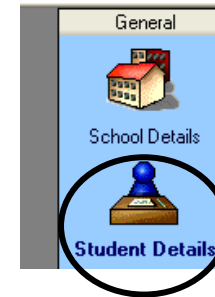
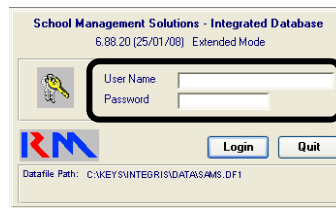


Enrolment Form to SAMS

Log on to SAMS

Click on **General** tab

Click on **Student Details** icon



Click on **Add student** icon



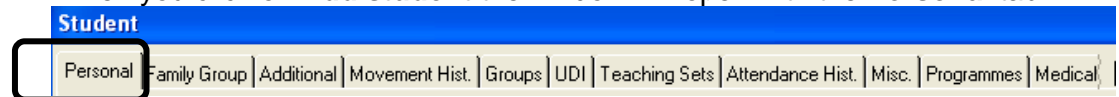
The next few pages are organised as follows:

On the left under **Enrolment Form** you find the questions in order of **Sections**

- **These fields are mandatory**
- * These fields are strongly recommended

The right under **SAMS Database** shows where you enter information in SAMS

When you click on **Add student** the window will open with the **Personal** tab



Enrolment Form (➤ mandatory, * recommended)

SAMS Database

SECTION 1 – STUDENT DETAILS

- Surname ❶
- First and middle names ❷
- Date of Birth ❸
- * Student’s tribal grouping/clan name/other ❹
- * Student’s skin name ❺
- * Student’s email ❻
- Student’s residential address ❼
- Surname on Birth Certificate ❸
- * Preferred given name ❹
- Sex ❿
- Current year level ⓫
- Form/Class ⓬

The screenshot shows the 'Student' form with the following fields and callouts:

- ❶ Surname: Sunshine
- ❷ 1st Name: Sarah
- ❸ DOB: 1 MAY 1998
- ❹ Tribal Grouping: (dropdown menu)
- ❺ Skin Name: (dropdown menu)
- ❻ eMail Address: (text field)
- ❼ Address: 6 Christmas Crescent
- ❸ Surname on Birth Certificate: Rainbow
- ❹ Preferred given name: Sarah
- ❿ Sex: Female
- ⓫ Current year level: 05
- ⓬ Form/Class: Middle Primary

- Student postal address ❶

Click on **Family Group**

Click on **Edit**, enter details

This screenshot shows the 'Family Group' tab selected in the 'Student' form. An edit icon (pencil) is circled with a callout ❶.

- Start Date ❶

Click on **Additional**

Type in the **Entry Date**

This screenshot shows the 'Additional' tab selected in the 'Student' form. The 'Entry Date' field is circled with a callout ❶.



Enrolment Form (➤ mandatory, * recommended)

SECTION 2 – STUDENT BACKGROUND INFORMATION

- * Student's First Language ❶
- Student's Indigenous status ❷
- * Is the student's main language spoken at home English? ❸
- * Does the student speak a language other than English at home? ❹
- * Is the student a permanent resident? ❺
- * In which country was the student born? ❻

SAMS Database

- Is the student currently enrolled at another school? ❼

If yes, choose either **Current main** or **Current subsidiary**, then click on  select the other school, click 

- Enrolment: Full-time / Part-time ❸

Change FTE as required:
(eg 1 day/week or 1 subject: FTE=0.20)

Current main: Dual Enrolment, student mostly attends your school.

Current subsidiary: Dual Enrolment, student mostly attends other school.

If you have any queries please call the SAMS team on **89993531**.