



DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

DENBIGH ADMINISTRATION

Student Enrolments and Movements
Creating a Family, adding Parents and
Students

www.denbigh.com.au

Tel +61 2 4647 1375
Fax +61 2 4647 3410

ABN 99 167 352 749

Macarthur Anglican School
Cobbitty Road
Cobbitty NSW 2570

PO Box 3166
Narellan NSW 2567
Australia



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Entering students into Denbigh Administration should be performed from the Family file, and entered as 'Future Students'. Future students are then enrolled to the Current Students file using the 'Enrol Students' function. Even if a student has just arrived at the school, you should enter the student as a 'Future Student' and then enrol the student using this process. This will ensure that the correct ID's are issued, and the relevant checks and balances have been performed.

Please note whenever copying any text from another program like Word, always use Paste without formatting Command (apple) option V, or Control Shift V on Windows.

Main Menu - Family File

On the Main Menu click the "Families" button.

- The sequence for entering family, student and parent information should be:
1. Create the family record using the 'Add Family' button in the Family file.
 2. Create the parent records using the 'Add Parent' button in the Family file.
 3. Enter address details for residential address, and any other relevant addresses
 4. Add the Future Student record using the button under the Future Students tab in the Family file.
 5. Enrol the Future Student into Current Students at time of enrollment.

Family File

The screenshot shows the 'Family Detail' page for family 100016, 'Richardson'. The 'New Family' button in the top navigation bar is highlighted with a red box. The page displays details for the family, including residential address (1 John St, Sydney, NSW 2000) and parent information (Mr Chen Richardson and Mrs Wei Zhen May). The 'New Family' button is located in the top navigation bar, between the 'Search Assistant' and 'Add Parent' buttons.

Click "New Family" to create a new family, enter the Family name.

The screenshot shows the 'New Family Creation Step 01' dialog box. The 'Family Name for New Family' input field is highlighted with a red box. Below the input field, there is a section for 'Existing families with similar family names' which is currently empty. At the bottom of the dialog, there are 'Cancel' and 'Create New Family' buttons.

Enter the family name so that Denbigh can search for families with that name.

Searching Family details

New Family Creation Step 01

Family Name for New Family:

Existing families with similar family names:

MEDINAJIMENEZ, Johnsson, Dr L Johnsson and Dr R M Davis 1 John St, Sydney, NSW	<input type="button" value="Use this family"/>
WILLIAMS07, Johnsson, Mr J and Mrs R Johnsson 1 John St, Sydney, NSW	<input type="button" value="Use this family"/>
100582, Johnston, Dr T Johnston and Dr A Hamer 1 John St, Sydney, NSW	<input type="button" value="Use this family"/>
STUART01, Johnston, Mr G and Mrs T Johnston 1 John St, Sydney, NSW	<input type="button" value="Use this family"/>
100688, Johnson, Mr M S and Mrs S S Johnson 1 John St, Sydney, NSW	<input type="button" value="Use this family"/>
BALOH01, Johnson, Mr F and Mrs S Johnson 1 John St, Sydney, NSW	<input type="button" value="Use this family"/>
UECHTRITZ, Johns, Mr R Johns and Ms. S Farrell 1 John St, Sydney, NSW	<input type="button" value="Use this family"/>

Denbigh will search the database for any families with similar or pre-existing names. This will eliminate duplicate records. If one of these families is the same as the one intended to be created, click the corresponding "Use this family" button. If no existing family names appear, or none of them are the family to be entered, click the "Create New Family" button.

Family Detail

Parent Details: 0

JOHNS02 Johns

Family Code: Family Name:

Mailing title:
 Salutation:

Residential Address

Property:
 Street:
 Suburb/State/PC:
 Country:
 Telephone: Fax:
 Email:

Count of Children:

Future	Current	Former	Hosted
0	0	0	0

General Info | Future Students | Current Students | Former Students | Hosted Students | Addresses | Fundraising | Groups | Notes | Correspondence | Email

A new family record will be created with a pre-customised family code. (The system is pre-customised to generate a school's particular code format). The address and contact details of the new family can now be entered.

Adding the Family Address

The screenshot displays the 'Family Detail' form for family code 'JOHNS02' and name 'Johns'. The 'Residential Address' section is highlighted with a red box. It includes the following fields: Property ID (ADTD43326), Street (21 Johns Street), Suburb/State/PC (NSW), Country (Bathurst), Telephone, Email, and Count of Children (0). A dropdown menu is open under the 'Residential Address' section, showing a list of locations: Bathurst, Camden, Cobbitty, Narellan, Perth, St Marys, and Sydney. The form also includes tabs for 'Parent Details', 'General Info', 'Enrolled Students', 'Former Students', 'Hosted Students', 'Addresses', 'Fundraising', 'Groups', 'Notes', 'Correspondence', and 'Email'. A 'Create New Future Student for the Johns Family' button is visible at the bottom right of the form area.

Numerous address types may be recorded with each Family record. The residential address appears on the left of the Family Details screen, and is essential that this is entered for each family. Other address types such as Postal Address, Billing Address, Reports to addresses etc are optional, and should only be entered if required.

Postal and Billing addresses need only be entered when they differ from the family's residential address. In a family that lives at home, has their mail delivered to that home, and the bills sent to that home, ONLY a residential address should be entered.

The postal address on correspondence and mailing labels will use the postal address if it is entered, and the residential address if no postal address exists. It will always contain an address, and will not be left blank if a postal address is not entered.

The billing address functions similarly, but follows a longer hierarchy. It will use the residential address if that is the only one entered. If a postal address is entered, the billing address will contain that entry, but if a separate 'Billing Address' is entered, this value will override both postal and residential.

Address Field Structure

Denbigh Admin employs a slightly atypical structure for the address fields, in that the fields for entry do not simply have address 1, address 2, and address 3 for the first few lines of the address. The address fields for entry are:

- Property Name
- Street
- Suburb
- State
- PostCode
- Country

For a simple suburban address such as 1 John St, Sydney, NSW 2000, the Property Name field should be left blank, and 1 John St be entered into the Street field as follows:

Property Name

Street 1 John St Suburb Sydney State NSW PostCode 2000 Country

Only when an address has an additional line should the Property Name field be used. For example:

Property Name Whispering Pines

Street Wanaaring Rd

Suburb Wanaaring

State NSW

PostCode 2000

Country

The rationale for this structure, is that it will result in almost all addresses having the street value entered into the Street field. This allows various data gathering processes which require the address data separated out into separate fields for street number, street name, street type etc to be able to process on consistent data, resulting in far more accurate results.

A country should only be entered for addresses outside of Australia (or your local country if you are an International School) as these are not required for mailing labels locally.

(Note that the address Id is automatically generated.)

Adding Parents

The screenshot shows a software interface for managing family records. At the top, there is a navigation bar with icons for various functions: Main Menu, Back, View As List, Find, Search Assistant, New Family, Add Parent (highlighted with a red circle), and Print Menu. Below this are icons for Accounts, Enrolled Students, Future Students, Former Students, Community, Addresses, and Letters.

The main content area is titled "Family Detail" and shows the details for a family with ID "JOHNS02" and name "Johns". The family name is "Johns" and the family code is "JOHNS02". The mailing title is "Johns" and the salutation is "Dear Parents". The residential address is "21 Johns Street, Cobbitty, NSW 2570". The country is "Australia" and the ID is "ADID43326".

Below the address information, there is a table showing the count of children:

Count of Children:	Future	Current	Former	Hosted
	0	0	0	0

At the bottom, there is a tabbed interface with tabs for "General Info", "Future Students", "Current Students", "Former Students", "Hosted Students", "Addresses", "Fundraising", "Groups", "Notes", "Correspondence", and "Email". The "General Info" tab is selected, and a button "Create New Future Student for the Johns Family" is visible.

You may record any number of 'parents' against any given Family record. A 'normal' family should have a Father and Mother entered, but in the event of parents who are divorced and remarried, or any number of other complex family structures, more 'parents' may be entered. Click the "Add Parent" button.

Locate Community Member screen

Enter First Name and Surname into the fields above. Any potential matches will be displayed below.
Click create New if you wish to create a new record.
Click on the arrow beside the name to select the pre-existing person.

Locate Community Member

First Name : Surname :

Annette **Johnston** **1** 484 **2** Mother

Family Address: 1 John St Sydney NSW
Individual's Address: 1 John St Sydney NSW

3

To avoid duplication, this screen searches for anyone in the Community file with the same name. Enter the first name and then tab to the Surname. Either click on the Jump button to use an existing Community member or Click the "Create New" button for a new Community Member.

If one of these community members is the person being entered, click the small arrow to the left of the name to select the record. You will be required to enter the parent type, and relationship to family for the community member, but the community member's record will not be duplicated.

Entering Parent Details

Enter Parent Details

Personal Details	Work/Contact Details
Parent Type <input type="text"/>	Occupation <input type="text"/>
Relationship Mother	Employer <input type="text"/>
Title Father	Work Phone <input type="text"/>
First Name Non Resident	Work Fax <input type="text"/>
Second Names Other	Mobile Phone <input type="text"/>
Surname JAMES	Email Address <input type="text"/>
Known As <input type="text"/>	
Gender <input type="text"/>	
Nationality <input type="text"/>	
Religion <input type="text"/>	
WWCC No <input type="text"/>	
WWCC Date <input type="text"/>	
WWCC Status <input type="text"/>	
WWCC Expiry Date <input type="text"/>	

Email Addresses		
Email Type	Email Address	Use to Email to
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

ID's (for reference only)	
Family ID	100016
Community ID	109392
	109392

Understanding Parent Types

Parents are flagged with a 'Parent Type' value. This is limited to only four (4) options, and the implications of the parent types must be understood. One of the following parent types must be selected:

1. **Father.** This may not be the biological father of the children, but is rather the primary male person in the household. Mailing titles will reference the parent with this type to calculate its value. A freeform 'Family Relationship' field allows you to define accurately the relationship of this parent to the children. It may be a step-father who is defined as the parent type 'Father'.
2. **Mother.** This may not be the biological mother of the children, but is rather the primary female person in the household. Mailing titles will reference the parent with this type to calculate its value. A freeform 'Family Relationship' field allows you to define accurately the relationship of this parent to the children. It may be a step-mother who is defined as the parent type 'Mother'.
3. **Non-Resident.** This parent will often be a biological parent who has divorced or separated, and is no longer residing with the 'Father' or 'Mother' as defined above. Creating a 'non-resident' address record will link that address to a parent flagged as non-resident. This parent will be used when printing mailing labels for Non-resident parents.
4. **Other.** If any additional parent entities need to be recorded with the family, they should be flagged as 'Other'. They will not be automatically linked to mailing titles or addresses, but their details will be recorded and displayed for reference. A common example would be the spouse of a remarried divorcee who is the 'Non-Resident' parent.

Complex Families

Invariably, some families will be very complex, and awkward to record accurately. Denbigh Admin does accommodate parents who are members of multiple families, with different parent 'types' in each. For example, a parent may be the primary male flagged as type 'father' in one family, with a family relationship of step-father. He may then be the non-resident parent in another family record, the children of whom he may be the biological father.

A difficulty may arise where a child spends one week in the mother's home, and another at the father's, effectively residing at two addresses alternately. In this scenario, a decision will need to be made which of these is regarded as 'home' for the child, and appropriate notes recorded in the family and/or student record.

Similarly, some families will exist where the parent relationship may differ from one child to another – stepfather for one, and biological father for another for example. Again, in these situations, ultimately a detailed description entered into the notes fields may be required to clarify the situation. While providing a direct link between each child and each parent would allow us to define this more accurately, a deliberate decision has been made after much consultation with users to keep the structure simpler for operators.

Enter the Relationship to the Student

The screenshot shows a web form titled "Enter Parent Details" with a teal header. The form is divided into several sections:

- Personal Details:** Includes fields for Parent Type (set to "Father"), Relationship (a dropdown menu highlighted with a red box), Title (set to "Aunty"), First Name (set to "Father"), Second Names (set to "Grandmother"), Surname (set to "Guardian"), Known As (set to "Guardian/Uncle"), Gender (set to "Host Mum"), Nationality (set to "Mother"), Religion (set to "sister"), and WWCC No (set to "Step-father").
- Work/Contact Details:** Includes fields for Occupation, Employer, Work Phone, Work Fax, Mobile Phone, and Email Address.
- Email Addresses:** A table with columns for Email Type, Email Address, and Email to. The first row is highlighted with a red box.
- ID's (for reference only):** Includes fields for Family ID (set to "LIN10") and Community ID (set to "109393").
- Buttons:** A "Continue" button is highlighted with a red box at the bottom right.

Enter the actual relationship to the student. The name fields will be pre-entered. Enter any email addresses in the Email Addresses fields. Check the box for the email address to be used. Complete the remaining details regarding the parent then click "Continue".

Adding More Parents/Family Members

The screenshot shows the 'Family Detail' form for family code 100044, named 'Mu'. The 'Add Parent' button in the top navigation bar is highlighted with a red box. The form includes sections for 'Residential Address' (1 John St, Sydney, NSW, 2000), 'Parent Details' (Mrs Martha Teen Mu, Housewife, 0414 123 456), and 'Family Info' (Language, Marital Status, Eldest Child). There are also tabs for 'Future Students', 'Current Students', 'Former Students', and 'Hosted Students', along with 'Emergency Contacts' and 'MCEECDYA Data' sections.

Click "Add Parent" to add other parents or any number of family members that are required.

Addressee for Mailing Title and Salutation

The screenshot shows the 'Family Detail' form for family code 100003, named 'Styles'. A red box highlights a checkmark in the 'Use as addressee' checkbox. The form includes sections for 'Residential Address' (18 Home Street, Belfield, NSW, 2191), 'Parent Details' (Mr Greg Styles, Step-father, 02 1234 5678, 0407225668, gstyles@denbighde), 'Mother' (Mrs Margaret Styles, Teacher, 02 1234 5678, 0414 123 456, mstyles@denbighde), and 'Father' (Mr James Andrew Kerrisk, Non Resident, ja@denbigh.com.au). There are also tabs for 'Future Students', 'Current Students', 'Former Students', and 'Hosted Students', along with 'Emergency Contacts' and 'MCEECDYA Data' sections.

This check box function allows for the Mailing Title and Salutation to use just the Family Name.

The screenshot shows the 'Family Detail' page in Denbigh Admin. The top navigation bar includes icons for Main Menu, Back, View As List, Find, Search Assistant, New Family, Add Parent, Print Menu, Accounts, Current Students, Future Students, Former Students, Community, Addresses, and Letters. The main content area is titled 'Family Detail' and contains a form for family information. The form is divided into several sections: 'Family Code' (LIN10), 'Family Name' (Cameron), 'Residential Address' (1 John St, Sydney, NSW, 2000), and 'Parent Details'. The 'Parent Details' section shows two parents: 'Father' (Mr Koichi Cameron) and 'Mother' (Ms Xin Moller). The 'Use as addressee' checkbox is checked, and the mailing title is 'Mr K Cameron and Ms X Moller'. The 'Count of Children' table shows 1 Future child, 0 Current children, 0 Former children, and 0 Hosted children.

Denbigh Admin will attempt to calculate a Mailing Title and Salutation for families based on the data entered.

Parents with a joint surname

Where parents are married and share the same Surname or Family Name, the mailing title will combine the Titles and Initials of the Given Names of the parents who are flagged with a parent type of 'Father' and 'Mother'. The Family Name will be taken from the Family Name field, NOT the surnames of the parents. The 'Use as Addressee' checkbox beside the Family Name determines whether the mailing title uses the joint Family Name or the individual Surnames. This field defaults 'ON' when a new family is created.

Parents with different surnames

When Parents have different surnames, uncheck the checkbox labeled 'Use as Addressee' beside the Family Name. This will result in Denbigh Admin referring to the individual surnames of parents.

The screenshot shows a 'Family Detail' form with the following sections:

- Family Code:** LIN10, Cameron. Family Name: Cameron. Use as addressee:
- Mailing Title:** Mr K Cameron and Ms X Moller. Salutation: Mr Cameron and Ms Moller.
- Residential Address:** ID: ADID43157. Street: 1 John St. Suburb/State/PC: Sydney, NSW, 2000. Country: Australia. Telephone: 02 3456 7890. Fax: . Email: .
- Count of Children:** Future: 1, Current: 0, Former: 0, Hosted: 0.
- Parent Details (2):**
 - Father:** Mr Koichi Cameron. Relationship: Father. Title: Mr. Given Names: Koichi. Surname: Cameron. Occupation: Business Manager. Work Phone: . Mobile: . Email: kcamero@denbighde. Include in PTI:
 - Mother:** Ms Xin Moller. Relationship: Mother. Title: Ms. Given Names: Xin. Surname: Moller. Occupation: Financial Analyst. Work Phone: 0414 123 456. Mobile: . Email: . Include in PTI:
- Navigation Tabs:** General Info, Future Students, Current Students, Former Students, Hosted Students, Addresses, Fundraising, Groups, Notes, Correspondence, Email.
- Address Section:** Note: Mailing Titles need only be entered where it needs to be different from the Family Mailing Title of: Mr K Cameron and Ms X Moller. Choose type: . Add a new address.

Residential Address	
Mailing Title	The Cameron and Moller Family
Property	
Street	1 John St
Suburb	Sydney
State	NSW
PostCode	2000
Country	
Address ID	ADID43157

Overriding the automatically entered Mailing Title and Salutation

There will undoubtedly be times when the automatically generated mailing title will not be correct. Simply click into the Mailing Title field and type in the Mailing Title in the form required. This will override the automatically calculated value. To return to the automatically generated value, simply click into that field again and delete the manually entered value. Clicking out of the field will then display the calculated value again.

The same method of overriding may be used with the Salutation field.

Mailing titles for postal and billing addresses

A mailing title is not required to be entered for a Postal or Billing address if the Family Mailing Title is the correct recipient. Under the Address Tab, entering a Mailing Title in the record for the Postal Address will override the Family Mailing Title in the same way as described above.

Entering a Mailing Title in the Billing Address will ONLY apply this mailing title to the Billing Address, and will not override the mailing title for other address types.

Updating Addresses

The screenshot shows the 'Family Detail' form for family CHENG02. The 'Residential Address' section is highlighted with a red circle '1'. The address is 1 John St, Sydney, NSW, 2000. Below this, the 'Addresses' tab is selected, showing a table with columns for Mailing Title, Property, Street, Suburb, State, PostCode, and Country. The address 1 John St, Sydney, NSW, 2000 is listed in the table, with a red circle '2' next to it.

- 1 - Update the addresses in the Residential address area
- 2 - This will automatically update the address in the Addresses Tab (This will also automatically update in the community file)

The screenshot shows the 'Community Members' form for member Paloni. The 'Home Address Details' section is highlighted with a red circle '1'. The address is 1 John St, Sydney, NSW, 2000. Below this, the 'Last Known Address' section is visible, with a red arrow pointing to the right, indicating that the address should be moved to the 'Last Known Address' field.

- To keep a last known address for a community member:
- 1 - Click the arrow to keep the address in the Last Known Address field. Then update the address in the Family File. This may need to be done separately for each community member in the family if required.

Entering Other Addresses

The screenshot displays a software interface for managing family information. At the top, there is a navigation bar with icons for Main Menu, Back, View As List, Find, Search Assistant, New Family, Add Parent, Print Menu, Accounts, Current Students, Future Students, Former Students, Community Addresses, and Letters. Below this is the 'Family Detail' section, which includes fields for Family Code (LIN10), Family Name (Cameron), Mailing Title (The Cameron and Moller Family), Salutation (Mr Cameron and Ms Moller), Residential Address (1 John St, Sydney, NSW, 2000), and Parent Details (Mr Koichi Cameron, Business Manager; Ms Xin Moller, Financial Analyst). The 'Addresses' tab is selected, and a dropdown menu is open, showing options like 'Postal Address', 'Non Resident Parent', 'Billing Address', 'Duplicate Statement Address', 'Report To', 'Another Report', 'Grandparent 1-4', and 'Add a new address'. Red circles and arrows indicate the steps: 1. Click the 'Addresses' tab. 2. Click into the dropdown menu. 3. Click 'Add a new address'.

To add additional addresses to the family.

1 - Click The Addresses tab

2 - Click into the drop down list of address types

3 - Click Add a new address type

This can be used for all different types of addresses, including Postal Addresses, Grandparents or Billing.

Address - Non-Resident

The screenshot displays the 'Family Detail' software interface. At the top, there are tabs for 'Parent Details' (3) and 'Addresses'. The main area is divided into several sections:

- Family Information:** Family Code (100003), Family Name (Styles), Mailing Title (Mr J Smithfield), Salutation (Mr Styles and Mrs Edwards), Residential Address (19 Home Street, Camden, NSW, 2570), and Email (gstyles@denbighdemo.com.au).
- Parent Details:** A list of three parents:
 - Step-father:** Mr Greg Styles (Work Phone: 02 1234 5678, Mobile: 0414 123 456, Email: gstyles@denbighde).
 - Host Mum:** Mrs Noriko Edwards (Work Phone: 02 1234 5678, Mobile: 0414 123 456).
 - Father:** Mr James Andrew Kerrisk.
- Count of Children:** Future (1), Current (0), Former (1), Hosted (0).
- Addresses Section:** A table with columns for 'Residential Address' and 'Non Resident Parent'. The 'Non Resident Parent' column is highlighted with a red box. It contains one entry: Mr J A Kerrisk, Po Box 1234, Camden, NSW, PostCode: 2570, Address ID: ADID43330.

At the bottom, there are buttons for 'Mark Family' and 'Audit History'.

The non-resident parent now has an address. Enter the details into the fields presented in the same manner as with the Residential Address. Note: You need not enter a Mailing Title for postal or billing addresses, unless the mailing title is to be different to the Family Mailing Title displayed below the Family Name in the top left of the Family Details screen. Please refer to point 5 below, which discussed Mailing Titles in greater detail.

In the unusual circumstance that more than 4 addresses are required for a given family, the 4th column has a scroll bar that will activate, allowing you to scroll down to additional addresses beyond the 4 visible.

Email Addresses - Parents

The screenshot shows the 'Family Detail' form with the 'Parent Details' tab selected. The form is divided into sections for Family Information, Residential Address, and Parent Details. The Parent Details section lists two parents: Mr. Koichi Cameron (Father) and Ms. Xin Moller (Mother). The email address 'kcadero@denbighde' is entered for Mr. Cameron and is highlighted with a red circle. The 'Family' checkbox is checked for this email address.

Relationship	Title	Given Names	Surname	CPC	FMR St	Type
Father	Mr	Koichi	Cameron			Father
Business Manager						Yes
Occupation	Work Phone	Mobile				Include in PTI
						<input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Family

Parents Individual Email Address as selected when creating the Parent.

Email Addresses - Family

The screenshot shows the 'Family Detail' form with the 'Parent Details' tab selected. The form is divided into sections for Family Information, Residential Address, and Parent Details. The Parent Details section lists two parents: Mr. Koichi Cameron (Father) and Ms. Xin Moller (Mother). The email address 'kcadero@denbighdemo.com.au' is entered for Mr. Cameron and is highlighted with a red circle. The 'Family' checkbox is checked for this email address.

Relationship	Title	Given Names	Surname	CPC	FMR St	Type
Father	Mr	Koichi	Cameron			Father
Business Manager						Yes
Occupation	Work Phone	Mobile				Include in PTI
						<input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Family

IMPORTANT - Click the Family check box under an individual email address to choose the Family email address. If this box is not checked, emails will not be able to be sent. Both parents can have their email addresses added.

Parent a Former Student

If a Parent was a former student this check box will indicate this, so the parent has to have a "Former Student" record for this to be checked. It is not an editable field.

Working With Children Number

Family Detail

100003 **Styles**

Family Code: 100003 Family Name: Styles Use as addressee

Mailing Title: Mr G and Mrs M Styles
Salutation: Mr and Mrs Styles

Residential Address

Property: ID: ADID43324
Street: 18 Home Street
Suburb/State/PC: Belfield NSW 2191
Country:
Telephone: 02 6899 8888 Fax:
Email: gstyles@denbighdemo.com.au

Count of Children: Future: 4 Current: 3 Former: 0 Hosted: 0

Parent Details 3

Step-father Mr **Greg** Styles **Yes** Father
Relationship: Title: Given Names: Surname: WWCC FMR St: Type:
Occupation: 02 1234 5678 0407225668 gstyles@denbighde Yes
Work Phone: Mobile: Email: Family: Include in PTI:

Mother Mrs **Margaret** Styles **No** Mother
Relationship: Title: Given Names: Surname: WWCC FMR St: Type:
Teacher: 02 1234 5678 0414 123 456 mstyles@denbighde Yes
Occupation: Work Phone: Mobile: Email: Family: Include in PTI:

Father Mr **James Andrew** Kerrisk **No** Non Resident
Relationship: Title: Given Names: Surname: WWCC FMR St: Type:
Occupation: Work Phone: Mobile: ja@denbigh.com.au No
Email: Family: Include in PTI:

The WWCC field displays "Yes" if the parent has a Working With Children Number. This data is entered in the Community File. This may be necessary when parents assist with functions in the classroom or going on Excursions.

Emergency Contacts

Family Detail

100003 **Styles**

Family Code: 100003 Family Name: Styles Use as addressee

Mailing Title: Mr J Smithfield
Salutation: Mr Styles and Mrs Edwards

Residential Address

Property: ID: ADID43324
Street: 19 Home Street
Suburb/State/PC: Camden NSW 2570
Country:
Telephone: Fax:
Email: gstyles@denbighdemo.com.au

Count of Children: Future: 1 Current: 0 Former: 1 Hosted: 0

Parent Details 3

Step-father Mr **Greg** Styles Mother Father Non Resident Other
Relationship: Title: Given Names: Surname: CPC FMR St: Type:
Occupation: 02 1234 5678 0414 123 456 gstyles@denbighde
Work Phone: Mobile: Email: Family: Type:

Host Mum Mrs **Noriko** Edwards Mother Father Non Resident Other
Relationship: Title: Given Names: Surname: CPC FMR St: Type:
Office Co-: 02 1234 5678 0414 123 456
Occupation: Work Phone: Mobile: Email: Family: Type:

Father Mr **James Andrew** Kerrisk Mother Father Non Resident Other
Relationship: Title: Given Names: Surname: CPC FMR St: Type:
Occupation: Work Phone: Mobile: Email: Family: Type:

General Info | Future Students | Current Students | Former Students | Hosted Students | Addresses | Fundraising | Groups | Notes | Correspondence | Email

Family Info

Language:
Marital Status: Married
Eldest Child: Year:
Email School Reports:

Emergency Contacts

Contact #1 Contact #2
Contact Name: Relationship: Phone: Work:

ACEITA Data

Father Mother
Language: School Education: Non School Education: Occupation Group:

Emergency contact details entered per family.

Creating a New Student

The screenshot displays the 'Family Detail' interface. At the top, there is a navigation bar with icons for Main Menu, Back, View As List, Find, Search Assistant, New Family, Add Parent, Print Menu, Accounts, Enrolled Students, Future Students, Former Students, Community, Addresses, and Letters. Below this, the 'Family Detail' section shows the following information:

- Family Code:** JOHNS02
- Family Name:** Johns
- Mailing Title:** Mrs A Johns
- Salutation:** Mrs Johns
- Residential Address:** 21 Johns Street, Cobbitty, NSW, 2570. ID: ADID43326.
- Parent Details:**
 - Step-father:** Mr PETER Smith. Occupation: 4 COLOUR. Work Phone: 02 1234 5678.
 - Mother:** Mrs Anne Johns. Occupation: IT Manager. Work Phone: 9752 0528. Mobile: 0433 555 555. Email: janejones@itmanage.
 - Father:** Mr John Johns. Mobile: 0123 456 789.
- Count of Children:** Future: 0, Current: 0, Former: 0, Hosted: 0.

At the bottom, there is a navigation bar with tabs: General Info, Future Students (highlighted with a red box and '1'), Current Students, Former Students, Hosted Students, Addresses, Fundraising, Groups, Notes, Community, and Email. A button labeled 'Create New Future Student for the Johns Family' (highlighted with a red box and '2') is located in the 'Future Students' tab area.

Students must always be entered as a Future Student, and then enrolled as a current student using the processes described below. Create the future student record from the Family Details screen, after having first entered their family details. DO NOT create the student records from the Future Student screen, nor the Community screen.

A student ID is issued at the time the future student record is created, and remains with them for life, irrespective of their current status of future, current or former student.

Click on the Future Students tab and the click "Create New Future Student for the Family".

Creating a Future Student - Locate Community Member

Community

Enter First Name and Surname into the fields above. Any potential matches will be displayed below.
Click create New if you wish to create a new record.
Click on the arrow beside the name to select the pre-existing person.

Locate Community Member

First Name :
Surname :

Given Names	Surname	Community ID	Community Status	Date of Birth
↕ Jamira Family Address: Individual's Address:	Bienkiewicz	MCASEY01		
↕ Jamie Family Address: Individual's Address:	Harry	S00057	Staff	26/02/1970
↕ Jamin K Family Address: 1 John St Sydney NSW Individual's Address: 1 John St Sydney NSW	Tarr	FHILL02	Father Past Parent	
↕ Jamie Ian Family Address: Individual's Address: 1 John St Sydney NSW	Carlson	102062	Alumni	13/03/1994
↕ Jamie Tsz-Shan Family Address: Individual's Address: 1 John St Sydney NSW	Saunders	100645	Alumni GroupMember	26/09/1987
↕ Jamil Family Address: 1 John St Sydney NSW Individual's Address: 1 John St Sydney NSW	Parsons	FZAHID01	Father	

Cancel
Create New

Enter the students name, as you type it will search for anyone in the community file with that name. If the community record exists choose that record. Otherwise click the Create New button.

Details for Future Student

Future Student Details

109257 **Johns** **Jamie**

Student ID Surname First Name Second Names Known As Gender D.O.B. AcYr EnYr Status

Family Details **Parents / Guardians**

JOHNS02 **Johns** Anne Johns 9752 0528 0433 555 555
 Family Code Family Name Home Phone Mother Work Phone
 Email janejones@tmanager.com Family eMail
 Property : John Johns 0123 456 789
 Street : 21 Johns Street Non Resident Work Phone
 Suburb/State/PCode : Cobbitty NSW 2570 Email Family eMail
 Country : Update

General Information | Enrolment Application | Future Classes | Notes | Correspondence | Email | Medical information

Personal Details

Country of Birth Nationality Religion Current School Codes

Schools Details

Boarding Status OS Student House Boarding House
 Deposit Date Received Deposit Receipt Staff
 Enrolment Fee Date Received Campus Clergy

Enrolment Options

Reg Date	Ac. Yr	Enrolment Yr	Enrol Date	Term	Status

Future Student Siblings

Ac. Yr	Given Names	Enrolment Year

Enrolled Siblings

Ac. Yr	Given Names	Boarding Status

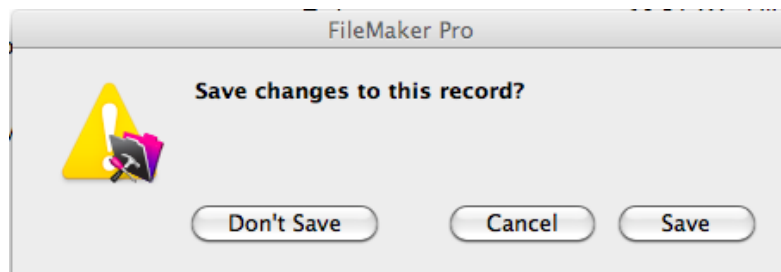
Former Student Siblings

Ac. Yr	Given Names	Cohort

Audit History

A Student ID will be automatically created. Enter all the details for the Future Student

Saving Future Students Details



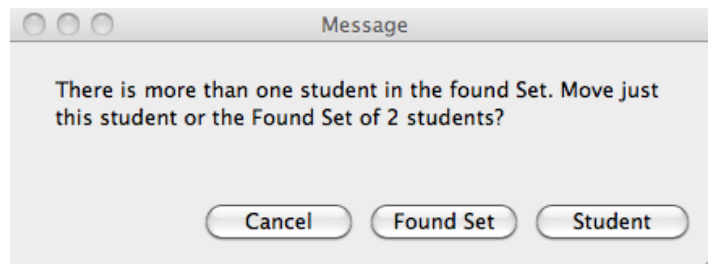
Click to Save the details entered.

Enrolling Future Students

The screenshot shows the 'Future Student Details' form. At the top, a navigation bar includes buttons for 'Main Menu', 'Back', 'View As List', 'Find Student', 'Find All', 'Print Menu', 'Letter', and 'Enroll Student' (highlighted with a red box). To the right are icons for 'Student Accounts', 'Current Students', 'Former Students', 'Family Details', 'Community Details', and 'Staff Details'. The form itself is divided into several sections: 'Student Details' (ID: 109231, Surname: Styles, First Name: John, D.O.B.: 31/12/0002, AcYr: 0, CalYr: 2012, Status: Accept), 'Family Details' (Family Code: 100003, Family Name: Styles, Home Phone: 02 1234 5678, Street: 18 Home Street, Suburb/Sate/PCode: Belfield NSW 2191), and 'Parents / Guardians' (Greg Styles, Work Phone: 0414 123 456, Email: gstyles@denbighdemo.com.au). Below these are tabs for 'General Information', 'Enrolment Application', 'Future Classes', 'Notes', 'Correspondence', 'Email', and 'Medical Information'. The 'Enrolment Options' table shows a record for '11 Mar 2010' with a status of 'Accept'. On the right side, there are sections for 'Future Student Siblings', 'Enrolled Siblings', and 'Former Student Siblings', with the latter showing a record for 'Alana' in '2003'. An 'Update' button is located at the bottom right of the form. A footer link for 'Audit History' is visible at the bottom right.

Firstly Find the Student or Students to be enrolled. To move students from Future to Current either click the "Enroll Student" button in the future students file or in the Administrative Tasks on the main menu.

Enrolling Future Students



Click to choose the Current student or the found set of students.

Former Students Returning

Former Student Details

AHMEDA4 Chapman Aysha Miss Female 6/02/1984
Student ID Surname Maiden Name First Name Second Names Title Known As Gender Date of Birth

Contact Details
 Mail title: Mail Returned:
 Property / Add ID: ADID433
 Street: 2 bob street
 Suburb/Sate/PCode: sydney NSW 2000
 Country:
 Mobile: Home Phone:
 email:

Former Student Details
 Departure Year: 1999 Register Number: Eminent:
 Final Academic Yr: 12 Member Type: Eminent:
 Mail Control: Reason:

General Info Notes Medical Attendance & Discipline Academic Tertiary CoCurricular Fundraising Groups Correspondence Email

General Information School Information **Enrolment Details** Biography References

Enrolment Options

Reg Date	Ac. Yr	Enrol Date	Depart Date	Dpt Cohort
8 Feb 2012	4	01/01/1991	01/04/2008	1999

Re-enrolment Options

Intention to Re-Enrol:
 Re-Enrolment Date: 31/1/2013
 Re-Enrolment Academic Year: 11
 Re-Enrolment Calendar Year: 2013
 Re-Enrolment Status: Re-Enrolment

Interview

Interview Date:
 Interview Time:
 Interviewer Title:
 Interviewer Name:

When a student has left the school use the Re-enrolment options.

Student Movements

Main Menu Back Database Configuration **Administrative Tasks** Quit

DENBIGH ADMINISTRATION

Student Movements End of Year Timetables Photos Correspondence Miscellaneous Administration

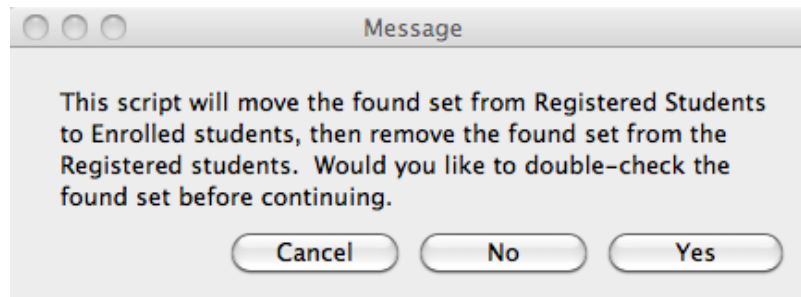
Promote Students Academic Year Import Classes from Next Yrs
 Enrol Selected Future Students Move Selected Enrolled students to Alumni
 Move Selected Enrolled Students back to Futures Re-Enrol selected Former Students

Administrative Tasks Menu DENBIGH DEMONSTRATION SCHOOL

For all student movements, go to the Administrative Tasks on the Main Menu. IMPORTANT always find the students that are moving first, then click to choose your requirements.

There should only ever be one student record either in Future, Current or Former. If a student leaves the school they should remain in Former students until they return to the School, then they can be moved back into Current Students.

Student Movements



Click Cancel to check if and find the correct student, Click yes to move students to Enrolled.

Deceased Community Member

Community Members

Pearson Chuchai

Surname: Pearson, First Name: Chuchai, Second Names: , Known As: , Maiden name: , Mr: , Male: , Date of Birth: , FADCHARIAKU Community ID:

Status

- Father
- Mother
- NRParent
- Guardian
- Past Parent
- Staff
- Student
- Future
- Alumni
- Former Staff
- GroupMember
- Donor

Personal Details

Phone Home: 02 3456 7890, Fax Home: , Mobile Phone: , Nationality: , Email: , Religion: Deceased, Date of Death: 10/09/2007

Employment Details

Phone Work: 02 1234 5678, Fax Work: , Employer: , Occupation: Garment manufacturer, Occupation Group: , Industry:

Address: Family: Staff: Current Students: Future Students: Former Students: Financial Contributions: Groups: Notes & Correspondence: Qualifications:

Check the "Deceased" Field and enter the date of death.

Enrolment Reports

Enrolment Reports

Select your desired print options.

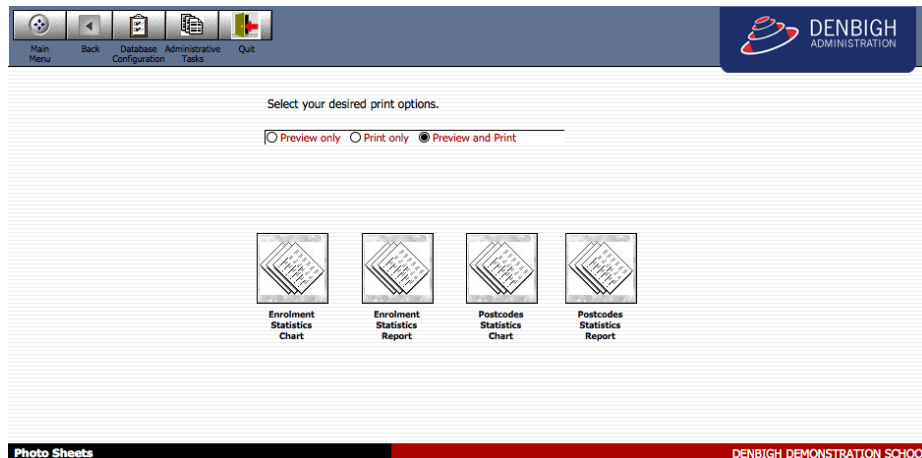
Preview only Print only Preview and Print

Enrolment Summary	House Population	Boarding House Population	Tutor Group Population
Registration Summary	Tutor Group Master Lists	Class Sizes 7.10	Class Sizes 11.12

Enrolment Reports Menu DENBIGH DEMONSTRATION SCHOOL

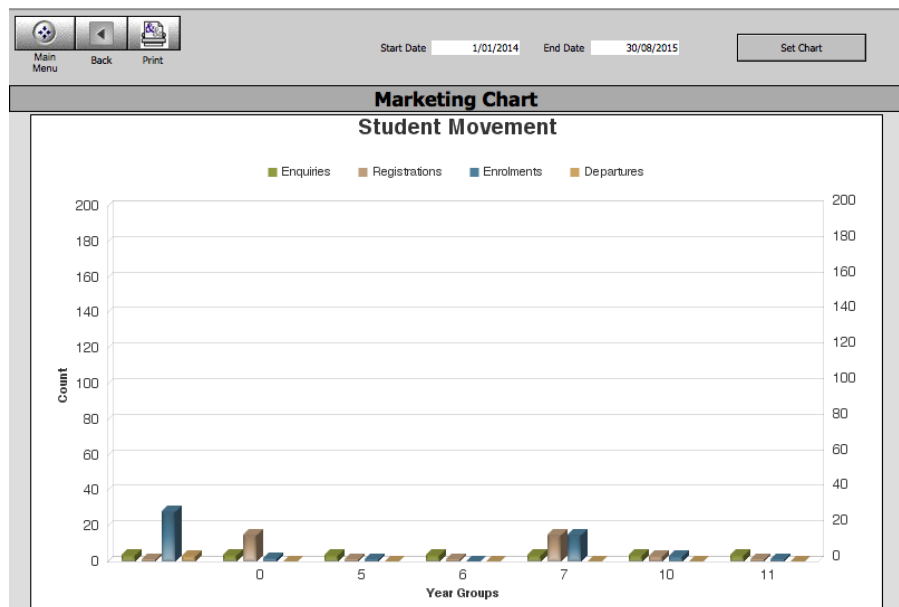
MainMenu - Print Menu - Full Print menu - Enrollment Reports. Choose to print Enrolment summaries, House population, Boarding house, Tutor Group Population. Registration (Future students) summary and Class sizes.

Enrolment Statistics



MainMenu - Print Menu - Full Print menu - Marketing Statistics - Prints Enrolment Statistic Charts, Enrolment Statistics Report, Postcode Statistics, and Postcode Statistic Report.

Student Movement Chart Example



Click back to return to the options or Print to Print the Chart.

Guardian/Host Families

The screenshot shows the 'Student Details' page for student 100014 Price, William Hugh. The 'Hosted Student' section shows family details for ALLARS01 Price, including address (1 John St, Sydney NSW 2000) and contact information. The 'Parents / Guardians' section lists Geoffrey Price (Father), Julie Price (Mother), and Michael Phillips (Uncle). The 'Add Host Family' button is highlighted with a red box.

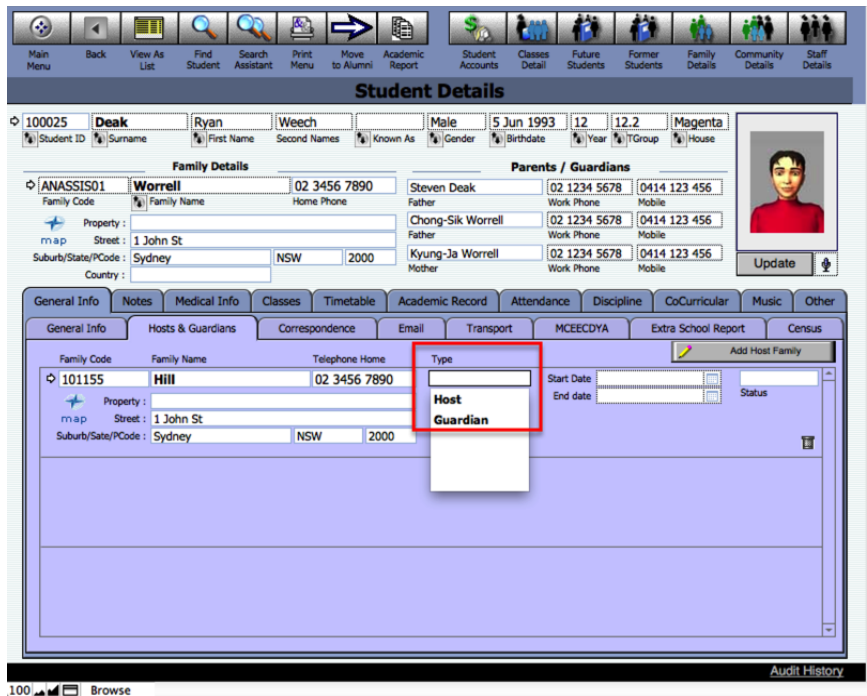
To add a host or guardian family to a student record, click the Add Host Family button.

The screenshot shows the 'Family Search' page. The search criteria are 'Family Name for Hill' and 'New Family'. The results show existing families with similar names:

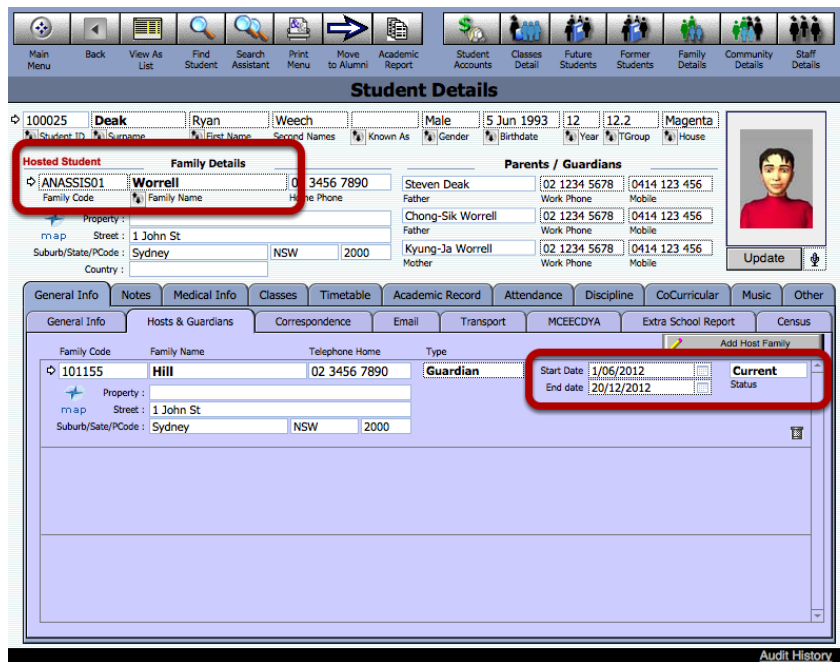
Family Name	Address	Action
HILL03, Hill, Mr K and Mrs R Hill	61 Burce Street, Concord, NSW	Use this family
101155, Hill, Mr X Hill and Ms L Temby	1 John St, Sydney, NSW	Use this family
MIND1, Hill, Mr R and Mrs B S Hill	1 John St, Sydney, NSW	Use this family

The 'Use this family' button for the family '101155, Hill, Mr X Hill and Ms L Temby' is highlighted with a red box. A 'Cancel' button is also visible at the bottom.

Enter the family name to search for the family. If the family is not in the database, you will need to add them in the family file first. (as instructions above).



Choose the type either Host or Guardian.



Enter the dates of the Guardianship or hosting. Once the date has ended, the status will no longer be current and the Hosted Student Label will not display.