai', 'Ng, Christian Jonathan', 'Ng, Christine Rebecca', 'Sully, Elliot Hayden', 'Sully, Lauren Jennifer', 'Sunmerhayes, Rebecca', 'Swords, Emma Nicole', 'Tan, James Chun Fui', 'Tan, Darren Zhi Qiang', 'Tan, Nicholas', 'Tanner, Simon', 'Tan, Leon Richard', 'Tee, Shu Wei', 'Tee, Yee Han', 'Thang, Elliot Laurence', 'Thompson, David James', 'Ts, David Cheng', 'Ts, Wally Fung', 'Tsoi, Amanda Louise', 'Tudor, William', 'Tudge, Emma Rose', 'Tule, Rachel', 'Van Der Ploeg, Wendy Lee', 'Van Wyk, Werner', 'Van Zyl, Leslie Jason', 'Venn, Zachary Lawrence', 'Wheeler, Megan Russell', and 'Wimmer, Roger Nicholas'. Below the spinner, there are several form sections: 'Leaving date', 'New registration status' (set to 'ENRLEA - Enrolment'), 'Destination' (set to '21. XXX - Unknown/Not Provided'), 'Reasons for leaving the school system' (a list of six reasons with checkboxes), 'Support Strategy - Curriculum Options' (a list of six options with checkboxes), and 'Support Strategy - Individual Learning Support' (a list of four options with checkboxes). The right side of the window has a vertical scrollbar.

Figure 10 – Using the drop-down list in the 'spinner' to move from one student to another

- (f) **To enter or alter information for a group of students with identical information in one go (bulk entry)** – Tick the box alongside each of the students whose information needs to be bulk entered and then click on the **Bulk** button (Figure 11). Clicking on the 'Bulk' button will bring up a Student Retention Management window with the names of the students listed at the top (Figure 12).

You are now ready to enter your student exit information so please go to Step (h). When finished click **Save and exit** to return to the list of students in the cohort.

Please note that for bulk entry, all students must come from the same 'Registration Offering'. If not, a message will show at the top of the screen to advise you of this problem. You will need to go back to the Search Criteria window and reselect the correct group of students based on their Registration Offering.

- (g) **For several students with some information in common** we suggest that you enter the common information through Steps (f) and (h), and then enter the rest of each student's information *one by one*, using the spinner – see explanation in (e).

Registration Offers Student Group Offers Tracking Sheet **Student Retention** Staff Maintenance

Search Criteria

School: St Leonards High School Calendar Year: 2009 Scholastic Year: 12 - Year 12 Enrolment Type: All

Registration Offering: Year 12 2009 (Mainstream Enrolment) Registration Status: All Student Group: All

Family Name: Given Name: SRN:

Show students with: Active Registrations

Name Search Mode: Go simple search

Go

Matching Students (Number of students displayed: 233)

SRN	Student name	Gender	D.O.B	Roll Class	Status	Student Retention Status	
432018008	Adams, Rachel	F	22-Jan-1992	12MADDEN	Enrolled (Leaving)	D R	<input type="checkbox"/>
435824641	Alfordice, Christopher	M	21-Mar-1990	12ROUNTR	Enrolled (Leaving)	D R S	<input type="checkbox"/>
432018181	Aradi, Tal	M	05-Feb-1992	12MERCHA	Enrolled (In Attendance)		<input checked="" type="checkbox"/>
432018202	Aranson, Samuel	M	01-Apr-1992	12MERCHA	Enrolled (In Attendance)		<input checked="" type="checkbox"/>
432018237	Arthur, Lee John	M	05-Nov-1991	12MCCONN	Enrolled (In Attendance)		<input checked="" type="checkbox"/>
432018253	Ashmore, Jordan	M	26-Nov-1991	12MADDEN	Enrolled (Leaving)	D R S	<input type="checkbox"/>
432018458	Bafield, Eleanor	F	08-Apr-1992	12MCCONN	Enrolled (Leaving)	D R	<input type="checkbox"/>
432038271	Bla, Johnny	M	04-Aug-1990	12MERCHA	Enrolled (In Attendance)		<input type="checkbox"/>
432038351	Bra, Michael	M	12-Apr-1991	12MADDEN	Enrolled (In Attendance)		<input type="checkbox"/>

Bulk

Figure 11 – Several students ticked for bulk entry.

Student Retention Info

Student Retention Management

**Once saved, any student retention info set previously saved will be overwritten.*

SRN	Student name	Registration Offer	Current status
432018181	Aradi, Tal	Year 12 2009 (Mainstream Enrolment)	Enrolled (In Attendance)
432018202	Aranson, Samuel	Year 12 2009 (Mainstream Enrolment)	Enrolled (In Attendance)
432018237	Arthur, Lee John	Year 12 2009 (Mainstream Enrolment)	Enrolled (In Attendance)

New registration status: ENRLEA - Enrolled (Leaving)

*Leaving date:

Destination: 21. XXX - Unknown/Not Provided


Reasons for leaving the school system :

1. Completed Year 12
2. Reached minimum leaving age, Year 12 n
3. Continuing in future education and/or tra
4. Immediate employment opportunity
5. Course work too difficult
6. Behaviour / attendance issues

Selected Reasons :

Figure 12 – Clicking on the 'Bulk' button brings up the students' names in this window.

(h) Depending on what information is being entered, please enter it in this order:

- The new registration status will either show as 'Enrolled (Leaving)' or 'Left'. You may need to change 'Enrolled (Leaving)' to 'Left' if this has now occurred.
- Enter the leaving date using the calendar icon, if this has not been entered already.
- Select the intended destination from the drop-down menu. Please note that you **MUST** select the intended destination **BEFORE** entering the reason(s) for leaving, as the reasons change depending on the destination selected.
- If the student is enrolling at another NSW government school, NSW non-government school or interstate school, please enter the name of this school in the box provided, i.e. click on the  icon next to the '**To School**' box, type in the first word or first 3-6 letters of the school name and then select the correct school from the list.
- Enter the reason(s) for leaving by *either* selecting a reason in the left box and clicking on the [>] arrow to move it to the right box, *or* selecting several reasons at one time by holding down the 'control' key while clicking on each reason, and then click on the [>] arrow to move all these reasons to the right box in one go. Please note that if you make a mistake you can move reasons in the right box back to the left box by selecting them and then using the [<] arrow.

Please also note that if the selected reason is '**Other reason**' then an additional text box will open so that you can type in this reason.

- Enter the support strategies (if these are being entered) by using the [>] arrows as described above.
- **For a single student** – Click **Save and exit** to return to the list of students in the cohort.

For several students where you have used the 'spinner' – Click **Save and exit** to save the last student's information and return to the list of students in the cohort.

For bulk entry of a group of students – Click **Save and exit** to return to the list of students in the cohort.

Please note that by clicking on **Save and exit**, or by using the 'spinner' to move from one student to the next, you will overwrite all previously saved information.