

Student records, enrolments and transitions



Te Rito is a secure, cloud-based platform connecting education systems with a unique learning record for every kura or school-enrolled student in New Zealand.

Accessible by educators and students at any time, each record is a reliable, up-to-date profile that moves with them throughout their education.

This guide explains the value of a unique learning record, what access to complete records means for teaching and learning, and how schools can use Te Rito to better support their students.

Know me before you teach me

When you start with an understanding, tumuaki, principals, teachers and kaimahi are better able to:

- › Know who students are, what makes them unique, and what they need to achieve
- › Embed a sense of belonging and a motivation to learn from day one
- › Minimise the need for parents and whānau to repeat basic enrolment information
- › Tailor learning and support plans based on near-real-time, up-to-date information
- › Take a holistic approach to their learning and wellbeing
- › Have informed conversations with students and whānau about education choices and decisions

Te Rito gives you:

- › A single source of reliable student information
- › Access to individual student records (even before they arrive at your school)
- › Automatic updates for connected systems
- › Reduced double-handling and sorting of duplicate information in different formats
- › Less manual, admin processes between systems and documents
- › Time to focus on what matters most



One record, infinite possibilities

Schools and the Ministry capture student information in different ways, using different systems.

Te Rito brings it all together into one record for each student, which can only be accessed by authorised users directly involved in a student's learning.

It does this by creating a base record for the student when their school's SMS first connects, and it's then updated daily with new information. When the student enrolls at another school, the record is updated with more information from the new school's SMS, and other connected systems.

Over time, a profile builds of the student's participation, achievements, interests and needs. Each time they enrol at a new school, their information can be accessed by authorised users to support their learning.

Supporting teaching and learning

Te Rito has a secure area available only to teachers and administrators.

Displaying everything Te Rito knows about a student, each record evolves as work, notes and observations are uploaded and stored, and characteristics and strengths are added and change over time.

The types of information this can include are:

- › Attendance
- › Funded supports
- › Assessment and achievement results
- › Health, medical and other alerts
- › Learning evidence and progress reports
- › Personalised plans (such as Individual Education Plans (IEPs), Individual Attendance and Behaviour Plans (IAPs and IBPs) and Positive Behaviour for Learning (PB4L) Plans
- › Foundational learning information and teacher notes
- › Student interests and mihi about themselves
- › Schedules, reports and observations
- › Parent information

For principals, each record contributes to a much broader view of what's happening across their school – and Te Rito's operational dashboards are a powerful data analysis tool for understanding insights and reporting.



Enrolments and transitions made easy

When students start school, or change schools, or attend more than one school at the same time, there's a lot to manage. Continuity and a sense of belonging are key to keeping them engaged – especially when they arrive part-way through a term or school year.

This is challenging if their information isn't easily accessed or complete, correct and up-to-date.

Te Rito captures information so when students arrive at your school, they're understood and are off to the best start. It's the starting point needed when moving from one school to the next.

There are other benefits for schools too, particularly at busy times of the academic year – end of term, or year end transitions and enrolments, roll returns and exams. Not only can you streamline your own processes – with Te Rito, collaborating with other schools is also much easier.

Pre-enrolments

When students pre-enrol to attend another school – whether they're moving between schools, or transitioning from primary to intermediate, or intermediate to secondary – there can sometimes be information gaps, or delays, or inconsistently shared notes, for the new school.

This can be challenging when managing large groups of incoming or outgoing students.

Te Rito helps the process by enabling:

- › The focus to be on the student – schools can spend less time searching for information and more time planning how to welcome and support them.
- › Early access to key information – background, learning progress and attendance history can be viewed when the pre-enrolment is confirmed.

- › Smoother, seamless handovers – with a clear picture of a student's background, the receiving school can plan resources and prepare support in advance, reducing disruption for the student.
- › Reduced double-handling and administration – no need to chase paperwork or manually re-enter data from previous schools.

Dual enrolments

Some students are enrolled at more than one school at the same time.

To help schools manage dual enrolled students, Te Rito enables:

- › Access to a single record – so teachers at both schools, and the student, can see how they're progressing, and collaborate on areas where strengths and opportunities, or issues, are identified.
- › A shared understanding – seeing the same up-to-date information helps inform student-centred decisions, reduces duplication and gaps in communication, and improves response time with a joined-up plan when issues are identified.
- › Seamless transitions – support is maintained when students and their record move with them between schools.
- › Accurate reporting – reduced risk of duplication and errors in attendance, enrolment and achievement reporting.

Help and support

Te Rito website

terito.govt.nz/resources

Te Rito Knowledge Base

teritosupport.edsby.com

Te Rito's in-platform **Collaboration Support Group** and shared resources

Education Service Desk

For all ESL-related queries

0800 422 599

(8am-5pm, Monday to Friday)

Te Rito Technical Support

For all other queries

teritosupport@edsby.com

0800 787 017

(9am-5pm, Monday to Friday
excluding public holidays)



Me tīaki te mana o te tamaiti
me tōna whānau

Protect and uphold the mana
of the child and their family

Te Rito's whakatauāki acknowledges that student information is taonga and must be protected. The name Te Rito was gifted by Te Aupōuri. It represents the young flax at the heart of the harakeke, where it is secure and protected as it grows and flourishes – reflecting our protection of information as taonga.

