

### **Intention to Continue for 2026**

To facilitate our planning for 2026, please complete the student intentions to continue their language learning through the DEMS School Portal.

Please discuss with your Year 9 and Year 11 students their intention to continue their studies at NSW School of Languages for Year 10 and Year 12 in 2026.

Once you know the students' intentions, please follow the steps below.



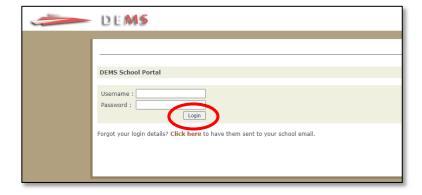
The Intention to Continue process is **not** the same as, and **not** designed for, Withdrawing students. It is designed solely to ascertain and generate a list of students who intend to continue with their language studies in 2026 for the purpose of roll over. To request a student's withdrawal in the current year, please see the *Withdrawing Students Guide* available on our website.

## Step 1: Access the DEMS School Portal

1. Go to the Distance Education Management System (DEMS) School Portal website:

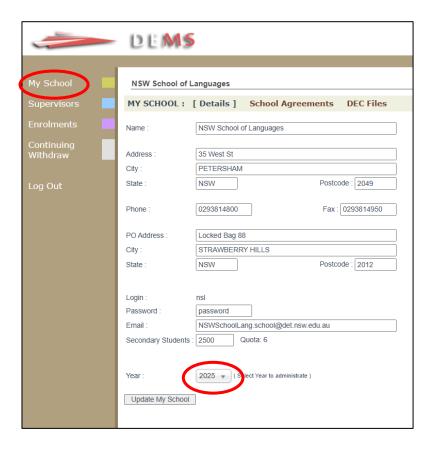
https://dems.education/school/

- 2. Log in with the **Username** and **Password** provided to your school.
- 3. Click on the **Login** button to access the Portal.



## Step 2: Access the My School section

- 1. Click on the My School heading on the left side menu.
- 2. Ensure that the Year is set to the current year, e.g., 2025.



# Step 3: Access the Continuing section

1. Click on the **Continuing** heading on the left side menu.

A list of the students enrolled with us will appear on your screen.



## Step 4: Complete student intention

1. In the **Continuing column**, select the students' intention from the drop-down list:

Yes if the student is continuing with their language studies in 2026

or

No if the student will NOT continue with their language studies in 2026

Please do this for all students on the list. If you are unsure whether the students listed will be continuing, please leave **blank**.

2. Once completed, press the **Update Enrolments** button to save your selections.



If you have queries about student intentions to continue, please email us: enrolments.nswsol@det.nsw.edu.au

We thank you for your supervision of our students!

#### IMPORTANT NOTICE:

The DEMS School Portal is a password protected online resource for schools. It is, therefore, of extreme importance that the password is **NOT** shared or disclosed to any third-party persons or groups. The password is to be used to access the Portal by the school Principal and Supervisor(s) of the Distance Education student(s) at your school. Distance Education schools reserve the right to deactivate/suspend a school's access to the Portal following any disclosure of passwords and/or access to third party persons or groups.