

Excluding Students from the SDR



There are three ways to prevent students and enrolments being reported in the SDR (Single Data Return):

- By making a student inactive – this excludes the student from any SDR, whatever enrolments the student has.
- By enrolling the student in a qualification which has a qualification code of "ZZZZZZ" – this method excludes students who are enrolled in such a qualification. Note that students who are also enrolled in some other qualification which does not have a code of "ZZZZZZ" will still be included in the SDR files for that qualification.
- By assigning a funding source of "ZZ" to a student's course enrolments. The SDR excludes students with course enrolments with a funding source of "ZZ" but students who are enrolled in some other course enrolments which have any other funding source will be included.

The three methods are listed in descending order of "bluntness". The first method - make the student inactive - is a blunt tool. The last method - the "ZZ" funding source - can be quite finely tuned.

Inactive Student Method

From the main menu of Take2:

- Click *Student Management*.
- Click *Students*.
- Select the student you wish to mark as inactive.
- Click *Edit*.
- Untick the *Active* field checkbox.
- Click *Save*.

This student will not be included in any SDR.

Student: Abbott, Daniel Robert [ID: 2688] [Code:TOPAUTO-09 Start:19/01/2009 Finish:11/12/2009]

Select Student | Advanced Search | ERS View | Attendance | ID: 2688 | Close

Basic Details | Other Details | Extras | Contacts | Enrolment | Academic

Add | Cancel | Save | Edit | Delete | Print | NSI | Guest View | # 1 of 2967 | NSI Website

Family Name: Aardvaark | Initials: | Active: | NSI Details

First Names: Anton Andrew | Title: Mr | Active Address: Home | Copy

Preferred: Daniel | Previous: | Show Address

Date of Birth: 14/07/1978 | Age: 35 | Gender: M | Home | Second | Third

NSI Number: 1-234-5678 | Hooked On: Y

Ethnicity: 111 | 311 | Citizenship: NZL

NZ Residency Status: N | Iwi: | Home Address

Prior Activity: 03 | Disability: 1 | English 1st Lang: | 10001 Long Street

School: Wanganui City College | Last Year: 1994 | Wanganui East

Sec. Award: 12 | Highest Level: | First Tertiary Year: 2009 | Wanganui

Branch(es): | IRD Number: 64-424-572 | Post Code: 4500 | Type: P

Organisation: | Phone: 06 123-4567

Contact: | Fax: | Mobile: 021 123-4567

Email: | Double click to open email editor

Record Created: 18/02/2009 | NZQA TEO Login | Record Updated: 27/08/2013

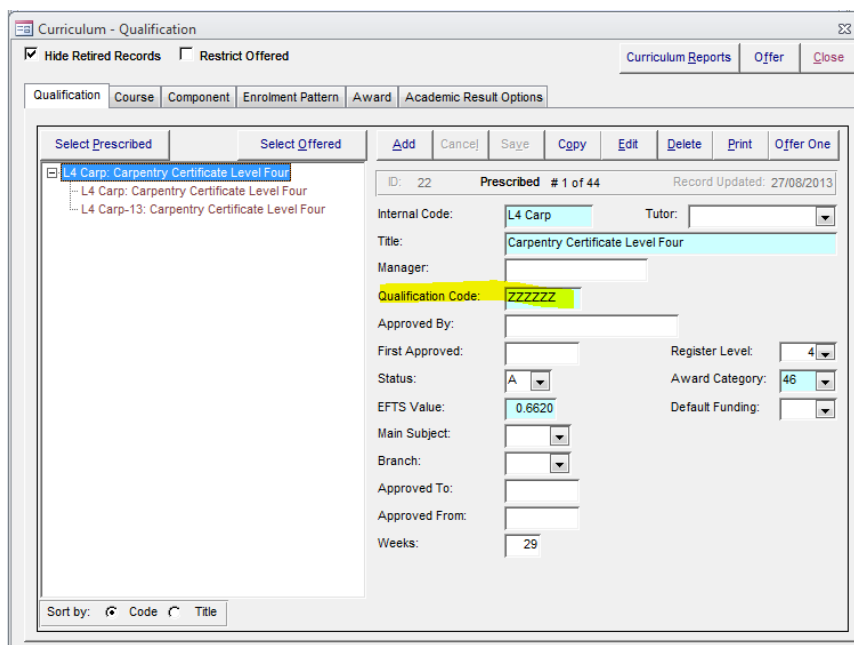
Note: Inactive students do not appear on the list when selecting student on the Students form in the SQL Server edition of Take2. Click Advanced Search instead to begin search with inactive students included.



ZZZZZZ Qualification Method

1. Open the *Curriculum* form and select a qualification.
2. Click **Edit**.
3. Type "ZZZZZZ" in the *Qualification Code* field.
4. Click **Save**.

A student enrolled in this qualification will not be reported in the SDR unless the student is enrolled in some other qualification that does not have a "ZZZZZZ" code.



ZZ Funding Source Method

A student enrolled only in courses with this funding source will not be reported in the SDR. There are two ways of implementing this method:

I. When Enrolling a Student

1. Click the arrow next to *Funding Source*.
2. Select "ZZ".
3. Continue with the other enrolment details or click *Commit*.

Enrolment Defaults

Continue Cancel

Funding Source: ZZ Default

Assistance: 00 Attendance: 1

Residency: A Site: 01 M E Fee: \$0

First Year: Finish This Year: Fees Paid: Enrolled By: Big Ears ?

LogID	Qualification	Start Date	Finish Date	Weeks	Class	Tutor
10113	BPFM-12	22/01/2013	13/12/2013	46		

Record: 1 of 1 No Filter Search

Use Qualification Dates Use Previous Enrolment Dates Courses Use Enrolment Event Dates Set Course Enrolment Dates

II. For an Existing Enrolment

1. Open the *Enrolment Details* form.
2. Select the qualification enrolment (this is the top level of the tree).
3. Click *Edit*.
4. Select "ZZ" from the *Funding* field.
5. Click *Save*.
6. Select *Change All* and click *Ok* when the confirmation appears.

Enrolment Details

Select Student Name: Aardvaark, Anton Andrew

Student Details ID: 2688

Student Outcomes NSN: 12345678

L4 Carp: Carpentry Certificate Level Four

Event: 3271 L4 Carp-13 01/02/2013 - 11/12/2013

Courses

Change Funding Source

You have edited the funding source for the qualification enrolment. Do you wish the same change to be made to related course enrolments? You can choose whether to make the change to all related course enrolments, or change only those course enrolments which have the same funding source as the original value of the qualification enrolment source of funding.

Choose

Change where the same

Change all

Change none

OK

Enrolment Qualification Enrolment

Ad Hoc Pattern Edit Cancel Save Delete Print Close

Code: L4 Carp-13 Finish: Major:

Title: Carpentry Certificate Level Four

Start Date: 01/02/2013 Finish Date: Withdraw

Funding: ZZ Recruitment:

Status: C

Updated: 27/08/2013

Sort by: Unit Standard Code Title Parent/Child