

Introduction

Following on from schools issuing Privacy Notices, you may have received some returns from parents/pupils who do not wish that their achievement data is shared. If you completed this field in SIMS prior to DE Census you need take no further action. The information gathered during the Census has informed the ULN application process.

You will need to take action if;

1. you received privacy notice returns from parents/pupils after DE Census (and all pupils are currently recorded as willing to share) or,
2. you did not complete this parental consent option in your Census return (therefore all pupils are currently recorded as not willing to share)

For both actions above, similar steps need to be taken to re-select either permission to share or not share status in both SIMS and in the LRS portal.

1. Updating SIMS

Updating using the Bulk Update Routine for year groups

- Select Routines | Student | Bulk Update
- Complete the Bulk Update screen as follows to record consent for year groups

Bulk Update

Student Population

Group Type: Year Group

Group: Year 11

Effective Date: 01/09/2015

Update Data Item

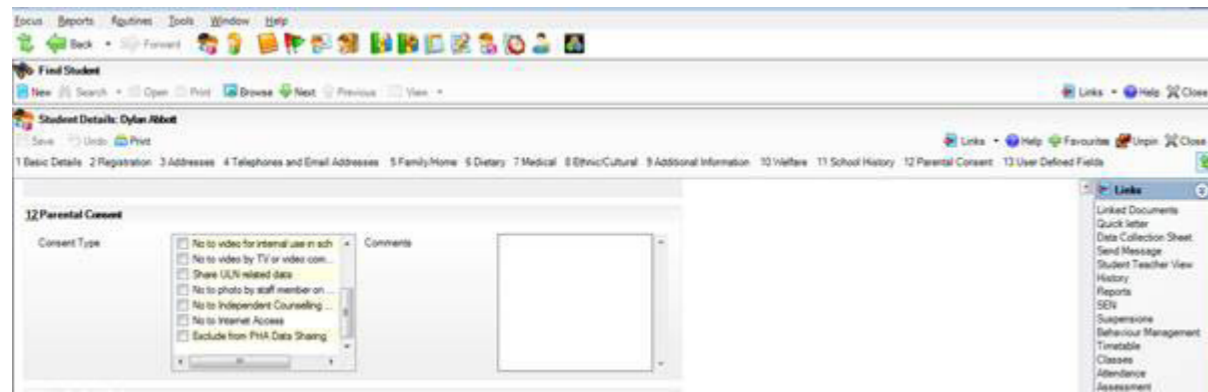
Data Item: Parental Consent

Effective Date: 01/09/2015

(Effective Date: Accept today's date / Effective date: First day of term)

1. After selecting the group to update, all students in the selected year will be displayed along with columns for all Parental Consent
2. Right click the column heading **Share ULN related data** and select **Check All**
3. Untick any pupil whose parent has not given consent if known
4. Click and select the next required Year Group, e.g. Year 12 and repeat the process for remaining Year Groups 13, 14 if relevant

Updating Share ULN related data individually: This can also be used to remove permission



For individual student entries in SIMS:

1. Select **Focus | Student | Student Details** or click on toolbar
2. Use the Year Group filter to search for required Year, e.g. Year 11 and open the student's record
3. Click the **Parental Consent** hyperlink
4. Tick the **Share ULN related data** tick box OR untick if permission has been removed.
5. Repeat this process to update all required students

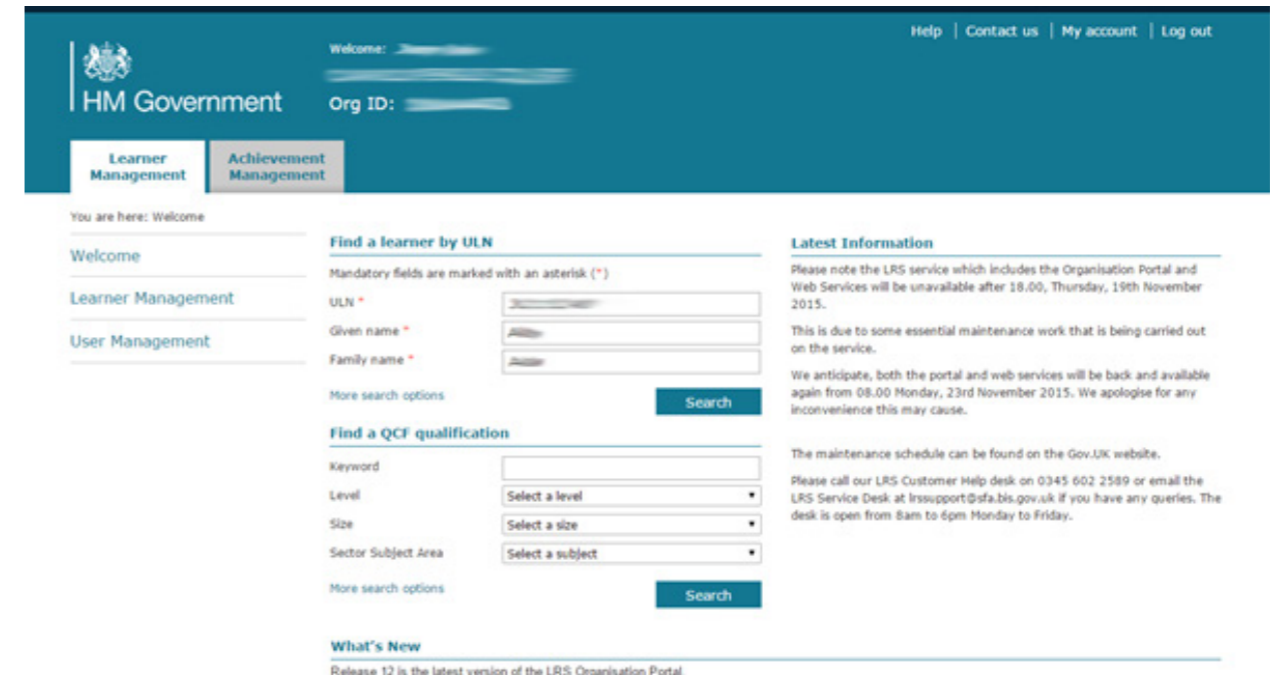
2. Updating the LRS Personal Learning Record for each learner

- If you have completed the selection in SIMS prior to DE Census learners' share status should be complete, as the DE Census Data has been used to obtain ULNs.
- If you **have** selected approval to share for all learners prior to Census as per C2K advice, then you need to de-select this for the particular learners who have returned a completed privacy notice.
- If you **have not** selected approval to share prior to DE Census, then you will need to select this for all pupils less those who have returned completed privacy notices. (**Note – If you have been requested to resubmit DE Census by C2K then you have a further opportunity to bulk select approval to share prior to C2K application to the LRS for ULNs.**)

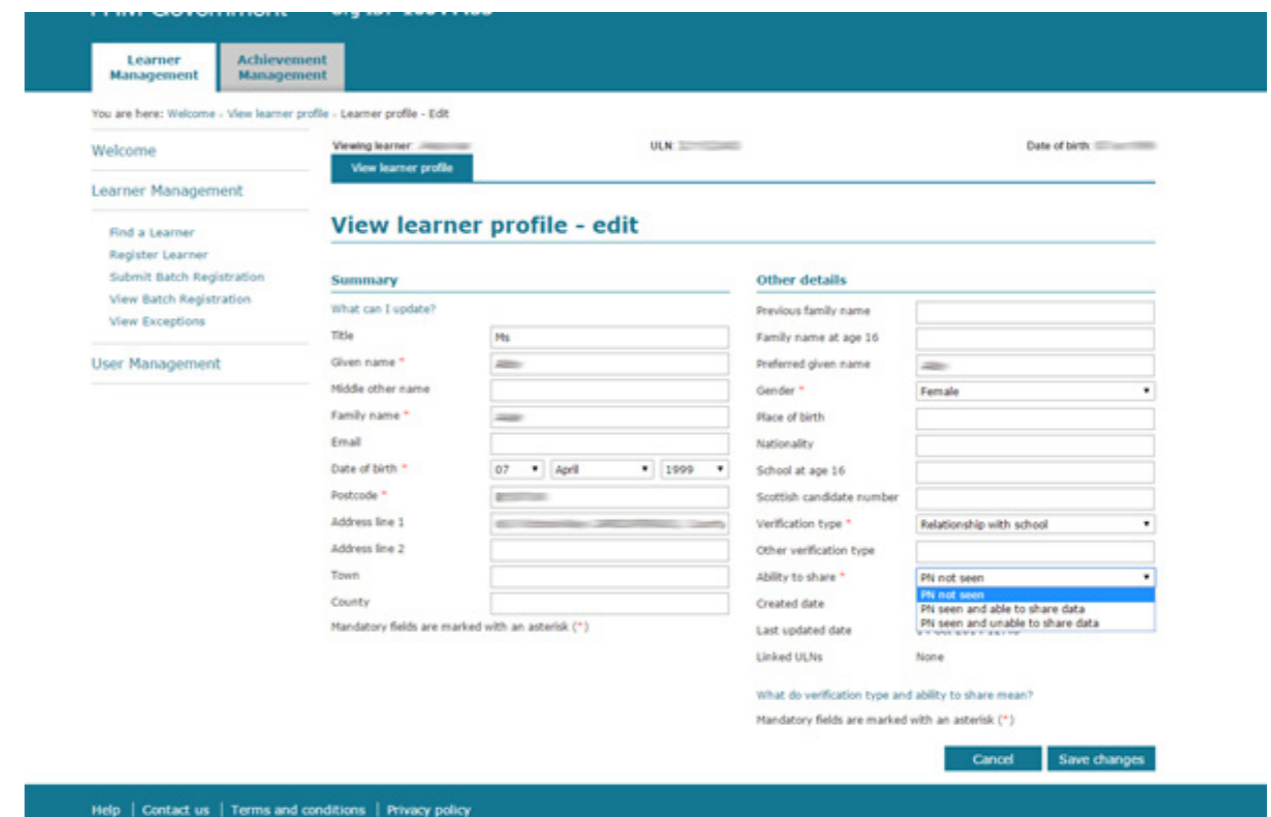
This is a simple process to do:

1. Log on to the LRS portal with your superuser name and password <https://idp.lrs.imservices.org.uk/> (Note: your username and password may have expired if you have not logged on as per LRS instructions. You can phone or email the LRS helpdesk if you need help in resetting this)
2. Click on learner management tab in 'Find A Learner by ULN'. Enter ULN, Given Name and Family Name of learner to edit and click search

3. Click on edit details



4. Select option for not to share from the drop down box, from the three options provided. Click Save changes



5. Repeat for further learners