Catholic Education
Diocese of Wagga Wagga

HELP GUIDE - Making an Application to Schools (v2)

Introduction

Applying for enrolment to a Catholic Education Diocese of Wagga Wagga (CEDWW) School can be done through an online application or filling out an application form.
This guide is designed to support Parents or Guardians making an online application.
Parents or Guardians that are new to any CEDWW School are required to create a Compass login as part of the application process. This is different for existing parents/guardians compared to those that are new to schools in the Diocese. Before using this guide, please ensure that you have read the Online Application to Enrol at a Catholic Primary or Secondary School).
If you have any questions during the application process, please contact the School for further help.

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1. Overview of the Online Application Process

Parents or Legal Guardians will need to complete the following steps to complete an enrolment application online:

1.1. Login to the Student Management System (Compass)

Applying online occurs through Compass, the Student Manage System used by CEDWW Schools. Parents or Guardians that are new to a CEDWW school will first need to create an account in Compass, Section 2 of this document provides instructions on how to create a new parent account. Parents/Guardians with an existing Compass account will be able to use their login to create a new online application.

1.2. Create a Student Profile

A Student Profile needs to be created for the child applying to enrol at the school, if they are not already enrolled at any CEDWW school. Parents/Guardians will need to provide details of the student they are applying for into the new Student Profile. Section 3.1 of this guide provides instructions on how to complete a new student profile.

1.3. Apply to the School

Once a new student profile has been created, it is then connected to an application to enrol at one or more of our schools. Section 5 of this guide profiles instructions on how to attach the student profile to a school application.

Please Note:
The capability for split families (families where parents live at different addresses) to complete an online application is not currently available. These applicants should use the "Application to Enrol" form found at https://ww.catholic.edu.au/enrol-now/

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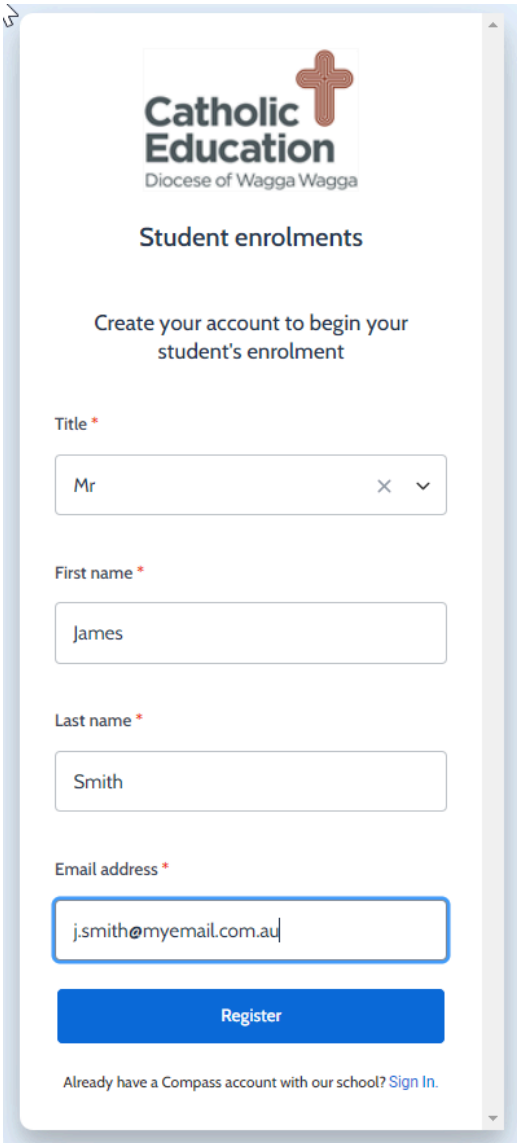
2. Login to the Student Management System (Compass)

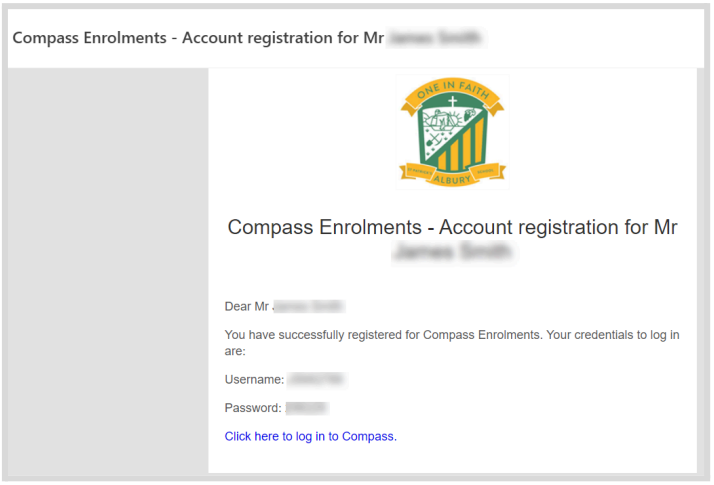
Applying online occurs through Compass, the Student Manage System used by CEDWW Schools. Parents or Guardians that are new to a CEDWW school will first need to create an account in Compass.

Parents/Guardians with an existing Compass account Can skip over Section 2.1, and go to Section 2.2 to use their login to create a new online application.

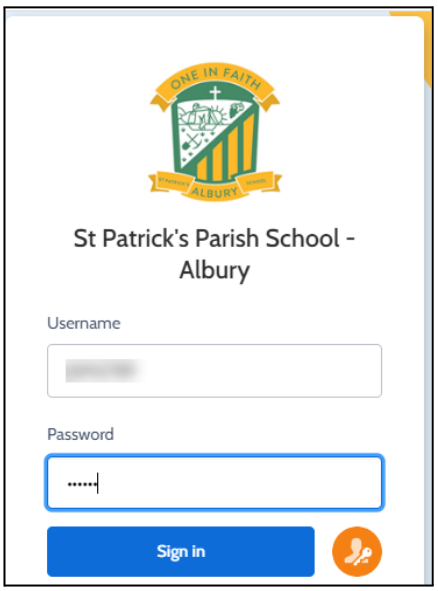


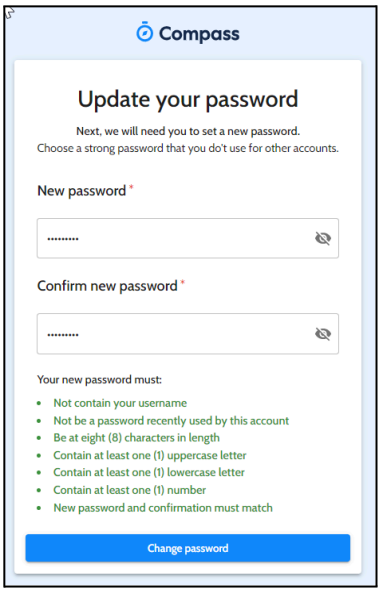
2.1 New Parents / Guardians - Creating an Account

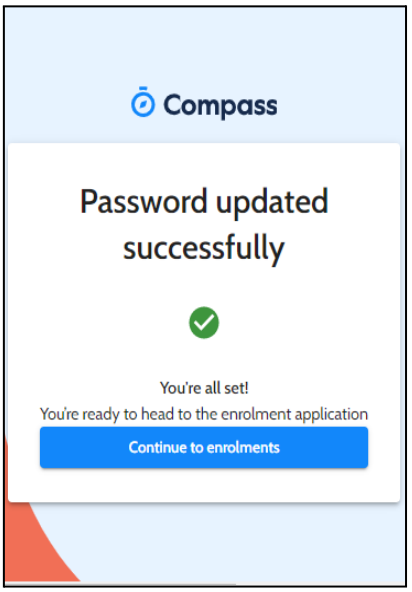
1. From the CEDWW Create a New Compass Account Page, select the school you wish to apply for to launch the 'self service registration' page.
2. Enter the key information for the Parent / Guardian applying.
3. Select 'Register'.
4. Retrieve the registration email from your nominated email account. Check 'junk' mail if it cannot be found. It will contain your new username and temporary password.



5. Proceed to the login screen from the registration screen or from the link in the email. Enter your username and temporary password. You will be asked to update your password. Enter a new unique password following the rules listed.







6. Select 'Continue to enrolments' to login with your credentials to begin the next step of the online enrolment application process.

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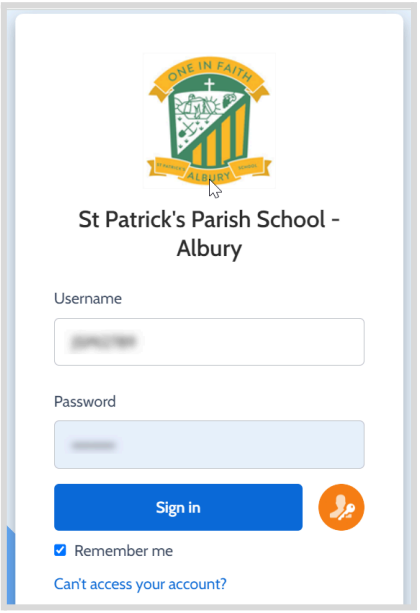
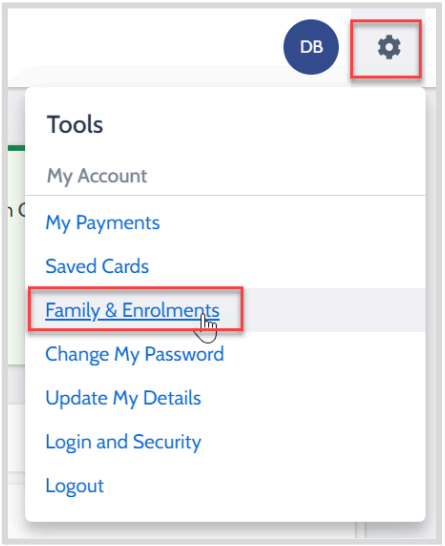
2.2 Existing Parent / Guardian - Login

1. From your current school's website, log into the Compass using your existing allocated username and password. Alternatively you can search for your current school Compass login at https://schools.compass.education . If you cannot locate your existing credentials, please either follow these support instructions or contact your current school. Please note that only a school with a current enrolment attached to your family can assist with login credentials.



2. You should use the Compass portal at the school where your family currently has an active enrolment. You cannot access the Compass portal of the future school you are intending on submitting an application unless you have an existing sibling who is already attending that school.

3. Once successfully logged in, use the 'cog menu item' and select 'Family and Enrolments'. *Note - for privacy reasons the Family & Enrolments link will not appear where parents reside at different addresses.*



Please note that all help guides are based on using the web version of Compass. While it is possible to complete an application via the Compass Mobile Application, it is recommended to use the web version of Compass.

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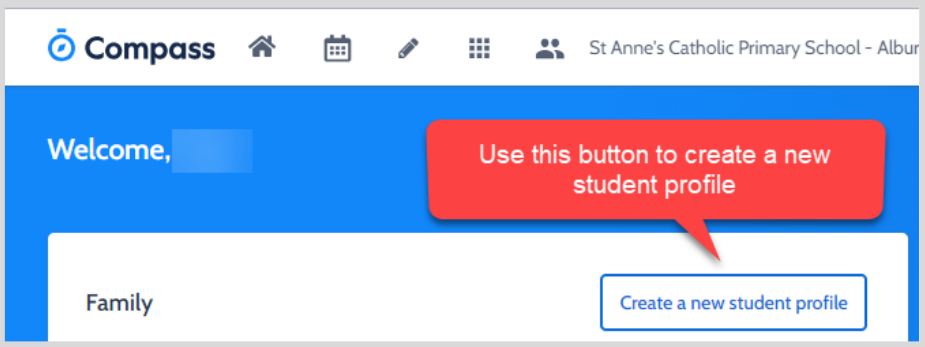
3. Online Application - Create or Edit the Student Profile

Student Profiles for each child must be created to be used in an application for any student not yet enrolled in a CEDWW school. An existing student profile can be updated and used to apply to a new CEDWW school. The Student Profile contains information about the student and will require attaching documents that relate to the student application.

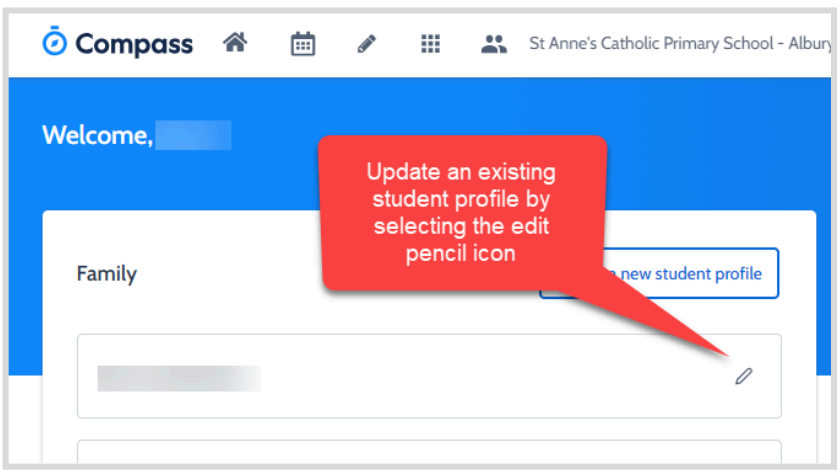
3.1 Creating a new student profile

To Create a New Student Profile, select 'Create a new student profile'.



3.2 Edit an existing Student Profile

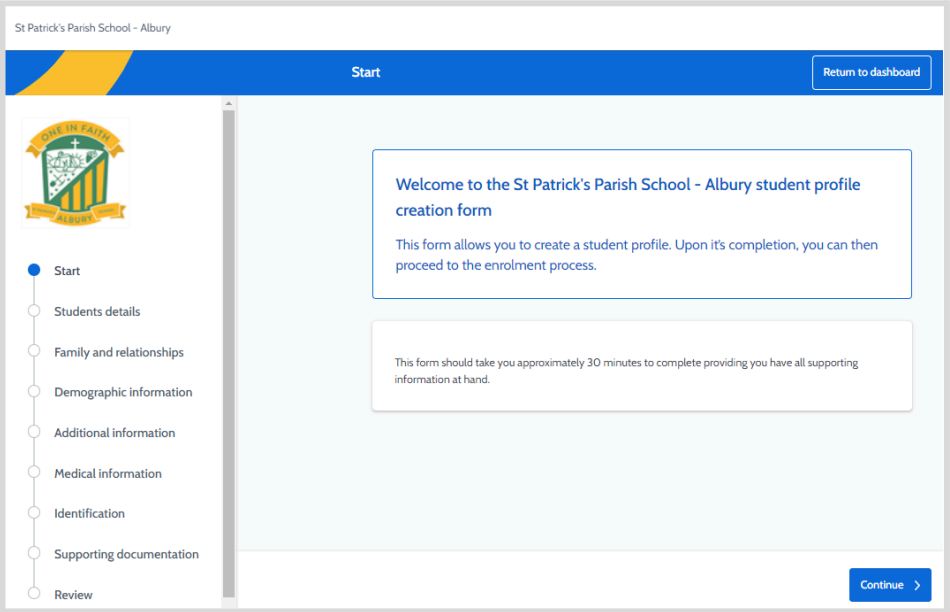
Existing Student Profiles will exist if a family has already enrolled a student, or started to fill out a new student profile. Incomplete profiles should be updated. Existing profiles should be reviewed prior to completing an application for new information. See Section 4 for help on updating an existing student profile.
To edit an existing student profile, select the edit pencil icon to the right of the students name.



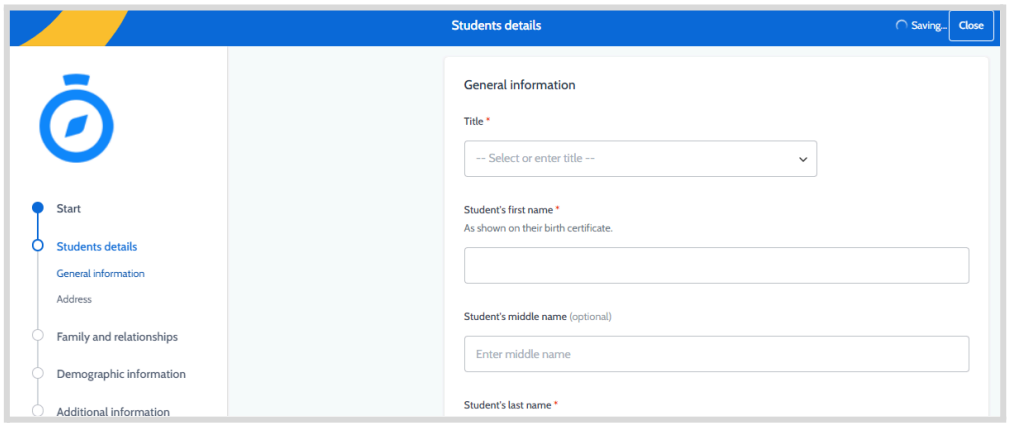
3.3 Entering the Student Profile

The following steps will be blank for a new student or prefilled for existing students. Enter or update accordingly.

1. Select ‘Continue’ to progress to ‘Student Details’. Enter or Update student details as required.

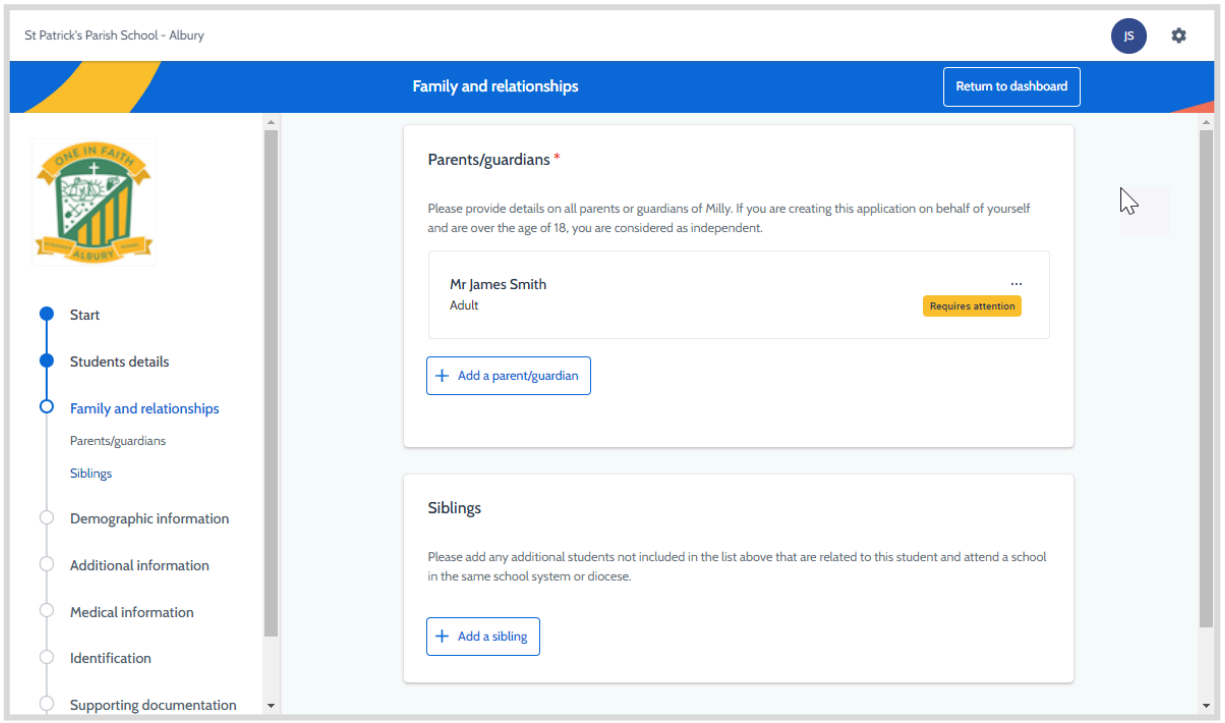


2. Enter General Information about the student including title and name, gender, date of birth and address details, then select continue.

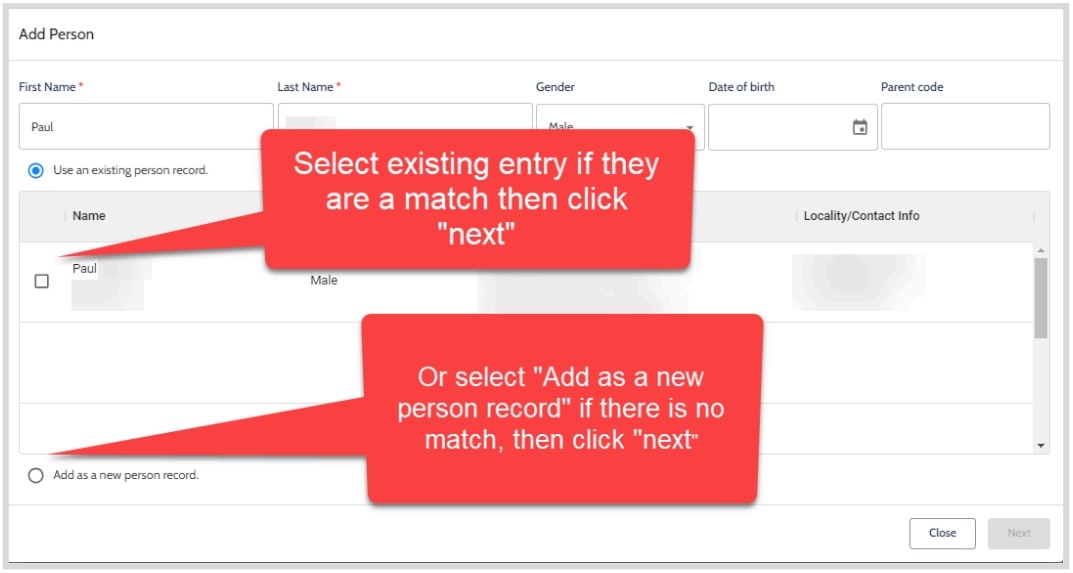


3. Family and Relationships: Parent/Guardian information is entered and updated in this section. A parent/guardian may 'require attention' due to incomplete information. If this is shown, select the three '...' to update the parent record.

4. Add additional parents by selecting 'Add a parent/guardian'



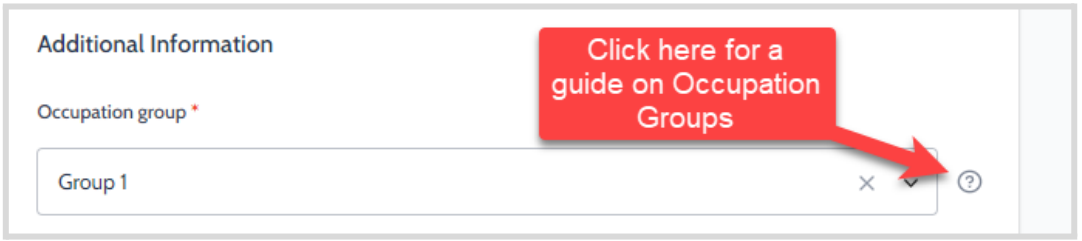
5. When adding a parent/guardian, there is a lookup screen to search for an existing record. Select an existing parent/guardian if they appear in the results section then click "Next". If entering details for a person that does not have an existing record, select "Add as a new person record" at the bottom right of the lookup window, then click "Next" on the bottom right.



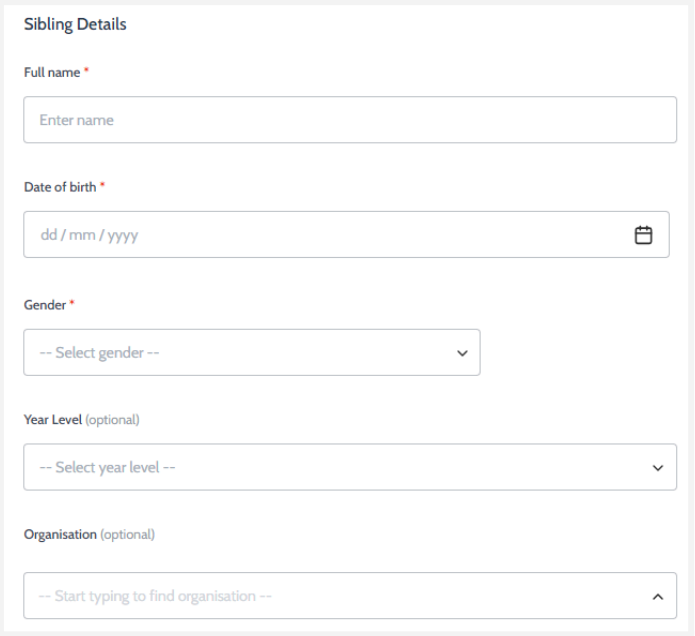
Handy Hint:

- When entering addresses, an address lookup feature will help you identify and fill out the required details for an address.
- If no landline phone exists, please enter the mobile phone number in both fields.

6. When entering Parent/Custodian details, there are a number of compulsory fields highlighted by a red asterisk. These fields are required to be completed. The Occupation Group field has a guide that can be viewed by clicking on ? to the right of the field.

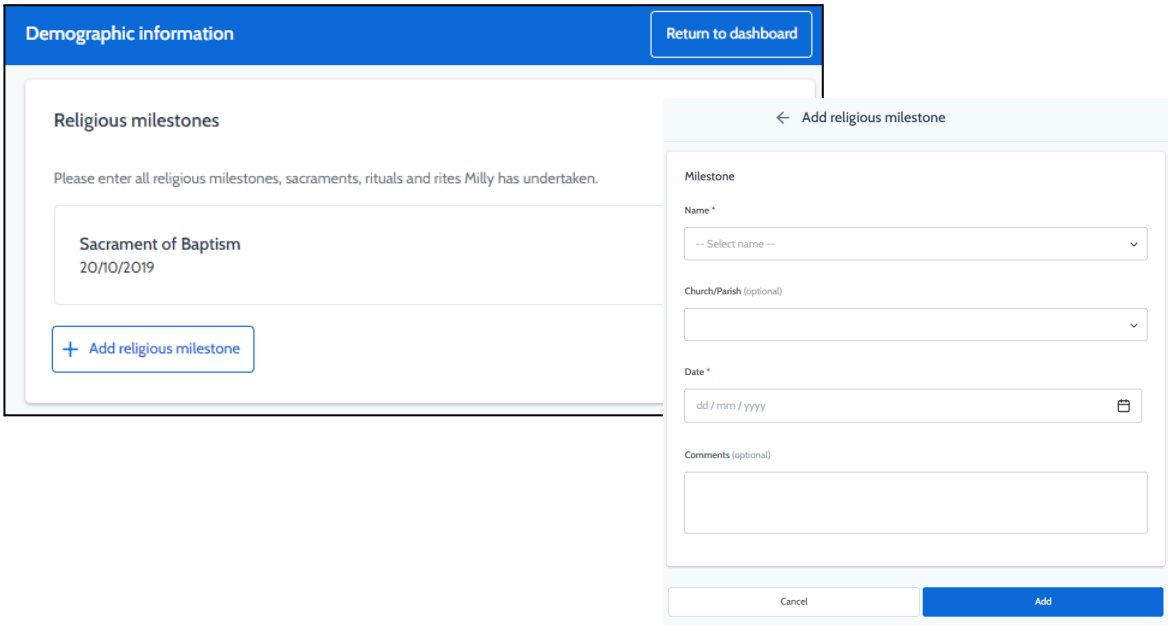


7. After entering Parents/guardians, enter Enter Sibling data where possible. This assists in understanding the family situation as well as potentially assisting in family billing/discounts or future enrolments.



8. Select 'Continue' to progress to 'Demographic Information'
9. Update core demographic data as required. If a student is a permanent resident or on a type of visa, please provide all information. All supporting documentation must also be submitted with the application.
10. Add languages as required. As a minimum, add 'English' as the Primary Language and Home Language if no other languages are spoken by the child. Add additional languages if additional languages are spoken by the child. Make adjustments to which language is spoken as the primary language as required.

11. Update ‘Religious milestones’. A copy of supporting documentation should be attached later in the application or provided at interview.



12. Select ‘Continue’ to progress to ‘Additional Information’
    a. Please enter all relevant School history as accurately as possible. For full school years at another school, it is acceptable to state start dates from 01/01/XXXX to 31/12/XXXX.
    b. Please answer all student history conduct questions and provide any additional information if applicable.
13. Select ‘Continue’ to progress to ‘Medical Information’
    a. Add medical conditions that school staff should be aware of. This information should clearly detail a description, symptoms to look for, as well as recommended actions. Attachments should be provided to support this medical condition. This includes conditions such as anaphylaxis allergic reactions as well as Asthma. Anaphylaxis plans or Asthma Management Plans must be attached within these entries or provided at the time of interview. Any medications should also be included that relate to the medical condition. This includes the directed use of a EppiPen.
    b. Immunisations should also be entered. Please use your Government issued Immunisation record as a guide to enter this information. Please provide this supporting document as an attachment or supply at

interview. You will be required to attach the students Immunisation History Statement or provide a copy to the school prior to interview.

Handy Hint:
The NSW Government provides advice on School entry and Immunisation via a multi-language brochure available at:
https://www.health.nsw.gov.au/immunisation/Pages/school-immunisation-brochure.aspx

(https://www.health.nsw.gov.au/immunisation/Pages/school-immunisation-brochure.aspx)

c. Add emergency contacts as required
d. In the Doctor's section, family GP details can be added. This is optional.
e. In the Learning needs section, provide any information that requires support from the school. This can include needs that result from a previously listed medical condition or documents from previous assessments.

14. Select 'Continue' to progress to 'Identification'
    a. Using this section, please attach an identifying document for the student. The School will require a copy of the students birth certificate, you can use this section to attach it to the application or use the next section "Supporting documentation" to attach the Birth Certificate..
15. Select 'Continue' to progress to 'Supporting documentation'
    a. Using the Attachments selections, select the desired file type and upload digital copies of relevant certificates or documentation. You are required to attach at least one document, this can be a photo and/or copy of the birth certificate. All required support documentation must either be uploaded now or provided prior to / at interview. No applications will proceed past the interview stage without key supporting documentation being provided. Please see the application package to confirm what supporting documentation must be submitted.
16. Select 'Continue' to progress to 'Review'.
    a. The Review step allows parents/guardians to check all sections are complete and accurate. There is also an opportunity to print a PDF record of the student profile for archiving or to bring to the interview.
17. Select 'Complete student profile' to finalise the new or updated student profile.

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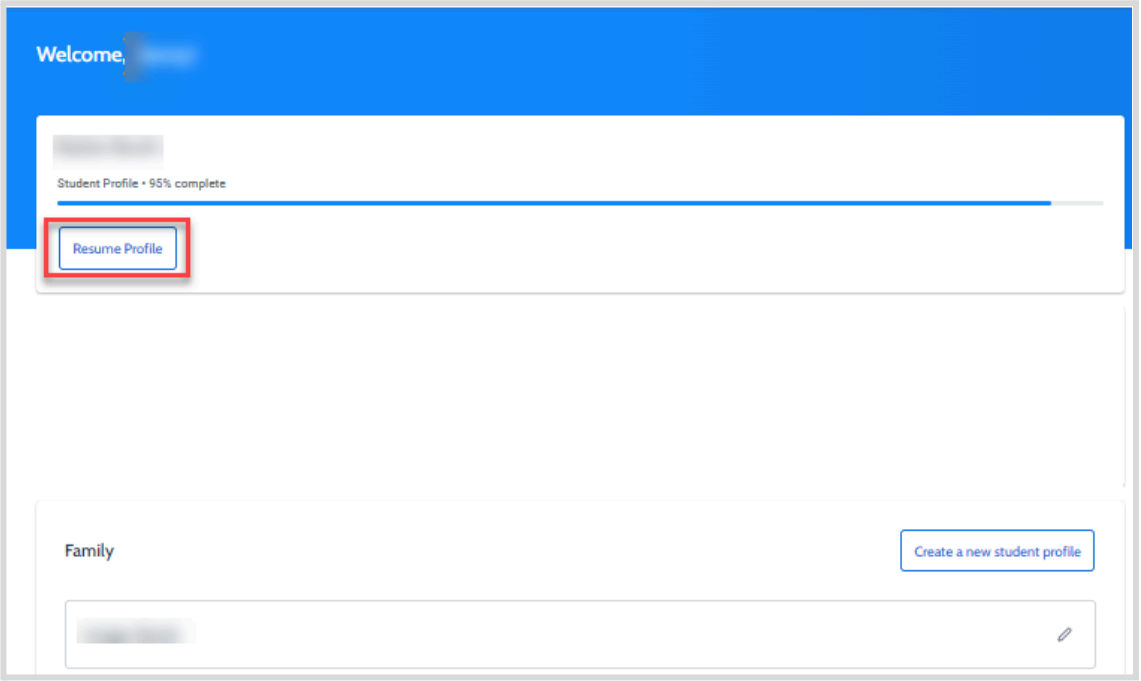
4. Online Application - Update Incomplete Student Profile

If a parent / guardian is presented with an incomplete existing Student Profile, please follow these simple steps.



1. Select ‘Resume Profile’ for the partially completed existing Student Profile.
2. On the left, select the ‘Review’ step in the open student profile

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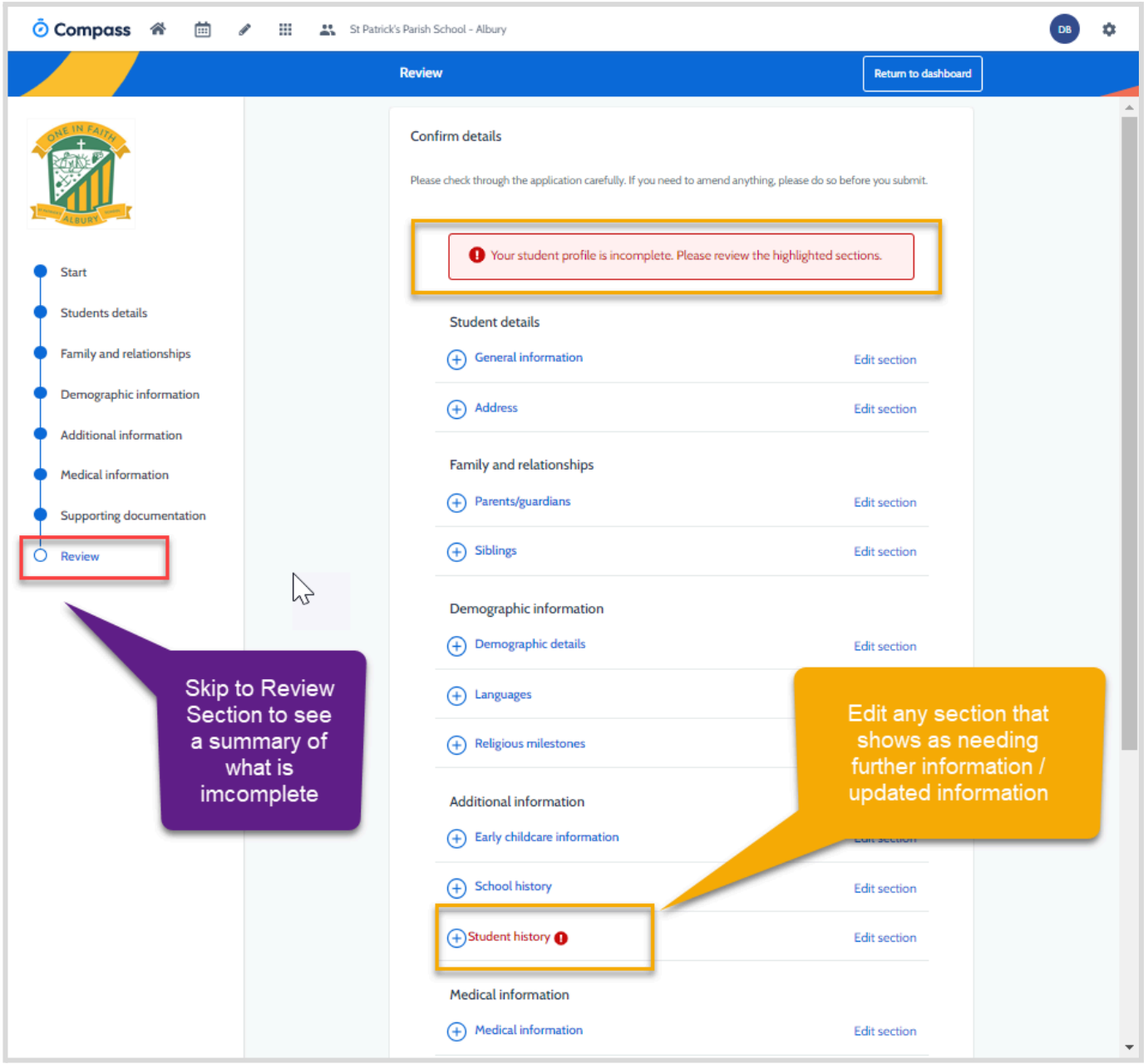

3. Identify any section that an alert is present and update any incomplete or omitted information as required.
4. Select 'Complete Student Profile' when all updates have been successfully completed.

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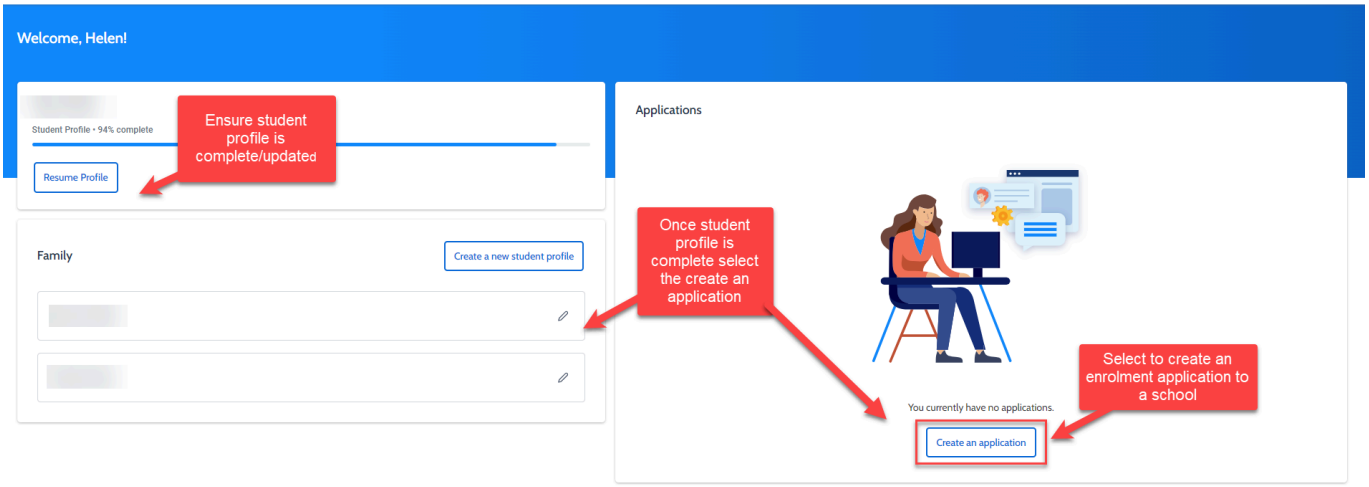
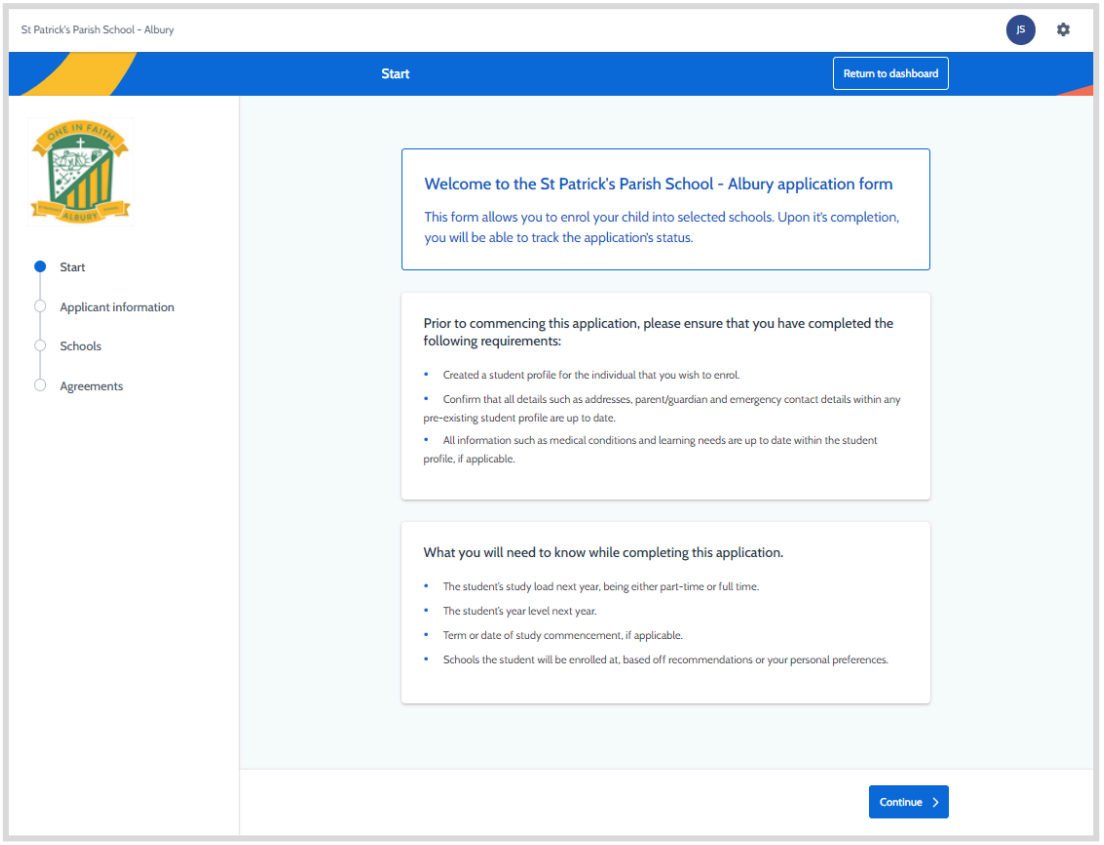
5. Applying to a School - Completing a School Application

A completed student profile MUST exist prior to applying to a school. If you have not completed the student profile, please refer back to section 3 of this guide.

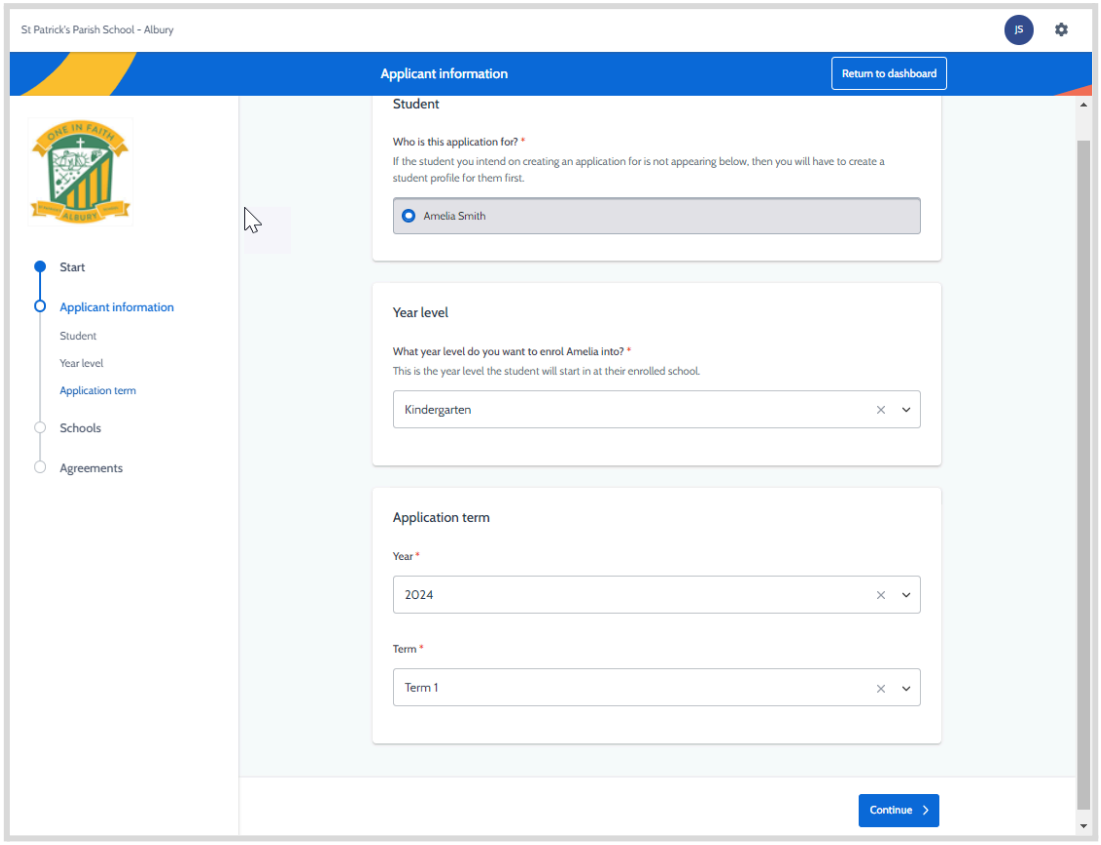
1. To start the School Application, when logged into the Compass portal, select 'Create an application' on the right-hand side of the screen / in the Applications section.



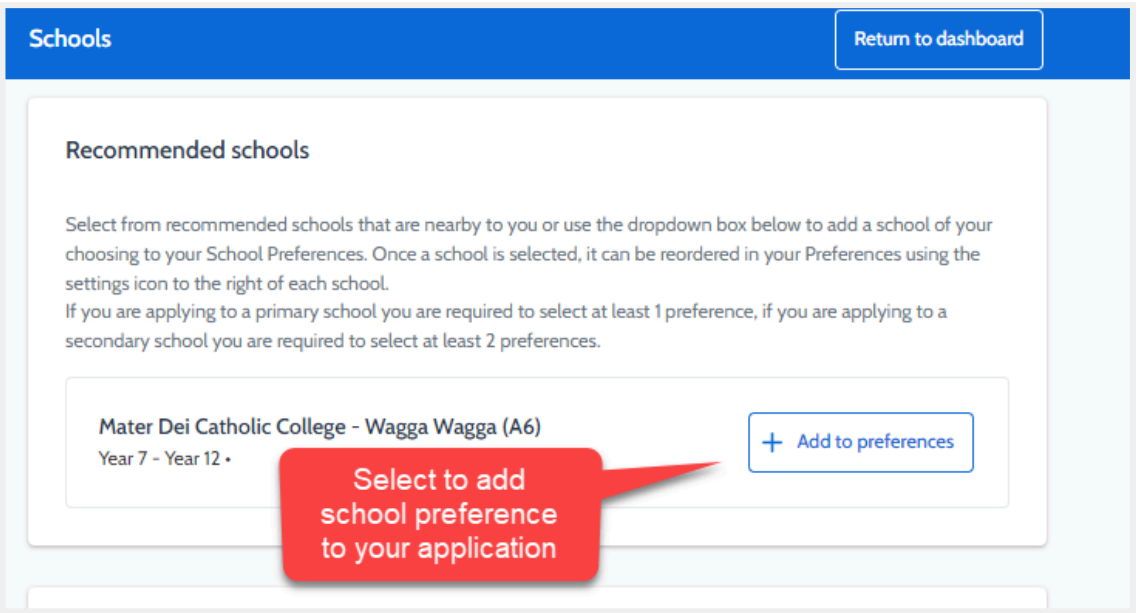
2. The Application launch screen will appear. Please read all of the requirements before proceeding



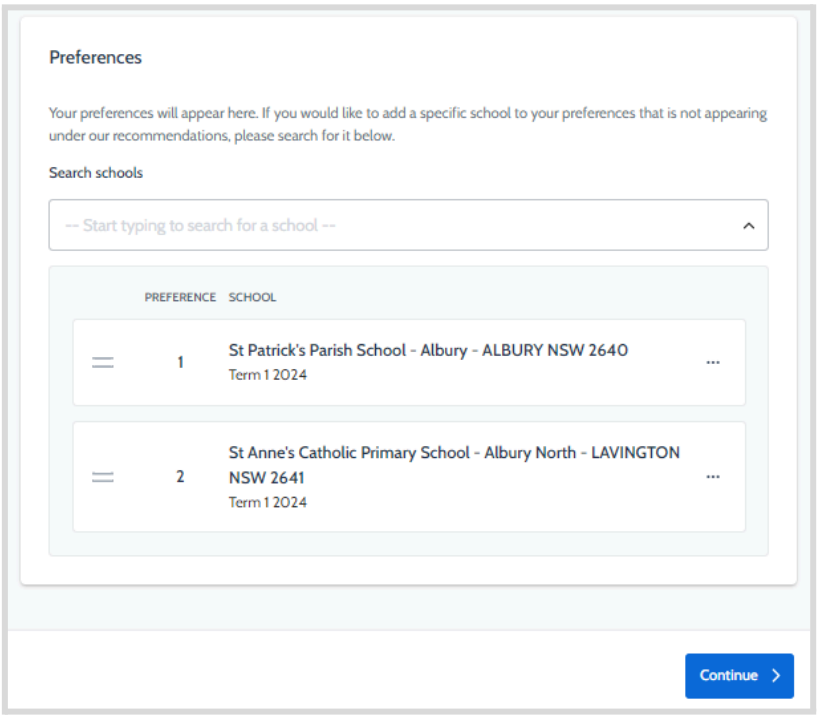
3. Select 'Continue' to progress to the 'Applicant Information' section
4. In the 'Application Information' section, select which student profile (Student) that is applying, what Year Level they will commence in as well as what Year and Term the application will potentially commence at the school



5. Select 'Continue' to progress to the 'Schools' section
6. Preferences: Should you wish (not mandatory) to submit your application to an additional CEDWW school/s, you may do so via the add preferences button. Please note that the order of preferences will determine which school you prefer your student to attend. All schools will consider your application for enrolment.

7. 

8. Select the schools you wish to apply for. Preferences should appear similar to the screenshot below



9. Select' Continue' to progress to the 'Agreements' section.

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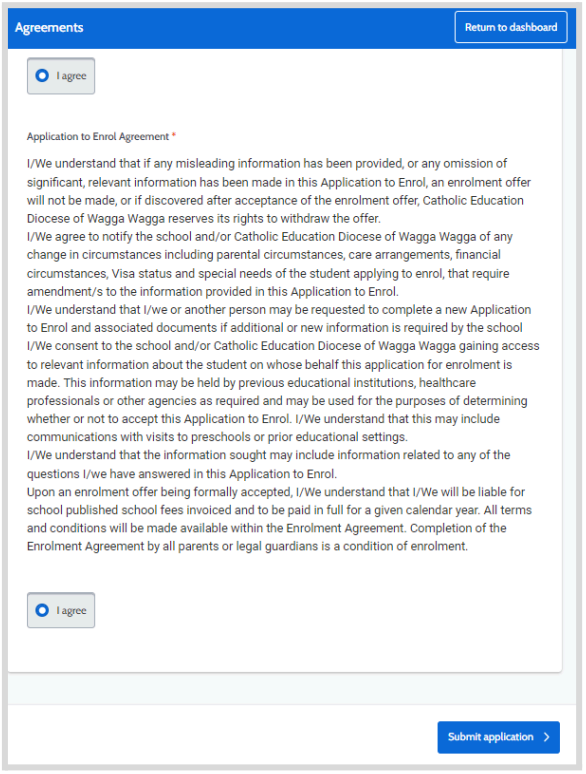
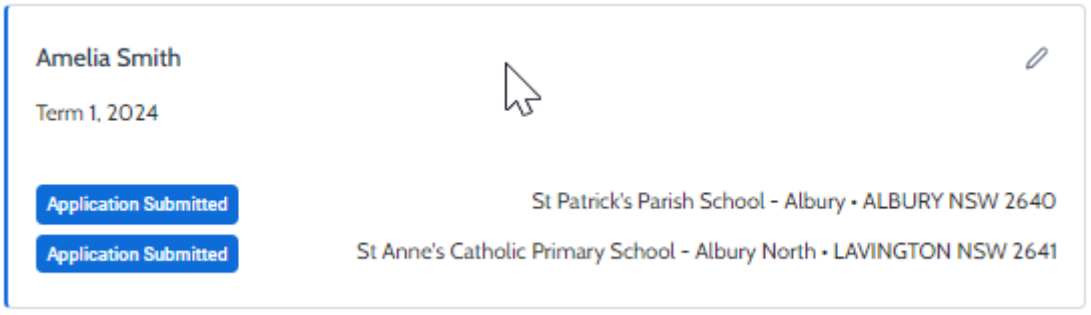
10. Please read and accept agreement sections as listed. These are required to be completed for the application to be submitted.



11. Select ‘Submit application’ to finalise the application



12. A confirmation email will be sent to the nominated parent email accounts. The status of the application will also appear in the ‘Applications’ section of the enrolment screen.

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6. FAQ - Frequently Asked Questions

Q: Parents live at different addresses. Can we use the online enrolment facility to apply to enrol our child at a school?
A: Due to data privacy reasons, the Online enrolment facility can not be used in this case, use the Enrolment Application Form instead.
https://ww.catholic.edu.au/enrol-now/

Q: Why do parents have to refill certain things on the Enrolment Agreement that are already provided via the Application?
A: The Enrolment Agreement, being a legal contract, must contain specific individual information to make it valid. Legal advice also recommended it be pushed to signing parties to avoid any false representations in split family scenarios.

**** END OF HELP GUIDE ****

Document Control

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Next Revision Date - Dec 2024	