



**Te Tāhuhu o
te Mātauranga**
Ministry of Education

The ORS and SHHNF digital applications guide for Schools and Kura

14 September 2026



**Te Kāwanatanga
o Aotearoa**
New Zealand Government

Contents

1. Start application

- Log in
- Find application form

2. Complete application

- Begin
- Privacy
- Navigation through form
- Data entry
- Save a draft
- Return to a draft
- Upload documents
- Generate a pdf

3. Submit application

- Consent
- Declaration (final screen)
- Submit application
- Post-submission - for applicant
- Post submission - at the Ministry

Digital applications for the ORS and the SHHNF are available from 14 September 2026.

For these services, there are no changes to:

- application information requirements,
- how applications are assessed, or
- how services are delivered.

Paper-based applications will continue to be accepted. These are available on the Ministry's website and should continue to be sent to manager.eligibility@education.govt.nz.

1. Start digital application

- 1

Login using your Education Sector Logon. This takes you to **Online services for education organisations**.
- 2

Select **Learning Support for schools**, **Get Started**.
- ?

To request an ESL logon, go to **Education Sector Logon**. The Delegated Authoriser will also need to designate you as a Learning Support Leader or Learning Support User.
- 3

From the **Learning support for schools** page, select the application you require from the **Services** listed.
- 4

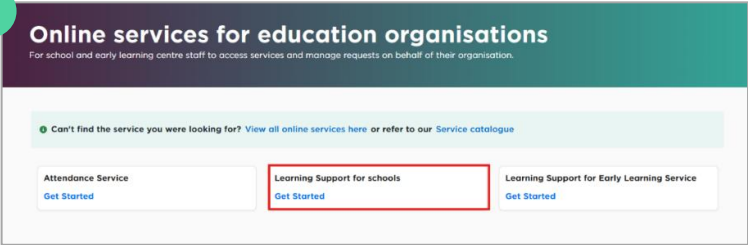
Each service has its own homepage. The homepage provides an overview of the service and links to guidance.

When you are ready, select **Start new request**.

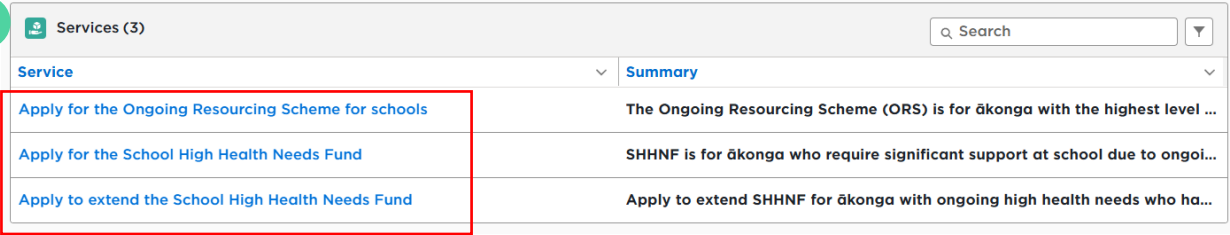
1

The screenshot shows the 'Education Sector Logon' page. It has a header with the New Zealand flag and 'View in Te Reo Māori'. There are input fields for 'Username' and 'Passphrase', a 'Login' button, and links for 'Forgotten username' and 'Forgotten passphrase'.

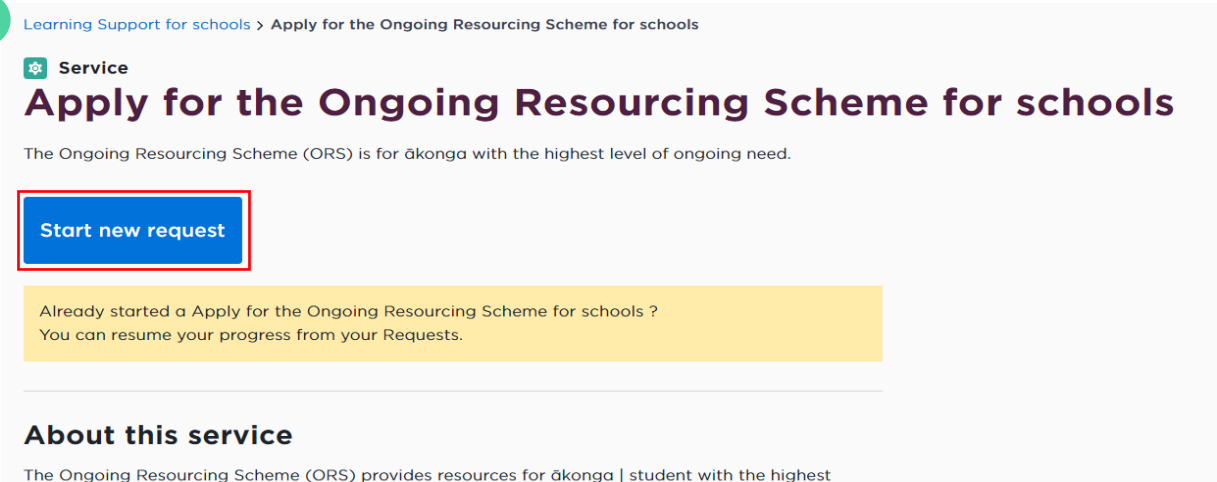
2

The screenshot shows the 'Online services for education organisations' page. It has a header with the title and a subtitle. Below the header, there is a search bar and a list of services. The 'Learning Support for schools' service is highlighted with a red box, and its 'Get Started' link is also highlighted.

3

The screenshot shows the 'Services (3)' page. It has a table with two columns: 'Service' and 'Summary'. The first row is 'Apply for the Ongoing Resourcing Scheme for schools', the second is 'Apply for the School High Health Needs Fund', and the third is 'Apply to extend the School High Health Needs Fund'. The first row is highlighted with a red box.

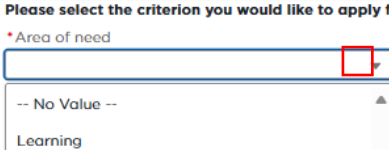
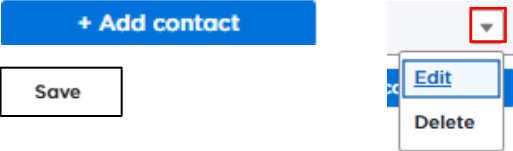
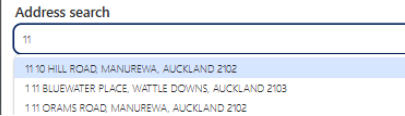
4

The screenshot shows the 'Apply for the Ongoing Resourcing Scheme for schools' page. It has a header with the title and a subtitle. Below the header, there is a 'Start new request' button highlighted with a red box. There is also a yellow box with text: 'Already started a Apply for the Ongoing Resourcing Scheme for schools ? You can resume your progress from your Requests.' At the bottom, there is a section titled 'About this service'.

2. Complete digital application

Introduction		Start new request Use the lookup to find the ākonga using their Before we begin • Ākonga (Student) Lookup • Mātua/Caregiver contacts • Initial consent • Request details • Additional Details • Review • Declaration
Begin	Select Start new request from the service homepage (see Start digital application). Guidance is provided throughout forms in blue boxes. Read and complete the actions required.	
Privacy	The digital application form supports you to meet the Ministry's Privacy requirements and gain consent(s). Please read the form carefully and use the links provided in the form.	
AI	Requestors are reminded that any AI use must adhere to current Ministry guidelines for AI use in schools , which state that personal data should not be entered into AI tools.	
Navigation		
Progressing	Digital applications are a series of screens. Each screen is listed in the Progress Stepper on the right. This automatically updates as you progress through the application. The Progress Stepper is read-only; it cannot be used to navigate through the form.	
Forward/ Back	At the bottom of each screen are Next and Previous buttons. Use these to navigate through the form.	PreviousNext
Mandatory fields	Mandatory fields are indicated by a red asterisk and text in pink boxes. You will not be able to progress to the next screen until all mandatory fields on a screen are complete. If you miss a field, the system will tell you what is missing.	*Please identi

2. Complete digital application (cont.)

Data entry		
Data lists	An arrow indicates a dropdown list , e.g. Relationship to ākonga, Area of need. Start to type or click in the field to generate the list. Select as appropriate. You must select from the list – the system will not accept your manual data entry.	
Ākonga student	Enter details (NSN or Name and DOB), then select 🔍 Find ākonga . Confirm the correct ākonga student with ✓ Select next to the appropriate record. This data is imported from the NSI/ Enrol and is read-only, i.e. it cannot be edited here. If a student has one name, or the first name is not known, use ~ in the First Name(s) field, and enter the one name / known last name in the Last Name field.	
Mātua caregiver	Select + Add contact , enter details, and then select Save for <i>each</i> contact. Once contact details have been entered and saved, they can be edited / deleted using the dropdown arrow . Note: One person can be both the caregiver and legal guardian, and there must be a legal guardian. Either role (caregiver or legal guardian) can provide consent.	
Address	Start typing the address in the Address search field, then select from the list. This will populate all the required fields. If this does not work, manually enter data in each of the mandatory fields.	
Expand fields	Select and drag the bottom right corner of text fields to expand the field on your screen. This does not change the character limit, rather it makes it easier to see all the text at once.	

2. Complete digital application (cont.)

Drafts

Save a draft

To ensure all information entered into an application is saved, select **Save application progress** (bottom left of screen).

Return to a draft

To return to a draft application, log in and select **Learning Support for schools, Get Started**.

On the **Learning Support for Schools** page, scroll down to **Draft requests**. If needed, sort drafts by date by selecting the **Created date/time** column heading.

Select **Resume draft** for the application you want to continue.

Save application progress

Apply for the School High Health Needs Fund - New

Apply to extend the School High Health Needs Fund

SHHNF is for ākonga who require significant support at school due to ongoing

Apply to extend the SHHNF for ākonga with ongoing high health needs who

Draft requests

Search

Application reference number	Applied for	Created by	Created date/time	Action
176510183	Jack Green	Heather WalkerSL1	21/08/2026	Resume draft

Documents

Upload a document

To upload a document:

- drag and drop the file(s) into the **Upload Files** field, or
- select **Upload Files** to search for a file(s) on your computer.

Note: File names must be less than 65 characters (including file extension) and should not include emojis or !

Wait for the green tick, then select **Done**. Multiple files can be uploaded at once.

For the SHHNF applications, the medical form can be downloaded from [Apply for the SHHNF - MOE](#). There is also a link to the form in the medical section of the application.

Select  (rubbish bin) to delete an attachment.

Upload documents

Upload Files Or drop files

Upload Files

1d doc.docx



Done

Generate a PDF

When you have completed a draft, you have the option to generate a PDF of the draft application for reviewing and sharing with mātua | caregivers.

To do so, select **Yes**, then **Next**, then **Download PDF** (when the PDF has loaded).

Draft application PDF preview

Please share this PDF of the draft application with caregivers for review and asked to declare that the caregivers have reviewed and provided cor

Draft ORS School Application.pdf

Download PDF

3. Submit digital application

Consent

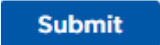
To maintain a record of mātua | caregiver consent, manager review, and in the case of ORS – contributors, download the Declaration form from the [Apply for the SHHNF – MOE](#) or [Apply for the ORS – MOE](#) and obtain signatures. Upload this onto your device (scan / take a photo).

Return to the draft application and use the **Previous** button to navigate back to the **Additional Details** screen. Upload the Declaration form in **Upload documents**.

If you forget to upload the Declaration before submitting the application, it can be emailed to manager.eligibility@education.govt.nz with the reference number.

Final screen

Navigate forward using the **Next** button to reach the Declaration screen. Complete the declaration, then select **Submit**.



After submission

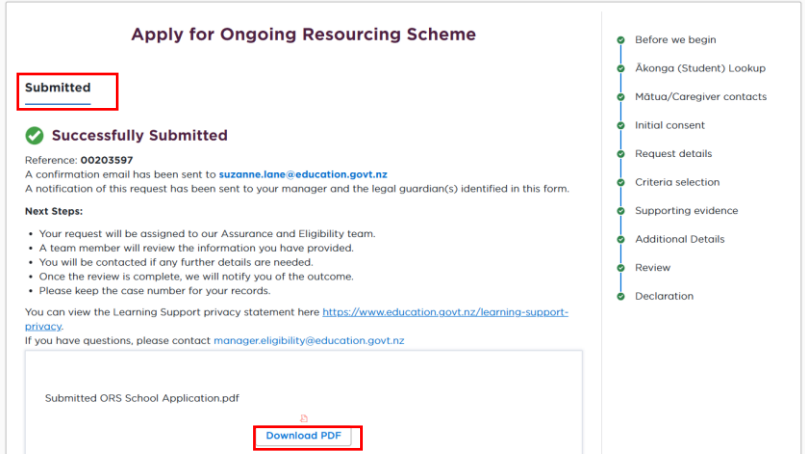
>>> for you

The system generates a **Submitted** screen, including a reference number.

Confirmation **emails** are automatically sent to the email address associated with the account used to make the application, the manager and the legal guardian.

A **PDF** of the submitted application is available to download.

Submitted applications will display on your **Learning support for Schools** page in the **Open cases** table.



>>> at the Ministry

Your application is checked by a Ministry team. A team member will contact you if any additional information is required.

The application is then assessed by a team of verifiers, and you will be notified of the outcome of the application.



Need help? Contact the Ministry of Education Service Desk (Sector Service Desk)
Contact details: Phone: 0800 422 599 (NZ only); Email: service.desk@education.govt.nz; Hours: Monday – Friday 7.30am-5.30pm.



**Te Tāhuhu o
te Mātauranga**
Ministry of Education

Example application form: The ORS – School

Note:

All student and caregiver information in this guide, including on the Learning Support for Schools screen and the example application form, is fictional.

14 September 2026



**Te Kāwanatanga
o Aotearoa**
New Zealand Government

Learning Support for schools

Our services help you request support for a child or a young person who may have additional learning needs.

Services (3)		Q Search	
Service	Summary		
Apply for the Ongoing Resourcing Scheme for schools	The Ongoing Resourcing Scheme (ORS) is for ākonga with the highest level ...		
Apply for the School High Health Needs Fund - New	SHHNF is for ākonga who require significant support at school due to ongoi...		
Apply to extend the School High Health Needs Fund	Apply to extend the SHHNF for ākonga with ongoing high health needs who...		

Digital application forms

Draft requests				
Q Search				
Application reference number	Applied for	Created by	Created date/time ↓	Action
176525806	Amelia Taylor	Heather Walker	21/08/2026	Resume draft
< 1 >				

Draft requests

Open cases					
Q Search					
Case number	Applied for	Application type	Created by	Date submitted	Current status
00009321	Ethan Cooper	SHHNF New	Heather Walker	2026-08-23 03:11 PM	Submitted
< 1 >					

Submitted applications

 Service

Apply for the Ongoing Resourcing Scheme for schools

The Ongoing Resourcing Scheme (ORS) is for ākonga with the highest level of ongoing need.

[Start new request](#)

Already started a Apply for the Ongoing Resourcing Scheme for schools ?
You can resume your progress from your Requests.

About this service

The Ongoing Resourcing Scheme (ORS) provides resources for ākonga | student with the highest learning support needs who are:

- moving from an early intervention programme to school, or
- five-to-six-year-olds with little or no involvement in early childhood education, or
- showing a significant increase in their level of need, or
- recent or intending immigrants to New Zealand.

Information required to complete the application

When you prepare an application for ORS, it is important to use an **ecological approach** as your main way of collecting relevant information. Ecological assessment means obtaining and interpreting information on the student's learning and development by:

- observing
- recording
- documenting what the ākonga | student can do and how they do it in an educational context.

Note: This image only captures the top of this screen. In the system, scroll down to see the full screen and the **Next** button.

1. Before we begin

Before we begin

ESL check

Please review the following ESL account details for accuracy. If any information is incorrect, please check your details in ESL Self Service or contact the Ministry of Education Service Desk at 0800 422 599.

If your ESL account is associated with multiple organisations, make sure you have selected the correct school for this form.

Make sure all details are correct before proceeding. Incorrect information may lead to your form being rejected.

School: St Joseph's School (Upper Hutt)
Contact: Heather Walker
Email: heather.walker+schooluser1@education.govt.nz

* ☐ I (the requestor) confirm that I have checked the ESL information listed above

Your privacy responsibilities

The Ministry of Education collects personal information about ākonga | students to support their learning and ensure that effective services are provided. We also collect some basic information about their parent/legal guardian or mātua | caregivers to ensure consent and enable service delivery.

Personal information is also used to improve the quality of services through quality assurance processes including reporting. Anonymous information may be used for education research, evaluation and analysis.

Information will be shared with a ākonga | students kura | school, including when the ākonga | students transitions to a new kura | school. The primary purpose of sharing this information is consistent with the original purpose for collection: to provide services to support a tamaiti | child learning. The Ministry team working with parents/caregivers and ākonga | students will have access to this information.

- Before we begin

- Ākonga | student Lookup
- Matua | caregiver contacts
- Initial consent
- Request details
- Additional details
- Review
- Declaration

Note: This image only captures the top of this screen. In the system, scroll down to see the full screen and the **Next** button.

2. Ākonga | student Lookup

Ākonga | student Lookup

Request for Learning Support Services

Ākonga | student Lookup

Use the lookup to find the ākonga using their National Student Number (NSN).

If the NSN is unavailable, select the option to enter their full name and date of birth.

Find ākonga with:

☒ National student number

☐ Name and date of birth

NSN

Find ākonga

A student record is required to continue

Previous

Next

Before we begin

Ākonga | student Lookup

Matua | caregiver contacts

Initial consent

Request details

Additional details

Review

Declaration

2. Ākonga | student (continued)

▼ Ākonga | Student Details

First name

Amelia

Last name

Taylor

NSN

176525806

Date of birth

08/03/2022

Gender

F

• Add up to three ethnicities that best represent the ākonga.

• Select ethnicities in order of importance to the ākonga (primary first).

• If the ākonga identifies with only one ethnicity, you only need to add one.

* Ethnicity

Other

☐ Unknown / prefer not to answer

⊘

A student record is required to continue

Previous

Next

3. Mātua | caregiver contacts

Matua | caregiver contacts

- Add all appropriate whānau and caregiver contacts.
- One or more contacts can be marked as a primary caregiver.
- If the ākonga is living independently and has no caregiver, please add the name and contact details of the ākonga and identify them as Primary Caregiver.

FULL NAME	RELATIONSHIP TO ĀKO...	PRIMARY CAREGIVER	LEGAL GUARDIAN

+ Add contact

Please identify at least one primary caregiver and one legal guardian

Would you like to notify an additional person?

You have the option to add an additional contact who will receive a decision letter for this application

Additional contact

FULL NAME	RELATIONSHIP TO ĀKONGA

+ Add contact

Save application progress

Next

4. Initial consent

Initial consent

Initial consent

* Confirmation of initial consent from matua | caregiver

* Date

05-08-2026

Consent from relevant matua | caregiver.

- I have obtained matua | caregiver consent to request support services from the Ministry of Education.
- I have informed the matua | caregiver about the nature of the support and its potential benefits for their tamaiti | child. This consent allows us to proceed with our request for assistance.

* ☐ I confirm I have obtained informed consent from this matua | caregiver.

Save application progress

Previous

Next

Before we begin

Ākonga | student Lookup

Matua | caregiver contacts

Initial consent

Request details

Additional details

Review

Declaration

5. Request details

Request details

▼ School information

• Is the ākonga | student currently attending school?

☐ Yes

☐ No

▼ Application type

Changing the application type will remove information already entered

The selected application type determines the supporting evidence required. If you wish to change the application type, any evidence and related information entered for the current application type will be removed and need to be entered again.

• What type of ORS application would you like to make?

☐ HIGH or VERY HIGH application. Significant support needs in ONE or TWO areas (learning, hearing, vision, physical, or language use and social communication)

☐ COMBINED MODERATE application. Moderate needs in LEARNING, plus TWO OTHER areas (hearing, vision, physical, or language use and social communication)

Save application progress

PreviousNext

☒ Before we begin

☒ Ākonga | student Lookup

☒ Matua | caregiver contacts

☒ Initial consent

☒ Request details

☐ Additional details

☐ Review

☐ Declaration

6. Criteria selection

Criteria selection

▼ Select criteria

Please select the criterion you would like to apply for

*Area of need

*Level

Is there a second criterion you would like to apply for? (Optional)

Area of need

Level

[Save application progress](#)

Previous

Next

✓

Before we begin

✓

Ākonga | student Lookup

✓

Matua | caregiver contacts

✓

Initial consent

✓

Request details

○

Criteria selection

●

Supporting evidence

●

Additional details

●

Review

●

Declaration

7. Supporting evidence

Supporting evidence

Thinking

Concisely describe the students abilities and support needs related to **Thinking**.

Where relevant, consider including information about:

- understanding rules and thinking flexibly
- identifying and solving problems
- asking and responding to questions and making choices
- absorbing knowledge, retaining what is learned and using knowledge functionally
- showing curiosity and using imagination
- understanding risks and consequences of actions.

Thinking response (4000 characters max.)

Type your response here. To resize this textbox, drag the bottom righthand corner.

Before we begin

✓ Ākonga | student Lookup

✓ Matua | caregiver contacts

✓ Initial consent

✓ Request details

✓ Criteria selection

○ **Supporting evidence**

● Additional details

● Review

● Declaration

Note: This image only captures the top of this screen. In the system, scroll down to see more data entry fields, and the **Next** / Previous buttons.

18

The ORS and the SHHNF digital applications: Guide for schools and kura

8. Additional details

Additional details

Interventions

* Summarise the specific programmes or interventions the ākonga has received. Only a brief description is required.

*Interventions (4000 characters max.)

Type your response here. To resize this textbox, drag the bottom righthand corner.

Other information

Any other relevant information to share?

✓ Before we begin

✓ Ākonga | student Lookup

✓ Matua | caregiver contacts

✓ Initial consent

✓ Request details

✓ Criteria selection

✓ Supporting evidence

○ Additional details

● Review

● Declaration

Note: This image only captures the top of this screen. In the system, scroll down to see more data entry fields, and the **Next** / Previous buttons.

19

The ORS and the SHHNF digital applications: Guide for schools and kura

9. Review

Review

▼ Ākonga | student information

First Name (s)	Last name	National student number (NSN)
Amelia	Taylor	176525806
DOB		
08/03/2022		
Ethnicity		
New Zealand European		

▼ Matua | caregiver contacts

First name	Last name	
John	Taylor	
Relationship to ākonga		
Parent		
Street number	Street	
115/21	BROOKLYN ROAD	
Suburb	City	Postcode
MOUNT COOK	WELLINGTON	6011
Additional information		
Email	Phone number	Alt phone number Preferred contact
john@gmail.com		
Language(s) spoken at home		
Primary contact		

Before we begin

✓ Ākonga | student Lookup

✓ Matua | caregiver contacts

✓ Initial consent

✓ Request details

✓ Criteria selection

✓ Supporting evidence

✓ Additional details

○ Review

● Declaration

Note: This image only captures the top of this screen. In the system, scroll down to see more data entry fields, and the **Next** / Previous buttons.

9. Declaration

Declaration

Declaration statement

- I confirm that the information provided is true and accurate.
- I confirm that the caregivers have reviewed the information and have provided consent for this application to be submitted to the Ministry of Education.
- I have provided mātua | caregivers with a copy of or link to the [Privacy Statement](#).
- The application has not been altered since obtaining consent from the mātua | caregivers.
- I can confirm that my manager has reviewed and approved this application and its contents.

*☐ I confirm that all of the above statements are true.

Parent/guardian consent

*Please select the matua | caregiver who has provided the consent

*Date

Manager details

*Manager's name

*Manager's position

*Manager's email

[Save application progress](#)

[Previous](#)

[Submit](#)

- ✓ Before we begin
- ✓ Ākonga | student Lookup
- ✓ Matua | caregiver contacts
- ✓ Initial consent
- ✓ Request details
- ✓ Criteria selection
- ✓ Supporting evidence
- ✓ Additional details
- ✓ Review
- **Declaration**