



Apply online for the ORS and the SHHNF

Fact sheet for Schools

Applications for the Ongoing Resource Scheme (ORS) and the School High Health Needs Fund (SHHNF) can be completed and submitted online via your Education Sector Logon (ESL).

Completing the form online ensures efficient and accurate completion of the application and immediately provides you with a reference number on submission.

There are no changes to the criteria or the assessment and verification process.

How to access the forms

To complete applications for the ORS or the SHHNF you will need:

- An Education Sector Logon (ESL)
- The role of Learning Support Leader or Learning Support User.

Your school's Delegated Authoriser can assign a Learning Support role. Typically Learning Support Leader is for a principal, or an LSC or SENCO, and Learning Support User is for an individual educator.

Details of how to request ESL access and how to log on are available from the Ministry's [Education Sector Logon \(ESL\)](#) page.

Whānau and others who wish to submit an application but don't have an ESL will continue to do so via the forms available and process outlined on the Ministry website:

[Apply for the Ongoing Resourcing Scheme for school students - Ministry of Education](#)

[Apply for the School High Health Needs Fund - Ministry of Education](#)

What's required to complete the digital form

Each form has a homepage that describes the service and what's required to complete the application – and provides links to relevant guidance. You may find it easier to collaborate in a shared document and gather the information you'll need before you start the online form. You will be able to save your progress.

What's different in the online form

The online form has a couple of differences from the PDF form, including:

- **Mandatory fields** – where information is required, this is clearly indicated; these fields must be completed before progressing to the next screen.
- **Character limits** – each response is limited to 4000 characters. Information should be clear and succinct. There is no need to provide extensive explanation or repeat information.
- **Ākonga | student lookup** – you can find the student via NSN, or name and date of birth lookup and the system will populate student details from NSI / ENROL.
- **Declaration** – the online application will prompt you to confirm that the caregiver has reviewed it and provided consent and asked to record the details for this person. Signatures can be captured in a separate declaration document that should be uploaded into the online application. The declaration is available on the Ministry's website: [ORS](#) and [SHHNF](#) pages.

Privacy and use of AI

Protecting private information remains a priority. Personally identifiable information, such as name, date of birth, address, should not be entered into AI, as per [The Ministry guidelines for AI use in schools](#).

Using AI to generate the application is not recommended. The application should describe the needs of the individual student, rather contain generic information.

What happens next

When you've submitted the application, it is sent to the Ministry to be assessed. There are no changes to the criteria or the assessment and verification process. You, your manager and the student's legal guardian will receive email confirmation that the application has been submitted.

More information

More information, including a user guide and link to the ORS and SHHNF application eLearn module, is available on the Request Learning Support applications and online systems website: [Request Learning Support | Applications & Online Systems](#). Technical support is via the [Education Service Desk](#).