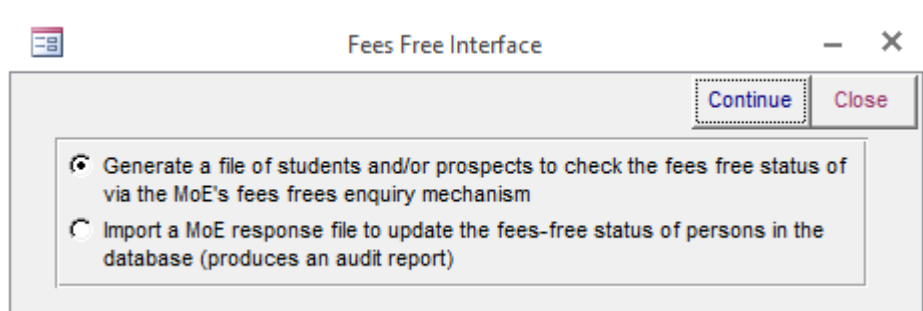


Tip Sheet No.75

Creating the Fees Free Student Status Check Export

To create the Fees Free export, the CSV file you will be uploading to MOE, follow the steps below.

1. Open the **Take2Admin** module.
2. Click on **External Reporting > Fees Free Interface.**
3. Make sure the top radio dial is filled and click continue.

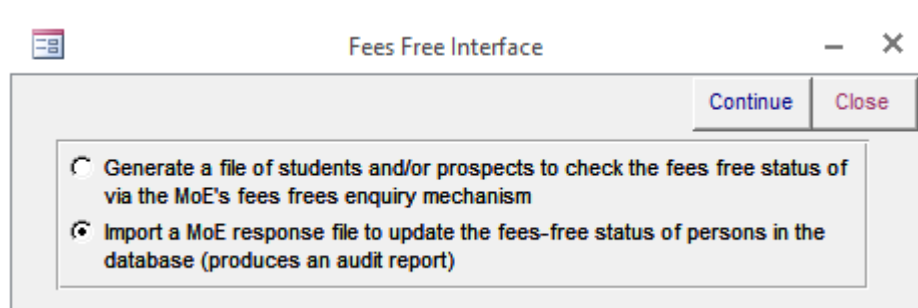


4. Apply a filter to generate a list of students, you can select all of these students or just the one.
5. Click on **Generate File** when you are ready, and save the file wherever you wish on your computer.
6. A prompt will pop up telling you to email the file to feesfreedata@tec.govt.nz. Do this now.

Importing MOE's Fees Free Response

Once you have received MOE's file in response, including the student's Fees Free Status, you can import it into Take2.

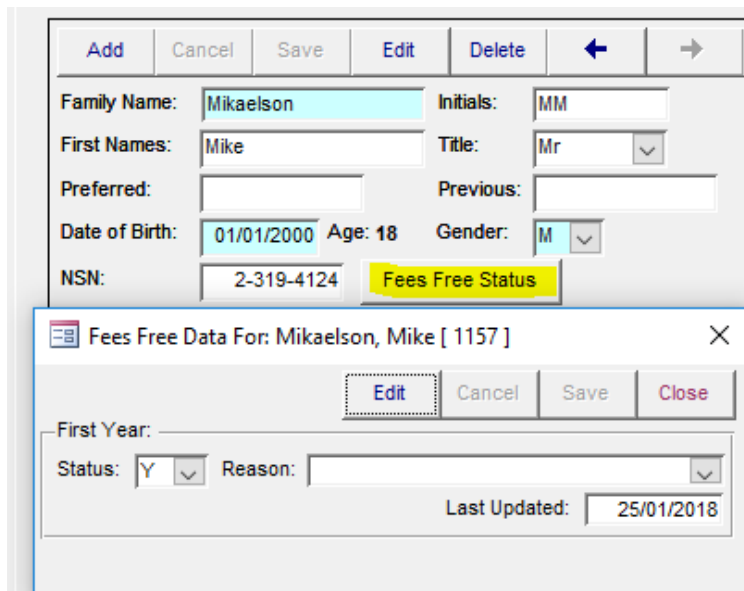
1. Open the **Take2Admin** module.
2. Click on **External Reporting > Fees Free Interface.**
3. Select the bottom radio dial and click continue.



4. Take2 will ask you to point it in the direction of the response file. Proceed through the prompts to update the Students' Fees Free Statuses.

Viewing a Student's Fees Free Status

When looking at a student's details you will find that a Fees Free Status button now appears. Clicking this button will allow you to view and edit their fees free status and reason.



Reporting on Students Fees Free Status

The FeesFree Status is filterable in all **Prospect** and **Communication** reports, most **Student Schedule** Reports, and **Miscellaneous** EFTS reports. The filter can be found under Options as in the image below.

