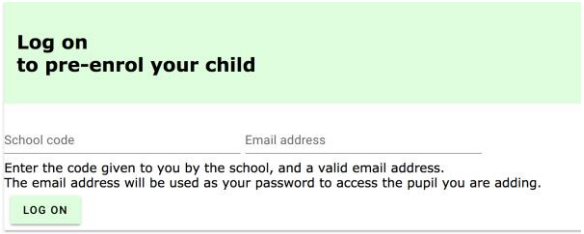
Digital Enrolment Forms - for parents

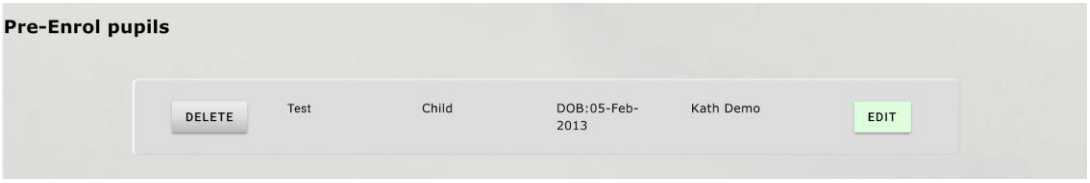
1. Please go to https://enrol.etap.co.nz/ and enter your email address and School Code **1728** on this page .



2. On the next page, check school name listed is correct, and click on the Pre Enrol new Pupil button

3. Fill in the correct legal names as shown on child's birth certificate, DOB and gender. *Hint: click the heading on the calendar to switch to year view, and scroll right through years, then choose month, then day.* **SAVE**

4. You will be taken to this page. Click the **EDIT** next to the child's name to continue filling in the enrolment form. If at any stage you need to stop make sure you have clicked SAVE in the section you are in and close the browser. To continue editing at a later date - Go back to 1. Above, and on the second page you will see your child listed, simply click **EDIT** to continue.



5. Work through every section/page of the form filling in everything you can that is relevant. In each section (box) you must click **SAVE** before moving on. At the end of each page click Go to Part # . Any compulsory questions will be highlighted at this stage - fill those in before being allowed to move on.

6.

7. Some fields are straight type in, some are dropdowns, and some are **ADD …** buttons. Click on each relevant button once, to open the fields for filling in. You may be taken to the top of the page again, just scroll back down to see the fields and fill them in. **SAVE** after each one.

8. Your enrolment form is not complete until you have read the parent declaration and clicked to **Save and Confirm**.

Any problems, please ring the school on 07 824 3206 or 027 482 4360 for help.

We will also need to see your child's birth certificate and immunisation certificate.

Thank you