

How to Complete School Returns Online

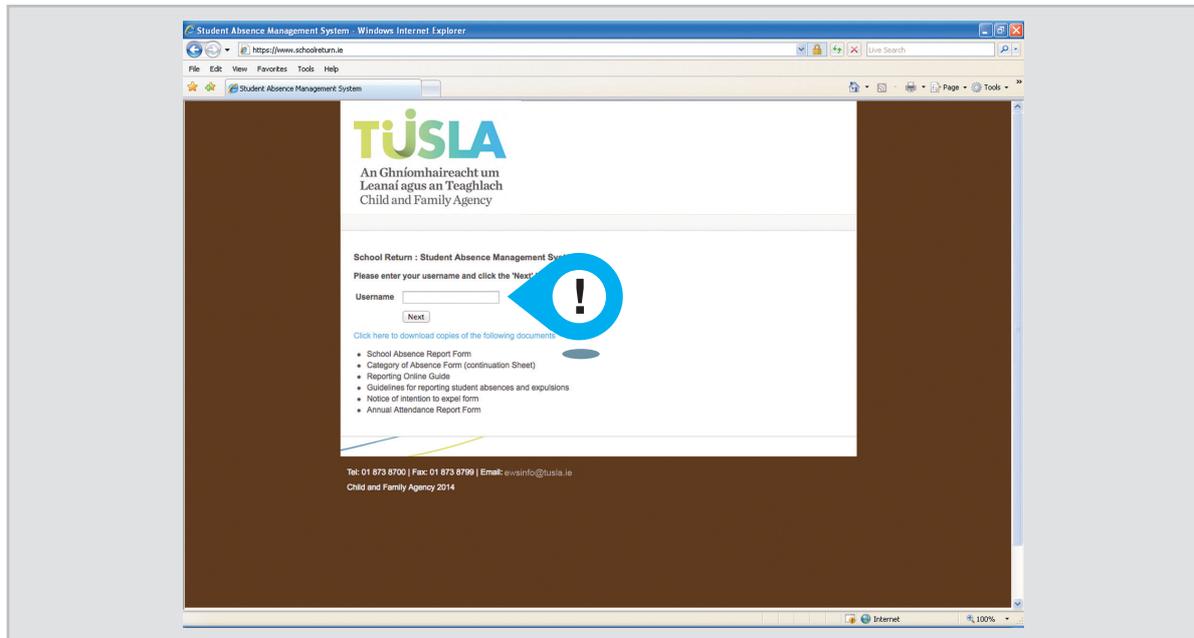


Before you get started, please have to hand your Username (your school's Roll Number) and an up to date PIN & Password. If you do need assistance with this, please call the School Return Helpline (1890 36 36 66).

Step 1 Logging On

Log on to the School Returns website: www.schoolreturn.ie (Fig 1.1). Enter your Username (Your School's Roll No) followed by your Pin & Password.

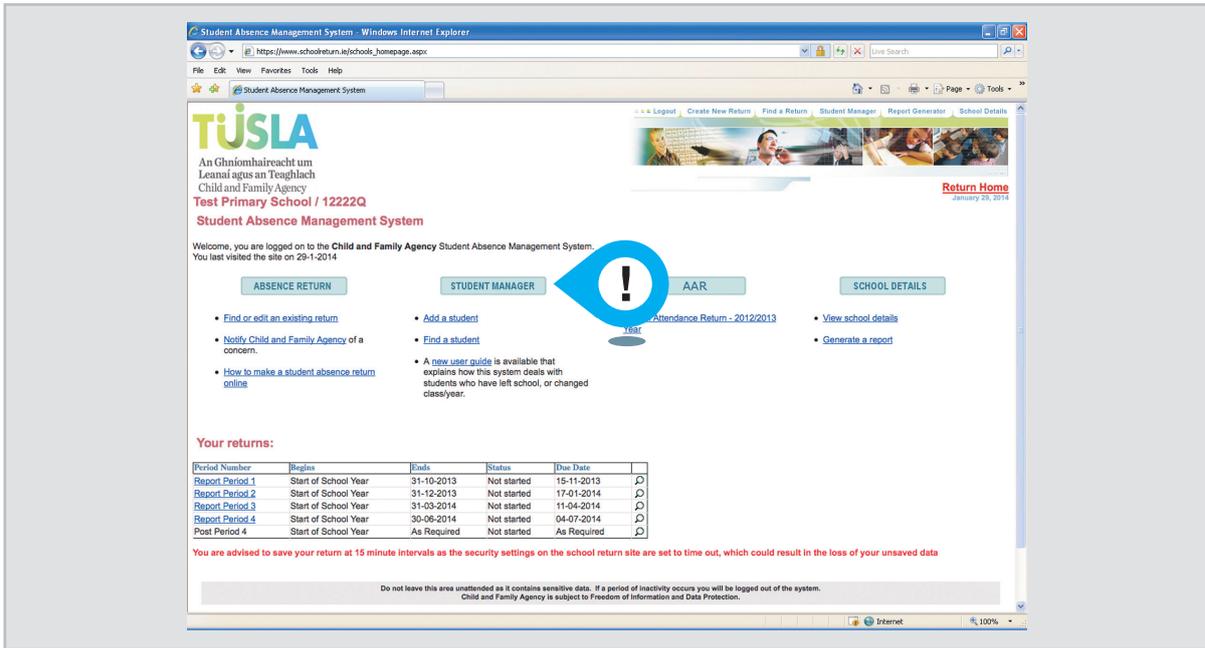
Fig 1.1



Step 2 Working with Student Manager

Once you have entered your PIN & Password you will be directed to the page below (Fig 2.1).

Fig 2.1



You now need to ensure that the **Student Manager** section for your school is up to date. Only students that have previously been reported to the Child & Family Agency will be listed on the **Student Manager** so you will need to add any students on your list but not listed in the **Student Manager**.

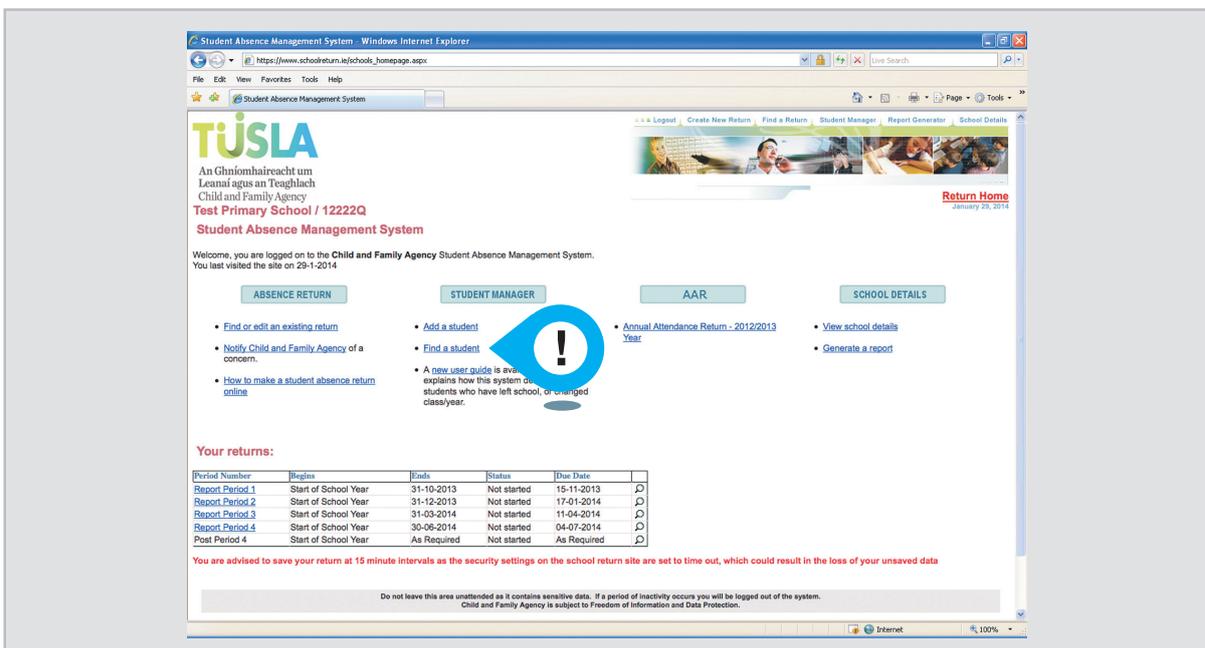
! It is imperative that you check who has been entered in order to avoid student duplication.

If you have no students to report please go to **Step 3**

Reviewing the Student Manager

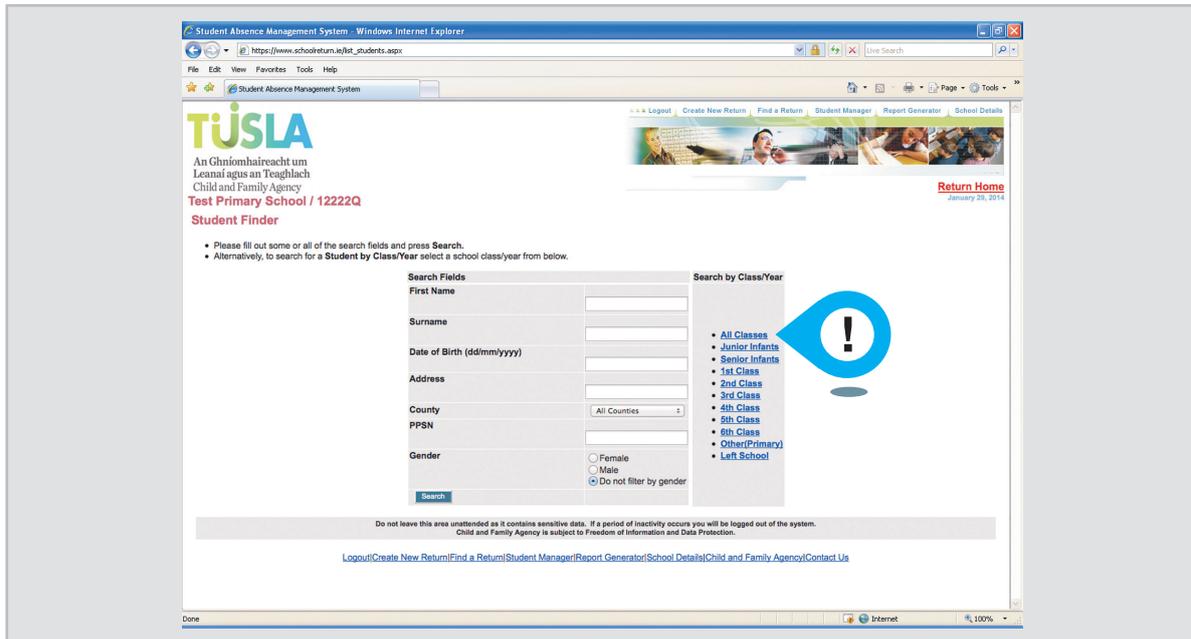
To review the **Student Manager** i.e. those already listed on the system, select **Find A Student**, underneath the **Student Manager** on the Home Page (Fig 2.2).

Fig 2.2



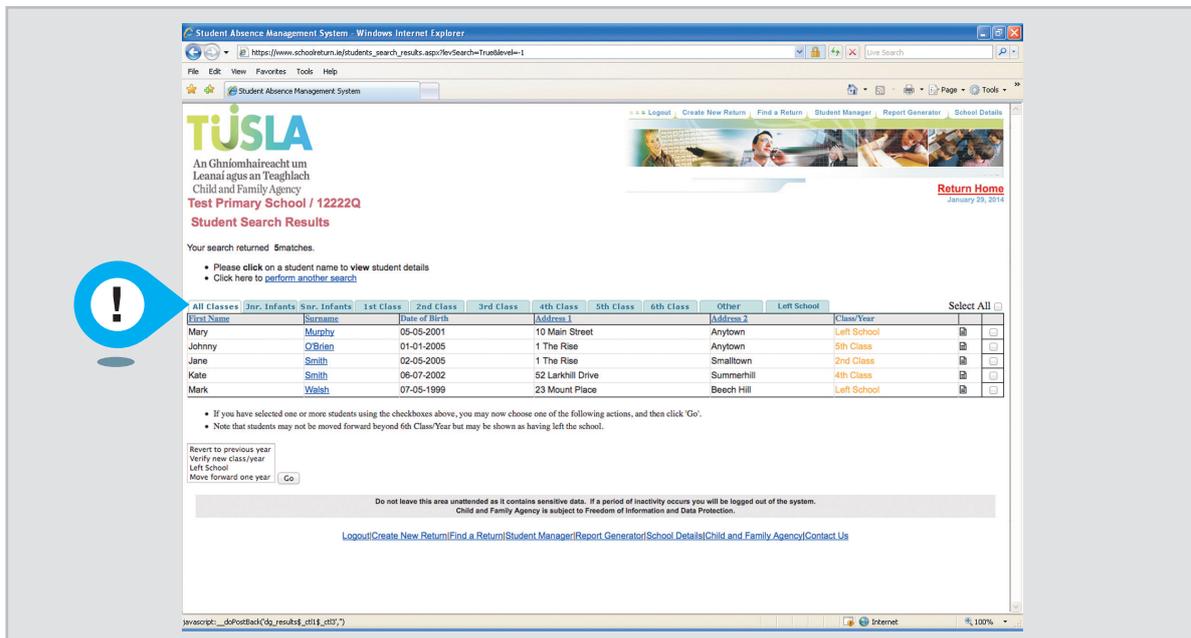
When you select **Find A Student**, you will be brought to this page (Fig 2.3). To review your student listed, please select **All Classes**.

Fig 2.3



You will then be brought to the following page (Fig 2.4). All students who have been reported by your school in the past will be included in this list – you can filter this list by class by selecting the appropriate class tab.

Fig 2.4



! Remember, you can edit an existing student at anytime by clicking on their surname. Their details will come up and by clicking on **Update Details** in the bottom left hand side, you will now be able to update the student's details, e.g. Class, Date of Birth, Address etc.

Adding students to the Student Manager

When you have reviewed the student lists, and know which students need to be added to the [Student Manager](#), return to the [Home Page](#) (Click on the TUSLA Logo). Click **Add A Student** underneath [Student Manager](#) (Fig 2.1). You will then be brought to this page (Fig 2.5).

Fig 2.5

The screenshot shows a web browser window displaying the 'Add & Update Student' form in the TUSLA Student Absence Management System. The browser title is 'Student Absence Management System - Windows Internet Explorer'. The URL is 'https://www.schoolreturn.ie/Create_student.aspx?stid=1'. The page header includes the TUSLA logo, the text 'An Ghníomhaireacht um Léarnú agus an Teaghlaigh Child and Family Agency', and 'Test Primary School / 12222Q'. A 'Return Home' link with the date 'January 29, 2014' is visible in the top right. The main content area contains instructions: 'Please click on Save Student to add a new student', 'Select Update Parent/Guardian to save changes to student details and to update parent/guardian details', and 'You must fill in the fields marked with an asterisk*'. The form fields include: First Name*, Surname*, Gender* (Female/Male), PPSN, Class/Year* (Junior Infants), Address* (multiple lines), County* (Please Select a County), Postcode (N/A), Update relevant Parent/Guardian addresses (checkbox), Date of Birth *(dd/mm/yyyy), and Delete Student (checkbox). At the bottom, there are two sections for 'Parent/Guardian 1' and 'Parent/Guardian 2', each with a 'Parent / Guardian Details' button.

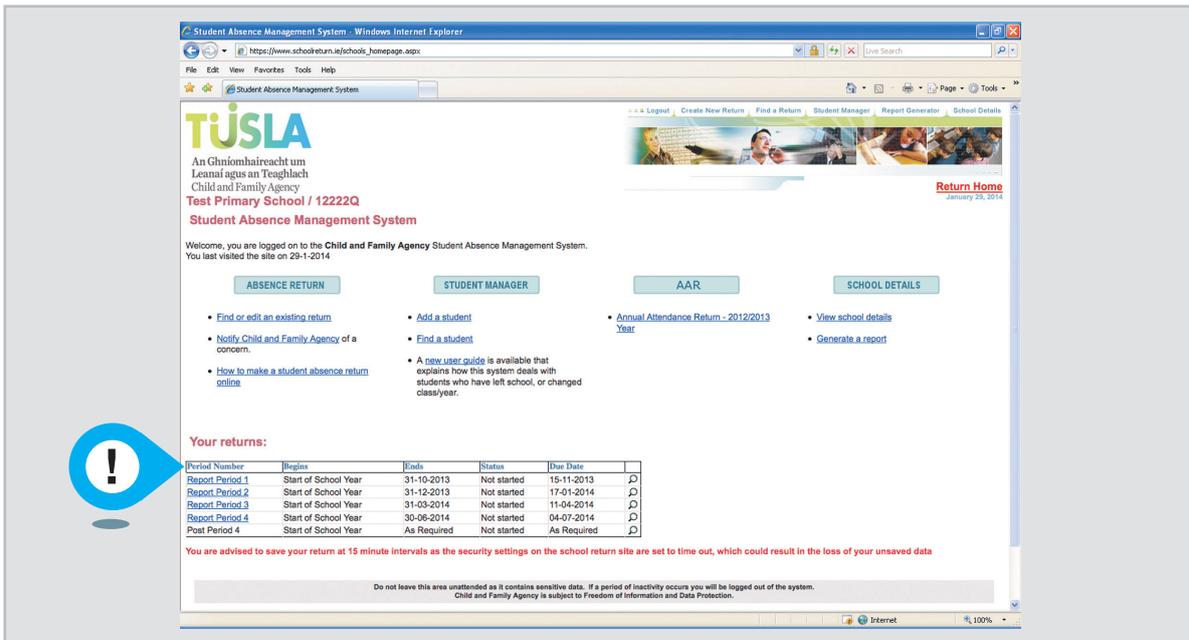
Repeat this process for each student that you wish to save to the [Student Manager](#).

Step 3 Completing your Return

When you have entered all the relevant student's details on the [Student Manager](#) you are now ready to start your Return! Click on the TUSLA Logo on the top left hand side, you will be automatically returned to the [Homepage](#) (see Fig 3.1).

On the [Homepage](#) look for the table called **Your Returns**. This table will show which Returns have been submitted and which are outstanding, as well as showing all the dates the Returns are due. To start working on the relevant Return, just double click on the **Report Period**.

Fig 3.1

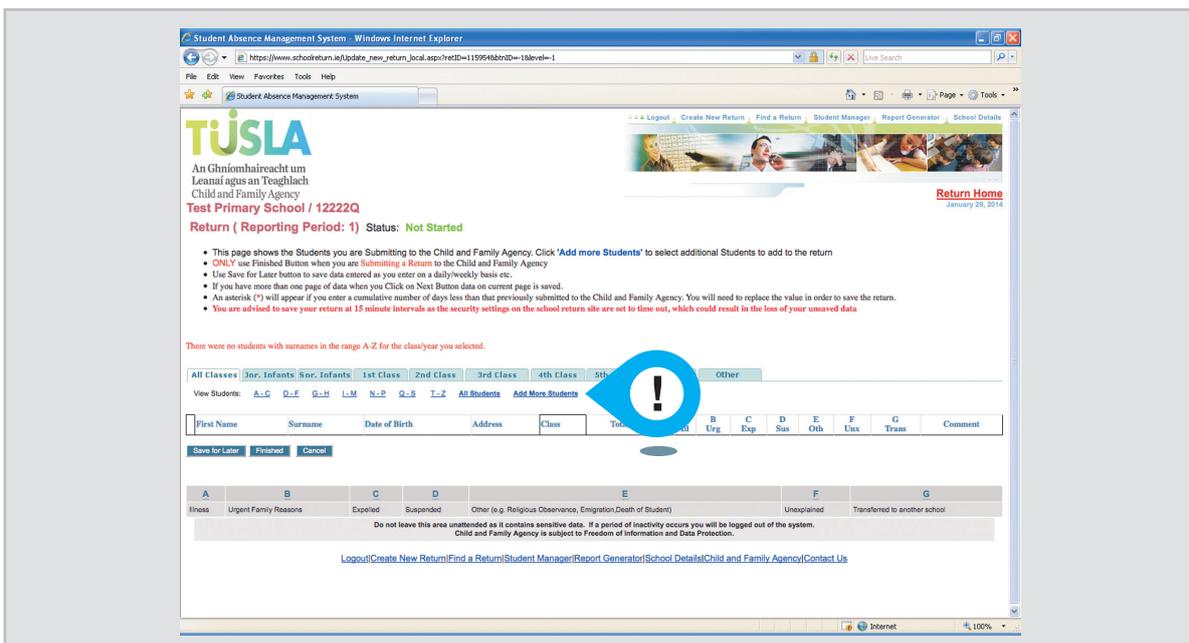


You will then be brought to the [Return screen](#) (Fig 3.2).

! If you have no students to report i.e. a NIL RETURN, just click on **Finish** when you open the Return.

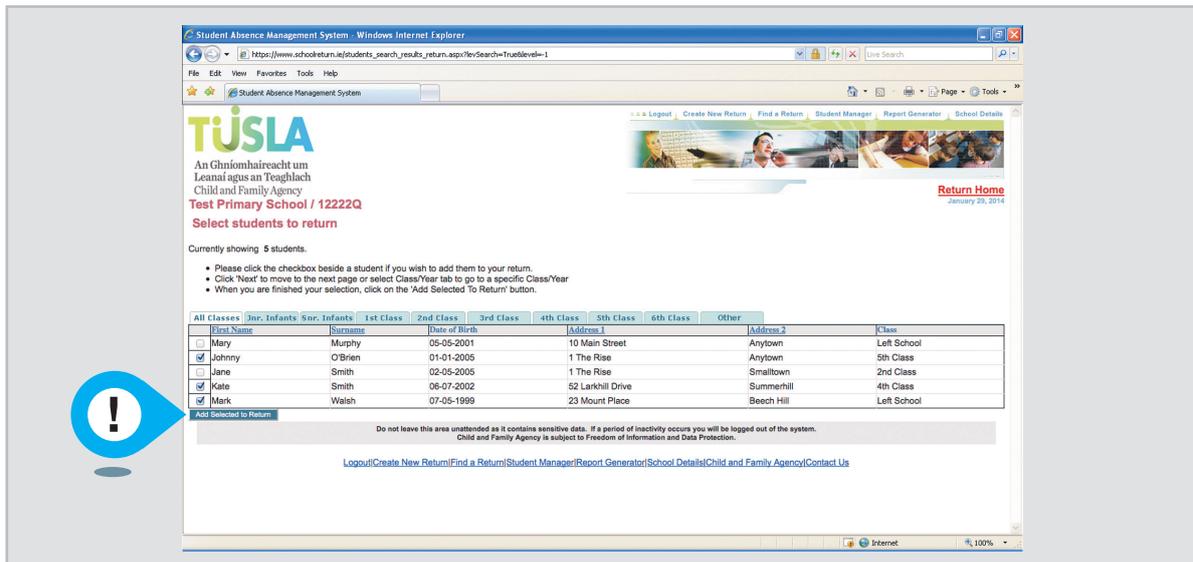
To add the relevant students to the Return, click on **Add More Students**:

Fig 3.2



You will be brought to a new screen with the list of students that are saved in the [Student Manager](#) (see Fig 3.3). To select the students you wish to report in this Return, tick the box to the left of their name. When all relevant students are selected, click **Add Selected to Return**.

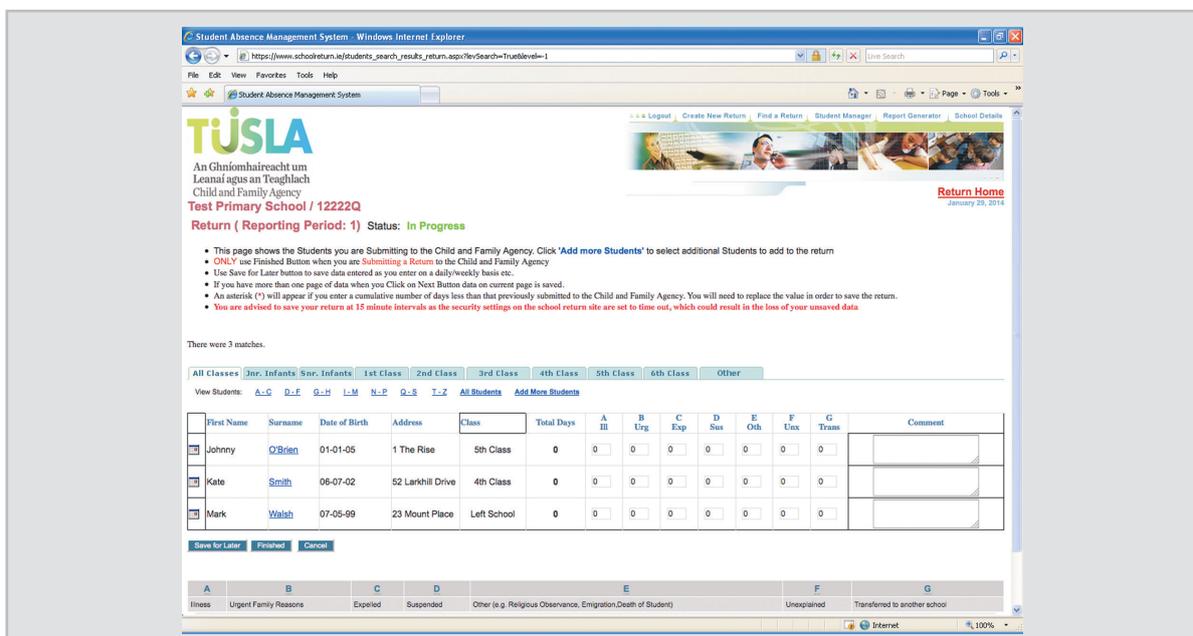
Fig 3.3



These students will then be added to the Return and you will automatically be brought back to the [Return Screen](#) (see Fig 3.4). You can now enter the student's absence details in the categories.

! Please note that the total will only update once you have saved or submitted the Return but not before. Also note that the Returns are always cumulative from the start of the school year. Therefore when updating student's absences ensure that the figures in the categories are the same or greater than the previous Returns for that year.

Fig 3.4



If you wish to complete at a later stage, click on **Save for Later**. To edit the Return later, click on the TUSLA logo which brings you back to the [Home Page](#) and select the relevant Return again. When finished, click on **Finished** and follow the instructions to complete your submission.

! Remember to save your work regularly (the system will automatically log you out if left idle for over 15 minutes).

If you have any further queries please refer to the FAQs document at www.schoolreturn.ie, or contact the School Returns Helpline (1890 36 36 66), or email: school.return@tusla.ie.