

# RM Integris

## Overview of Student Details

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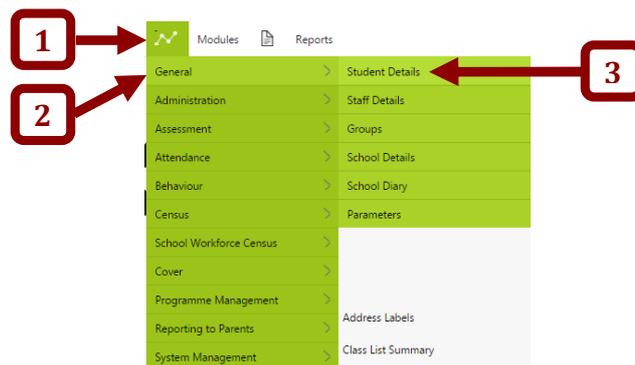
**LBR G2 support website: <http://171.33.198.190/g2/Index.htm>**

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## Navigating to Student Details

To navigate to the student details page go to **Modules (1) > General (2) > Student Details (3)**



The Student Details will display in the work area. From here you can Search and View as well as Add, Edit and Delete Student information.

Personal Communicate | Find | Add | Edit | Move To Former Roll | Print

Personal Names Entitlement Enrolment Attendance Additional Medical Groups Documents Movements Teaching Sets SEN Activities UDI Key Stage

Current < > Browsing all students Quick Search

**BILAL ABBAS (280)** Year : Reception Class : RA House : Not specified

Gender: Male Address:  
Date of Birth: 20 Aug 2011 Administrative Area:  
Age: 3 Yrs 11 Mths  
Teacher(s): Mrs Janet Clark

Room:  
UPN: G333123408001  
Exam No:  
ULN:  
Car Registration:

Home 1: Fax:  
Home 2: Email:  
Mobile:

Contacts & Siblings

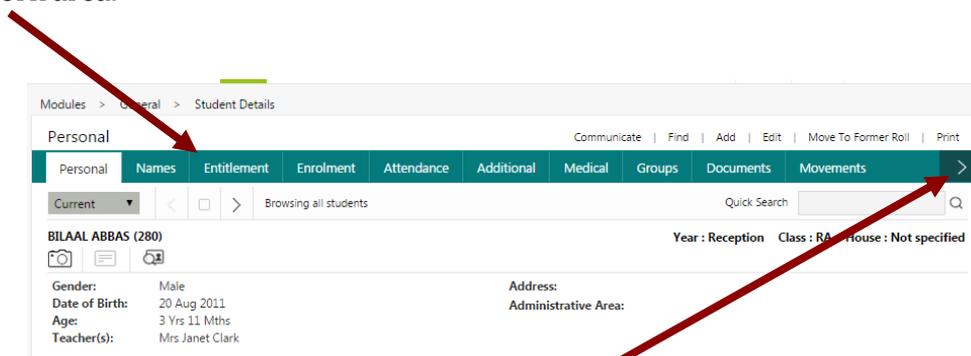
Name	Phone	Address	Relation	Res	Par	Mail	Emrg	Notes	Fee
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Res - Student Resident | Par - Parental Responsibility | Mail - Family Mail Marker | Emrg - Emergency

Family Representative: No [View Contact](#)

## Information held in Student Details

There are a number of data items which can be recorded in the Student Details area, the types of information are separated by a number of tabs available for selection along the top of the work area.



If the computer screen is too small to display the full number of tabs, the remaining tabs will be accessible by clicking the Arrow Tab.

The tabs are as follows:

### **Personal**

The Personal tab consists of information such as Name(s), Address and Telephone Numbers, along with D.O.B, Year and Class information, and UPN Number.

### **Names**

Shows history of any name changes.

### **Family (shown only in Edit mode)**

There are four sub areas under the Family Tab. Parent/Guardian1 and Parent/Guardian2 Siblings and Other contacts.

Parent Guardian 1 and 2 should be used to record each parent or guardian individually (they should not both be recorded on one tab under Mr and Mrs). If the address for both parents is the same, there is an option to link the address of parent guardian 1 to parent guardian 2. The siblings tab allows you to link any students in the database to the current

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student as a sibling. The other tab can be used to record contact details for anyone else the school is allowed to contact regarding the student.

## **Entitlement**

The Entitlement tab holds data on the on FSM and Transport Entitlements as well as Pupil Premium Grant and Bursary Funding Awards.

## **Enrolment**

The Enrolment tab holds information such as Entry and Leave dates along with previous school and destination school, attendance type and part-time patterns (where applicable).

## **Attendance**

The Attendance tab holds a summary of previous and current year attendance information.

## **Additional**

The Additional tab holds information on Ethnicity, Religion, Nationality, Mother Tongue etc, along with LEA Information, and care and child protection information.

## **Medical**

The Medical tab holds information on any medical conditions of the student, any emergency procedures and the contact details of the students' doctor.

## **Groups**

The Groups tab holds information on any group memberships for the student.

## **Documents**

Shows any letters that have been produced via RM Integris, for that pupil and saved to the system.

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## **Movements**

The Movements tab keeps a running history of the schools attended by the student.

## **Teaching Sets**

Not used in primary schools.

## **SEN**

The SEN tab keeps current and historical SEN information.

## **Activities**

The activities tab allows you to record the date and time of any activities you would like to keep a record of for the students.

## **UDI**

UDI stands for User Defined Information. This is where you can record any data which does not already have a place in Integris.

## **Key Stage**

This area holds the students Key Stage data from Foundation Stage up to KS3 (where applicable) along with P-scale information.