

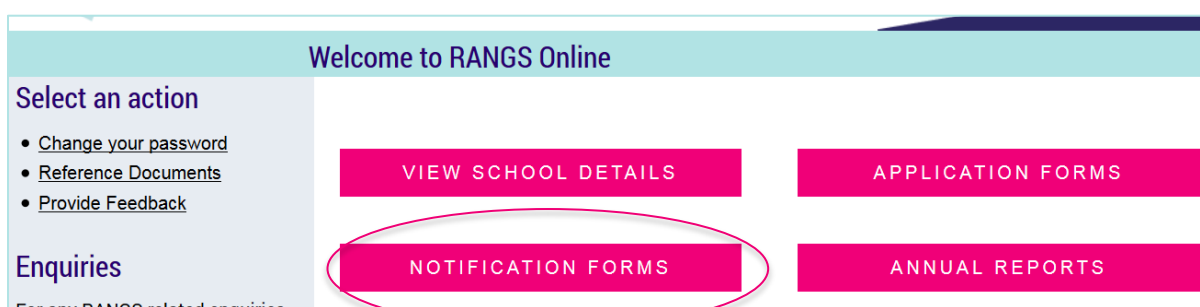
## Guide to notification forms in RANGS Online

This guide outlines the processes for selecting and submitting notification forms to notify NESAs when changes occur at the school (sometimes referred to as a 'Return to NESAs').

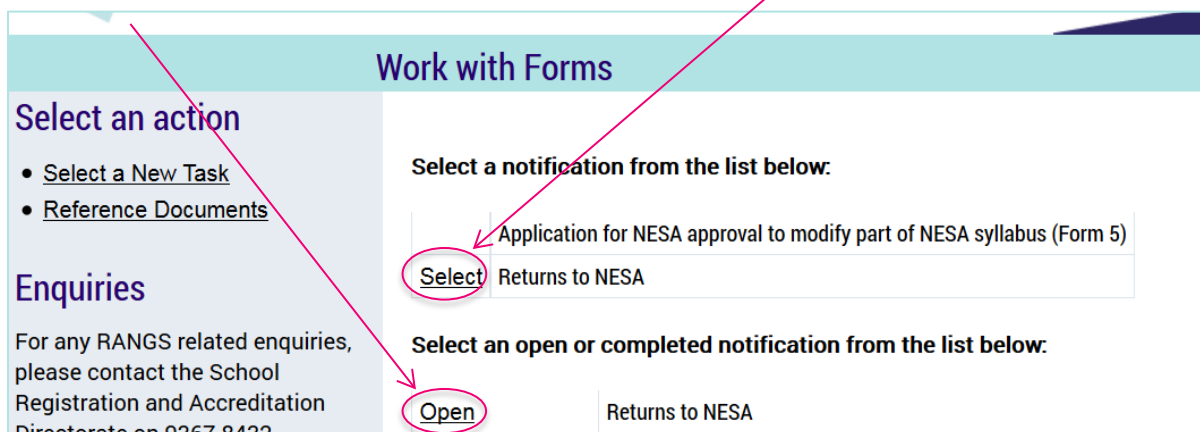
Also see: Guide to updating 'Responsible Persons' in RANGS Online.

### Selecting the notification

1. Log onto RANGS Online and select 'Notification Forms'.



2. A historical register of notifications to NESAs will show. Either 'Select' a new form or 'Open' an existing form to complete.



3. Tip: if an additional or incorrect form has been opened, select 'Open' to view. In the left hand navigation, select 'Delete Application'.



4. To generate a form, choose the relevant section(s) of the notification to NESAs. More than one type of notification can be made using the same form. Tick all selections that apply and click 'Save Selections'.

The screenshot shows the 'Work with Forms' interface. On the left, there is a sidebar with 'Select an action' (Submit Application, Delete Application, Return to list of forms, Select a New Task, Reference Documents) and 'Enquiries' (For any RANGS related enquiries, please contact the School Registration and Accreditation Directorate on 9367 8432). The main content area has a 'Table of Contents' button and a 'Save Selections' button. Below these are instructions: 'Apart from the exception noted below, to generate a notification form that is specific to the circumstance(s) of your school please select all relevant options from the list below. The generated form will include all mandatory sections as well as your selected sections. To ensure that the generated form is accurate please check your selections before proceeding. Please note: The information associated with some notifications is particularly sensitive in nature. For this reason, to make a notification about the changed circumstances of a 'responsible person' or an alleged breach of specific legislation please write, explaining the circumstances, to the Director, School Registration and Accreditation, GPO Box 5300, SYDNEY, NSW 2001, or by email schoolrego@nesa.nsw.edu.au. To generate your form please click on Save Selections.' A list of options is shown under 'Management and operation of the school': 'Appointment of a new principal' (unchecked), 'Changes to existing principal's details' (checked), 'Changes to a campus contact person's details' (checked), 'Sale of the legal entity that owns the school' (unchecked), and 'Changes to the existing proprietor's details' (unchecked).

## Completing the notification

5. Work through the form by selecting the orange links. Note that the form will always include 'General Information about the School' which includes some prefilled information from NESAs's current records. Each section must be completed prior to submission.

The screenshot shows the 'Work with Forms' interface. On the left, there is a sidebar with 'Select an action' (Submit Application, Delete Application, Return to list of forms, Select a New Task, Reference Documents) and 'Enquiries' (For any RANGS related enquiries). The main content area has buttons for 'Print Friendly Version', 'Optional Sections', 'View Attachments', and 'View Tables'. Below these are two sections: '1 General Information about the school' with orange links 'Details of the School' and 'Signatory for the proprietor', and '2 Details of notification' with orange links 'Changes to existing principal or equivalent's details' and 'Changes to a campus contact person's details'. The first section is circled in red.

6. On the form's home page, select an orange link to complete a section. Continue through each section until all are completed.

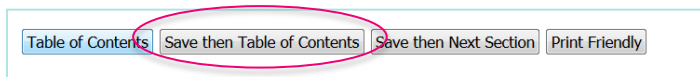
- 1 General Information about the school
  - Details of the School
  - Signatory for the proprietor
- 2 Details of notification
  - Changes to existing principal or equivalent's details
  - Changes to a campus contact person's details

7. Navigation buttons at the top of the page include:

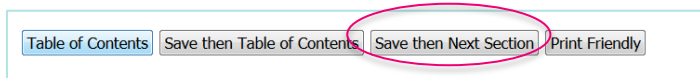
- a. 'Table of Contents': return to the home page of the application

The screenshot shows a row of four buttons: 'Table of Contents', 'Save then Table of Contents', 'Save then Next Section', and 'Print Friendly'.

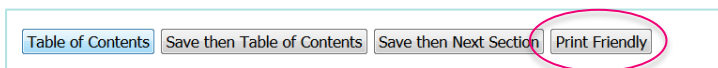
- b. 'Save then Table of Contents': save work completed in the section and return to home page of the form



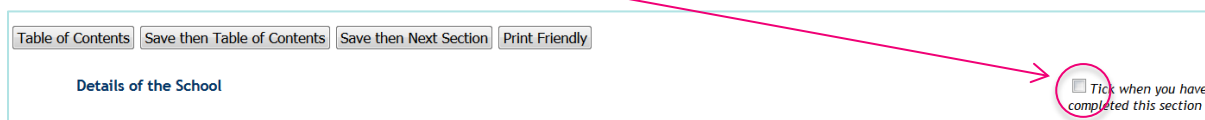
- c. 'Save then Next Section': save the current page and continue completing the form



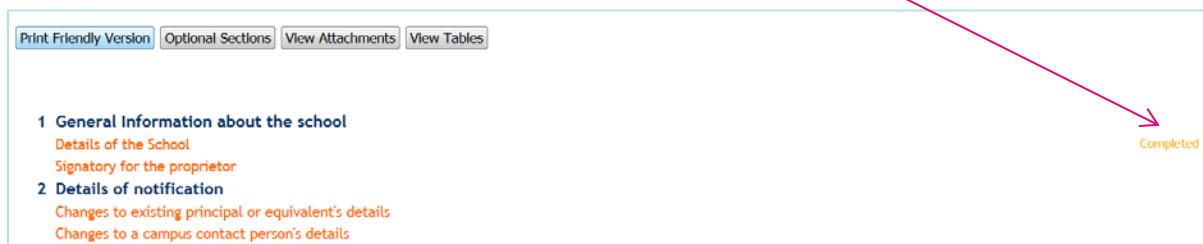
- d. 'Print Friendly': print the page (note: on the home page of the form, the entire form can be printed).



8. When a section has been completed, with all required documents attached, click the button at the top right of the page.



9. When on the home page of the form, completed sections will display.

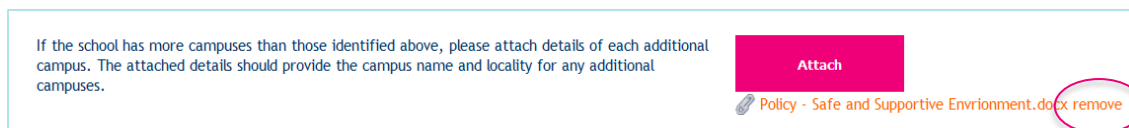


10. Some sections of the form may require document(s) to be attached as evidence. Click the pink 'Attach' button and navigate to the correct document for that section. More than one document may be uploaded in a section or a zipped folder with multiple documents.

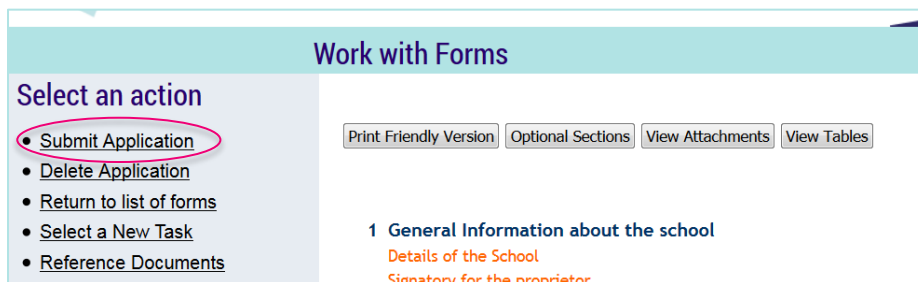


## Submitting the notification

11. Prior to submitting the notification, please ensure all sections have been filled in accurately and documentation attached where required. If a document has been attached in error, click the 'remove' button. An application cannot be amended once it is submitted.



12. When the form has been completed, and all required documents attached, click the 'Submit Application' button in the left hand navigation.



13. A notification of successful submission will display:

