SCHOOL ACCESS MODULE (SAM)
ONLINE FORMS

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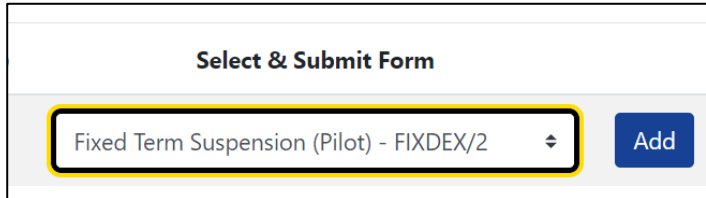|		
	SAM - ONLINE FORMS	
➢	**Welcome Screen** Select **Online Forms**	School Access Module (SAM) Welcome to the School Access Module. Here you can manage your school admissions applications. 🎓 Admissions ◔ View FSM Eligibility ✷ Online Forms 📄 School Reports 🕓 Report History
➢	Search for the **Student Record** to create the online form against	**Online Forms** Welcome to the School Online Form system. Here you can send forms for Fixed Penalty Notices, Exclusion reports and other referra sent directly to the local authority automatically once the form is submitted. Search Criteria : XXX Nott's Test Headcount Provider ◉ Forename: test Surname: test
➢	Select **Search**	Search
➢	The student will appear in the **Search Criteria** Window (Note: There may be multiple results depending on what you added in search i.e. surname) **Online Forms** Welcome to the School Online Form system. Here you can send forms for Fixed Penalty Notices, Exclusion reports and other referrals that have been setup by the local authority. The da sent directly to the local authority automatically once the form is submitted. Search Criteria : XXX Nott's Test Headcount Provider ◉ 	Pupil Name	Date of Birth	NC Year	Address	Submitted Form(s)	Select & Submit Form
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Ted Test	12-09-2010	NC Year 8	County Hall Loughborough Road , NG2 7QP	N/A	| If a previous online form has been created against the student record, this will display in the Submitted Form(s) column (see page 4) | Pupil Name	Date of Birth	NC Year	Address	Submitted Form(s)			Select & Submit Form
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				Form	**Submission Date**	**Submission Status**	
Ted Test	12-09-2010	NC Year 8	County Hall Loughborough Road , NG2 7QP	Fixed Term Suspension (Pilot) - FIXDEX/2	17-01-2024	Approved		

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ONLINE FORMS

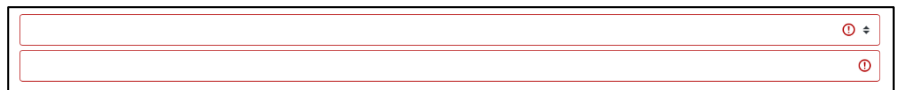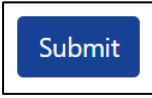|	**SAM – ONLINE FORMS**	
➢	**To create a new online form:** Against the student's record chose the online form from the drop-down menu in the **Select & Submit Form** field Select **Add**	**Select & Submit Form** Fixed Term Suspension (Pilot) - FIXDEX/2 ⬍ [Add]
➢	Select **start** to open the form	[Back] [**Start**]
➢	Complete the information in the fields (selecting drop down options or free text fields) Note: Fields highlighted in **Red** are mandatory [**Next**] Select **Next** (bottom right) to progress to the next page	
➢	The progress bar across the top of the form will display which page you are on and how many pages are left to complete: **1** School Details — **2** Suspension Details — **3** Additional Information — **4** Results **School Details** (1 of 4)	
➢	Note: You have the option to go back a page if you wish to check/change information you have added to the form. Select back to return you to the previous page.	the [Back]
➢	Once you have completed all the information and before you get to the results page you will have a **submit** button (instead of the Next button)	
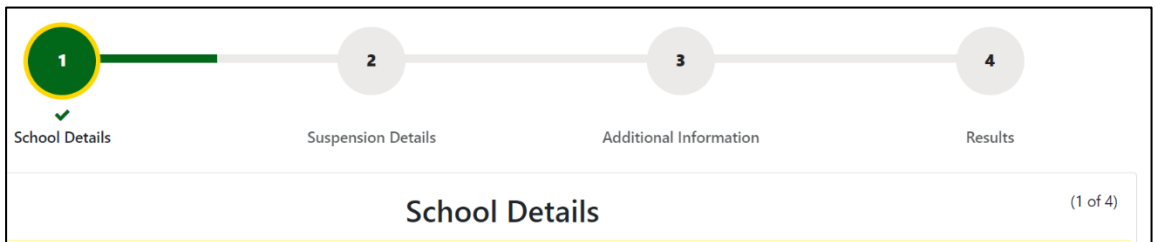
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Submit	Select **submit**

SAM – ONLINE FORMS	
➤	The form will then progress to the Results window.

Results
✔ Thank you
The form has been sent to the local authority.
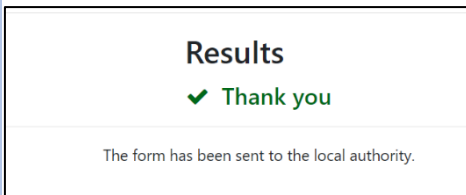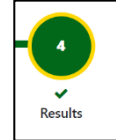
Once Submitted you will see the following message:
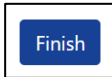
Select **Finish**   **Finish** |
| ➤ | You will be returned to the **Search Criteria** window

The student record will now display a hyperlink to the form you have just submitted in the **Submitted Forms Column** (with the date submitted)

Submitted Form(s)

Form	Submission Date	Submission Status
Fixed Term Suspension (Pilot) - FIXDEX/2	17-01-2024	Submitted

Submitted Form(s)

Form	Submission Date	Submission Status
Fixed Term Suspension (Pilot) - FIXDEX/2	17-01-2024	Approved

Note: the submission status will remain as **Submitted** until the form has been triaged and accepted in the Synergy Case Management Portal. The status will then display as **Approved:** |
| ➤ | Select the name of the form to display the completed online form (this is not editable) |

Select back (bottom of the form) to exit this window

Back