



How to Record Pupil/Student School History Information

Applicable to SIMS .net version

7.78 onwards.

Permissions required

You will need to be a member of any of the following User Groups in System Manager to record/edit a pupil/student address:

Administration Assistant, Admissions Officer, Pastoral Manager, Returns Manager, Returns Operator, School Administrator, SEN Coordinator.

Please see your System Administrator/Manager if you are not sure whether you have the required Permissions.

Introduction

This help sheet describes how to record information on the pupil/student's school history, such as their previous schools.

It is assumed that you have created a pupil/student record and added basic and registration information as described in the *How to Record Pupil/Student Basic and Registration Information help sheet* (SupportNet Resource Number 10965).

Adding school history information

1. Select **Focus | Pupil (or Student) | Pupil (or Student) Details** or click the **Pupil Details** button to display the **Find Student** browser.



Pupil Details button

Find Student

New Search Open Print Browse Next Previous View

Surname: Forename: Status:

Tier: Year Group: Class: House:

Name	Year Group	Class	House	Gender	Admission Number
Philips, Sofia	2	2JB		Female	000695
Smith, Tony	R	ASH		Male	000902
Smith, Callum	3	3CB		Male	000646
Smith, Erica	R	QAK		Female	000903
Smith, James	2	2JB		Male	000763
Smith, Jason	5	5DT		Male	000353
Smith, Jonathan	R	PINE		Male	000909

2. Search for and then select the required pupil/student. The **Pupil (or Student) Details** page is displayed.
3. Click the **School History** hyperlink to display the **School History** panel.

10 School History

Date of Leaving: Reason For Leaving:

Destination After Leaving:

[Previous Schools](#)

School	Date of Arrival	Date of Leaving	Reason For Leaving	Enrolment Mode
Parkside Playgroup	10/06/2003	13/08/2004	Infant to Junior/Prim...	Single Registration

New Open Delete

CTF Attendance

Year	School	Possible	Attended	Authorised	Unauthorised
2001	Parkside Playgroup	65	62	3	0

New Open Delete

NOTE: The top section of the panel should only be completed when the pupil/student leaves your school. For more information, please see the How to Record Leavers help sheet (SupportNet Resource number 11162).

Recording previous schools

1. To add a previous school, click the **New** button adjacent to the **Previous Schools** panel to open the **Add School History** dialog.

Add School History

School History Details

Enter the details of the student's registration at this school.

School:

Date of Arrival:

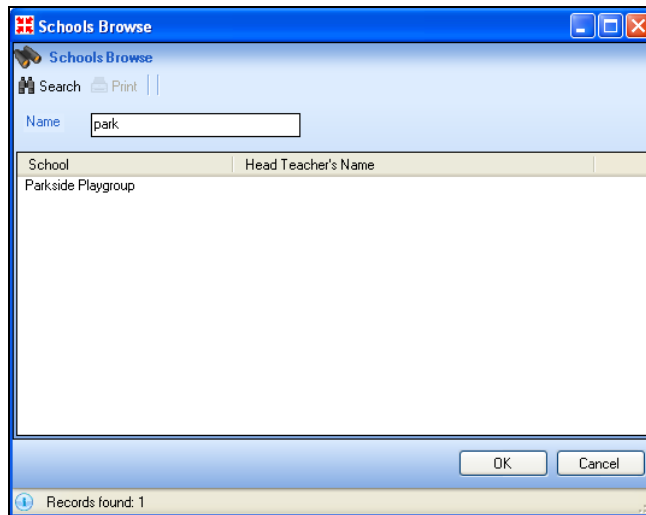
Date of Leaving:

Reason for Leaving:

Enrolment Mode:

OK Cancel

2. Click the **Browser** button to open the **School** browser.



3. Enter the name/part name of the school and click the **Search** button.
4. Select the required school then click the **OK** button.

*NOTE: If the required school cannot be found, they will need to be added via **Tools | Other Schools**. For more information, please see the *How to Add Other Schools help sheet (SupportNet Resource Number 11150)*.*

5. Enter the **Date of Arrival** and **Date of Leaving** or click on the appropriate **Calendar** buttons and select the required dates.
6. Select the **Reason for Leaving** and the **Enrolment Mode** from the relevant drop-down lists.
7. Click the **OK** button to save the details.

Viewing CTF attendance history

When importing CTFs, if Attendance information was included in the CTF file, the information will be visible in the **CTF Attendance History** panel.

CTF Attendance					
Year	School	Possible	Attended	Authorised	Unauthorised
2001	Parkside Playgroup	65	62	3	0

To view any details, highlight the required record and click the **Open** button.

Saving the record

Click the **Save** button on the toolbar to save the information at any point.

For more information, please refer to:

- *Managing Pupil/Students in SIMS .net handbook* (double-click **Managing Pupils** on the **Documentation shortcuts** panel in SIMS .net).

For access to all available help sheets, please select **Documentation** from the **Resources** drop-down list on the SupportNet home page (<http://support.capitaes.co.uk>), then select **Help Sheets** from the **Categories** drop-down list.

Training courses

For information on training courses, please contact your SIMS Support Provider.

Providing feedback on this help sheet

If you have any suggestions or comments about this or any of our other help sheets, please email helpsheets@capita.co.uk.

Help sheet revision history

Doc. Version	Change Description	Date
1093-001	Initial Release	27/06/06
1093-002	Updated to reflect SIMS .net new look released with 7.78 plus some general improvements to text.	22/08/06