Dienst Uitvoering Onderwijs
Ministerie van Onderwijs, Cultuur en Wetenschap

Manual
Enrollment Data and Reporting Absenteeism
B3 and B4 Schools

Version Management

Version	Date	Status	Author	Motivation
0.1	July 2023	Draft	EC/KLC	
4.0	October 2023	Definite	EC/KLC	Page 10: extra information registration date Page 14: added two bullet points
5.0	December 2023	Definite	EC/KLC	Added part about reporting absenteeism
5.1	January 2024	Definite	EC/KLC	Added part about downloading a translation extension in Google Chrome.
5.2	January 2024	Definite	EC/KLC	Added par. 1.2: *Translate Mijn DUO*
5.3	September 2024	Definite	VO	Added part about consulting and modifying student information.

Purpose

This manual is intended for employees of private (B3) schools and international or foreign (B4) schools who are required to register student data in the Register of Educational Participants (ROD – Register Onderwijsdeelnemers) of DUO and who are required to report absenteeism.

Management

DUO's Expertise Centre/Knowledge & Learning Center (EC/KLC) manages this manual.

Contents

1. REGISTERING STUDENT DATA

Why register?
From 1 August 2023, private schools (B3 schools) and international or foreign schools (B4 schools) will register student data in DUO's Register of Educational Participants (ROD – Register Onderwijsdeelnemers). This is necessary because the law has been amended from 1 August 2023 for compulsory education. By registering the enrollment data of students a better approach to absenteeism is made possible. This also helps to prevent early school leaving.

Which students need to be registered with DUO?
All students who are registered at your school from 1 August 2023.

Before when do the enrollments need to be registered?
The initial registration data is required before 1 October 2023. Thereafter any new registrations need to be completed as soon as possible.

How are enrollments registered?
You can register the enrollments via Mijn DUO. In this manual we describe how this is done.

1.1 Preparation

To register the student data in ROD you will need the following:

1. Access to Mijn DUO: this can be requested using the form Aanmelding en wijziging beheerder Mijn DUO. Select "beheerder B3/B4" under section 3 "Beheer autorisaties".

2. EHerkenning: You need eHerkenning at level E3 to be able to log in to Mijn DUO.

   Do you not yet have eHerkenning? You can apply for this on the eHerkenning website: Apply for eHerkenning.

   Do you still have token? You can (temporarily) still log in with a token, but the use of eHerkenning will be made mandatory for business customers registered in the Netherlands. We request that you switch to eHerkenning as soon as possible. This will prevent you from not having access to Mijn DUO in the future.

3. Registration details - the following details of all pupils who are registered in accordance with the Compulsory Education Act (leerplichtwet) 1969 (ages 5-18) must be provided:

   • 'Instellingscode' (institution code, previously BRIN): this can be found on our website;
   • enrollment date: this is the actual enrollment date;
   • if the student leaves your school: date of deregistration;
   • 'burgerservicenummer (bsn)' or 'onderwijsnummer';
   • sex;
   • date of birth;
   • address;

1.2 Translate Mijn DUO

If you want to view *DUO Zakelijk* in a language of your choosing, you can download a translation extension in Google Chrome. Follow the stepwise instructions below:

1. Click on the following link:
   https://chrome.google.com/webstore/detail/simple-translate/ibplnjkanclpjokhdolnendpplpjiace?hl=nl and click on the blue button that says "Toev. Aan Chrome" or "Add to Chrome".

   In the pop-up that opens, click on "Extensie toevoegen" or "Add extension". The extension is now added to Chrome.

2. Navigate to the DUO Zakelijk website (https://duo.nl/zakelijk/) and follow the login instructions provided in this manual (par. 1.2, page 7).

3. To activate the translation, click on the icon resembling a puzzle piece in the top right corner of the browser (green square). Click on the pin icon (red square). The extension is now visible next to the puzzle piece.
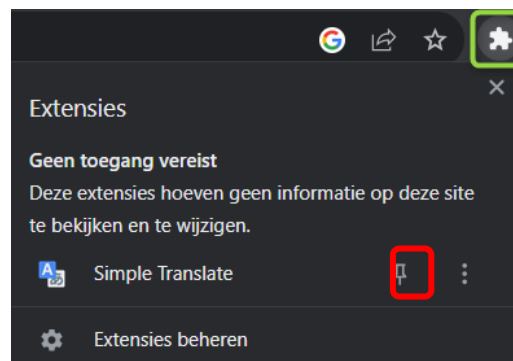
4. To translate something, select the words on your screen by clicking and dragging the mouse across the word. It should look something like this:
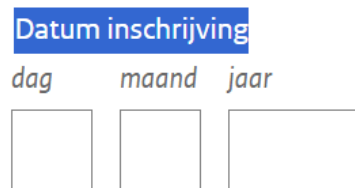
5. Click on the extension icon in the top right corner of the browser. It opens a small screen showing the translated text.

   In this screen you can also click on the blue text at the bottom saying "Deze pagina vertalen" or "Translate this page". This will translate the whole page to English.

   Clicking on the language (now set to English) enables you to change the target language to a language you prefer.
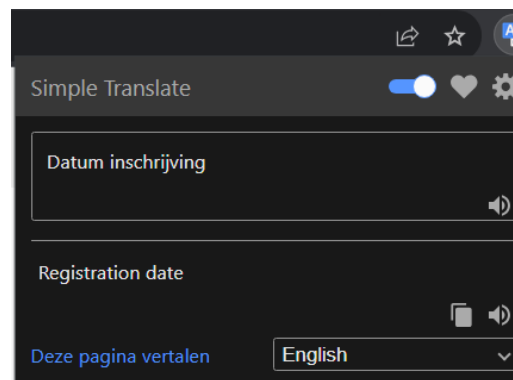
1.3 Mijn DUO login

To be able to register student data, you must log in to Mijn DUO You will need a token or eHerkenning to log in.

1: Mijn DUO
Go to the website https://zakelijk.duo.nl. The following screen appears:

2: Log in with a token or eHerkenning
Do you have a token? Go to step 2a.
Do you have eHerkenning? Go to step 2b.

2a - Logging in with a token:

- Enter your username, password and the code that appears on the token.
- Click on *'Log in'*.
- Once logged in go to '*Inschrijvingen vastleggen*' or '*Bestanden uitwisselen*'.
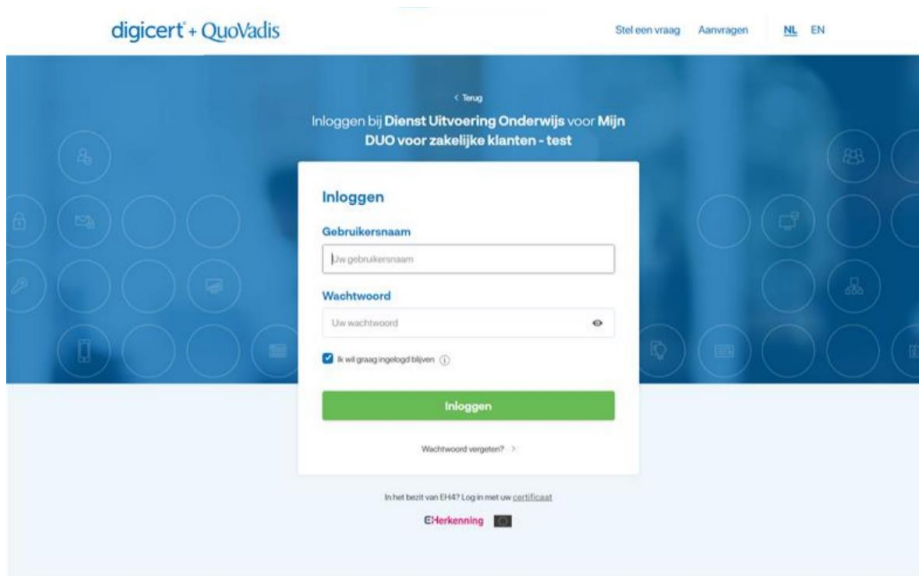
2b - Logging in with eHerkenning.

- Click on the link '*Log in met eHerkenning'*. The following screen appears:

- Enter your username and password.
- Click on '*Inloggen'*. The following screen appears:
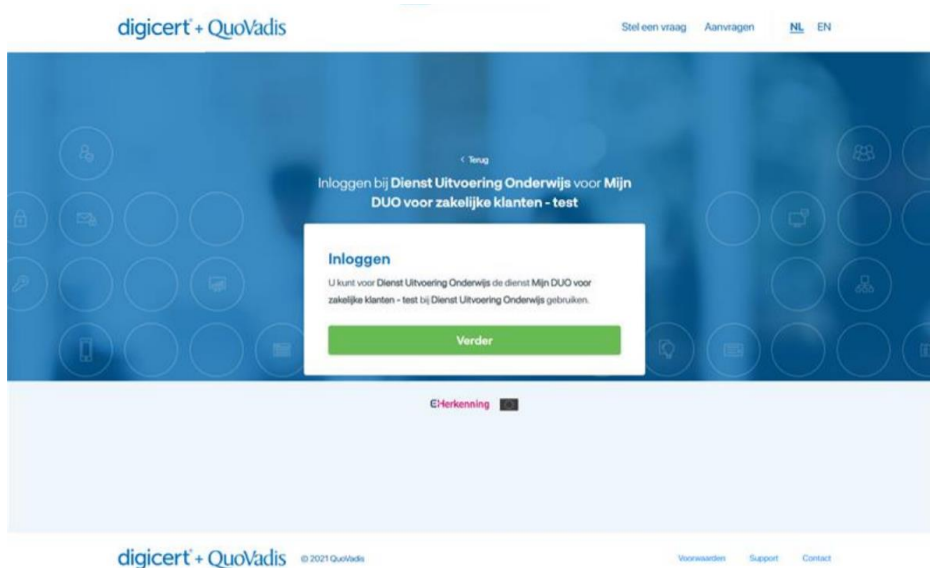
- Click on 'Verder'.
- Once logged in go to 'Inschrijvingen vastleggen' or 'Bestanden uitwisselen'.

1.4 Completing a registration

Enrollment data is registered on the page 'Inschrijvingen vastleggen'. You can register students with or without a BSN.

1: Navigating to 'Inschrijvingen B3 B4'

Once logged in to Mijn DUO you will see the following screen:
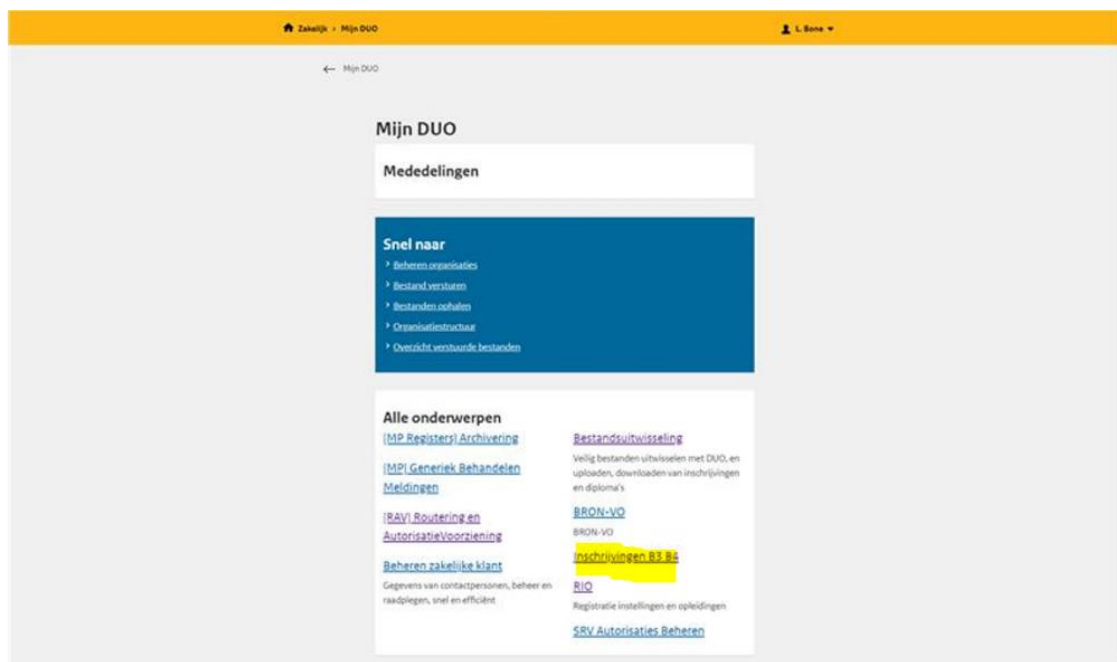
- Click on 'Inschrijvingen B3 B4'.

The following screen appears:
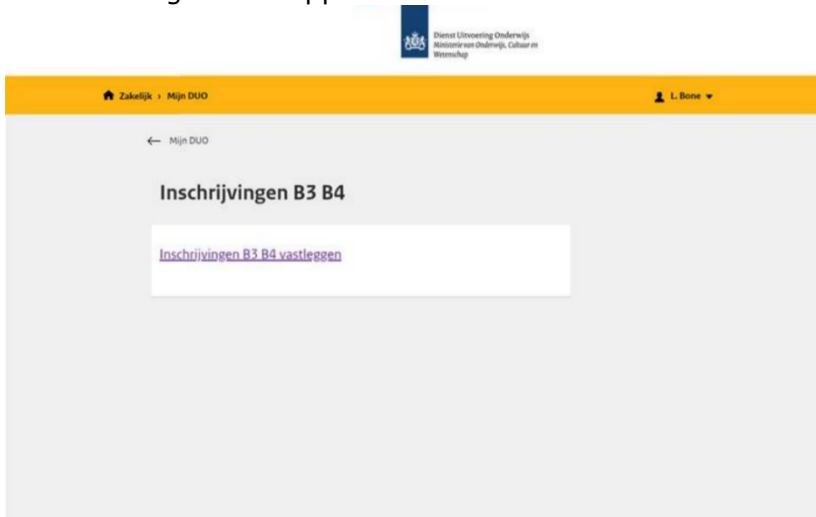
- Click on '*Inschrijvingen B3 B4 vastleggen'*.

The '*Inschrijven leerling'* ('Enroll Student') screen appears.

2: Entering registration information

Inschrijven leerling

Inschrijving
Instellingscode

[🔍 | ▾]

Datum inschrijving
dag   maand   jaar

[   ] [   ] [   ]

Datum uitschrijving OPTIONEEL
dag   maand   jaar

[   ] [   ] [   ]

Persoon

Fill the following details in:

• 'Instellingscode' (institution code): The system displays all of your board's instellingscodes. Choose the instellingscode where the student is registered.

• 'Datum inschrijving' (enrollment date): fill the actual enrollment date in. This can also be a date in the past. **Note:** Registration date may not be before the date of establishment.

• 'Datum uitschrijving' (deregistration date): fill in the deregistration date if applicable.

Additional information regarding the registration date of the pupil:

For PO ('primair onderwijs'):

• Is a student attending school for the first time on the first day of school after the summer holidays? Then you register them with effect from 1 August (even if this date falls on a weekend).

• There is an exception for students who turn 4 years old between 1 August and the first day of the school year. You register these students on the date on which the student first attends your school. This is often the first day of school after the summer holidays.

• Different registration date
Is the student attending your school for the first time on a different date? Then you register the student on the date on which the student first attends classes with you. It is therefore not possible to register a student for a date that falls in the weekend or during the school holidays.

For VO ('voortgezet onderwijs'):

• A student who attends school immediately after the summer holidays must be registered with effect from 1 August.

• Is a student attending school for the first time on a different date? Then the registration date needs to be coordinated with the other school. The registration and deregistration dates must coincide, meaning there shouldn't be a weekend in between.

3: Personal details

Click on either 'Met bsn/onderwijsnummer' (with BSN/education number) or 'Zonder bsn/onderwijsnummer' (without BSN/education number).
> Go to step 3a for students with a BSN or education number.
> Go to step 3b for students without a BSN or education number.

3a - Entering personal details with BSN/education number

Fill in the following information:

- BSN or education number;
- 'Geslacht' (sex);
- 'Geboortedatum' (date of birth).

- Go to step 4 '*Inschrijving opslaan'* (save registration).

3b - Entering personal details with BSN/education number

Vul de volgende gegevens in:

- 'Geboortedatum' (date of birth);
- 'Geslacht' (sex);
- 'Achternaam' (surname);
- Residential address within the Netherlands or abroad: here you can make a choice based on where the student lives.

Go to the screen '*binnenland*' (within the Netherlands) or '*buitenland*' (abroad).

Residential address screen 'Binnenland' (within the Netherlands):

Enter the address details of the student.

- Go to step 4 '*Inschrijving opslaan*' (save registration).

Residential address screen 'Buitenland' (abroad):

Enter the following information:

- Country code: Click on '<u>hier</u>' if it concerns a country other than Belgium or Germany.
- Address line 1 (and additional address lines where necessary).

Note: Address line 1 is mandatory, address line 2 can only be filled in if address line 1 is complete and address line 3 can only be filled in if address lines 1 and 2 are both complete.

- Go to step 4 '*Inschrijving opslaan*' (save registration).

4: 'Inschrijving opslaan' (Save registration)

Click on the green button '*Inschrijving opslaan'*. The following screen appears:

Inschrijving opslaan

Uw inschrijving wordt opgeslagen, een ogenblik geduld AUB.

One of the following results will appear:

1: Successful

Inschrijving opslaan

GELUKT
Inschrijving opgeslagen

Verder

- Click on '*Verder'* (*'Continue'*) to enter a new enrollment. The previously entered data will remain in the system

2: Unsuccessful

Inschrijving opslaan

AFGEKEURD
Foutmeldingen:
Datum uitschrijving moet op of na datum inschrijving liggen.

Sluiten

- Click on '*Sluiten'* (*'Close'*) and adjust the form.

3: Time out:
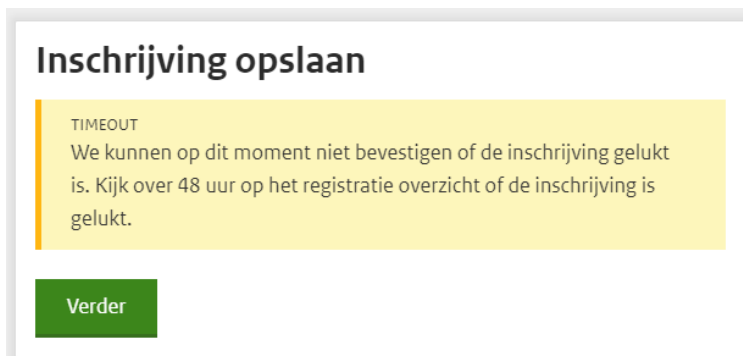
Inschrijving opslaan

TIMEOUT
We kunnen op dit moment niet bevestigen of de inschrijving gelukt is. Kijk over 48 uur op het registratie overzicht of de inschrijving is gelukt.

Verder

- Click on '*Verder'* (*'Continue'*) to enter a new enrollment. The previously entered data will remain in the system.

NOTE:

- **Double enrolled students:**
  If a student's information is stored twice in the system with different identifying numbers, the data of this person will be merged under one identifying number.

- **Multiple enrollments per person:**
  You cannot currently enter a second registration for one person. If you do, the first entry will be overwritten.

- **Deleting an enrollment:**
  Deleting a registration is not yet possible. You can provide an end date.

- **Student deregistration only happens when they leave school:**
  A student's registration is valid from the moment they are a student at the school until the moment they leave the school. The student therefore does not have to be deregistered at the end of each school year and re-registered at the beginning of the school year.

- **Entering date of birth:**
  If a student's full date of birth is not known, enter only the month and year or only the year.

1.5 Overview of Registrations

The data presented in the following figures does not represent real data. The names and Institution codes are not based on reality.
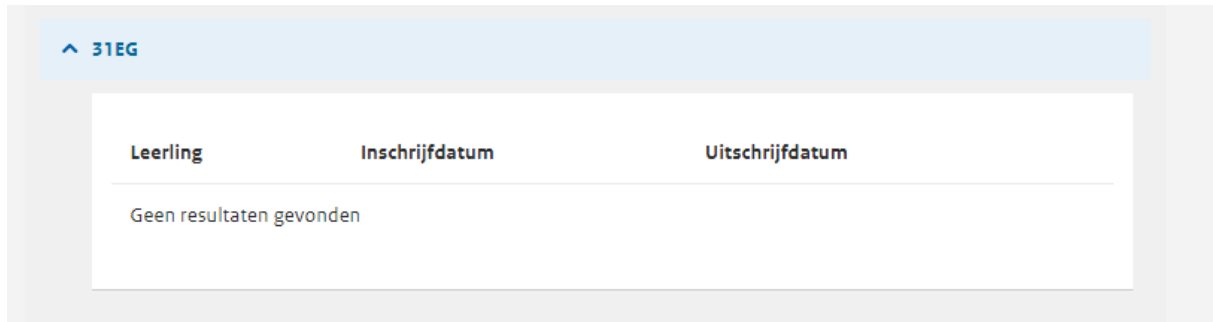
On the page 'Overzicht Inschrijvingen' (Overview of Registrations) you can consult student registrations. Here you see enrolled and previously enrolled students from your own institution(s).
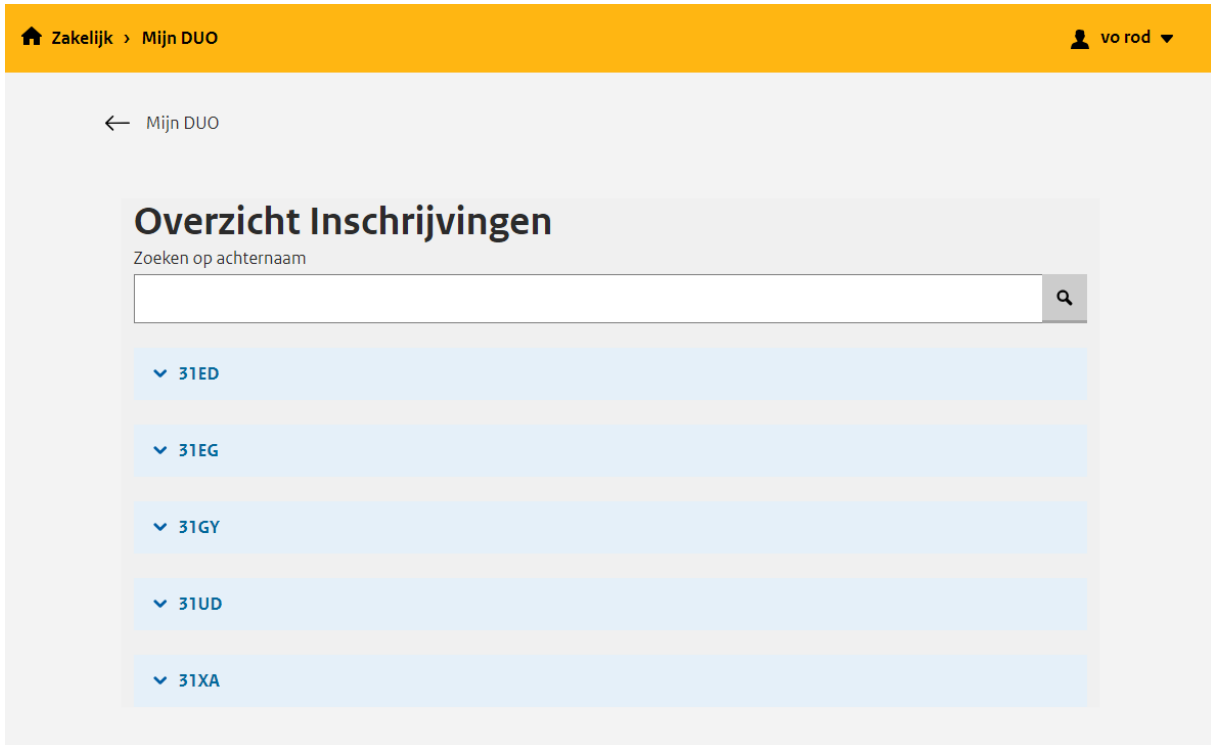
On this page you can search for students based on their last name or a part of their last name by typing it in the search bar. After typing the last name you can click the on Enter key or the magnifying glass icon to search. See the following figure:

If there are no results to show for your search, the following message will appear under the Institution code:

You can end the search by removing the last name from the search bar and clicking the Enter key or the magnifying glass again.

1.6 Modifying Enrollments

On the page '*Overzicht Inschrijvingen*' (Overview of Registrations) you can modify student registrations. Here you can change the enrollment and unenrollment date of the student at your institution.

1: Selecting the correct enrollment

Below your Institution code you can select an enrollment and modify it by clicking the 'Wijzigen' (Modify) button. This button is placed right next to the student information.

2: Modify the enrollment information

After clicking the button the following pop-up will appear:

You can modify the following information:

- Datum inschrijving (Enrollment date): fill in the date of the actual enrollment. This can be a date from the past. Warning:

    o Enrollment date cannot be before the founding date of the institution.

    o Enrollment date cannot be before Unenrollment date.

    o You have to fill in a valid date.

- Datum uitschrijving (Unenrollment date): fill in the date of the unenrollment (if applicable)

3: Confirm the modification

Click the green button 'Bevestig' (Confirm). The following page appears:

The following pop-ups may appear:

1: Confirmed

- Click '*Verder*' (*'Continue'*) to close the page. The change will immediately be visible in the overview

2: Not confirmed
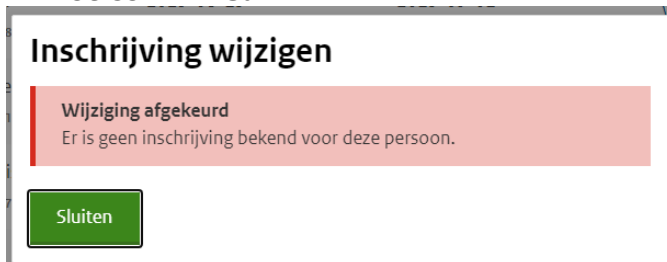
- Click '*Sluiten*' (*'Close'*) and fill in the modification again.

3: Time-out

- Click '*Verder*' (*'Continue'*) to go back to the overview.

1.7 File exchange

The following options are available via the screen '*bestandsuitwisseling*' (file exchange):
- 'Bestand versturen' (send file): use this if it is not possible to enter all students manually. Here you can upload an Excel or CSV file.
- 'Bestanden ophalen' (get files): your registration overview can be found here. This file is updated daily.
- 'Overzicht verstuurde bestanden' (overview of sent files): all files that you have previously sent to DUO can be found here.

Screen 'Bestandsuitwisseling' (file exchange)
Once logged in, you'll see the screen below:
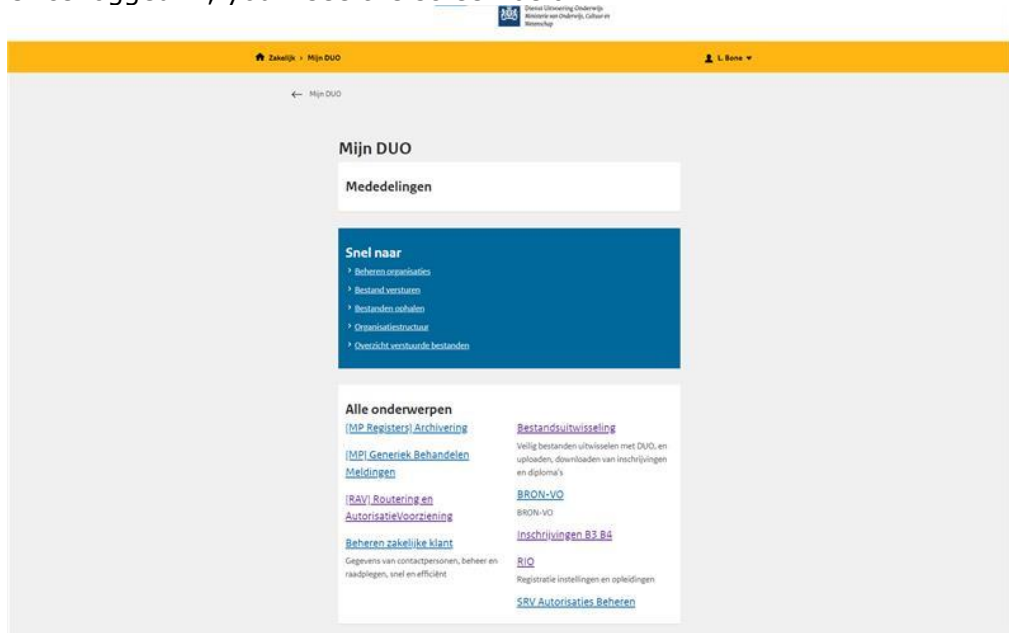
- Click on '*Bestandsuitwisseling' (file exchange)*.

'Bestand versturen' (send file)

Here you can upload an Excel or CSV file to send to DUO.

- Click on _'Bestand versturen' (send file)_.

The following screen appears:
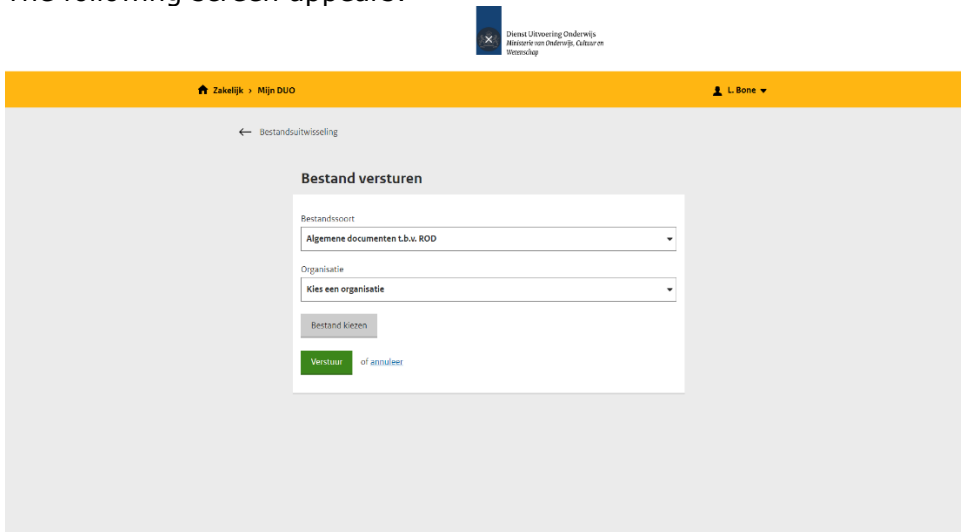
- Choose the type of document 'Algemene documenten t.b.v. ROD'.
- Choose the correct instellingscode (institution code).
- Click on _'Bestand kiezen'_ (select file) to select the file you wish to upload.
- Click on _'Verstuur'_ (send).

'Bestanden ophalen' (get files)

Here you can download your registration overview.
The registration overview is an Excel file with the total overview of students that the school has passed on to DUO. This file is updated daily by DUO.

- Click on *'Bestanden ophalen' (get files).*

The following screen appears:
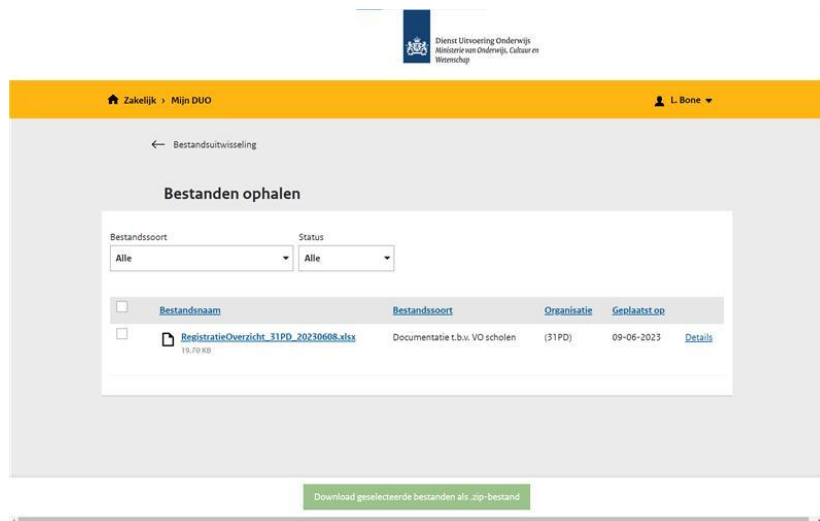
File type: Here you have the option to filter based on the file type.
Status: Here you can filter based on the different statuses.
- Double click on the file name.

Do you want to download multiple files?

- Select the files you wish to download and click on *'Download geselecteerde bestanden'*.

2. REGISTERING ABSENTEEISM

2.1 Reporting absenteeism

If you select "Opvoeren Verzuim" (report absenteeism) in *Mijn DUO*, you will see the following screen:

Opvoeren Verzuim - 24GP

Persoonsgebonden nummer	

Alles wissen **Zoeken**

Fig. 1 Registering absenteeism – Selecting a student

Here you can indicate for which student a report should be made.

You can only search by "Persoonsgebonden nummer" (PGN, Personal number) which can be an "onderwijsnummer" (education number) or a "burgerservicenummer" (citizen service number). If you do not have a PGN for the student, please check the registration overview you received from DUO. After entering the PGN, click "Zoeken" (search).

When you click "Alles wissen" (clear all), the entered data will disappear.

If a student is not found when searching by PGN, you will see the following message:

Gevonden leerlingen:

Naam	⇕	Voornaam	⇕	Geboortedatum	⇕	Geslacht	Adres
Geen gegevens gevonden.							
		1 van 1	⊲ ⊲⊲ ⊳⊳ ⊳⊲	10 ▼			
		In totaal zijn er 0 gevonden leerlingen					

Fig. 2 Registering absenteeism – No student found

If the student lives abroad, the message below will be shown. **In that case, absenteeism cannot be reported.**

> **! Er zijn één of meerdere fouten gevonden:**
> - BV_S_leerling_woont_in_buitenland Leerling woont in het buitenland. Uitvoerende instantie kan niet worden bepaald. Er kan geen verzuim worden opgevoerd.

Opvoeren Verzuim - 24GP

Persoonsgebonden nummer	666770104

Alles wissen **Zoeken**

🖨 Print Versie 12	27 juli 2020

Fig. 3 Registering absenteeism – Student lives abroad

If the student is registered[1] at your educational institution according to the "Register Onderwijsdeelnemers" (ROD, Register of Educational Participants), the system will show you the corresponding student data from ROD.

If the student is **not** registered at your educational institution according to ROD, you will receive the message "Geen gegevens gevonden" (no data found). You cannot report absenteeism of this student. The registration of this student must first be submitted to ROD.

On the screen below you can see the student's open absenteeism reports. This concerns reports with the status "Geregistreerd" (Registered) or "In behandeling" (Pending).

Fig. 4 Registering absenteeism – Open reports of student

You can then choose to do one of the following:

- view this report (with the possibility to make changes);
- view the history of this report;
- copy the report (see page 36);
- add a new report for the student by clicking "Toevoegen" (add).

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[1] Absenteeism of students who take practical lessons at a school other than the one at which they are registered must be reported by the school where they are registered and not by the school where these students are taking practical lessons.

If you selected "Toevoegen" (Add), the following screen will be displayed:

Fig. 5 Registering absenteeism – Student information

On this screen you can enter the following information:

- Student/parent telephone number;
  The telephone number on which the student/parent can be reached according to the educational institution.
- Student/parent email address;
  The e-mail address at which the student/parent can be reached according to the educational institution.
- Any additional contact details of the student themself or of additional contact persons. In total there is room for a maximum of 5 additional contacts.
- Different student address;
  You can fill this in if the student's address differs from the registered address at the top of the screen. You can choose from "Straat en postcode" (street and zip code), as shown in Fig. 5, or "Locatie en plaatsnaam" (location and city name).

If you click "Verder" (Continue), the following screen will be displayed:

Fig. 6 Registering absenteeism – Report information

You will need to fill in the following:

"Verzuimperiode van"* (Absence period from)
> The start date of the absence period. You can choose the date by selecting the date in the calendar, or by entering a date yourself. You can use numeric characters in the format DD-MM-YYYY.
> If the absence period of the notification (partially) coincides with another report for this student, an error message will be displayed.

"Verzuimperiode t/m" (Absence period up to and including)
> The end date of the absence period. The date can be chosen by selecting the date in the calendar or you can use numeric characters in the format DD-MM-YYYY.

"Vermoedelijke soort (verzuim)"* (Suspected type of absenteeism)
> For the different types of absenteeism, see the DUO website:
>
> [Types of absenteeism (website in Dutch)](#)
>
> NB "*Ziekteverzuim*" (Sickness absence) is permitted absence. You do not report this, but you do record the sick report in your own administration. If you suspect that this is unauthorized absence, you can report 'other absence' after consultation with the "leerplichtambtenaar" (attendance officer).

"Mogelijkheid tot verbijzondering" (Possibility for specification)
> Specification of the type of absenteeism.

"Vermoedelijke reden"* (Suspected reason)
> The probable reason for absenteeism as assumed by the contact person.
>
> This free text field may not contain any specific personal data in at least three cases. In those cases, a standard text will suffice.
> If there is an unauthorized absence and the suspected reason has to do with religious beliefs, health or criminal law, the following text will suffice:
> • absent due to illness;
> • absent due to contact with the police or the judiciary; or
> • absent due to a religious obligation.

"Alle lessen gemist" (All lessons missed)
> The student did not attend school at all during the stated period. This option is set to "Nee" (No) by default.

"Toelichting verzuim" (Explanation of absenteeism)
> Here you can provide detailed information about the absence.

"Actie gewenst"* (Action desired)
> With this option you can indicate whether action by the municipality is desired ("Ja") or not desired ("Nee").

"Toelichting actie gewenst" (Explanation of action required)
> Here you can explain why you think an action is desirable or not. This is mandatory if you have indicated that action by the municipality is not desired, so that the municipality knows why no action is necessary.

"Met prioriteit oppakken"* (Act with priority)
> If you have indicated that action is required by the municipality, the question will also appear whether the report should be dealt with as a priority. By default this is set to "Nee" (No).

"Selecteer contactpersoon" (Select contact person)
> Here you can select the contact person from previously registered contact persons if the contact person has already been entered.

"Naam contactpersoon"* (Name contact person)
> Here you can enter the name of the person who wishes to be informed about the progress.

"Functie contactpersoon" (Function contact person)
> Here you can enter the function of the person who wishes to be informed about the progress.

"Telefoonnummer contactpersoon" (Telephone number contact person)
> Here you can enter the telephone number of the person who wishes to be informed about the progress.

"E-mail contactpersoon"* (E-mail contact person)
> Here you can enter the e-mail address of the person who wishes to be informed about the progress.

If you have already entered information such as contact person name, contact person position, telephone number and e-mail address, the system will remember the information if your browser is set to do this.

If you click "Verder" (continue), you can enter the missed lesson hours. If you have indicated that the student has missed all lessons during the absence period, the following screen will be displayed:
(It is not possible to enter lesson hours in this situation.)

Fig. 7 Registering absenteeism – "Verzuimde lesuren" (missed lesson hours)

If you have indicated that the student has not missed all lessons, the following screen will appear:

Fig. 8 Registering absenteeism – "Verzuimde lesuren" (missed lesson hours)

On this screen you can specify the absenteeism report per absent day.

By default, the first day of the absence period appears as the "1e verzuimdag" (1st day of absence). You can add a subsequent absenteeism day by clicking "Verzuimdag toevoegen" (add absenteeism day). If you have added a day incorrectly, you can delete it by clicking "Verwijderen" (remove).

For each day of absence, you can indicate whether the student has been absent for the entire day or not. If you have indicated that the student has not missed the entire day, you can specify the missed lesson hours.

You can explain the absence for each day of absence if necessary.

If you want to continue without specification, select "Niet van toepassing" (not applicable) under "Verzuimdag" (day of absence) and click "Verder" (continue).

Opvoeren Verzuim - 24GP, S. Siep

Leerling	Verzuim	Lesuren	Actie school	Overzicht

* verplichte velden

Ondernomen actie door school * [?]
- ☐ brief gestuurd
- ☐ telefonisch contact
- ☐ contact met ouder(-s)/verzorger(-s)
- ☐ gesprek gevoerd
- ☐ verzuimde tijd ingehaald
- ☐ interne begeleiding
- ☐ zorgadviesteam
- ☐ gesprek met begeleidende instantie
- ☐ anders namelijk(Toelichting is verplicht)

Toelichting ondernomen actie   [?]

Terug

Verder

🖶 Print   Versie 9   18 december 2017

Fig. 9 Registering absenteeism – action taken by school

After you have clicked on "Verder" (Continue), you will be taken to the screen where you can indicate what the school has done so far.
- Action taken by school*;
  This is the action taken by the educational institution towards the student/parent. You can indicate multiple options and it is mandatory to check at least one option.
- Explanation of action taken;
  This is an explanation of the actions taken by the educational institution regarding the student's absenteeism.

ℹ️	**Wanneer een leerling of ouder/verzorger om inzage in het dossier vraagt, kan hij of zij zien wat u hebt ingevuld. Houd daar rekening mee bij het formuleren van de tekst.**

Opvoeren Verzuim - 24GP, E. Foorman, verzuim nr: 164

Melding	Leerling	Verzuim	Lesuren	Actie school	**Overzicht**

* verplichte velden

Melding:

Meldingnummer	164	
Meldende instelling	24GP	
Melddatum	20-04-2020	
Status	Geregistreerd	
Wet	Leerplichtwet	

Leerling:

Burgerservicenummer	198317359	
Naam	Foorman, E.	
Voornamen	Eva	
Geslacht	man	
Geboortedatum	1 januari 2005	
GBA-adres	Kempkensberg 12, 9722TB Groningen	
Telefoonnummer leerling		[?]
E-mailadres leerling		[?]
Afwijkend adres leerling		

Contactpersonen leerling:

Contactpersonen	Geen	

Verzuim:

Vermoedelijke soort	overig verzuim	[?]
Vermoedelijke reden	afwezig	[?]
Verzuimperiode van	19-04-2020	
Verzuimperiode t/m	20-04-2020	
Alle lessen gemist	Ja	
Toelichting verzuim	afwezig	[?]
Actie gewenst	Ja	
Met prioriteit oppakken	Nee	
Toelichting actie gewenst	afwezig	
Naam contactpersoon	naam melder	[?]
Functie contactpersoon	funtie melder	
Telefoonnummer contactpersoon	0505999999	
E-mail contactpersoon	melder@mail.nl	

Details verzuim:

Verzuimde dagdelen	Niet van toepassing	

Actie school:

Ondernomen actie door school	brief gestuurd	[?]
Toelichting ondernomen actie	afwezig	[?]
E-mail sturen naar melder	⊙ Ja ○ Nee	

Terug   Opslaan

Fig. 10 Registering absenteeism – Overview

After you have entered all the information, the complete overview will appear. If the information is correct, click "Opslaan" (Save). The data is then recorded and an email is sent to the handling authority (municipality) via the DUO site. If you have indicated that a copy of the email should be sent, an email will also be sent to the school contact person, as specified in the "Verzuim" (Absenteeism) screen.

If you click "Opslaan" (Save), the following screen will appear, showing the report number as recorded by DUO:

Opvoeren Verzuim - 28AX, T.E.J. Versie80021

Uw verzuimmelding onder nummer 5400 is verzonden.

| 昌 Print Versie 9 | 18 december 2017 |

Fig. 11 Registering absenteeism – "Melding verzonden" (report sent)

2.2 Consulting absenteeism records

Previously made reports can be consulted. Once logged in, you will be presented with a search screen.

Here you can select the reports you would like to see:

Fig. 12 Consulting absenteeism records – Search absenteeism report

The check marks for status notification are 'on' by default when you open the application at "Geregistreerd" (Registered) and "In behandeling" (Pending). If you also want to see all closed (processed) reports, reports that have been accepted as a notification (i.e. on which no action is taken), and withdrawn reports, you can place a check mark next to "Afgesloten" (Closed), "Ter kennisgeving aangenomen" (Notified) or "Ingetrokken" (Withdrawn). Then click "Zoeken" (Search). You will then receive an overview of all reports made by your educational institution. If you only want to see the reports that are still being processed, simply place a check mark next to "In behandeling" (Pending). You can remove the other check marks by clicking on them.

After clicking on "Zoeken" (Search), you will see the following screen:

Fig. 13 Consulting absenteeism records – Overview absenteeism reports

You can view the report by clicking on the number of the absenteeism report.

2.3 Amending absenteeism report

If the report has the status "Geregistreerd" (Registered) or "In behandeling" (Pending), you are still able to make changes. After clicking on the number of the report you wish to amend, you will see the following page:

Wijzigen Verzuim - 28AX, J.H. van den Acker, verzuim nr: 8914

| Melding | Leerling | Verzuim | Lesuren | Actie school | Overzicht |

Melding Intrekken [?]

* verplichte velden

Meldingnummer	8914
Meldende instelling	28AX
Melddatum	29-07-2020
Status	Geregistreerd
Wet	RMC-wet

Terugkoppeling:

Datum terugkoppeling	
Organisatie	Groningen
Naam behandelaar	
Telefoonnummer behandelaar	
E-mail behandelaar	
Functie behandelaar	
Toelichting	[?]

‹ Terug

Verder

🖶 Print   Versie 12 — 16 september 2020

Fig. 14 Amending absenteeism report – Report overview

This page shows the status of the report. In addition, any feedback from the municipality is shown. This could include, for example, who is handling the report and what they have done so far ("Toelichting" = Explanation).

A report can be withdrawn if necessary (in case of incorrect or unjustified entry). To do this, click on "Melding Intrekken" (Withdraw report).
If you are doing this because of incorrectly entered information, you will of course have to re-submit the report after withdrawal.

NB Pay close attention to what you enter in the "Toelichting" (Explanation) field.
If a student's absenteeism file is requested for inspection (e.g. by a parent), everyone can read the explanation of the absenteeism report.
In connection with this, the following text bar is shown in the "Leerling" (Student) and "Overzicht" (Overview) screens when consulting/amending absenteeism data:

> ℹ️ **Wanneer een leerling of ouder/verzorger om inzage in het dossier vraagt, kan hij of zij zien wat u hebt ingevuld. Houd daar rekening mee bij het formuleren van de tekst.**

Fig. 15 Amending absenteeism report - Absenteeism

On the "Verzuim" (Absenteeism) page you can change the following information:
(NB This manual does not list all fields that can be changed.)

- "mogelijkheid tot verbijzondering" (possibility of specification, only if it concerns "overig verzuim")
- "vermoedelijke reden" (suspected reason)
- "einddatum verzuim" (end-date absenteeism)
- "toelichting verzuim" (explanation of absenteeism)
- "actie gewenst" (desired action)
- "toelichting actie gewenst" (explanation for desired action)
- "prioriteit oppakken" (act with priority)
- "gegevens van de contactpersoon" (details of the contact person)

For the pages "Leerling" (Student), "Lesuren" (Lesson Hours), "Actie school" (Action taken by school) and "Overzicht" (Overview), see images 5, 8, 9 and 10 respectively. These pages are the same for entering and amending a report.

2.4 Consulting closed absenteeism reports

A report with the status "Afgesloten" (Closed) or "Ter kennisgeving aangenomen" (Notified) can no longer be changed, but it can be viewed. You will then see the following screen:

Raadplegen Verzuim - 24GP, verzuim nr: 8

Melding:

Meldingnummer	8
Meldende instelling	24GP
Melddatum	23-10-2019
Status	Ingetrokken
Wet	Leerplichtwet
Reden melding afgesloten	HALT
Reden melding ingetrokken	Anders
Toelichting ingetrokken	ingetrokken

Leerling:

Burgerservicenummer	196150310	
Naam	Lam, F.H.	
Voornamen	Foo Ho	
Geslacht	man	
Geboortedatum	1 januari 2000	
GBA-adres	Klikspaanweg 1 M, 2324LW Leiden	
Telefoonnummer leerling	0612345678	[?]
E-mailadres leerling	leerling@mail.nl	[?]
Afwijkend adres leerling		

Contactpersonen leerling:

Contactpersonen	Geen

Verzuim:

Vermoedelijke soort	overig verzuim	[?]
Verbijzondering	mogelijk langdurig ziek	
Vermoedelijke reden	geen OAC en OLC	[?]
Verzuimperiode van	01-10-2019	
Verzuimperiode t/m	02-10-2019	
Alle lessen gemist	Ja	
Toelichting verzuim	afwezigasdasdasd	[?]
Actie gewenst	Nee	
Met prioriteit oppakken	Nee	
Toelichting actie gewenst	geen actie	
Onderwijslocatie	28AX0022	[?]
Naam contactpersoon	Joop	[?]
Functie contactpersoon	test	
Telefoonnummer contactpersoon	0505999999	
E-mail contactpersoon	test@mail.nl	

Details verzuim:

Verzuimde dagdelen	Niet van toepassing

Actie school:

Ondernomen actie door school brief gestuurd, telefonisch contact, contact met ouder(-s)/verzorger(-s), gesprek gevoerd		[?]
Toelichting ondernomen actie	nee	[?]

Terugkoppeling:

Datum vorige terugkoppeling	23-10-2019
Organisatie	Gemeente Weert
Naam behandelaar	Joop
Functie behandelaar	
Telefoonnummer behandelaar	
E-mail behandelaar	cc@bb.nl
Toelichting	

‹ Terug

Fig. 16 Consulting closed absenteeism report

2.5 Withdraw absenteeism report

If you would like to permanently withdraw a report, click on "Melding Intrekken" (Withdraw report) on the amendment screen (see Fig. 14). You will then arrive at the overview screen shown below.

Fig. 17 Withdraw absenteeism report - Overview

If you click on "Melding Intrekken" (Withdraw report), you will see the following screen:

Intrekken Verzuim - 28AX, verzuim nr: 5348

* verplichte velden

Let op: het intrekken van een melding kan NIET ongedaan gemaakt worden.

| Reden Intrekken * | [▼] | [?] |
| Toelichting | [   ] | [?] |

Terug   **Intrekken**

🖨 Print   Versie 9   18 december 2017

Fig. 18 Withdraw absenteeism report – Confirmation

Enter the reason for withdrawal and explanation, then click on "Intrekken" (Withdraw). You will see a notification as shown below in Fig. 19.

If a student has been deregistered retroactively, the school can withdraw the absenteeism reports during that period. Withdrawing an absenteeism report with the reason for "geen inschrijving" (no registration) is only allowed for reports with a start date on or after August 1st of the current school year.
Withdrawals for reasons "foutief ingevoerd" (entered incorrectly) or "onterecht opgevoerd" (unjustifiably entered) can be done for reports made up to a year ago.

Intrekken Verzuim - 28AX, verzuim nr: 5357

Uw verzuimmelding onder nummer 5357 is ingetrokken.

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Fig. 19 Withdrawal notification

The absenteeism report has now been withdrawn.

2.6 Consulting report history

You can request the amendment history of a report by clicking on "Historie" (History) in the overviews (for example as in Fig. 20 Consulting report history – Overview). You will then see the following screen:

Raadplegen Verzuim - 24GP, verzuim nr: 177

Overzicht historie melding relatief verzuim

Meldende instelling	24GP
Melddatum	29-04-2020

Overzicht historie

Datum	⇕	Tijd
29-04-2020		10:56:12
29-04-2020		10:57:36
29-04-2020		11:04:56
1 van 1	⏮ ◀ **1** ▶ ⏭	10 ▼
In totaal zijn er 3 versie(s) gevonden.		

< Terug

Fig. 20 Consulting report history – Overview

By selecting a version from the list you can see what has changed in this version compared to the previous one (Fig. 21). On the left is the latest version of the report (that you have just selected) and on the right is the previous version of the report. Differences are shown in red compared with the previous version of the report.

Raadplegen Verzuim - 28AX, verzuim nr: 3531

Melding:

Meldingnummer	3531	3531
Meldende instelling	28AX Openbare Scholengemeenschap	28AX Openbare Scholengemeenschap
Melddatum	29-07-2016	29-07-2016
Status	Afgesloten	In behandeling
Reden melding afgesloten	proces verbaal	
Wet	Leerplichtwet	Leerplichtwet
Datum/tijd	01-08-2016 16:46:33	01-08-2016 13:15:55

Leerling:

Burgerservicenummer	198317359	198317359
Naam	E. Foorman	E. Foorman
Voornamen	Eva	Eva
Geslacht	man	man
Geboortedatum	1 januari 2005	1 januari 2005
GBA-adres	Kempkensberg 12, 9722TB Groningen	Kempkensberg 12, 9722TB Groningen
Telefoonnummer leerling		
E-mailadres leerling		
Afwijkend adres leerling		

Contactpersonen leerling:

Verzuim:

Vermoedelijke soort	overig verzuim	
Verbijzondering		
Vermoedelijke reden	asdasda	
Verzuimperiode van	04-04-2020 (eerste verzuimdag)	
Verzuimperiode t/m	04-04-2020 (laatste verzuimdag)	
Alle lessen gemist	Ja	
Toelichting verzuim	asdaa	
Actie gewenst	Nee	
Toelichting actie gewenst	asd	
Met prioriteit oppakken	Nee	
Onderwijslocatie		
Naam contactpersoon	Jan	
Functie contactpersoon	jazeker	
Telefoonnummer contactpersoon	0505999999	
E-mail contactpersoon	aa@bb.nl	

Details verzuim:

Actie school:

Ondernomen actie door school	verzuimde tijd ingehaald, interne begeleiding	
Toelichting ondernomen actie		

Terugkoppeling:

Datum vorige terugkoppeling		
Organisatie	Gemeente Weert	
Naam behandelaar		
Functie behandelaar		
Telefoonnummer behandelaar		
E-mail behandelaar		
Toelichting		

< Terug

Fig. 21 Consulting report history – Details of history

2.7 Duplicate absenteeism report

If you wish to enter a report for a student for whom such a report has previously been entered, you can copy the existing report. To do this, click "Kopiëren" (Copy) in the overview screen. You can then create a new report for the student, filling in as much of the data from the copied report as possible in the fields. This is the same as reporting absenteeism (see page 18).

2.8 Exemptions from "leerplichtwet"

If a student is exempt from compulsory education or alternative education ("vervangende leerplicht") and this exemption is registered, there may be an overlap with an existing absenteeism report.
Conversely, it may happen that an exemption or alternative compulsory education has already been established. You can simply enter the absenteeism report for that period. These reports are checked afterwards and the municipality and school are notified.

3. CONTACT INFORMATION

Help Desk contact information:

ROD
Do you have a question about the Register of Educational Participants (ROD – Register Onderwijsdeelnemers)?

Telephone
050-599 90 00 (option 3) from 9.00 till 13.00

E-mail
ipo@duo.nl

ABSENTEEISM
Do you have a question about absenteeism?

Telephone
050-599 90 00 from 9.00 till 13.00

E-mail
verzuim@duo.nl

Mijn DUO
Are you an administrator and do you need help logging in?

Telephone
050-599 84 40 van 9.00 tot 13.00 uur

E-mail
securityservicedesk@duo.nl

GLOSSARY AND ABBREVIATIONS

Term / abbreviation	Description
B3-schools	These are private schools without an exam license within the VO domain.
B4-schools	These are international, foreign and embassy schools that do not fall under the Dutch supervisory framework.
DUO	The Dienst Uitvoering Onderwijs (DUO) implements education laws and regulations on behalf of the Minister of Education, Culture and Science. DUO also implements the 'wet Inburgering' (Civic Integration Act) on behalf of the Ministry of Social Affairs and Employment. More information can be found at www.duo.nl
Instellingscode (institution code)	Previously BRIN (Basis Registratie Instellingen-nummer). The identifying number that each educational institution receives from the Ministry of Education, Culture and Science.
Onderwijs Deelname Educatie Overig (OD-EO)	Onderwijs Deelname Educatie Overig is the register for information about enrollments that do not fit into regular secondary education.
Persoonsgebonden nummer (personal identifying number)	A number that is linked to a person, in the form of an education number or citizen service number (bsn).
Register Onderwijsdeelnemers (ROD)	Via ROD, educational institutions exchange student data with DUO, such as registrations and diploma data.
Registratie Instellingen en Opleidingen (RIO)	In RIO you will find the legal data of educational institutions. This concerns, for example, information about how the institution has organized itself in practice.