



Add new students - (Maintain Students/Class List)

New students can be added at any time using the **Add Student** section below the Student List. Fill in all the relevant fields and click on **Add** to add the new student to the selected grade.

Select Students

Year: Semester: Home Group: Year Level:

Class List

[Class List](#)
[Class List By Gender](#)

Student List Paging Size:

STKey	VSN	First Name	Last Name	Preferred Name	Enrolment Date	Sex	Date Of Birth	Home Group	Year Level	Indigenous Code	Edit	First Aid Attr	Full Time / Part Time	Student Profile	ActiveStudent
8000	55555550	Katie	Kanga			F	21/04/2008	AW	2	N			F	Profile	
8002	55555552	Paul	Penguin			M	14/09/2008	AW	2	N			F	Profile	
8003	55555553	Rosie	Rosella			F	23/10/2008	AW	2	N			F	Profile	
8001	55555551	Wally	Wallaby			M	17/08/2008	AW	2	N			F	Profile	

Add Student

IMPORTANT: STKEYs must be identical to the Student ID in your Admin package as all data is linked to this number.

IMPORTANT NOTES:

- Make sure the correct homegroup and year level are selected in the section at the top of the page before clicking the **Add Student** button.
- **Enrolment date is compulsory when adding a new student.**
- **Enrolment dates cannot be entered for students with history in previous years and/or semesters.**
- **Indigenous Students** (required for AGDoE report in nRoll)

If the student is indigenous, make sure the correct Indigenous code as listed below is selected.

AGDoE Indigenous Codes

- N Neither Torres Strait Islander nor Aboriginal Origin
- K Aboriginal but not Torres Strait Islander Origin
- T Torres Strait Islander but not Aboriginal Origin
- B Both Torres Strait Islander and Aboriginal Origin

- **Part Time Students** (Required for **AGDoE** report in nRoll.)

Choose "Part Time" for students who do not attend on a full time basis. You will be prompted to enter a date for the last day the student was Full Time or Part Time.