

# Integrated National Education Information System (iNEIS™)

## Activity for Manage Deferment Student

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## Introduction

This document contains step-by-step instructions for students who are taking leave for a specified period of time.

The activities needed to be done are as follows:

1. Deferment Student – *Defer for less than a month*
  - a. Raise a Deferment Request Form
  - b. Update Student Records
2. Deferment Student – *Defer for a month or more*
  - a. Raise a Deferment Request Form
  - b. Update Student Records
3. Deferment Student – *Return after current Term ends or Academic Year ends*
  - a. Raise a Deferment Request Form
  - b. Update Student Records
4. Extension for a Deferment Student
  - a. Raise a Deferment Request Form
5. Return from Deferment – *Return after less than a month*
  - a. Update Student Records
6. Return from Deferment- *Return after a month or more*
  - a. Update Student Records
7. Return from Deferment- *Return after Current Term or Academic Year ends*
  - a. Update Student Records
8. Student does not return to school at the end of Deferment/LOA period
  - a. Update Student Records

## 1. Deferment Student – *Defer for less than a month*

*This function allows the user to defer a student for less than a month.*

### 1.1 Raise a Deferment Request Form

Roles Involved: **School Student Registrar, Class Teacher** and **School Approver**

1. Navigate to **Records and Enrollment > Student Movement > Student Deferment > Deferment/LOA Request**
2. In **Add a New Value** tab, enter the **Student ID**
3. Click on **Add** button
4. Fill in all the required fields in the Deferment Request form:
  - Reason for Deferment
  - Date of Request
  - Date of Deferment
  - Return from Deferment
5. **Save** and **Submit** the Deferment Request form
6. School Approver to **approve** the Deferment Request form
7. School Student Registrar to **complete** the Deferment Request form.

### 1.2 Update Student Record

#### 1.2.1 Update Student Program/Plan– Insert Deferment/LOA record

Roles Involved: **School Student Registrar**

1. Navigate to **Records and Enrollment > Career and Program Information > Student Program/Plan**
2. In **Find an Existing Value** tab, enter the **Student ID**
3. Click **Include History** checkbox
4. Click on the **Search** button
5. Click **+** to add the Deferment record
6. Enter **Effective Date** as date of Deferment
7. Select **'LEAV'** from **Program Action** field
8. Select **Deferment Reason** from **Action Reason** field

9. Click on **Save** button

**Note:**

User should also update the CCA record of the student.

## 2. Deferment Student – *Defer for a month or more*

*This function allows the user to defer a student for a month or more.*

### 2.1 Raise a Deferment Request Form

Roles Involved: **School Student Registrar, Class Teacher** and **School Approver**

1. Navigate to **Records and Enrollment > Student Movement > Student Deferment > Deferment/LOA Request**
2. In **Add a New Value** tab, enter the **Student ID**
3. Click on **Add** button
4. Fill in all the required fields in the Deferment Request form:
  - Reason for Deferment
  - Date of Request
  - Date of Deferment
  - Return from Deferment
5. **Save** and **Submit** the Deferment Request form
6. School Approver to **approve** the Deferment Request form
7. School Student Registrar to **complete** the Deferment Request form.

### 2.2 Update Student Records

#### 2.2.1 Drop Class Enrollment

Roles Involved: **School Student Registrar**

*This step is only applicable to students who are required to be dropped from their Class Enrollment in the term which they are deferring from.*

1. Navigate to **Records and Enrollment > Enroll Students > Enrollment Request**
2. In **Add a New Value** tab, enter the **Student ID, Academic Career** and **Term**

3. Click on **Add** button
4. Select '**Drop**' from **Action** field
5. Select '**SDRP**' from **Action Reason** field
6. Select '**Override Action Date**' checkbox
7. Select the **Action Date** when the student drop from class
8. Enter **Class Nbr**
9. Click '+' to add more **Class Nbr**
10. Click on **Save** button
11. Click on **Submit** button

**Note:**

User should also drop the student from the CCA career and remove the student from the Student Block.

### 2.2.2 Update Student Program/Plan – Insert Deferment/LOA record

Roles Involved: **School Student Registrar**

1. Navigate to **Records and Enrollment > Career and Program Information > Student Program/Plan**
2. In **Find an Existing Value** tab, enter the **Student ID**
3. Click **Include History** checkbox
4. Click on the **Search** button
5. Click '+' to add the Deferment record
6. Enter **Effective Date** as date of Deferment
7. Select '**LEAV**' from **Program Action** field
8. Select **Deferment Reason** from **Action Reason** field
9. Click on **Save** button

**Note:**

User should also update the CCA record of the student.

### 3. Deferment Student – Return after Current Term or Academic Year ends

*This function allows the user to defer a student when the return date (Return from Deferment date) is after the Current Term or Academic Year ends.*

#### 3.1 Raise a Deferment Request Form

Roles Involved: **School Student Registrar, Class Teacher** and **School Approver**

1. Navigate to **Records and Enrollment > Student Movement > Student Deferment > Deferment/LOA Request**
2. In **Add a New Value** tab, enter the **Student ID**
3. Click on **Add** button
4. Fill in all the required fields in the Deferment Request form:
  - Reason for Deferment
  - Date of Request
  - Date of Deferment
  - Return from Deferment
5. **Save** and **Submit** the Deferment Request form
6. School Approver to **approve** the Deferment Request form
7. School Student Registrar to **complete** the Deferment Request form.

#### 3.2 Update the Student Records

##### 3.2.1 Drop Class Enrollment

Roles Involved: **School Student Registrar**

*This step requires only for students to be dropped from their Class Enrollment in the term which they are deferring from.*

1. Navigate to **Records and Enrollment > Enroll Students > Enrollment Request**
2. In **Add a New Value** tab, enter the **Student ID, Academic Career** and **Term**
3. Click on **Add** button
4. Select '**Drop**' from **Action** field
5. Select '**WITH**' from **Action Reason** field
6. Select '**Override Action Date**' checkbox

7. Select the **Action Date** when the student drop from class
8. Enter **Class Nbr**
9. Click '+' to add more **Class Nbr**
10. Click on **Save** button
11. Click on **Submit** button

**Note:**

User should also drop the student from the CCA career and remove the student from the Student Block.

### 3.2.2 Term Withdraw

Roles Involved: **School Student Registrar**

1. Navigate to **Records and Enrollment > Student Term Information > Term History**
2. In **Find an Existing Value** tab, enter the **Student ID**
3. Click on the **Search** button
4. In **Term Withdrawal** tab, select '**Withdrew**' from **Withdrawal\Cancel** field
5. Select **Withdrawal\Cancel Reason**
6. Enter **Withdrawal\Cancel Date**
7. Enter **Last Date of Attendance**
8. Click **Post Term Withdrawal** button

**Note:**

User should also Term Withdraw the student from the CCA Career. Once the student is Term Withdrawn, the Automatic Tuition Calculation process must be run before proceeding on updating the Student Program/Plan. Refer to [Tuition Calculation for Individual Student](#) in Online Help.

### 3.2.3 Update Student Program/Plan – Insert Deferment/LOA record

Roles Involved: **School Student Registrar**

1. Navigate to **Records and Enrollment > Career and Program Information > Student Program/Plan**
2. In **Find an Existing Value** tab, enter the **Student ID**
3. Click **Include History** checkbox



4. Click on the **Search** button
5. Click '+' to add the Deferment record
6. Enter **Effective Date** as date of Deferment
7. Select '**LEAV**' from **Program Action** field
8. Select **Deferment Reason** from **Action Reason** field
9. Click on **Save** button

**Note:**

User should also update the CCA record of the student.

## 4. Extension for a Deferment Student

*This function allows the user to raise an extension for an existing Student Deferment Request if needed.*

### 4.1 Raise a Deferment Request Form

Roles Involved: **School Student Registrar, Class Teacher** and **School Approver**

1. Navigate to **Records and Enrollment > Student Movement > Student Deferment > Deferment/LOA Request**
2. In **Add a New Value** tab, enter the **Student ID**
3. Click on **Add** button
4. Fill in all the required fields in the Deferment Request form:
  - Reason for Deferment
  - Date of Request
  - Date of Deferment
  - Return from Deferment
  - Select Extension of Deferment checkbox
  - Click on lookup icon to select Previous Request number
5. **Save** and **Submit** the Deferment Request form
6. School Approver to **approve** the Deferment Request form
7. School Student Registrar to **complete** the Deferment Request form

## 5. Return from Deferment – *Return after less than a month*

*This function allows the user to update the Student Record for student who are returning to school after less than a month.*

### 5.1 Update Student Records

Roles Involved: **School Student Registrar**

#### 5.1.1 Update Student Program/Plan – Insert Return from Leave of Absence record

Roles Involved: **School Student Registrar**

1. Navigate to **Records and Enrollment > Career and Program Information > Student Program/Plan**
2. In **Find an Existing Value** tab, enter the **Student ID**
3. Click **Include History** checkbox
4. Click on the **Search** button
5. Click '+' to add the Return from Leave of Absence record
6. Enter **Effective Date** as date of return
7. Select '**RLOA**' from **Program Action** field
8. Click on **Save** button

**Note:**

User should also update the CCA record of the student.

## 6. Return from Deferment – *Return after a month or more*

*This function allows the user to update the Student Records for students who are returning to school after a month or more.*

### 6.1 Update Student Records

Roles Involved: **School Student Registrar**

#### 6.1.1 Update Student Program/Plan – Insert Return from Leave of Absence record

Roles Involved: **School Student Registrar**

1. Navigate to **Records and Enrollment > Career and Program Information > Student Program/Plan**
2. In **Find an Existing Value** tab, enter the **Student ID**
3. Click **Include History** checkbox
4. Click on the **Search** button
5. Click **+** to add the Deferment record
6. Enter **Effective Date** as date of Return
7. Select **'RLOA'** from **Program Action** field
8. Click on **Save** button

**Note:**

User should also update the CCA record of the student.

### 6.1.2 Enroll Student in the Class(es)

Roles Involved: **School Student Registrar**

1. Navigate to **Records and Enrollment > Enroll Students > Enrollment Request**
2. In **Add a New Value** tab, enter the **Student ID, Academic Career** and **Term**
3. Click on **Add** button
4. Select **'Enroll'** from **Action** field
5. Enter **Class Nbr**
6. Click **+** to add more **Class Nbr**
7. Click on **Save** button
8. Click on **Submit** button

**Note:**

User should also enroll the student from the CCA career.

## 7. Return from Deferment – Return after Current Term or Academic Year ends

*This function allows the user to update the Student Records for students who are returning to school after the Current Term or Academic Year ends.*

### 7.1 Update Student Records

#### 7.1.1 Update Student Program/Plan – Insert Return from Leave of Absence record

Roles Involved: **School Student Registrar**

1. Navigate to **Records and Enrollment > Career and Program Information > Student Program/Plan**
2. In **Find an Existing Value** tab, enter the **Student ID**
3. Click **Include History** checkbox
4. Click on the **Search** button
5. Click '+' to add the Return from Leave of Absence record
6. Enter **Effective Date** as date of return
7. Select '**RLOA**' from **Program Action** field
8. Click on **Save** button

**Note:**

User should also update the CCA record of the student.

#### 7.1.2 Term Activate

Roles Involved: **School Student Registrar**

1. Navigate to **Records and Enrollment > Student Term Information > Term Activate a Student**
2. In **Find an Existing Value** tab, enter the **Student ID**
3. Click on the **Search** button
4. On the **Term Activation** tab, click '+' icon
5. Click on the **\*Term** lookup icon to select the term
6. Click on **Save** button

**Note:**

User should also Term Activate the student from the CCA Career.

### 7.1.3 Enroll Student in the Class(es)

Roles Involved: **School Student Registrar**

1. Navigate to **Records and Enrollment > Enroll Students > Enrollment Request**
2. In **Add a New Value** tab, enter the **Student ID, Academic Career** and **Term**
3. Click on **Add** button
4. Select '**Enroll**' from **Action** field
5. Enter **Class Nbr**
6. Click '+' to add more **Class Nbr**
7. Click on **Save** button
8. Click on **Submit** button

**Note:**

User should also enroll the student from the CCA career.

## 8. Student does not return to school at the end of Deferment/LOA period

*This function allows the user to update the Student Record for students who are not returning to school at the end of Deferment/LOA period.*

### 8.1 Update Student Records

#### 8.1.1 Update Student Program/Plan– Insert Deferment/LOA record

Roles Involved: **School Student Registrar**

1. Navigate to **Records and Enrollment > Career and Program Information > Student Program/Plan**
2. In **Find an Existing Value** tab, enter the **Student ID**
3. Click **Include History** checkbox
4. Click on the **Search** button
5. Click '+' to add the Discontinuation record
6. Enter **Effective Date** as date of return
7. Select '**DISC**' from **Program Action** field

8. Select '**DF1 – Didn't return from Deferment**' Reason from **Action Reason** field
9. Click on **Save** button

**Note:**

User should also update the CCA record of the student.