

Assigning students to a “Mobile Preschool” (Year Level TPR)

Part A: Existing Students

This document provides detailed step by step information for assigning Year Level TPR to preschool students that are accessing a Mobile Preschool for existing students (students already enrolled at your school).

Part B: New Students

For entering students who are **new** to your school, please follow the normal **Student Enrolment Process** see the links below for detailed information:



[Student Enrolment Process](http://www.ict.schools.nt.gov.au/sams/enrolment_attendance/enrolment/EnrolmentFlowchart-print.pdf)

http://www.ict.schools.nt.gov.au/sams/enrolment_attendance/enrolment/EnrolmentFlowchart-print.pdf

[Student Enrolment Policy](http://www.det.nt.gov.au/corporate/policies/school_management/student_enrolment.pdf)

http://www.det.nt.gov.au/corporate/policies/school_management/student_enrolment.pdf

Please note: When selecting Year Level – Select **TPR** only for students that are accessing a Mobile Preschool.

<p>1 Click on Student Details in the General sidebar</p>	
<p>2 Click on the Binoculars</p>	

3 Enter the surname

4 Click **Find**

Student Search

General Parameters Dates Address Other UDI Teaching Sets

Surname/Ref. No. COLLINS Roll Status Current

Preferred Name Year Group --n/s--

First Name Form --n/s--

Legal Surname House --n/s--

Tribal Grouping --n/s-- Group Type --n/s--

Skin Name --n/s-- Group --n/s--

Contact Surname

Global Name Search

All Names (Excluding History)

Terms in School

Not Specified

More than

Less than 0

Equal to

Show Inactive Parameters in Dropdown Lists

Find Close

If there is more than one student with that surname this screen will appear

5 Click on the student required to highlight it

6 Click on **Select**

If there is only one student the screen shot below will appear

Student Search Results

Reference	Surname	Preferred Name	Year	Form	Date of Birth
2002090	Collins	Ruth	04	Middle Prim.	10 OCT 1997
2004051	Collins	Sam	02	Lower Prim.	4 APR 1999

Total records found 2

Back Select Close

Your screen now shows that student's information

Student

Current

Ruth Collins (2002090) Year 04 Form Middle Primary (Green)

Date of Birth 10 OCT 1997

Age 11 Yrs 2 Mths

Gender Female

Teacher(s) Mrs H Leeman

Room

UPN F042054705013

CC No. 00000000

Central ID

Address 80 Ross Smith Ave, Parap, NT, 0820

Phone 1 89426999

Phone 2

Fax

Mobile

Family Representative

Car Registration


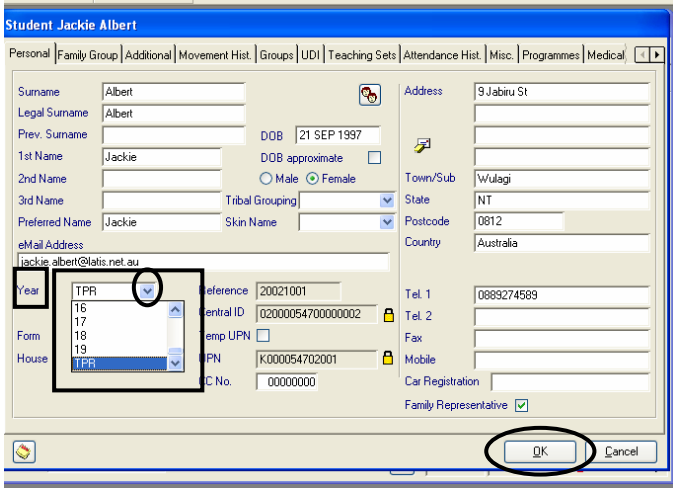
E Mail Address

Contacts

Name	Phone	Address	Relation	Res	Par	Mail	Emrg	Note	Fee
Mrs Kelly Allen	89818522	80 Ross Smith Ave, Parap, NT, 0820	Mother	No	No	Yes	1	Yes	N
Mrs Kathy Collins	89421599	80 Ross Smith Ave, Parap, NT, 0820	Mother	Yes	Yes	Yes	1	Yes	Y
SAM Collins	89426999	80 Ross Smith Ave, Parap, NT, 0820	Sibling	n/a	n/a	n/a	0	No	

Res - Student Resident Par - Parental Responsibility Mail - Family Mail Marker Emrg - Emergency

Search

<p>7 To edit the student's details, click on the Edit Pencil</p>	
<p>8 Click on the Down-Arrow in the Year field, select TPR</p> <p>9 Click OK</p>	
<p>10 <i>The student is now enrolled as a mobile preschool participant</i></p>	