How to...print a Notice of Enrolment

This is for:

• school staff who need to print out a Notice of Enrolment at the request of a student



>>> Detailed version:

1. Find the student: Go into the "STUDENTS" menu and select "SEARCH":









2. Enter the student's name and/or TASC ID and select "Search":

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TASC ID			ED ID) / STUDENT ID		
DOB						
Q Search						
RESULTS						
	GIVEN NAME ∇	FAMILY NAME 🔻	DATE OF BIRTH	TASC ID	EDID / STUDENT ID	ORGANISATIO

3. Select your student from the list that appears:

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4. The student's information page appears:

a. Select "REPORTS" from the available tabs

•	Student							
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18	M73859 (TASC ID) /	98374 (STUDE	NT ID)				
	DETAILS	ADDRESS	ENROLMENTS	EXAMS	RESULTS	TASKS	PROVISIONS REPORTS	
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5. Under the "General documents" heading on the lower half of the page, select the download icon at the right

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3M73859	(TASC ID) / 98374 (ST	UDENT I	D)					
DETAILS	ADDRESS	ENROLMENTS	EXAMS	RESULTS	TASKS	PROVISIONS	REPORTS		_
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For further TRACS support, contact TASC via any of the following:

- Phone: (03) 6165 6000
- Email: <u>enquiries@tasc.tas.gov.au</u>
- TRACS Help: tracs@tasc.tas.gov.au





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