

# Te Kura Enrolment System -TES

# User Guide for Schools and Dual Providers

# Part 4: How to cancel enrolments, subjects or applications

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### 4.1 Cancellation request options

To request withdrawal of a student click on '**Cancellations**'. -The following options are displayed:

• **Cancel Enrolment** – use to cancel the entire enrolment of **one or multiple students** (ie cancel the student from all registered subjects)

**Please note:** it is important to use this option when requesting to cancel **all** current Te Kura subjects of a student. **Do not cancel all subjects of a student by using 'Cancel Subject'** 

- **Cancel Subject** to cancel specific subjects, leaving other subjects as current and active registrations.i.e. the student remains enrolled with us in some subjects.
- Cancel Application to cancel a previously submitted application, prior to registration (ie status is blank, not yet admitted).

**Please note**: Only use this option to cancel the entire application, not individual subjects on an application.

If you are just seeking to change some subjects in the submitted application, please contact Enrolment Services and they will make the changes, if the application has not yet been processed.



#### 4.2 How to cancel an enrolment of one student and cancellation of their subject(s)

**Step 1.** Select '**Cancel Enrolment**' and Cancel Enrolment screen will display with the following search criteria:

	Cancel Enrollment				
	Person Number: 84236 Name: Aimee Lewis School: Te Aho o Te Kura Pounamu				
	Note: Complete one or more of the fields below and click 'Search The Cancellation Date and Reason will be used as defaults on re All fields indicated with a * must be completed.				
Step 2. Enter the Academic Year.	Academic Year :	2013 🔽 *			
Enter <b>only one</b> of the	Offering Type :				
following	Student Type :	No Data Available Yet 💟			
lonowing.	Qualification :				
Te Kura student ID number	Student Number :	213060248			
or	NS Number :				
NSN number	Surname :				
	Name :				
Step 3. Enter the Cancellation Date.	Cancellation Date :	13-MAY-2013			
Step 4. Enter the Cancellation Reason.	Cancellation Reason :	A - Transfer-another school in NZ			
Do not enter any other information.		Search Clear Form			
Step 5. Click Search.					

**Result:** The 'Maintain Student's Enrolment Cancellation Requests' screen appears showing details of the student whose ID number was entered. Tick the box and save changes.

#### 4.3 How to to request cancellation of multiple enrolments

Using the 'Cancel Enrolment' screen above:

- Step 1. Enter the Academic Year.
- Step 2. Enter the Cancellation Date.
- Step 3. Enter the Cancellation Reason.
- Step 4. Do not enter any other information.
- Step 5. Click Search.

Continued on next page

### 4.3 How to request cancellation of multiple enrolments continued

**Result:** The 'Maintain Student's Enrolment Cancellation Requests' screen appears (below) showing all of your currently registered students.

	in Student's Enroim	ent Cancellation Requests							
Person Nu Name: Air School: Te	umber: 81482 mee Lewis e Aho o Te Kura Pounamu								
Academic	2011 2011								
lote: Selec The Cancel	ct/Deselect records to create/re I Date and Reason will default fr	evoke Cancellation Request and click on 'Sav rom Search criteria, but may be changed on	ve Changes'. individual records.						
Cancel	Cancel	Cancel	14	Student			Block Off.		-
	Date	Reason		Number	Name and Surname	Туре	e Code Type Teacl	ner Ext I	mail
	Qualification	n : Y11-13 - Years 11 - 13		211553073	Mere Te Awhi Tau Tau	87	1 C		
		<b>v</b>		212001590	Rebecca Robinson	15	1 F		_
	Qualification	n : Y7-10 - Years 7 - 10							
	Save Changes C	lear Form New Search							
	Gave Changes	New Search							
_									
ep 6	. Check the st	tudent details are co	orrect and	Cancel	Cancel		Cancel		
	then <b>tick the</b>	e box(es) for the stu	idents you		Date		Reason		
	wish to cano	.el. ——			-		-		
					14 A A A A A A A A A A A A A A A A A A A	Qualification	on: Y11-13 - 1	rears 11 - 13	3
on 7	Enter a cano	al data in the forma					-		
ch v				_		Qualificatio	on : Y7-10 - Ye	ears 7 - 10	
				_		COMPANY AND A DOWN			
	MON-YYYY.								_
en 8	MON-YYYY.	ason for cancelling			Save Chang	es (	Clear Form	New Se	arch
ep 8	MON-YYYY. • Enter the Re	eason for cancelling.		_	Save Chang	jes (	Clear Form	New Se	arch
ер 8 ер 9	MON-YYYY. Enter the Re Click 'Save C	eason for cancelling: hanges'.			Save Chang	jes (	Clear Form	New Se	arch
tep 8 tep 9	MON-YYYY. Enter the Re Click 'Save C	eason for cancelling: Changes'.			Save Chang	es (	Clear Form	New Se	arch
ep 8 ep 9	MON-YYYY. Enter the Re Click 'Save C	eason for cancelling: Changes'.	ng you tha		Save Chang	es leer	Clear Form	New Se	arch
ep 8 ep 9 ep 1	MON-YYYY. Enter the Re Click 'Save C. A messag	eason for cancelling Changes' ge will appear advisi	ng you tha	at your c	Save Chang	nas beer	Clear Form	New Se	arch
сер 8 сер 9 сер 1	MON-YYYY. Enter the Re Click 'Save C . A messag	eason for cancelling Changes' ge will appear advisi	ng you tha	at your c	Save Chang	nas beer	Clear Form	New Se	arch N).
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tep 8 tep 9 tep 1	MON-YYYY. Enter the Re Click 'Save C. O. A messag	eason for cancelling: changes' ge will appear advisi	ng you tha	at your o	Save Chang	nas beer opment.c	Clear Form	New Se	Arch
tep 8 tep 9 tep 1	MON-YYYY. Enter the Re Click 'Save C. O. A messag	eason for cancelling: hanges' ge will appear advisi	ng you tha	at your c	Save Chang	nas beer opment.c	Clear Form	New Se	w).
tep 8 tep 9 tep 1	MON-YYYY. Enter the Re Click 'Save C. O. A messag	eason for cancelling: hanges' ge will appear advisi	ng you tha	at your o	Save Chang	nas beer opment.c	Clear Form	New Se	w).
tep 8 tep 9 tep 1	MON-YYYY. Enter the Re Click 'Save C. O. A messag	eason for cancelling: Changes'. ge will appear advisi	ng you tha	at your c	Save Chang	nas beer opment.c	Clear Form	New Se	w).

4.4 Ho	ow to	request can	cellation of a s	subject fo	or one st	udent			
Step 1.	Select	'Cancel Subject	and follow the sa	ime steps 1	– 6 above,	as for 'Canc	el an Enro	Iment	, 
	<b>Result</b> showii	: The ' <b>Maintain</b> ng only the mai	Student's Subject	Cancellation	on Requests udent whos	s' screen app e ID was ent	bears (exa tered.	mple b	pelow)
	Mainta Person I Name: ( School: Academ	Ain Student's Subjectives Subjectives Student's Subjectives Strength School Mountainview High School	ate/revoke Cancellation Request an	i <b>sts</b> d click on 'Save Che	inges'.				
	Cancel	Cancel	Cancel	e changed on indivi	Student			Block Off	
	Cancer	Date	Reason		Number	Name and Surnam	e Type	Code Type	e Teacher
				-	12345678	James Bond	50	1 A	Joyce Bostock
		Subject	JP000 - Japanese CL 1-5						
	10			-	12345678	James Bond	50	1 A	Jovce Bostock
	_	Subject	MP100 - Music NCEA level 1	Press,					,
	Note:	Save Changes Clear When the ma subject are als	in subject is cancell co cancelled.	ed, any ass	ociated mo	dules and st	andards fo	or the	main
				Cancel	Cancel Date	Can	cel son		
Step 2.	Tick th	e box for the st	udent's <b>Main</b>	173					
	Subjec	<b>t</b> you wish to c	ancel.			Subject : JP00	00 - Japanese	CL 1-5	.10:55
Step 3.	Enter a DD-M	a <b>Cancel Date</b> ir ON-YYYY.	the format	<b>~</b>	19-MAR-2013	Subject : MP1	Jser Error 00 - Music NC	EA level	1
Step 4.	Entera	a Cancel Reaso	<b>1</b> .		Save Chang	es Clear Form	n New Se	arch	

- Step 5. Click 'Save Changes'. -
- Step 6. A message will appear advising you that your cancellation has been successful. Click **OK**.

# 4.5 How to request cancellation of subjects for multiple students

Using the '**Cancel Subjects'** screen, follow the same steps as above for 'How to request withdrawal of multiple enrolments'.

- **Step 1.** On the '**Maintain Student's Subject Cancellation Requests**' screen, tick the boxes beside the subjects to be cancelled for each student.
- Step 2. Check other details for each student are correct and click 'Save Changes'.

**Please Note:** 

• Cancellation requests are processed daily by Enrolment Services. When subject cancellation

Continued on next page

The page at smsdevelopment.correspondence.

Cancellation request changes completed!

OK

#### 4.5 How to cancel a Subject for multiple students continued

requests are processed, the subject cancellation date and reason selected appears alongside the student on their '**Subjects of a Student'** screen. When enrolment cancellation requests are processed they appear against those students on the '**Registered students**' screen and on the Subjects of a Student screen for each student, all subjects will show as cancelled.

- If you submitted a cancellation request and it does not later appear on those screens please contact Enrolment Services giving them the details.
- If "User Error" is listed as the cancellation reason and you have not made the cancellation, contact Enrolment Services.