

Manage after-school enrollees

Filter the roster, open a record and handle sensitive profiles only with the required access.

6 min · Requires the After-school module · 2026-09-21

Before you begin

- ✓ You need Manage After-school enrolments in the edition scope.
- ✓ Health and learning data appear only when your access allows them to be read.

1 STEP 1 OF 4 · 1-2 MIN

Read the enrolment summary

Open Enrolled in the correct edition. Counters separate the total, exempt or reduced fees, SLD/SEN profiles and migration background; the list shows status, fee, payment and group.

Register at desk creates an enrolment and Export uses the current filter. Check the edition and person before taking an operational action.

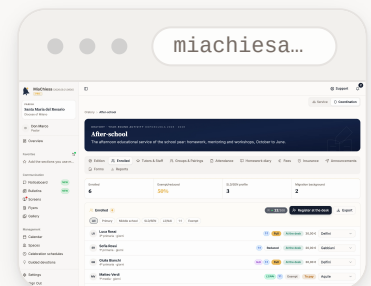


Fig. 1 The summary and list belong to the selected edition.

2 STEP 2 OF 4 · 1-2 MIN

Apply a focused filter

Use Primary, Middle school, SLD/SEN, L2/NAI, 1:1 or Exempt to narrow the roster. SLD/SEN appears only when at least one record is readable with the current health-data access.

The capture selects SLD/SEN. This filters the list and does not change enrollee data.

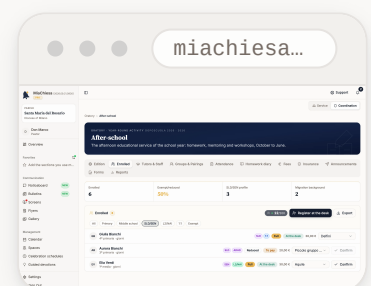


Fig. 2 The filter brings matching enrollees into view without changing them.

3

STEP 3 OF 4 · 2 MIN

Open the person record

Select Giulia Bianchi to open the record. Contacts and school shows ordinary data; Health contains more restricted information, while Consents, Documents, Pickup and departure, Private notes and Payments depend on available access.

The capture opens the record for review and saves no change. Back to participants returns to the roster within the current edition.

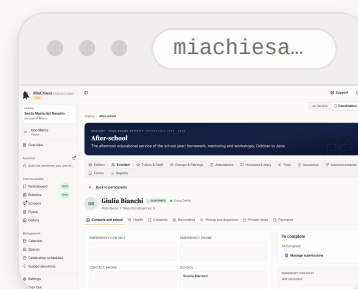


Fig. 3 The record is open for review; no data is changed in the capture.

4

STEP 4 OF 4 · 1 MIN

Avoid premature confirmation

Confirm enrolment is shown only when the enrollee can be confirmed and may remain disabled when documents or payments are outstanding. Changing the group from the list is an immediate update.

Handle SLD, SEN, ADHD, disability and medical notes under your internal authorisations. Seeing the filter does not replace checking why the information is needed.

What you have achieved

✓ You filtered the roster without altering enrolments.

✓ You opened a record and distinguished ordinary from restricted data.

Troubleshooting

I cannot see SLD/SEN



The filter appears only when at least one enrollee has health data that your access may read.