

Student Administration

Student Administration
22 November 07

please ensure this is passed on to the relevant person at your school

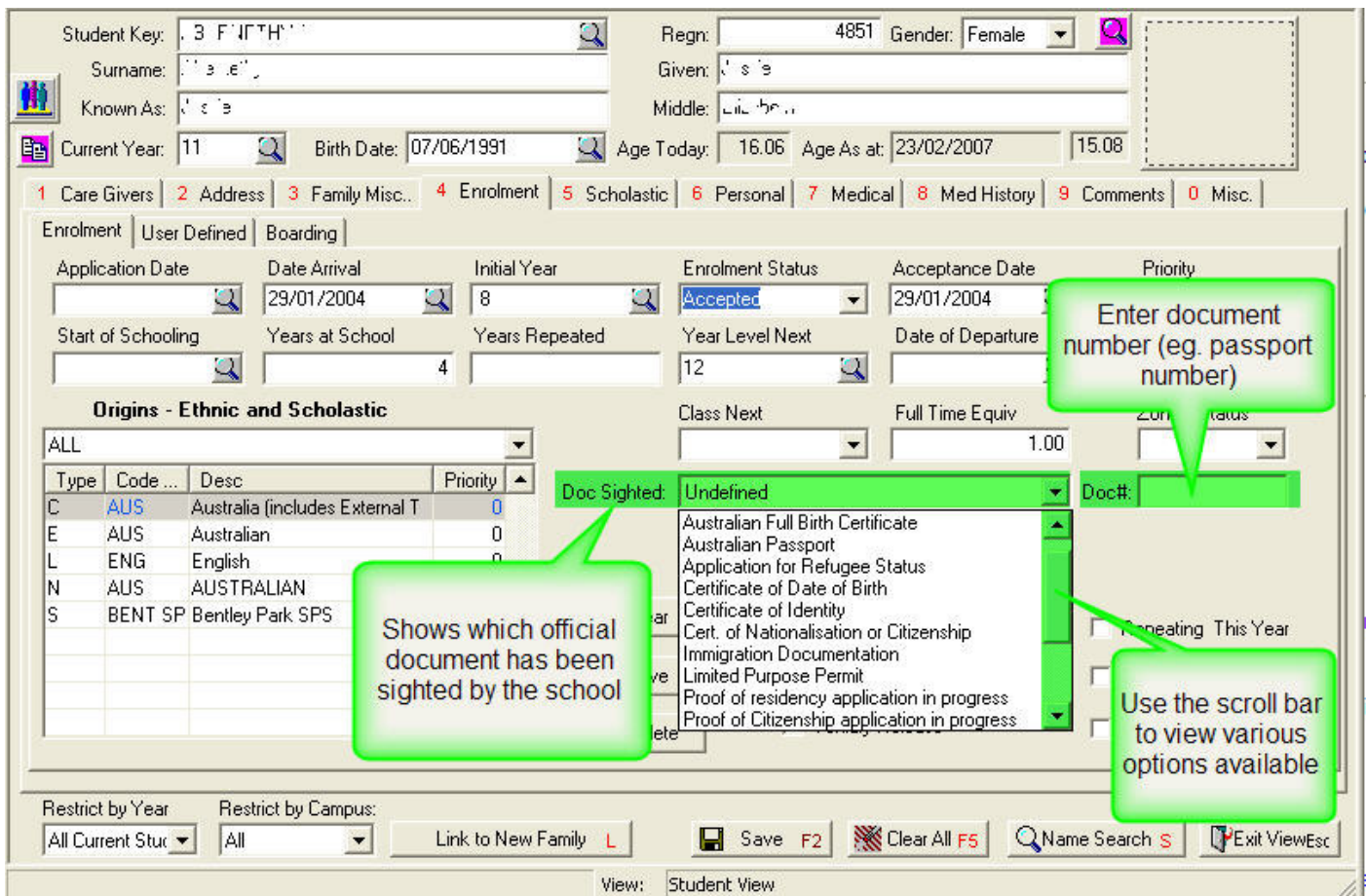
Documents Sighted fields in Student View

Pathway: **Student View - Enrolment (tab 4) - Enrolment**

There is now an area available within the Student View where official document sighting can be recorded.

In most states / countries the Department of Education requires that schools sight or obtain a copy of a students proof of identity. This may include a birth certificate, passport, certificate of nationalisation or citizenship etc.

The Doc Sighted and Doc # fields now allow schools to record the type of document and the document number.



The screenshot shows the 'Enrolment' tab in the PCSchool system. Key fields include:

- Doc Sighted:** A dropdown menu currently set to 'Undefined'. A callout box points to it with the text: "Shows which official document has been sighted by the school".
- Doc#:** A text input field for the document number. A callout box points to it with the text: "Enter document number (eg. passport number)".
- Document List:** A scrollable list of document types. A callout box points to the scroll bar with the text: "Use the scroll bar to view various options available".

Type	Code...	Desc	Priority
C	AUS	Australia (includes External T	0
E	AUS	Australian	0
L	ENG	English	0
N	AUS	AUSTRALIAN	
S	BENT SP	Bentley Park SPS	