

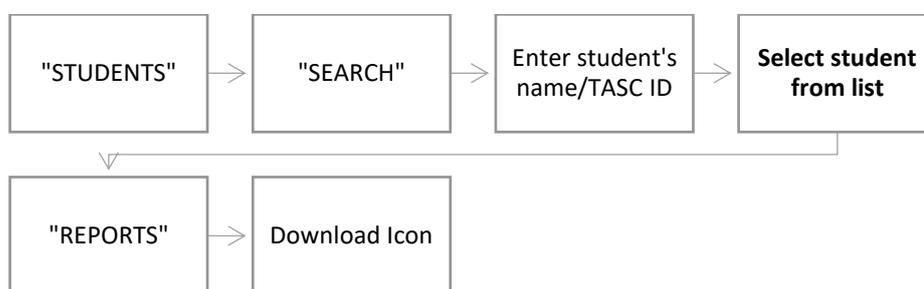


How to...print a Notice of Enrolment

This is for:

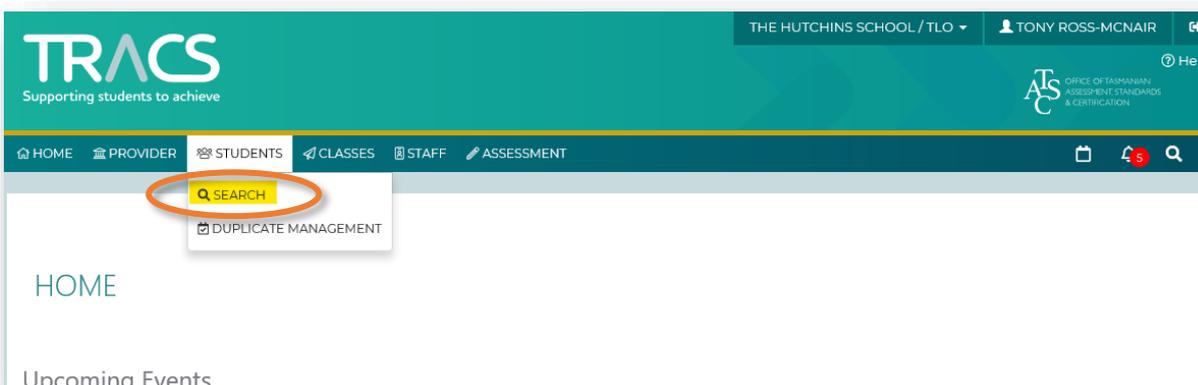
- school staff who need to print out a Notice of Enrolment at the request of a student

Quick version:



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"**:

Student

SEARCH

FAMILY NAME

GIVEN NAME

TASC ID

ED ID / STUDENT ID

DOB

Search

RESULTS

TITLE	GIVEN NAME ▾	FAMILY NAME ▾	DATE OF BIRTH	TASC ID	EDID / STUDENT ID	ORGANISATION
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3. Select your student from the list that appears:

Student

SEARCH

FAMILY NAME

GIVEN NAME

TASC ID

ED ID / STUDENT ID

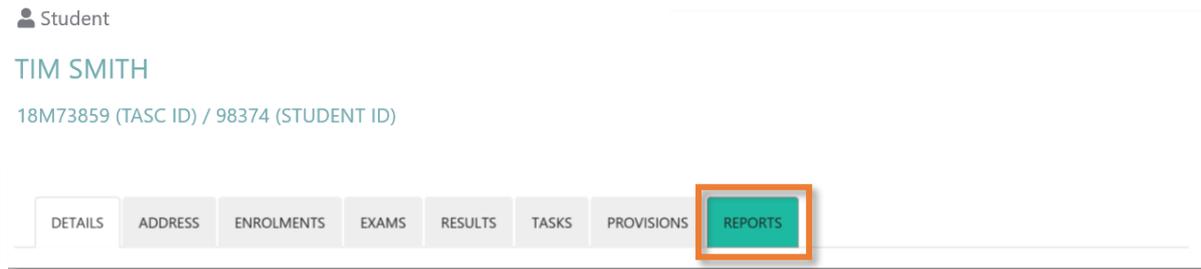
DOB

Search

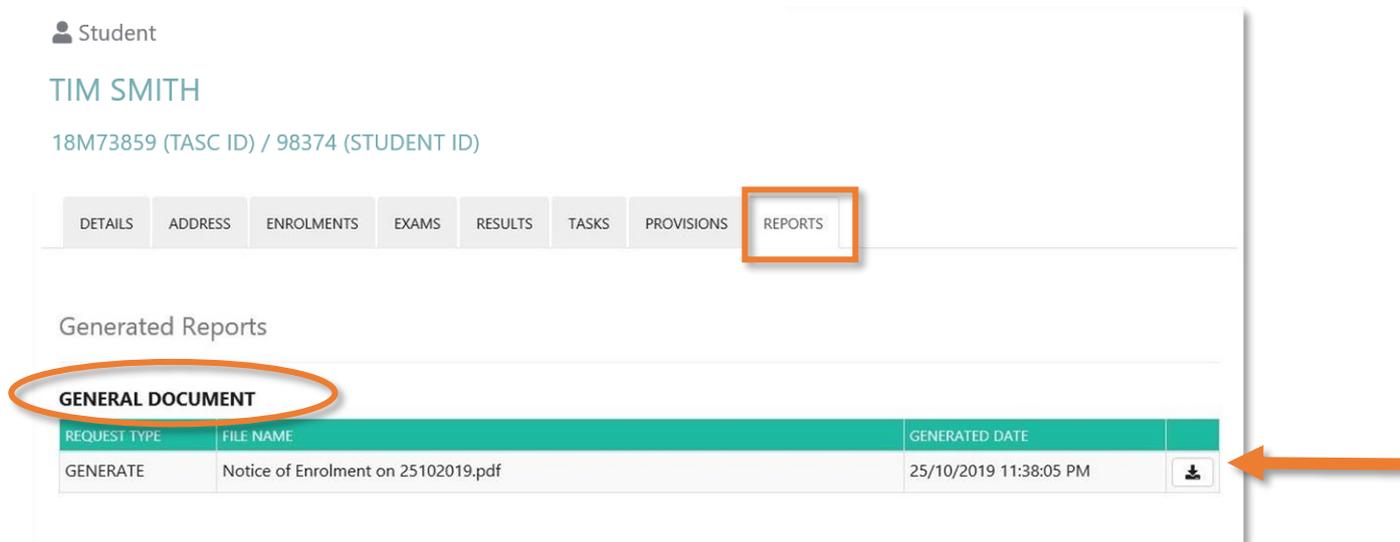
RESULTS

TITLE	GIVEN NAME ▾	FAMILY NAME ▾	DATE OF BIRTH	TASC ID	EDID / STUDENT ID	ORGANISATION

4. The student's information page appears:
 - a. Select "REPORTS" from the available tabs



5. Under the "General documents" heading on the lower half of the page, select the download icon at the right



For further TRACS support, contact TASC via any of the following:

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