

# Review ENROL and SMS procedures

Ensure your systems are accurate.

Support students by:

- using “known as” name on the ENROL system
- acknowledging a student's identity – developing systems and protocols for inputting the correct information as expressed by the student
- making changes to the ENROL system and informing NZQA when a student acquires a new birth certificate with a new identity
- having a student’s preferred name and gender on attendance rolls, and notifying relieving teachers
- entering the student’s name and gender of preference in your school’s SMS
- updating all SMS school records when a student’s name has been legally changed.

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