

Digital Enrolment Form - for parents

1. Please go to <https://enrol.etap.co.nz/> and enter your email address and School Code **1329** on this page .

Log on to pre-enrol your child

School code Email address

Enter the code given to you by the school, and a valid email address. The email address will be used as your password to access the pupil you are adding.

LOG ON

2. On the next page, check school name listed is correct, and click on the Pre Enrol new Pupil button

Your schools
Click PRE-ENROL to start enrolling a new pupil

School code **ADD SCHOOL**

Otonga Road School	Otonga Road	Rotorua	07 348 6443	PRE-ENROL NEW PUPIL
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3. Fill in the correct legal names as shown on child's birth certificate, DOB and gender. *Hint: click the heading on the calendar (twice) to switch to year view, and scroll right through years, then choose month, then day.* **SAVE**

Key identifying information
Please enter legal name, surname, date of birth, and gender of the child.
Please note, the first name and surname given here MUST match the identification document eg. Birth Certificate or Passport.

Legal first names Legal surname Date of birth Gender Male Female **SAVE**

4. You will be taken back to start page, scroll down to find your child now listed. Click the **Green button** next to the child's name to now access and fill in the enrolment form.(Button may say EDIT or may say CONTINUE ENROLMENT) If at any stage you need to stop make sure you have clicked SAVE in the section you are in and close the browser. To continue editing at a later date - Go back to 1. Above, and on the second page you will see your child listed, simply click the green button to continue.

Pre-Enrol pupils

DELETE	Test	Child	DOB:05-Feb-2013	Kath Demo	EDIT
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5. Work through every section/page of the form filling in everything you can that is relevant. In each section (box) you must click **SAVE** before moving on to the next section. At the end of each page click Go to Part # . Any compulsory questions will be

highlighted at this stage - fill those in before being allowed to move on.

The screenshot shows the 'Child History' form with several fields: 'Current School' (Aberdeen School), 'Current year/Level' (Yr 2), 'Language Spoken at Home' (English), 'Did your child attend ECE regularly?' (Regular/every week), 'For how many years?' (2), 'Type of ECE attended' (Attended Kindergarten or Education & Care), 'Name of ECE Centre' (Little kids), 'Average ECE hours attended this centre per week' (20), and 'Second Type of ECE attended (if relevant)' (0). Annotations include a red arrow pointing to a 'Save' button at the top right with the text 'Save before going to next page', and another red arrow pointing to 'Go to Part 3' and 'Go to Part 2' buttons at the bottom with the text 'Go forward and backwards after saving'.

6. Filling in the form

- some fields are straight type in (click on the question and the cursor will appear),
- some are dropdowns (click and choose the answer),
- some are radio buttons (click in the circle to select)
- some are **Green** buttons (see image). Click on any relevant button once, to open the fields for filling in. You may be taken back to the top of the page, just scroll back down to see the fields and fill them in. **SAVE** after each one.

The screenshot shows the 'Medical Conditions' form with a 'Save' button at the top right, an 'ADD MEDICAL CONDITIONS' button in the center, and 'Save' and 'Goto Part 2' buttons at the bottom.

7. Some enrolment forms will offer the option to view documents relevant to the questions - Click blue underlined links and the doc will open in a new page.

The screenshot shows a form with a dropdown menu set to 'Yes' and a blue underlined link that says 'Click for instructions'.

8. Some enrolment forms offer the option to upload documents such as birth certificate, immunisation certificate etc. You need to have a scanned or photographed document saved on your device ready to be uploaded, then click Choose file, find the file where you saved it, and then click Upload new document.

Before Uploading a file - you must make sure you have clicked SAVE at the top of the section, for the information entered up until this point, or you may lose it. When the upload refreshes the page.

The screenshot shows a form with a dropdown menu set to 'NZ Birth Certificate' and a green bar with the text 'Browse for a file, select it, then click 'Upload new document''. Below the bar are buttons for 'Choose file', 'No file chosen', and 'Upload new document'.

9. On the last page with the declarations or permissions, **Make sure you have clicked Save at the top of the permissions section before clicking the final Save and Confirm at the bottom**

10. Your enrolment form is not complete until you have read the parent declaration and clicked to **Save and Confirm**. Please read the final page to find out what further actions you need to take, or if the school will contact you for the next steps.

Please note: Your child is not yet enrolled, the school has received your enrolment form and will consider that enrolment to see if you meet criteria to enrol at their school. Further contact with the school is normally required.

Any problems with this form, please ring the school for help.

Parent declaration: I declare that all information provided is true and correct, and that it is my responsibility to make sure all details are kept up to date. By clicking the Save and Confirm button I have signed this form.

Save and confirm

Please check all parts before confirming.