

ASA User Guide Schools Desk



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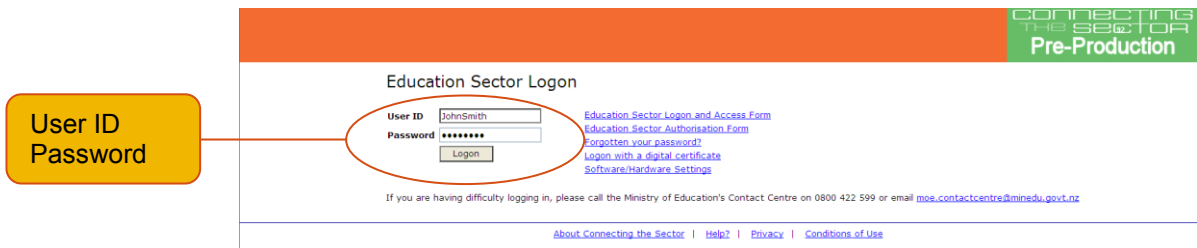
Login to ASA

Audience School Attendance Administrator

When to use Use this procedure to log into ASA via ESAA. ESAA is the application used for authenticating user access to ASA.

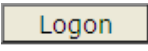
Steps

1. Enter the following address in the internet browser:
<https://attendance.minedu.govt.nz/shared/applications/attendance/studentsearch.aspx>
 Press <Enter>.
2. The **Education Sector Logon** window is displayed.



Enter the following field information:

Field Name	Data
User ID	Your user name, e.g. JohnSmith
Password	Your own password which conforms to the password requirements

Click the  button.

If you have ESAA access for...	then go to...
ASA as well as another system, e.g. e-asTTle	the next step.
ASA only	step 4.

Continued on next page

Login to ASA, Continued

3. A system selection screen is displayed.
Click on the drop down box and select your ASA option.
4. You have successfully accessed the ASA schools desk.

MINISTRY OF EDUCATION
Te Tāhuhu o te Mātauranga

ATTENDANCE
The school student attendance system

Find a Student Referral List Logout

Find a Student

Search Criteria

To find a student, enter either the student's National Student Number or First Name(s) and Surname.

National Student Number

or

Surname First Names (incl. middle names) Date of Birth (Format DD/MM/YYYY)

Gender

Find a Student

Results

Save the address in your **Favourites** for quick access to ASA.

End of procedure.

Saving ASA as a Favorite:

To save the ASA schools desk as a favourite, either click on the Favorites **Favorites** button or the **Add to Favorites Bar** button.

You can only do this from the above screen displayed. An error will occur if you have saved ASA as a Favorite from the ESAA screen.

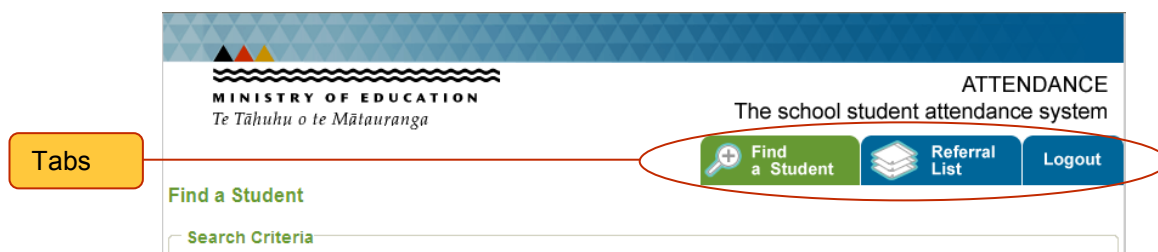
Features of ASA – Schools Desk

Introduction This section provides you with information on how to navigate within ASA.

Tabs

To assist with navigation, ASA has been designed using tabs.

The tab you are viewing will be green, while the other tabs will display in blue.



There are three tabs in ASA:

- **Find a Student** – enables you to search for a student at your school
- **Referral List** – provides a list of all the current unjustified absence referrals made by your school
Note: Once the referrals are closed they will be automatically removed from the list.
- **Logout** – logs you out of ASA

Keyboard

You are able to use the keyboard to navigate between screens and fields in ASA. Some of the common keyboard options used are:

- **Tab** – enables you to navigate between fields in a screen
- **Shift + Tab** – enables you to tab backwards on the fields in a screen
- **Enter** – can be used instead of using the mouse on a command button. You may need to tab to the applicable command button and then press enter
- **Page Up and Page Down** – allows you to scroll through information on the page you are viewing. You can also use your mouse and the scroll bar to scroll up and down the page

Field help

If you hover the mouse over some fields or buttons a description is displayed, e.g. the Street Address field displays the format to enter an address, No. Street Name, Suburb, City.

* Street Address:









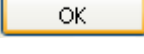
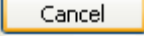
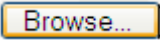

Home Ph:

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Features of ASA – Schools Desk, Continued

Command buttons

There are a number of command buttons used in ASA. These are:

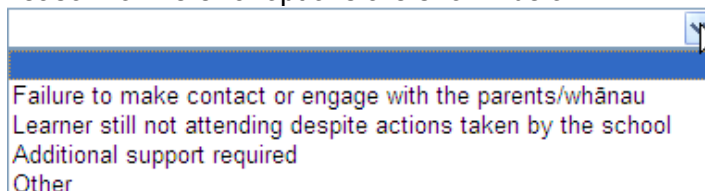
Button	Function
	Searches for a student using the search criteria entered
	Returns you to the previous results list
	Allows you to lodge an unjustified absence referral for the student displayed
	Enables you to upload an attendance sheet for the student and attach to the referral
	Enables you to upload any relevant documents that will assist with the referral
	Completes the school referral process. Referral is sent to the provider
	Cancels the screen you are working in and takes you back to the Find a Student screen without saving any data already entered
	Enables you to view the current referral for the student displayed
	Confirms that the message displayed is acceptable
	Cancels the command you are working on and takes you to the previous screen without saving any data entry
	Allows you to browse and select a file to upload into the referral
	Enables you to print the referral in a print friendly format

Underlined text

To view details you can click on any underlined text. The information displayed will depend on the text underlined. e.g. [001234567](#), if an NSN number is clicked, you will be taken to the Student Details screen.

Drop down boxes

Drop-down boxes assist you when completing data entry. They provide you with a list of options to select from by clicking on the field. For example, the Reason for Referral options are shown below:




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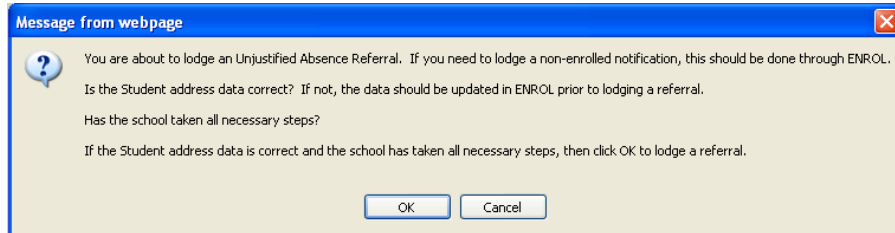
Features of ASA – Schools Desk, Continued


* Asterix

An asterix * beside a data entry field means the field is mandatory, i.e. you must enter data into the field before completing the referral. If data is not entered in a mandatory field an error message will be displayed when you attempt to save the changes.

Messages

While you are working in ASA you will encounter a number of messages. Information messages are displayed with the  message icon at the left of the window. Example of an information message:



Data entry messages are displayed with the  message icon. Errors must be corrected before you can proceed. Example of a data entry message:



Search criteria

The following search criteria apply:

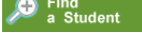
- The National Student Number (NSN) overrides any other search criteria entered
 - The minimum criteria you can use for searching is one letter
 - The wider the search the greater the number of results
-

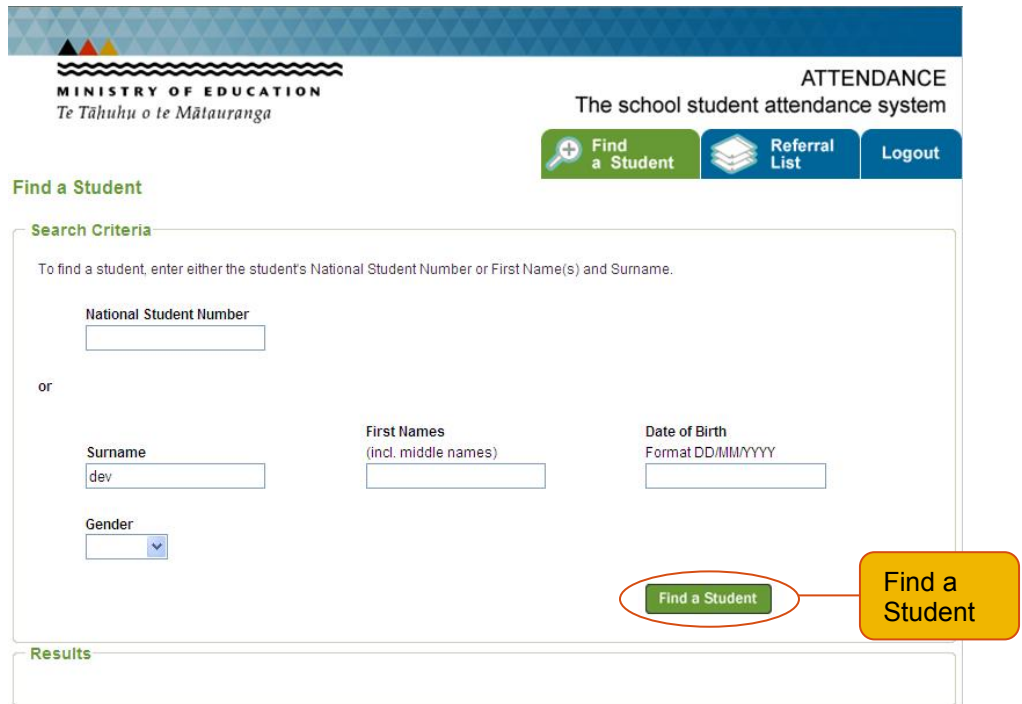
Create an Unjustified Absence Referral

Audience School Attendance Administrator

When to use Use this procedure to create an unjustified absence referral.

Steps

1. From **The school student attendance system** click on the  tab.
2. The **Find a Student** screen is displayed.



The minimum criteria you can use for searching is one letter. The wider the search the greater the number of results. The NSN overrides any other search criteria entered.

Enter the following field information:

Field Name	Data
National Student Number	NSN, e.g. 001234567

Or any or all of the following:

Surname	Student's surname or part of their surname, e.g. dev
First Names	Student's first names or initial, e.g. a
Date of Birth	Format DD/MM/YYYY
Gender	Select Male or Female from the drop down box

Click on the  button.

Continued on next page

Create an Unjustified Absence Referral, Continued

3. Students matching the search criteria entered are displayed.

When ASA checks for an existing student record, the **Results** will include near matches and names spelt phonetically alike, e.g. adam will show Adams, Adamson, etc

Students listed match the search criteria

The screenshot shows the 'Find a Student' section of the Attendance system. It includes a search criteria form with fields for National Student Number, Surname (containing 'dev'), First Names, Date of Birth, and Gender. A 'Find a Student' button is located below the form. The results section shows one student found: Ruby, with NSN 999251, Surname Devarian, Gender Male, and DoB 26/11/1999. The NSN is highlighted with a red bracket and an arrow pointing to the yellow callout box.

Click on the student to bring through their details.

Continued on next page

Create an Unjustified Absence Referral, Continued

4. The **Student Details** screen is displayed.

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Te Tāhuhu o te Mātauranga

ATTENDANCE
The school student attendance system

Find a Student | Referral List | Logout

Student Details

Back to List (highlighted)

Student Name(s)

Legal Names:
Surname: Devarian | First Names: Ruby (incl. middle names)
Aliases:

Student Details

Date of Birth: 26/11/1999 | Gender: Male
Age: 13 yrs 8 mths | NSN: 999251
Current Year Level: 9 | Eligibility Status: Domestic
Eligibility Criteria: NZ Citizen (incl. Tokelau, Cook Is., Niue)
Verification Document: NZ Passport | Serial Number: TT506589

Ethnicity 1: New Zealand European | Citizenship 1
Ethnicity 2 | Citizenship 2
Ethnicity 3 | Citizenship 3

Iwi 1
Iwi 2
Iwi 3

Physical Address

Student's Physical Address

Number and Street: 7898 Hidden End
Suburb / RD: Deepapple
City / Town: Kite
Post Code

Lodge Referral (highlighted)

Check the **Physical Address** details. If these are incorrect or blank, access ENROL and update the **Student Details** before continuing with the referral.

If this is...	then click on the...
<u>not</u> the student you wish to refer	Back to List button. You will be returned to the Find a Student screen where you can either enter new search criteria or select another student from the Results list. Go back to step 3.
the student you wish to refer	Lodge Referral button. Go to step 5.

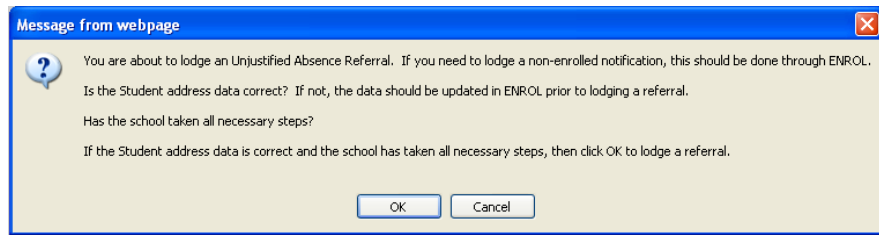
Continued on next page

Create an Unjustified Absence Referral, Continued

5. The following message is displayed stating:

Statement	Check
You are about to lodge an Unjustified Absence Referral. If you need to lodge a non-enrolled notification, this should be done through ENROL.	✓
Is the Student address data correct? If not, the data should be updated in ENROL prior to lodging a referral.	✓
Has the school taken all necessary steps?	✓
If the Student address data is correct and the school has taken all necessary steps, then click OK to lodge a referral.	✓

Click to escape out of the referral.



Click to continue.

6. The **Lodge a Referral** screen is displayed.

Mandatory fields are identified with an asterisk (*). These fields must be completed with appropriate data before you can submit.

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Te Tāhuhu o te Mātauranga

ATTENDANCE
The school student attendance system

Lodge a Referral

School Details

School:	Cobham School	School Number:	2550
School Email:	office@cobhamsch.schoolzone.net.nz	Referral Date:	18/07/2013
School Contact phone number:	06-8673864		

Referrer Details

Referrer Name:	Edwards, Emi	Referrer Contact phone number:	
Position:	School Administrator		
Referrer Email:			

Student Details

Student NSN:	999251	First Names:	Ruby
Surname:	Devarian		
Also known as:			
D.O.B:	26/11/1999	Gender:	Male
		Ethnicity:	New Zealand European
		Year:	9

Whānau Details

* Primary Caregiver:	<input type="text" value="Marie Devarian"/>	* Relationship:	<input type="text" value="Mother"/>
* Street Address:	<input type="text" value="7898 Hidden End, Deer"/>		
Home Ph:	<input type="text" value="09 1234567"/>	Work Ph:	<input type="text"/>
Email:	<input type="text" value="devarian@gmail.com"/>		
Comments:	<input type="text" value="Father has moved away, address unknown. Last known phone number 0221234567, though no response"/>		

Whānau Details

Screen continued on next page

Continued on next page

Create an Unjustified Absence Referral, Continued

Screen continued

Reason For Referral / Issues Identified By School
 Reason for Referral: Learner still not attending despite actions taken by the school

ATTENDANCE: or upload attendance sheet

Term 1 - Half days attended:	12	Term 1 - Half days total:	94
Term 2 - Half days attended:		Term 2 - Half days total:	
Term 3 - Half days attended:		Term 3 - Half days total:	
Term 4 - Half days attended:		Term 4 - Half days total:	

Attendance Sheet.docx

Browse... Upload Attendance Sheet

Please complete the action your school has taken prior to this referral

Actions your school has taken prior to this referral

Contacted parents/whānau by phone every day a learner is absent without explanation

Sent a text to the parents

Sent a letter to the parents advising of the dates of all unjustified absences, reminding parents of their legal responsibility, requesting an explanation for unjustified absence and requesting a meeting with family/whānau

Held a meeting with the student and parents/family/whānau to discuss the students unjustifiable absence, the link between attendance and achievement (using data), and provide support and guidance

Other (please specify)

Date actions taken

13/06/2013

16/06/2013

20/06/2013

Browse... Upload Relevant Documents

Who Else has Been Involved

Person/Agency

School Dean

Comments

SWIS (Social Workers in School)

Comments

School Guidance Counsellor

Comments

Ministry of Education - Special Education

Comments

Mental Health Services

Comments

Child Youth and Family

Comments

Police

Comments

Other (please name)

Comments

Date 16/06/2013

Joe Smith signed letter

Date

Date

Date

Date

Date

Submit Referral

Cancel Submit Referral Print

Uploaded Attendance Sheet document

Browse and Upload Attendance Sheet buttons

Browse and Upload Relevant Documents buttons

Enter date and comments when checkboxes ticked

Submit Referral

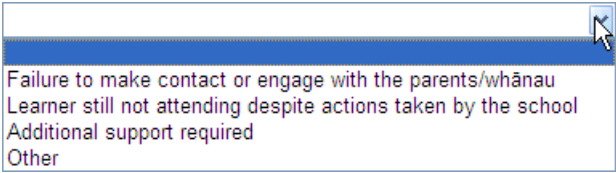
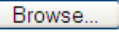


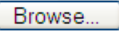


Print

Enter the following field information:

Field	Data
Whānau Details	<ul style="list-style-type: none"> Primary Caregiver – name of primary caregiver (mandatory) Relationship – select from the drop down box, e.g. Mother (mandatory) Street Address – all applicable address details (mandatory) Home Ph – home phone number Work Ph – work phone number Email – email address Comments – add any relevant comments that may help the Attendance Service Provider with this referral

Continued on next page

Create an Unjustified Absence Referral, Continued

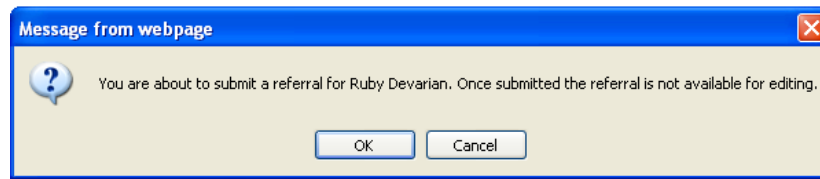
Field	Data
Reason For Referral / Issues Identified By School	<p>Select the reason for making a referral from the drop down box:</p>  <p>Note: Further comments are required if Additional support required and Other are selected.</p>
ATTENDANCE: or upload attendance sheet	<ul style="list-style-type: none"> • Either type in the attendance half days Or • click  to find the attendance records <ul style="list-style-type: none"> – Select the record from the Choose File to Upload window by double clicking or highlight and click the  button – You are returned to the Student Details screen. To upload the attendance records into the referral click the  button
Please complete the action your school has taken prior to this referral	<ul style="list-style-type: none"> • Click the actions that your school has taken prior to this referral. Enter the date that the action was first initiated • If you have correspondence or emails that are relevant to the referral click  to find the documents <ul style="list-style-type: none"> – Select the document/s from the Choose File to Upload window by double clicking or highlight and click the  button – You are returned to the Student Details screen. To upload the documents into the referral click the  button <p>Note: To attach an email you must first save it as a document and then attach the document.</p>
Who Else has Been Involved	<ul style="list-style-type: none"> • Click the people/agencies who have been/are involved with this student • Enter the date and add comments, e.g. person's name, beside the people/agencies who have been/are involved

Click the  button.

Continued on next page

Create an Unjustified Absence Referral, Continued

7. The following message is displayed stating that you are about to submit a referral and it will then be unavailable for editing.



Click to continue.

8. The **Active Referrals** screen is displayed listing all the active referrals for your school, including the referral you have just submitted.

NSN	Title	Date	Status
999265	UA Case #1138 for Leandar, Sheela (999265) Referrer: Cobham School	30/05/2013	1. Open
999263	UA Case #1141 for Alucard, Dress (999263) Referrer: Cobham School	30/05/2013	1. Open
999252	UA Case #1178 for Minara, Stanza (999252) Referrer: Cobham School	15/07/2013	0. Loaded for Action
999251	UA Case #1189 for Devarian, Ruby (999251) Referrer: Cobham School	18/07/2013	0. Loaded for Action


End of procedure.

View current Unjustified Absence Referral

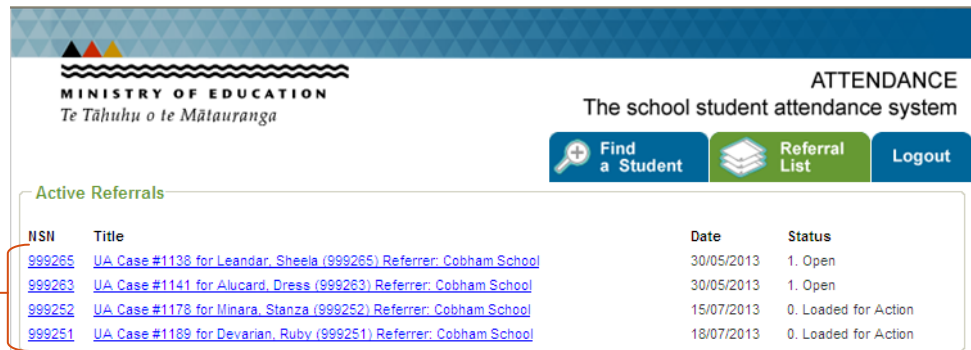
Audience School Attendance Administrator

When to use Use this procedure to view a current unjustified absence referral.

Steps

- From within **The school student attendance system** click on the  tab.
- The **Active Referrals** screen is displayed.


Students with Active Referrals

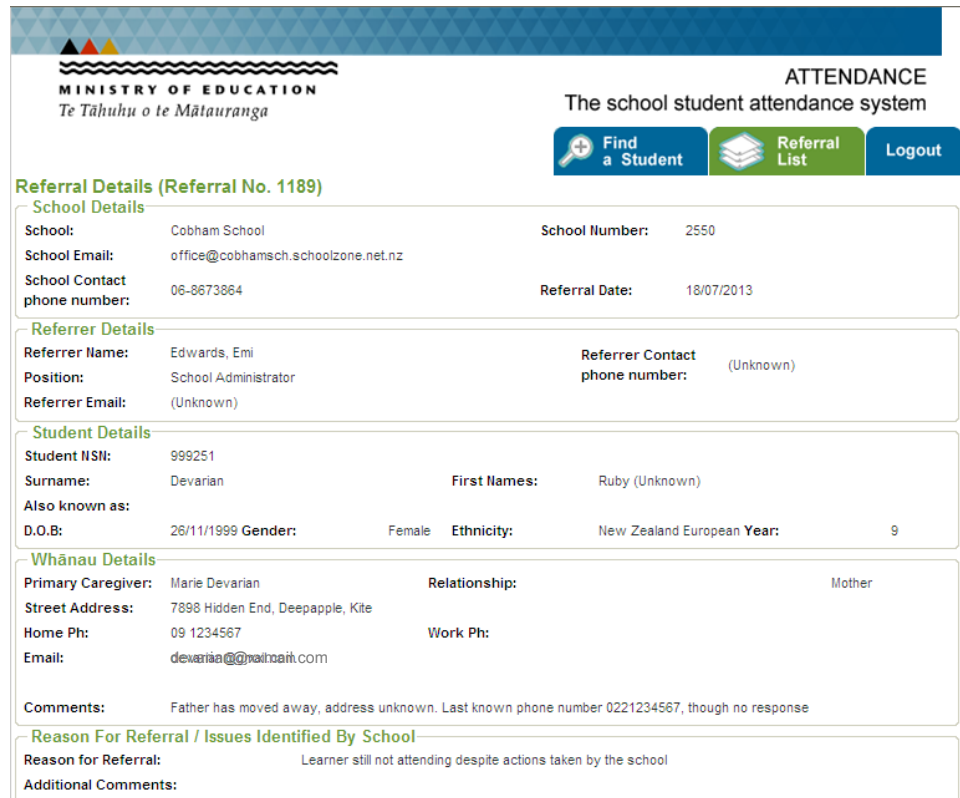


NSN	Title	Date	Status
999265	UA Case #1138 for Leandar, Sheela (999265) Referrer: Cobham School	30/05/2013	1. Open
999263	UA Case #1141 for Alucard, Dress (999263) Referrer: Cobham School	30/05/2013	1. Open
999252	UA Case #1178 for Minara, Stanza (999252) Referrer: Cobham School	15/07/2013	0. Loaded for Action
999251	UA Case #1189 for Devarian, Ruby (999251) Referrer: Cobham School	18/07/2013	0. Loaded for Action

Click on the referral you wish to view.

- The **Referral Details** screen is displayed.

To print the referral click the  internet print button.



Referral Details (Referral No. 1189)

School Details

School:	Cobham School	School Number:	2550
School Email:	office@cobhamsch.schoolzone.net.nz		
School Contact phone number:	06-8673864	Referral Date:	18/07/2013

Referrer Details

Referrer Name:	Edwards, Emi	Referrer Contact phone number:	(Unknown)
Position:	School Administrator		
Referrer Email:	(Unknown)		

Student Details

Student NSN:	999251	First Names:	Ruby (Unknown)
Surname:	Devarian		
Also known as:			
D.O.B:	26/11/1999	Gender:	Female
Ethnicity:	New Zealand European	Year:	9

Whānau Details

Primary Caregiver:	Marie Devarian	Relationship:	Mother
Street Address:	7898 Hidden End, Deepapple, Kite		
Home Ph:	09 1234567	Work Ph:	
Email:	devarian@mailmail.com		

Comments: Father has moved away, address unknown. Last known phone number 0221234567, though no response

Reason For Referral / Issues Identified By School

Reason for Referral: Learner still not attending despite actions taken by the school

Additional Comments:

Screen continued on next page

Continued on next page

View current Unjustified Absence Referral, Continued

Screen continued

ATTENDANCE: or upload attendance sheet	
Term 1 - Half days attended: 12	Term 1 - Half days total: 94
Term 2 - Half days attended:	Term 2 - Half days total:
Term 3 - Half days attended:	Term 3 - Half days total:
Term 4 - Half days attended:	Term 4 - Half days total:

Please complete the action your school has taken prior to this referral	
Actions your school has taken prior to this referral	Date actions taken
<input checked="" type="checkbox"/> Contacted parents/whānau by phone every day a learner is absent without explanation, ask for an explanation	13/06/2013
<input checked="" type="checkbox"/> Sent a text to the parents	16/06/2013
<input checked="" type="checkbox"/> Sent a letter to the parents advising of the dates of all unjustified absences, reminding parents of their legal responsibility, requesting an explanation for unjustified absence and requesting a meeting with family/whānau	20/06/2013
<input type="checkbox"/> Held a meeting with the student and parents/family/whānau to discuss the students unjustifiable absence, the link between attendance and achievement (using data), and provide support and guidance	
<input type="checkbox"/> Other (please specify)	

Who Else has Been Involved	
Person/Agency	Date
<input checked="" type="checkbox"/> School Dean	16/06/2013
Comments	Joe Smith signed letter
<input type="checkbox"/> SWIS (Social Workers in School)	Date
Comments	
<input type="checkbox"/> School Guidance Counsellor	Date
Comments	
<input type="checkbox"/> Ministry of Education - Special Education	Date
Comments	
<input type="checkbox"/> Mental Health Services	Date
Comments	
<input type="checkbox"/> Child Youth and Family	Date
Comments	
<input type="checkbox"/> Police	Date
Comments	
<input type="checkbox"/> Other (please name)	Date
Comments	

End of procedure.

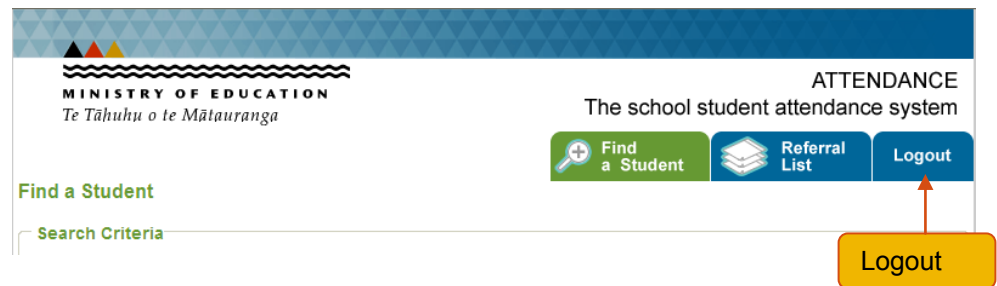
Logout of ASA

Audience School Attendance Administrator

When to use Use this procedure to logout of ASA.

Steps


- From any screen in the ASA schools desk click the  tab.




- You are logged out of ASA.

Note: If the following error displays...

**ErrorCode: urn:oasis:names:tc:SAML:2.0:status:responder.
Message: Session index is not valid.**

... it is a result of clicking the  tab after ESAA has timed out but before it has redisplayed the ESAA page.

You will need to shut down the browser by clicking the  button and then access ESAA again.

End of procedure.

Support – Who to contact

Support

The Resourcing & E-Admin Contact Centre will provide support for any ASA related issues. They are responsible for:

- Providing first level support for ASA
 - Performing initial analysis and filtering of calls to determine where they should be routed
 - Coordinating the provisioning of users into ESAA / ASA
-

Email

e.admin@minedu.govt.nz

Contact

Name	Number
Resourcing & E-Admin Contact Centre	(04) 463-8383

Hours

Monday to Friday 8am to 5pm

Need access?

Download and complete the form from the Attendance Service page on the Ministry of Education website. Scan and send the form to the Resourcing & E-Admin Contact Centre.

Note: The principal must authorise the application before it can be processed.

newzealand.govt.nz