

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 excludes students who are enrolled in this 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

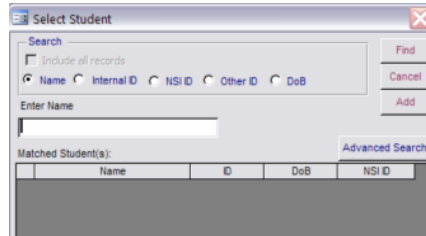
From the main menu of Take2:

- 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.

The screenshot shows the 'Student Management' interface for a student named Smith, Adair Ann. The window title is 'Student: Smith, Adair Ann [ID: 329] [Code:CCH-06PT Start:09/10/2006 Finish:31/12/2006]'. The interface has several tabs: 'Select Student', 'Advanced Search', 'Attendance', 'ERS View', 'Basic Details', 'Other Details', 'Extras', 'Contacts', 'Enrolment', and 'Academic'. The 'Basic Details' tab is active. At the top right, there is a 'Close' button and the ID '329'. Below the tabs, there is a toolbar with buttons: 'Add', 'Cancel', 'Save', 'Edit', 'Delete', navigation arrows, 'Print', and 'NSI'. A red arrow points to the 'NSI' button. The main area contains various fields for student information. On the right side, there is an 'Active' checkbox which is checked. Below it, there are 'Home Address' and 'Post Code' fields. At the bottom, there are 'Record Created' and 'Record Updated' timestamps.

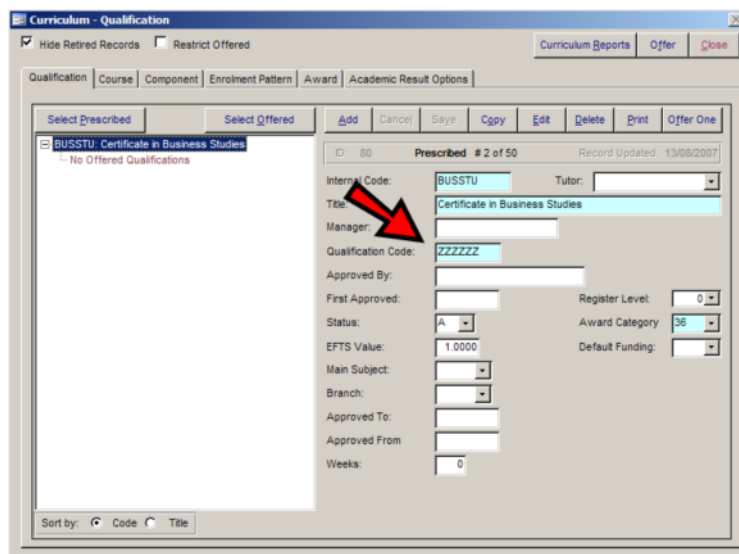
Note: Inactive students do not appear on the list when selecting student on the *Students* form in the SQL Server edition of Take2. Click *Advanced Search* instead to begin search with inactive students included.



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.

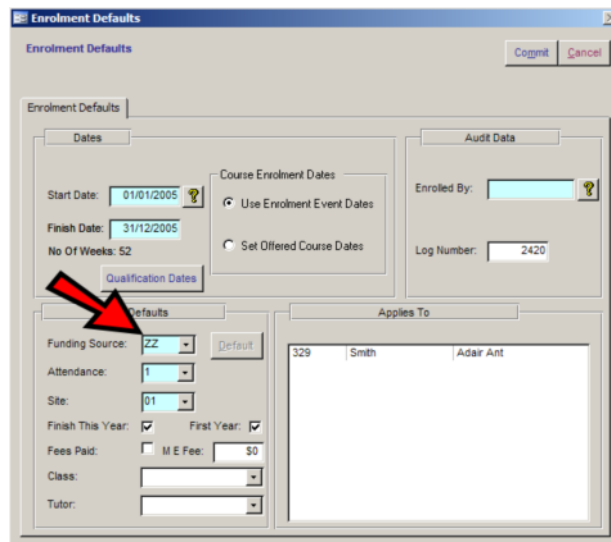


ZZ Funding Source Method

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*.



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.

