

Administration Solutions for Education

DENBIGH ADMINISTRATION

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

www.denbigh.com.au

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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

Main Menu Bac	k View As List	Find	Searc Assistz	New Family	Add Print Parent Menu		Accounts	Current Students	Future Students	Forme Studen	r Commun	ity Addresses	Letters
					Fam	ily De	tail	d Day	out Dotail				
100016	Richardso	n			Father	¢ Mr	Chen	Pan	Richar	s 2 dson		Father	
Family Code	Family Nam	e	Use as	addressee	Relationship	Title	Given N	ames	Surname		CPC FMR S	t Type	
Mailing Title :	Mr C Richards	on and M	lrs W Z M	ау	Director	02 1	234 5678	0414 :	123 456	richar@d	enbighdem	Yes	
Salutation :	Mr Richardson	and Mrs	May		Occupation	Work	Phone	Mobile		🖂 Email	Family	Include in PT	I 🗊
	Residential	Addres	s		Mother	¢ Mrs	Wei 7	hen	May			Mother	1
AProperty :			ID A1	5926	Relationship	Title	Given N	ames	Surname	1	CPC FMR S	t Type	
map Street :	1 John St							0414	22.456			Yes	1
uburb/State/PC :	Sydney		NSW NSW	2000	Occupation	Work	Phone	Mobile	23 430	🖂 Email	Family	Include in PT	I 🚓
Country :											tinut -		
Telephone :		Fax :											
🖂 Email :													
Count of Children:	Future Cu 0	o o	Former 1	Hosted									
children.			-		Y				Y		γ	γ	
General Info	Future Studen	ts Curre	ent Stude	nts Forme	er Students Hos	ted Studer	nts Addre	sses Fun	draising (Groups N	lotes Corre	espondence	Email
No	te: Mailing Titles	need only	be entered	where it nee	ds to be different fro	m the		Choose				Add a new av	dama
Far	mily Mailing Title o	f: Mr C Rid	hardson and	i Mrs W Z Ma	ау			type:				Add a new ad	adress
	Residenti	al Addres	ss										
Mailing Title													
Property													
Street 1	John St												
Suburb S	ydney												
State N	ISW Po	stCode 20	00										
Country													
Address ID 🕏	A15926												
			-										
													•

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

Main Menu View As List	
New Family Creation	Step 01
Family Name for New Famil	
Existing families with similar family harnes.	
	Π
Cancel	Create New Family

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

Searching Family details

amily Nan New	ne for Johns Family	
	Existing families with similar family names:	
	MEDINAJIMENEZ, Johnsson, Dr L Johnsson and Dr R M Davis 1 John St, Sydney, NSW	Use this family
	WILLIAMS07, Johnsson, Mr J and Mrs R Johnsson 1 John St, Sydney, NSW	Use this family
	100582, Johnston, Dr T Johnston and Dr A Hamer 1 John St, Sydney, NSW	Use this family
	STUART01, Johnston, Mr G and Mrs T Johnston 1 John St, Sydney, NSW	Use this family
	100688, Johnson, Mr M S and Mrs S S Johnson 1 John St, Sydney, NSW	Use this family
	BALOH01, Johnson, Mr F and Mrs S Johnson 1 John St, Sydney, NSW	Use this family
	UECHTRITZ, Johns, Mr R Johns and Ms. S Farrell 1 John St, Sydney, NSW	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.

		Q		*	*			Ş		1	1	*		
Main Ba Menu	ck View As List	Find	Search Assistant	New Family	Add Parent	Print Menu	4	coounts	Enrolled Students	Future Students	Former Students	Community	Addresses	Letters
						Famil	y Det	ail						
									Pare	ent Details	• 0_			
JOHNS02	Johns													^
Family Code	Family Name	2	Use as a	ddressee										
Mailing Title	Johns													
Salutation :	Dear Parents													
	Residential	Address	<u>ا ا</u>											
Property			ID											
map Street	• • • •													
Suburb/State/PC		0	•	2										
Telephone :		Fax :												
Email :		Fax .												
Count of Children:	Future Cur 0	rrent F O	former H	0										-
General Info	Future Student	ts Curre	ent Student	s Form	er Studer	nts Hoste	d Student	s Addr	esses Fur	ndraising	Groups N	otes Corre	espondence	e Email
									0	reate New F	uture Stude	ent for the Jo	ohns Family	
									L					
														-
Mark Family													Au	dit History

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.

Main Menu Back	View As List Find	Search Assistant Rew	Add y Parent	Print Aci	counts Enrolled Students	Future Students	Former Students	Community Addresse	es Letters
			Fa	amily Deta	il				
JOHNS02 Jo Family Code Mailing Title : Jol Salutation : Dea	hns Family Name hns Ir Parents esidential Addres	Use as addresse			Par	ent Details	0		<u> </u>
Property: m ap Street 21 J Suburb/State/PC : Country : Telephone : Count of E Count of E	lohns Street Bathurst Camden Cobbitty Narellan	ID ADID43324							
General Info Fut	Perth St Marys Sydney	rent Students Fo	rm r Students	Hosted Students	Addresses	undraising G	Groups No	tes Corresponder	nce Email
									•

Adding the Family Address

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 and 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 a-typical 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



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 : Anne Surnan	ne : Johns		
Civen Names Commette Johnston Amily Address: 1 John St. Sydney NSW Individual's Address: 1 John St. Sydney NSW	her 2		*
			-
			*
	Cancel	Create New	6

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	Occupation	1
Relationship Mother	Employer	
Title Father	Work Phone	
First Name Non Resident	Work Fax	
Second Names Other	Mobile Phone	
Sumame	Email Address	
Known As		-
Gender	Email Addre	Use to
Nationality	Email Type Email Address	Email to
Religion		
WWCC No		-
WWCC Date		
WWCC Status		D's (for reference only)
WCC Expiry Date	Family I	D 100016
	Community I	D 109392
		100000

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 muse be selected:

- 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 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 <u>step-mother</u> 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 mothers home, and another at the fathers, 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.

	Research Dotails	Work/Contact Data		
Parent Type	Father	work/ contact Detail	s	
Relationship		Occupation		
Title	Austr	Employer		
First Name	Fathor	Work Phone		
This Marine	Grandmother	Work Fax		
econd mames	Guardian	Mobile Phone		
Surname	Guardian/Uncle	Email Address		
Known As	Host Mum			
Gender	Mother	Empil Tune Empil Address	Email Address	es Use to
Nationality	sister	Email Type Email Address		
Religion	Step-father			<u>, , , , , , , , , , , , , , , , , , , </u>
WWCC No.	Stepmother			
				//
wwcc bate	Uncle		TD/a	
WWCC Date		-	ID's	(IOF reference only)
WWCC Date WWCC Status		-	ID's Family ID	LIN10

Enter the Relationship to the Student

Enter the actual relationship to the student. The name fields will be preentered. 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

Main Menu Bac	ck View As List Find Search New Assistant Family	Add Print Parent Menu	Accounts	Current Students	Future Students	mer lents	y Addresses	Letters
		Family	Detail					
				Paren	t Details	1		
100044	Mu	Mother 🗘	Mrs Mart	ha Teen	Mu		Mother	^
Family Code	Family Name Use as addressee	Relationship	Title Given N	lames	Surname	CPC FMR St	Туре	
Mailing Title :	Mrs M T C Mu	Housewife		0414 123	3 456		Yes	
Salutation :	Mrs Mu	Occupation	Work Phone	Mobile	X Em	ail 🗌 Family	Include in PTI	Û
	Residential Address							
A Property :	ID A15967							
map Street :	1 John St							
Suburb/State/PC :	Sydney NSW 2000							
Country :								
Telephone :	02 3456 7890 Fax :							
Z-N Email :								
Count of Children:	Future Current Former Hosted							•
General Info	Future Students Current Students Form	er Students Hosted S	tudents Addr	esses Fundr	aising Groups	Notes Corre	spondence	Email
	Family Info			En	nergency Cont	tacts		
Langu	uage :		Cor	ntact #1	(Contact #2		
Marital St	tatus :	c	ontact Name]
Eldest 0	Child : Year		Relationship]
	Energii Cabaad Daarada		Phone]
	Email School Reports		Work]
	Email Non Resident Parent School Reports			N	ACEECDYA Da	ta		
	Family Alert		Fat	her		Mother		
			Language					
Family	Alert	Scho	ool Education					
		Non Sch	ool Education					
		Occu	pation Group					J
Mark Family							Accella	
							Audit	

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

Addressee for Mailing Title and Salutation

	Family Detail											
	0		Parent Details 4									
100003	Styles	Step-father	C Mr Greg Styles Greg Father	1								
Family Code	Family Name Use as address	Relationship	Title Given Names Surname CPC FMR St Type									
Mailing Title :	Mr G and Mrs M Styles		02 1234 5678 0407225668 astyles@denbighde Yes									
Salutation :	Mr and Mrs Styles	Occupation	Work Phone Mobile Email Family Include in P	т 🗑								
	Residential Address	Mother	Styles Margaret Styles									
Property :	ID ADID43324	Relationship	Title Given Names Surname CPC FMR St Type									
map Street :	18 Home Street	Teacher	02 1234 5678 0414 123 455 mstyles@denbiabde Yes	1								
Suburb/State/PC :	Belfield NSW 2191	Occupation	Work Phone Mobile Email Family Include in P	TT 🚓								
Country :												
Telephone :	02 6899 8888 Fax :	Father	Mr James Andrew Kerrisk	ent								
Email :		Relationship	Title Given Names Surname CPC FMR St Type									
	·		ja@denbigh.com.au No									
Count of	Future Current Former Hosted	Occupation	Work Phone Mobile Email Family Include in P	π 🗊 🖵								

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

Main Menu Back View As List Find Search Assistant New Family	Add Print Menu	A	ccounts Currer Studen	ht Future ts Students	Former Students	Community	Addresses	Letters
	Famil	y Deta	ail					
			🖬 P	arent Detai	s 2_			
LIN10 Cameron Use as addressed	Father Relationship	⇔ Mr Title	Koichi Given Names	Came	ron	PC FMR St	Father Type	
Mailing Title : Mr K Cameron and Ms X Moller Salutation : Mr Cameron and Ms Moller	Business Manage Occupation	Work Phe	one Mobi	le	kcamero@d	enbighde	Yes Include in PTI	
Property : ID ADID43157	Mother Relationship	⇔ Ms Title	Xin Given Names	Moller	2 C	PC FMR St	Mother Type	
map Street : 1 John St Suburb/State/PC : Sydney NSW 2000	Financial Analyst Occupation	Work Phe	041 one Mobi	4 123 456 le	🖂 Email	Family	Yes Include in PTI	(
Telephone : 02 3456 7890 Fax :								
Count of Future Current Former Hosted Children: 1 0 0 0								•

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.

		Fami	ily Det	ail			
			-	Pare	ent Details	2	
LIN10	Cameron	Father	¢ Mr	Koichi	Cameron		Father
Family Code	Family Name Use as addressee	Relationship	Title	Given Names	Surname	CPC FMR St	Туре
Mailing Title	Mr K Cameron and Ms X Moller	Business Mana	ger		kcan	nero@denbighde	Yes
Salutation	Mr Cameron and Ms Moller	Occupation	Work P	hone Mobile	\times	Email Emaily	Include in PTI
	Residential Address	Mother	¢ Ms	Xin	Moller		Mother
AProperty	: ID ADID43157	Relationship	Title	Given Names	Surname	CPC FMR St	Туре
map Street	: 1 John St	Financial Analy	et	0414 1	23 456		Yes
Suburb/State/PC	: 🚺 Sydney 🚺 NSW 🍡 2000	Occupation	Work P	hone Mobile	\sim	Email Family	Include in PTI 🔐
Country	1						۵
Telephone	02 3456 7890 Fax :						
≻-< Email	:						
Count of Children	Future Current Former Hosted						
(Υ			Y		· · · · ·
General Info	Future Students Current Students Forme	er Students Host	ed Student	s Addresses Fun	draising Grou	ps Notes Corre	spondence Ema
N	lote: Mailing Titles need only be entered where it nee	ds to be different from	the	Choose			Add a new address
Ē	amily Mailing Tibe of thirk Cameron and His X Moller			type: /	1	······································	
	Residential Address						F
Mailing Title	The Cameron and Moller Family						
Street	1 John St						
Suburb	Svdnev						
State	NSW PostCode 2000						
Country							
Address ID	D ADID43157						
Address 1D	· · · · · · · · · · · · · · · · · · ·						
	T						

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

-
sident
Û
sident
Û
-
Email
address
^
-

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)

	٠	加		Q							i	*		ŵ	it
	Main Back Menu	New Communi membe	View As ity List r	Find	Print L Menu	etters			Grou	ips Cur Stud	rrent Fut dents Stud	ure F ents S	Former itudents	Family Details	Staff Details
						Com	muni	ty Me n	bers						
	Paloni		Tom							Mr	Male			FABE	DNEGO
	Surname	Statue	First Name		Second N	ames Personal I	Kn Details	own As	Maiden nam	e Title	Gender	Da	ite of Birth	Comm	unity ID
	Father Kother NRParent Guardian Past Parent		Father Past Parent	C Pt M	02 3456 7890 hone Home		Fax Home Nationality]]	Phone Work		Fax Wo	rk			
	Staff Student Future Alumni			Er	mail 🖂			f Diate	Restaura	nteer					
,	Former Staff GroupMember Donor				Deceased		Date of D	eath	Industry	Group					
	Address Family	Staff	Current Stude	nts Fut	ture Students	Former 5	Students	Financial Co	ntributions	Groups	Notes & Co	rresponde	ence Qu	alifications	WWCC
	Но	ome Addr	ess Details	>		{	Last Kr	nown Addres	s			Postal A	ddress D	etails	
	Property Name				1 Prop	erty Name					Salutatio	n Tom			
	🔶 Street	1 John S	t			Street					Property Nam	e			_
	map Suburb	Sydney	Desilente 1	2000	-	Suburb		DestCada			Stree	t			_
	Country	INSW	PostCode ,	2000	-	Country		PostCode			Subur	e	Post	Code	_
	Phone	02 3456	7890			Phone				Po	ostal Address I	D			
	Fax				-	Fax									
	Address ID	AABEDN	EGO		′	vaaress 1D									
	Override the def the preferred titl	M ault mailing e in the the	ailing Title title of "Mr T P field below.	aloni" by	y entering					Correspon via e	dence All email: No				
	Mr T Paloni														

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

Main Menu E	A View As Find	Search New Family	Add Print Parent Menu	Acco	unts Current Students	Future Form Students Stude	i Communi	ity Addresses	Letters
			Famil	y Detai					
LIN10	Cameron		Father	¢ Mr K	📔 Pare	Cameron		Father	_
Family Cod	e 🚺 Family Name	Use as addressee	Relationship	Title Giv	en Names	Surname	CPC FMR S	t Type	
Mailing Titl	The Cameron and Mole	er Family	Business Manage	r		kcamero	@denbighde	Yes	
Salutation	: Mr Cameron and Ms Me	oller	Occupation	Work Phone	Mobile	🖂 Ema	il 🔲 Family	Include in PTI	Û
-	Residential Addres	S	Mother	🗘 Ms 🛛 X	n	Moller		Mother	
Propert	y : t 1 John St	ID ADID43157	Relationship	Title Giv	en Names	Surname	CPC FMR S	t Type	
Suburb/State/Pi	Svdnev	NSW 1 2000	Financial Analyst	Werk Dhone	0414 1 Mahila	23 456	I Esmilu	Yes Include in PTT	
Countr	y :		Occupation	Work Phone	Mobile	cina		Include In PT1	U
Telephone	: 02 3456 7890 Fax :								
🖂 Email	:								
Count of	Future Current	Former Hosted							
Children	n: 1 0	0 0							· ·
General Info	Future Students Curre	ent Students Form	mer Students Hosted	Students A	ddresses	ising Groups	Notes Corre	espondence	Email
	Note: Mailing Titles need only Family Mailing Title of: The Can	be entered where it ne neron and Moller Famil	eeds to be different from ti y	ne	Choose type:			Add a new add	dress
	Residential Addres	ss							A
Mailing Title	The Cameron and Moller	Family			P	ostal Address	. 0		Y
Property					B	illing Address	• •		
Street	1 John St				D	uplicate Statemen	t Address		
Suburb	Sydney				R	eport To			
State	NSW PostCode 20	00			A	nother Report			
Country	ADID/2157				G	randparent 1			
Address ID	V ADID43157				G	randparent 2			
					G	randparent 3			-
					0	randnaront A			

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

			Fami	ly Det	ail						
						Parent	Details	3			
00003 Family Code	Styles	s addressee	Step-father	⇔ Mr	Greg		Styles			Mother Father	
Mailing Title :	Mr J Smithfield			02 12	34 5678	0414 123	456 gstyl	es@denbi	ghde	Non Reside	ent
Salutation :	Mr Styles and Mrs Edwards		Occupation	Work P	hone	Mobile	\sim	Email 🖂	Family	Туре	ť
Property : p Street : urb/State/PC : Country :	Residential Address	DID43324	Host Mum Relationship Office Co- Occupation	C Mrs Title 02 12 Work P	Noriko Given Names 34 5678 hone	0414 123 · Mobile	Edwards Surname 456	CPC	FMR St Family	Mother Father Non Reside Other Type	ent [
Telephone :	Fax : gstyles@denbighdemo.com.au		Father Relationship	⊅ Mr Title	James A Given Names	ndrew	Kerrisk Surname	CPC	FMR St	O Mother Father Non Reside Other	ent
neral Info	Future Students Current Stud	0 ents Form	er Students Host	ed Studen	ts Addresse	es Fundra	aising Gro	ups Not	es Corr	espondence	U En
eneral Info	Future Students Current Stud ote: Mailing Titles need only be entered mily Mailing Title of: Wr J Smithfield	0 ents Forme	er Students Host	ed Studen	ts Addresse	es Fundra Add a new a	aising Gro address of ty	ups Not	es Corre	espondence	Er
eneral Info	Future Students Current Stud ote: Mailing Titles need only be entered mily Mailing Title of: Mr J Smithfield Residential Address	0 ents Formo I where it need Nor	er Students Host ds to be different from n Resident Parent	ed Studen	ts Addresse	Add a new a	aising Gro	ups Not	es Corre	espondence	En
ailing Title	Future Students Current Stud ote: Mailing Titles need only be entered mily Mailing Title of: Mr J Smithfield Residential Address Mr J Smithfield	0 ents Formo I where it need Nor Mr J A Ke	er Students Host Is to be different from In Resident Parent errisk	the	ts Addresse	Add a new a	aising Gro	ups Not	es Corre	espondence	Er
and the second s	Future Students Current Stud ote: Mailing Titles need only be entered mily Mailing Titles of: Mr J Smithfield Residential Address Mr J Smithfield 19 Home Street	0 ents Formu where it need Mr J A Ke Po Box 1	er Students Host is to be different from in Resident Parent errisk 234	ed Studen the	ts Addresse	Add a new a	address of the	ups Not	es Corro	Parent	En
Aailing Title Market Suburb State Market Suburb	Future Students Current Stud ote: Mailing Titles need only be entered mily Mailing Title of: Mr J Smithfield Residential Address Mr J Smithfield 19 Home Street Camden NSW PostCode 2570	0 I where it need Mr. J. A. Ke Po. Box 1 Camden NSW	er Students Host is to be different from a Resident Parent errisk 234 PostCode 2570	the	ts Addresse	Add a new a	aising Gro	ups Not	es Corre	espondence	En
tailing Title Property Street Suburb State Country	Future Students Current Stud ote: Mailing Titles need only be entered mily Mailing Titles of: Mr J Smithfield Residential Address Mr J Smithfield 19 Home Street Camden NSW PestCode 2570	0 ents Form where it need Mr J A Ke Po Box 1 Camden NSW	er Students Host is to be different from n Resident Parent errisk 234 PostCode 2570 43330	ed Studen the	ts Addresse	Add a new a	address of t	ups Not	es Com	Parent	En
anide in a second secon	Future Students Current Stud ote: Mailing Titles need only be enterese mily Mailing Titles of: Mr J Smithfield Residential Address Mr J Smithfield 19 Home Street Camden NSW PostCode 2570 O (ADID43324	0 ents Form where it need Mr J A Ke Po Box 1 Camden NSW	er Students Host is to be different from Resident Parent errisk 234 PostCode 2570 43330	ed Studen the	ts Addresse	Add a new a	address of th	ups Not	es Corra	Parent	Er

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

Main Menu Ba	ck View A List	s Find	Search Assistant	New Family	Add Parent	Print Menu		\$ Accounts	Current Students	Future Students	Former Students	Communit	y Addresses	Letters
					F	amil	y Dei	tail						
									Pare	nt Details	3			
LIN10	Cameror	1			Fathe	r	¢ Mr	Koich	ni	Camero	n		Father	
Family Code	Family N	ame	Use as a	ddressee	Relationsh	hip	Title	Given Na	ames	Surname	C	PC EMR St	Туре	
Mailing Title	The Camero	n and Molle	er Family		Busines	s Manag	er			ko	amero@de	enbighde	es	
Salutation :	Mr Cameron	and Ms Mo	oller		Occupatio	n	Work P	hone	Mobile		K Email	Family	hclude in P	T 🗑 📗
	Resident	ial Addres	s		Mothe	r	⇔Ms	Xin		Moller	ļ		Mother	
Apperty			ID ADI	D43157	Relationsh	hip	Title	Given Na	ames	Surname	c	PC FMR St	Туре	
map Street	1 John St				Financia	al Analys	t II		0414 1	23 456			Yes	
Suburb/State/PC	: 🚺 Sydney		NSW 0	2000	Occupatio	n	Work P	hone	Mobile		🔨 Email 🛛	Family	Include in PI	п 📅
Country														
Telephone :	02 3456 789	Fax :												
Email :														
Count of	Future	Current	Formor	Hortod										
Children:	1	0	0	0										•

Parents Individual Email Address as selected when creating the Parent.

Email Addresses - Family

Main Menu Back View As List Find Search Assistant New Family	Add Print Parent Menu	Accounts	Current Students	Former Students	Addresses Letters
	Family	Detail			
		6	Parent Details	2	
LIN10 Cameron Use as addressee	Father ¢ Relationship	Mr Koichi Title Given Name	Cameron es Surname	CPC FMR St	Father Type
Mailing Title : The Cameron and Moller Family Salutation : Mr Cameron and Ms Moller	Business Manager Occupation	Work Phone	Mobile Kca	mero@denbighde Email 🛛 Family	Yes
Residential Address Property: ID ADID43157 ID ADID43157	Mother ¢ Relationship	Ms Xin Title Given Name	Moller es Surname	CPC FMR St	Mother Type
map Street : 1 John St Suburb/State/PC : Sydney State/PC : 2000	Financial Analyst Occupation	Work Phone	0414 123 456 Mobile	Email 🗌 Family	Yes Include in PTI
Count of Future Current Former Hosted					

IMPORTANT - Click the Family check box under an individual email address to choose the Family email address. If this box is not check, 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

	•			_									
		Fami	ly	Det	ail								
						Parent	t Deta	ails 3					_
100003	Styles	Step-father	¢	Mr	Grea		Style	es	Yes		Father	14	
Family Code	Family Name Use as addressee	Relationship		Title	Given Name	25	Surna	me	wwcc	FMR St	Туре	_	
Mailing Title :	Mr G and Mrs M Styles			02 12	34 5678	04072256	568	astyles@d	enbiah	de	Yes		
Salutation :	Mr and Mrs Styles	Occupation		Work Ph	one	Mobile		🖂 Email	🖂 Far	nily	Include in PTI	俞	
	Residential Address	Mother	¢	Mrs	Margar	et	Style	95	No		Mother		
A Property :	ID ADID43324	Relationship	Ľ	Title	Given Name	25	Surna	me	WWCC	FMR St	Туре	_	
map Street :	18 Home Street	Teacher		02 12	34 5678	0414 123	456	mstyles@	denhiah	de	Yes		
Suburb/State/PC :	Belfield NSW 12191	Occupation		Work Ph	none	Mobile	150	Email	🗌 Far	nily	Include in PTI	fill fill	
Country :		Father] <i></i>	. Mar	1	A m d u a u u	Ken	ialı	No		Non Perident		
Telephone :	02 6899 8888 Fax :	Father	4	Mr	James	Andrew	Kerr	ISK			NOT Resident		
🖂 Email :	qstyles@denbiqhdemo.com.au	Relationship		Title	Given Name	25	Surna	me	WWCC	FMR St	Туре		
								ja@denbig	h.com.	au	No		
Count of	Future Current Former Hosted	Occupation		Work Ph	one	Mobile		🖂 Email	🗌 Far	nily	Include in PTI	Ū,	,

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

				Fami	ly Det	tail					
							Paren	t Details	3		
100003	Styles		\square	Step-father	¢ Mr	Greg		Styles			O Mother
Family Code	Family Name	Use as addre	ssee	Relationship	Title	Given Name	s	Surname	CPC	FMR St	Father Non Resident
Mailing Title :	Mr J Smithfield				02 12	34 5678	0414 123	456 gstyl	es@denbig	hde	Other
Salutation :	Mr Styles and Mrs Edwar	rds		Occupation	Work Pl	hone	Mobile	\sim	Email 🔀 I	amily	Туре 🗑
	Residential Address	I		Host Mum	⇔ Mrs	Noriko		Edwards		\boxtimes	Mother
Property :	-	ID ADID43	324	Relationship	Title	Given Name	5	Surname	CPC	FMR St	O Father
map Street :	19 Home Street			Office Co-	02 12	34 5678	0414 123	456			Other
Suburb/State/PC :	Camden 🖪	0 NSW 🔍 2	570	Occupation	Work P	hone	Mobile	\sim	Email 🔲 F	amily	Туре 🛅
Country : Telephone :				Father	⇔ Mr	James /	Andrew	Kerrisk			Mother
Email :	astyles@denbiabdemo.c	nom au		Relationship	Title	Given Name	5	Surname	CPC	FMR St	O Father
	gatyleseraenoignaennois	omaa		ſ			($\left(\right)$	Other
Count of Children:	Future Current Fo	ormer Hoste	ed	Occupation	Work P	hone	Mobile	\sim	Email 🔲 F	amily	Туре 📆
		1,0				~	~			~	
General Info	Future Students Curren	nt Students	Forme	r Students Host	ted Studen	ts Address	es Fund	raising Gro	ups Note	s Corr	espondence Email
	Family Infe	0					En	nergency C	ontacts		
Langu	lage :					Contact	#1		Contact #	2	
Marital St	atus : Married				Contact N	Name] [
Eldest C	Shild :	Year			Relation	nship) (
Email School Rep	orts :	_			P	hone					
						Work) (
								HCEETTAL	vata		
	Family Aler	rt				Father			Mother		
Esmily	Alort				Lang	uage					
ranny /	vert			Nee	School Educ	ation					
				NUT	Occupation (ation					
					Occupation e	aroup			J (

Emergency contact details entered per family.

Creating a New Student

HNS02 Johns Step-father Mr PETER Smith Other Family Code Family Name Use as addressee Mr PETER Smith Other Father Mother Salutation : Mrs Johns Ocupation Work Phone Mobile Mother Father Other					-		6	Paren	t Details	3				
Family Code Image: Survey of the second	DHNS02	Johns		Step-father	¢	Mr	PETER		Smith				O Mother	
Mailing Title: Mrs A Johns Other Salutation: Mrs Johns Other Salutation: Mrs Johns Other Property: ID ADID43326 Work Phone Mobile Mother Property: ID ADID43326 Title Given Names Surname CPC FMR St. Non Residential Address ID ADID43326 Title Given Names Surname CPC FMR St. Non Resident Title Given Names Surname CPC FMR St. Other Vistate/PC Coubity NSW 2570 Other Other Other Count of Childres Fax : Father Mr Johns Other Other Count of Childres Future Current Former Hosted Other Father Non Resident Other Non Resident Other <td>Family Code</td> <td>Family Name</td> <td>Use as addressee</td> <td>Relationship</td> <td></td> <td>Title</td> <td>Given Nam</td> <td>es</td> <td>Surname</td> <td></td> <td>CPC</td> <td>FMR St</td> <td> Non Resi </td> <td>dent</td>	Family Code	Family Name	Use as addressee	Relationship		Title	Given Nam	es	Surname		CPC	FMR St	 Non Resi 	dent
Salutation: Mrs Johns Occupation Work Phone Mobile Mobile Family Type Residential Address ID ADID43326 Mother Mrs Anne Johns Mother Property: Property: ID ADID43326 Title Given Names Surname CPC FMR St. Mother Pather Profester/PC: Cobbitty NSW © 2570 Tt Manager 9752 0528 0433 555 555 janejones@itmanage Other Other Count of Father Mr John Johns Property: Pamily Mother Pamily Other Ot	Mailing Title :	Mrs A Johns		4 COLOUR		02 12	34 5678						Other	
Mother Mother Mis Anne Johns Mother Mother Property: 1D ADID43326 Title Given Names Surname CPC FMR st. Mother p street: 21 Johns Street Title Given Names Surname CPC FMR st. Mother Father Other Type Title Given Names Surname CPC FMR st. Mother Father Other Other Other Type Type Type There Other Other Other Other Other Type There Other O	Salutation :	Mrs Johns		Occupation		Work Pl	hone	Mobile	\geq	-< Email		amily	Туре	Û
Property: ID ADID43326 p Street: 21 Johns Street Father rb/State/PC: Cobbitty NSW 2570 County: Father Mr John Johns Type Email: Father Mr John Johns Other Count of Future Current Former Hosted Other Non Resident Count of Future Current Former Hosted Other Non Resident Count of Future Students Former Students Hosted Students Addresse Surname CPC FMR St Mother Occupation Work Phone Motse Surname CPC FMR St Mother Count of Future Current Former Hosted Surname CPC FMR St Non Resident Occupation Work Phone 0123 456 789 Occupation Other Type Type Ineral Ir p Future Students Former Students Hosted Students Addresse Future Student for the Johns Family Type Type Create New Future Student for the		Residential Addres	\$S	Mother	¢	Mrs	Anne		Johns				Mother	
p Street 21 Johns Street IT Manager 9752 0528 0433 555 555 janejones@itmanage Other rb/State/PC : Cobbitty NSW 12570 Work Phone Mobile Mobile Email Family Type It Count of Childrea Fatter Mr John Johns Provide the state of the s	Property :		ID ADID43326	Relationship		Title	Given Name	es	Surname		CPC	FMR St	Father Non Regi	dent
Image: State of the state	ap Street :	21 Johns Street		IT Manager		9752	0528	0433 555	555 ja	nejones() itma	anage	Other	uenic
Country: Fax: Father	urb/State/PC :	Cobbitty	NSW @ 2570	Occupation		Work Pl	hone	Mobile	\geq	-K Email	F	amily	Туре	Û
Image: Construct of Children On O O Future Students Former Hosted Occupation Work Phone Summe CPC FMR St. Father Count of Children O O O Occupation Work Phone Mobile Mobile Type Image: Count of Children O O O Occupation Work Phone Mobile Mobile Type Image: Count of Children O O O Occupation Work Phone Mobile Mobile Type Image: Count of Children O O O Occupation Work Phone Mobile Mobile Mobile Type Image: Count of Children O O O Occupation Work Phone Mobile	Country : Telephone :			Father	⊳	Mr	John		Johns				OMother	
Court of <u>Future Current Former Hosted</u> Childree Court of <u>Future Current Former Hosted</u> Cocupation Work Phone Mobile Email Pamily Type neral Ir p Future Students Former Students Hosted Students Addree Court of Court Students Former Students Former Students Addree Court of Create New Future Student for the Johns Family Create New Future Student for the Johns Family	Email :	Fax :		Relationship		Title	Given Nam	es	Surname		CPC	FMR St	O Father	
Court of Future Current Former Hosted Childree Development Students Former Students Hosted Students Address Former Students Former Students Create New Future Student for the Johns Family Create New Future Student for the Johns Family 2								0123 456	789				Non Resi	dent
neral Ir p Future Students Grrent Students Former Students Hosted Students Address Grund Student for the Johns Family Create New Future Student for the Johns Family	Count of	Future Current	Former Hosted	Occupation		Work Pl	hone	Mobile		-< Email		amily	Туре	ជា
			rent Students Form	er Students Host	ed S	student		Cre	ate New F	uture Stu	dent f	or the Jo	hns Family	_
	neral In o											2		

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

ck on the arrow beside the	name to select the pre-existing perso	n.			
		ocate Comm	unity Memb	ber	
	First Name : Jami		Surname :		
Given Names	Surname	Community ID	Community Status	Date of Birth	
Family Address: Individual's Address:	Bienkiewicz	MCASEY01			
Family Address: Individual's Address:	Нагту	S00057	Staff	26/02/1970	
Family Address: 1 John St Individual's Address: 1 Joh	Tarr Sydney NSW n St Sydney NSW	FHILL02	Father Past Parent		
Family Address: Individual's Address: 1 Joh	Carlson n St Sydney NSW	102062	Alumni	13/03/1994	
Jamie Tsz-Shan Family Address: Individual's Address: 1 Joh	Saunders	100645	Alumni GroupMember	26/09/1987	
Jamil Family Address: 1 John St Individual's Address: 1 Joh	Parsons Sydney NSW n St Sydney NSW	FZAHID01	Father		

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

Man Bock View As Find Per Menu Student Student Student Student Details			Q				\Leftrightarrow		\$	1		10	(ì ÌÌ		
Future Student Details OPINS Jamie Soudent ID Sudent ID <th <="" colspan="2" td=""><td>Main Back Menu</td><td>View As List</td><td>Student</td><td>All</td><td>Print Menu</td><td>Letters</td><td>Enrol Student</td><td></td><td>Accounts</td><td>Students</td><td>Students</td><td>Family Details</td><td>Details</td><td>Details</td></th>	<td>Main Back Menu</td> <td>View As List</td> <td>Student</td> <td>All</td> <td>Print Menu</td> <td>Letters</td> <td>Enrol Student</td> <td></td> <td>Accounts</td> <td>Students</td> <td>Students</td> <td>Family Details</td> <td>Details</td> <td>Details</td>		Main Back Menu	View As List	Student	All	Print Menu	Letters	Enrol Student		Accounts	Students	Students	Family Details	Details	Details
09257 Johns Jamie Scudent ID Sumane First Name Second Names Known As Cender D.0.8. ArtYr EnY Status Parents / Guardians Parents / Guardians Property: Subort Street Solubity Code Cobbitty NSW Erroll John Johns D123 455 789 Suburb/Sate/Poole: Cobbitty NSW 2570 Erroll Mone Resident Work Phone Family eMail Update Image: Country : Image: Country : </td <td></td> <td></td> <td></td> <td></td> <td></td> <td>Futur</td> <td>e Stud</td> <td>ent Del</td> <td>tails</td> <td></td> <td></td> <td></td> <td></td> <td></td>						Futur	e Stud	ent Del	tails							
Family Details Parents / Guardians OHINGO2 Johns Anne Johns 9752 0528 0433 555 555 Image: Common State of the	109257 Jol	ins Surname	Jamie First	Name	Second	Names 👔	Known As 🐧	Gender 🐧 D	.O.B.	AcYr 🐧	EnYr 🚺 Statu	IS				
OHNSO2 Johns Anne Johns 9752 0528 0433 555 555 Image: Constraint of the second			Family Det	ails				P	arents / G	uardians						
amily Code Home Property: Family Name Home Prone Property: Family analy realing on the property is in the property i	JOHNS02	Johns					Anne Jo	ohns	9752	0528	0433 555 5	555 🔺				
Property: John Johns 0123 456 789 Suburb/Sate/Rode: Cobbitty NSW 2570 General Information Enrolment Application Future Classes Notes Correspondence Email Update g General Information Enrolment Application Future Classes Notes Correspondence Email Update g Country of Birth Nationality Religion Current School Codes Enrolment Year g Schools Details Future Student Siblings Ac. Yr Given Names Enrolled Siblings Bearding Status OS Student House Boarding House Ac. Yr Given Names Boarding Status Deposit Date Received Deposit Receipt Staff g g g Enrolment Options Former Student Siblings Ac. Yr Given Names Cohort g Enrolment Options Former Student Siblings Ac. Yr Given Names Cohort g Enrolment Yr Enrol Date Term Status g Ac. Yr Given Names Cohort g Enrolment Yr	Family Code	() Family	/ Name		Home P	none	Email ja	nejones@itn	nanager.com	none	Family eMa					
Suburb/Sate/PCode: Colority General Information Enrolment Application Personal Details Future Classes Country of Birth Nationality Region Current School Country of Birth Nationality Bearding Status Staff Date Received Carpus Clergy Clergy	Property Street	: 21 John	Street				John Jo	hns			0123 456 7	789				
Country : Enail Update General Information Enrolment Application Future Classes Notes Correspondence Email Medical information Personal Details Future Student Siblings Country of Birth Nationality Religion Current School Codes Schools Details Future Student Siblings Bearding Status OS Student Boarding House OS Student Boarding House Staff Deposit Date Received Deposit Receipt Staff Enrolment Ver Clergy Enrolment Yr Enrol Date Former Student Siblings Ac. Yr Bironoment Yr Enrol Date Term Status Enrolment Siblings Ac. Yr Given Names Cohort Enrolment Yr Enrol Date Enrol	Suburb/Sate/PCode	: Cobbitty	Screet	1	NSW	2570	Non Resi	dent	Work	Phone						
General Information Enrolment Application Future Classes Notes Correspondence Email Medical information Personal Details Future Student Siblings Ac. Yr Given Names Enrolment Year Country of Birth Nationality Religion Current School Codes Schools Details Station Boarding House Enrolled Siblings Bearding Status OS Student House Boarding House Deposit Date Received Deposit Receipt Statif Enrolment Fee Date Received Clergy Clergy Enrolment Vr Enrol Date Term Status Former Student Siblings Ac. Yr Given Names Cohort Former Student Siblings	Country	:					Email				<u>і Пі</u> нашій ема	" ▼	Update	🖞		
Personal Details Future Student Siblings Country of Birth Nationality Religion Current School Codes Schools Details	General Inform	nation	Enrolme	ent Appli	cation	Future	Classes	Notes	Corresp	ondence	Email	Me	dical inform	ation		
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Deposit Deposit Staff Enrolment Options Clergy Enrolment VP Enrol Date Term Status Clergy	Boarding Status	ÖS	Student	Hou	se	Boardin	g House		As Ve	Church M	Enrolled S	Siblings	Penedice Clatu			
Enrolment Pee Date Received Campus Clergy Enrolment Options Reg Date Ac. Yr Enrol Date Term Status Ac. Yr Given Names Cohort	Deposit	Date Rece	ived Di	eposit Rece	aipt	Staff	ff		A& 11	Given is	anica		boarding Statu	•		
Enrolment Fee Date Received Campus Clergy Enrolment Options Reg Date Ac. Yr Enrol Date Term Status Ac. Yr Given Names Cohort Ac. Yr Given Names Cohort						Cle	rgy									
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		1	1		1	1	n ^							<u>^</u>		
														-		
								·								

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

Saving Future Students Details

,	FileMake	er Pro
	Save changes to thi	is record?
	Don't Save	Cancel Save

Click to Save the details entered.

Enrolling Future Students

Menu	View As Fin List Stud	d Find lent All	Print Menu	Letter	Enrol Student	ant Dot	Student Accounts S	Current Students	Former Fa Students De	umily etails	Community Details	Staff Details
				ruture	Stude		a115					
109231 Style Student ID Su	as Jo rname 🚺	hn First Name	Second N	lames 🚺 Kr	nown As 🐧	31/1 Gender 🚺 D.	2/0002 0 о.в. 👔	AcYr 🔞	2 Accept CalYr 🕼 Status			
	Family	Details			_	P	arents / Gu	ardians				
100003	Styles				Greg St	yles	02 123	4 5678	0414 123 456	Ĥ		
Family Code	Family Name		Home Pr	ione	Fauler Email 05	tvles@denhi	abdemo.com	au	Eamily eMail			
Property :	10.11 0				James k	(errisk	grideineiteitii					
Suburb/Sate/PCode :	18 Home Stree	at	NSW	2101	Non Resid	ient	Work Ph	ione				
Country :	Demeid		non	2151	Email				Family eMail	-	Update	4
General Inform	ation Enr	olment App	lication	Future C	lasses	Notes	Correspo	ndence	Email	Medi	ical informa	tion
	Pers	sonal Detai	ls	Ĭ			Ac. Yr	Fu Given Na	ture Student mes	Sibling E	IS	
Country of Birth N	ationality Sch	Religion	Current Sch	1001 (Codes							
Deserting Obstan	OS St	udent							Enrolled Cibl	lines		
Boarding Status	US Studen	HC HC	ouse	Boarding	House		Ac. Yr	Given Na	mes	B	oarding Status	
	Date Received	Deposit Re	ceipt	Staff								^
Deposit		Compus		Clergy	IX							
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Deposit \$990.00 Enrolment Fee	11 Mar 2010 Date Received											
Deposit \$990.00 Enrolment Fee	11 Mar 2010 Date Received	lment Opti	ions					For	mer Student	Sibling	15	
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Deposit \$990.00 Enrolment Fee Reg Date Ac. Y 11 Mar 2010 0	11 Mar 2010 Date Received Enro r Enrol Date	Jment Opti Depart Date	ions dpt. Yr Tern	n Status Accept	1		Ac. Yr 12	For Given Na Alana	r mer Student mes	Sibling C	ohort 003	

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

HMEDA4 Chapman Aysha Miss Fernale 6/02/1984 Student ID Summane Maiden Name First Name Second Names Title Toown As Gender Date of Birth Student ID Summane Maiden Name First Name Second Names Title Toown As Gender Date of Birth Suburb/Start/Dock Obb street Image: Suburb/Start/Dock Eminent Eminent Eminent Suburb/Start/Dock Obb street ID Property I Add ID: Eminent Eminent Suburb/Start/Dock Obb street ID Property I Add ID: Eminent Eminent Suburb/Start/Dock Obb street ID Property I Add ID: Eminent Eminent Suburb/Start/Dock Wember Type Register Number Eminent Eminent Eminent Mobile : Home Phone: ID Property I Add ID: Maiden Addemic Yr Member Type Reason General Info Notes Medical Attendance & Discipline Academic Terliary CooCurricular Fundraising Groups Correspondence Er					Former	Studen	t Deta	ails				
Contact Details Former Student Details Property / Add ID: ADID433 Street ADID433 Subub/Sac//Code: Bydney Nobie: ADID433 Subub/Sac//Code: Bydney Mobie: Home Phone: Mobie: Home Phone: General Info Notes Medical Attendance & Discipline Accorreral Information Enrolment Options Reg Date Ac. Yr Enrolment Options Dpt Cohort B Feb 2012 4 01/01/1991 01/04/2008 1999 Interview Date 11/1/2013 Re-Enrolment Calendar Year 2013 Re-Enrolment Status Re-Enrolment Interview Date 11 Interview The Interview	HMEDA4	Chapr	man 👔	Maiden Name	Aysha First Name	Second Names	Miss	Nown As	Female Gende	6/02/1	.984 of Birth	
Mail title Overand Comment Mail Returned 1999 Eminent Street 2 bob street Eminent Eminent Subuth/Start/Cock sydney NSW 2000 Country : Mobile : Home Phone: I2 Mobile : Home Phone: Mail Centrol Reason General Info Notes Medical Attendance & Discipline Academic Tertiary CoCurricular Fundraising Groups Correspondence Err General Info Notes Medical Attendance & Discipline Academic Tertiary CoCurricular Fundraising Groups Correspondence Err General Information School Information Enrolment Details Biography References Reg Date Ac, Yr Emol Date Dpt Cohort Re-Enrolment Options 33/1/12013 Re-Enrolment Calendar Year 11 Re-Enrolment Call and Year 11 Re-Enrolment Calendar Year 11 Re-Enrolment Call and Year 11 Re-Enrolment Calendar Year Interview Date Interview Tine Interview </td <td>2</td> <td></td> <td>Contact I</td> <td>oetails</td> <td></td> <td></td> <td></td> <td>Former Stude</td> <td>nt Details</td> <td></td> <td></td> <td></td>	2		Contact I	oetails				Former Stude	nt Details			
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When a student has left the school use the Re-enrolment options.

Student Movements

Main Back Database Administrative Quit	
Manu Back Descriptions Control Menu Student Movements End of Year Timetables Photos Correspondence Promote Students Import Classes From Next Yrs Enrol Selected Former Students Import Students Import Classes Former Students Import Classes Impor	a Miscellaneous Administration
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

Main Menu Back Community Vi member	iew As List	Find Print Menu	Letters	Groups	Enrolled Students	Future Students	Former Students	Family Details	Staff Details
		Cor	nmunity M	lembers					
Pearson	Chuchai				Mr N	lale		FAD	CHARIAKU
Surname F Status	irst Name	Second Names Perso	Known As nal Details	Maiden name En	Title G	ender t Details —	Date of Birth	Comm	nunity ID
Father Father Mother NRParent Quardian Past Parent Staff Student Future Alumni Former Staff GroupMember Donor Donor	her	02 3456 7890 Phone Home Mobile Phone Email 🛌 Reliation Deceased	Fax Home Nationality	02 1234 5678 Phone Work Employer Garment man Occupation Occupation Group Industry	ufacturer	Fax Work			
Address Family Staff C	Current Students	Future Students	Former Students	Financial Contributions	Groups	Notes &	Corresponden	ce Qual	lifications

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

Enrolment Reports

Main Back D Menu Cor	atabase Administrative figuration Tasks	Quit	rolmont Popo	to	
S	elect vour desire	d print options.	oment Repo	ris	
C	Preview only OPr	int only Preview and	d Print		
	Enrolment Summary	House Population	Boarding House Population	Tutor Group Population	
	Registration Summary	Tutor Group Master Lists	Class Sizes 710	Class Sizes 1112	
volment Deports	Monu				

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

Main Back View As Find Sear List Student Assist	ch Print Move Aca ant Menu to Alumni Re Stud	demic Student Cla Accounts Du ent Details	isses Future Former Family stail Students Students Details	Community Details
100014 Price William Student ID Survame First Name Hosted Student Family Details ALLARSD1 Price Family Code Family Code Family Name Property: Denbigh map Street: 1 John St Suburt/State/PCode: Sydney Country:	Hugh Second Names Known 02 3456 7890 Home Phone NSW 2000	Male 12 Jun As Gender Birtho Geoffrey Price Father Julie Price Michael Phillips Unce	1993 12 12.1 Green late Year TGroup House ents / Guardians 02.1234 5578 [0414 123 456 Work Phone Mobile 02.1234 5678 [0414 123 456 Work Phone Mobile 02.1234 5678 [0414 123 456 Work Phone Mobile 02.1234 5678 [0414 123 456 Work Phone Mobile Mobile 0.114 123 456 Work Phone Mobile Mobile 0.114 123 456	Update
General Info Notes Medical Info General Info Hosts & Guardians Family Code Family Name Ø OOI01 Soonthorndham	Classes Timetable Correspondence Telephone Home 02 3456 7890	Academic Record Atte	Andance Discipline CoCurricu MCEECDYA Example Start Date 23/01/2012	Add Host Family
Property : map Street : 1 John St Suburb/Sate/PCode : Sydney	NSW 2000		End date 20/12/2012	Status
				*

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

	Family Search
Family Na Ner	ame for Hill w Family
	Existing families with similar family names:
	HILL03, HII, Mr K and Mrs R HII 61 Burce Street, Concord, NSW
	101155, Hill, Mr X Hill and Ms L Temby 1 John St, Sydney, NSW
	MIN01, Hill, Mr R and Mrs B S Hill 1 John St, Sydney, NSW Use this family
	Cancel

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).

Student IC	Deak Surna	me First Name	Second Names Kno	wn A	As Gender Birtho	1993 12 12.2 Magenta Jate Year TGroup House	
,		Family Details		-	Par	rents / Guardians	
ANASSI	IS01	Worrell	02 3456 7890		Steven Deak	02 1234 5678 0414 123 456	
	Droportu	() raminy Name	nome Phone	- 1	Chong-Sik Worrell	02 1234 5678 0414 123 456	
map	Street :	1 John St			Father	Work Phone Mobile	
Suburb/Stat	te/PCode :	Sydney	NSW 2000	1	Kyung-Ja Worrell	02 1234 5678 0414 123 456 Update	
	Country :				Mother	Work Phone Mobile	¥
General I	info N	otes Medical Info	Classes Timetable	A	Academic Record Atte	endance Discipline CoCurricular Music	Other
General	Info	Hosts & Guardians	Correspondence	Er	Email Transport	MCEECDYA Extra School Report C	ensus
Famil	v Code	Family Name	Telephone Home		Type	Add Host Fami	ly
\$ 101	155	Hill	02 3456 7890	0	1,72	Start Date	<u>^</u>
4	Proper	ty :	,		Host	End date Status	
map	p Stre	et : 1 John St			Guardian		
Subur	b/Sate/PCo	de : Sydney	NSW 200	0			I
<u> </u>					_		-
<u> </u>							_

Choose the type either Host or Guardian.

5
Update
ular Music Oth
Report Census
Add Host Family
Current Status
T

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.