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## SES Student Address Collection

SES Student Residential Address Collection –  
CES Processing Guide

February 2022





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## Document Version Control

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## Introduction

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The Student Residential Address and Other Information Collection (Address Collection) is undertaken each year by non-government Approved Authorities and their schools.

The Address Collection collects the following data from eligible schools, for each location at the school:

Student residential address (excluding student names)

Whether the student is a primary or secondary student (education level)

Whether the student is boarding or a day student (boarding status)

Names and residential addresses of students' parent(s) and/or guardian(s)

Residential address information is used and combined with other data to calculate a non-government school community's capacity to contribute to the costs of schooling. This may influence the level of Australian Government recurrent funding for non-government schools. The information is also used to inform Australian Government school education policy.

The 2022 Address Collection will be open from **Wednesday 16 February to Wednesday 16 March 2022**.



## About this Document

This document explains the procedure for generating student address collection and exporting the data. The exported data is copied then pasted to a **Data Collection Tool** (as provided by SchoolsHub), which then translates the data into the required XML format for submission.




The student administrator for CES should read and understand the contents of this document.



*Users need to be aware that all examples and screenshots used within this manual are based on the Standard Database and are for example purposes only. The Standard Database may differ from what is actually used at your site and may differ over time.*

## Legend

Symbols used to outline important notes and references in this document are included in the following table:

Symbol	Comments
	Indicates a very important note. This symbol is typically used to highlight topics that have security implications for your system.
	Indicates an important note.
	Indicates a reference to another section in this manual or to another document.

**Table 0-1: Symbols Used in this Document**

## References

The Department web site has a link to the SES Student Address Collection – School User Manual that provides processing guidelines as well as formatting and field specifications for the student addresses –

SchoolsHUB Data Collections:

<https://schools.education.gov.au/SchoolsHub/articlehelp/?subjectid=c8ab9cba-04fc-e811-9158-02720401ef44>

## Exporting Data for the SES Student Address Collection

Data exported includes **Year 1 minus 1 to Year 12** students with Enrolment Type of **Full-Time** or **Part-Time** and who are not Overseas Students and not Distance Education Students.



**Year 1 minus 1 students are those who, in the normal case of events, would proceed to Year 1 in the next year.**

### Student Residential Address Collection

The CES report **Student Residential Address Collection** has been developed to extract the required data for the SES Data Collection. The report allows users to view, print and produce a file of data in a CSV format which can then be uploaded to the SES portal.

The following information describes the available prompts that requires user input so the report can be run successfully.

Figure 1: Report Example

Parameter	Comments
Campus Number	A unique five-digit number allocated by the Department to identify a campus school. This option is required.
Academic Years	Select from a list of academic years required for the SES Student Address Collection.
Last Year of Primary School	Select the academic year which is the last year of primary school. NOTE: Required only for “Primary/Secondary Combined” schools only. For other school types leave this option blank.



First Year of Secondary School	
As of	Enrolment Detail Start Date for a student.
Data Check View	When this checkbox is ticked, additional columns will be showing on the report to help school checks the data as well as linked back to the actual student record via Student ID column. NOTE: These additional columns are not required for the submission.

**Table 2: Description of prompts**

## Check the Student data

Check the data carefully to ensure the output is correct for each student. You can do this by using the new parameter checkbox “Data Check View”. If selected, display the report in Data Check Mode. This will display additional information to help you check your data.

- The field “Student ID” has been included to help with any future audits and where you can match the exported data back to student record in CES.
- The field “Relationship” describes the relationship between the Caregiver and Student. Relationships that are not configured as “Parent” in CES are coloured in red font. It is up to school to review these entries and amend the export file accordingly prior to submission.

Carter Primary School  
**Student Residential Address Collection**

NOTE: This preview is in Data Check mode. Please check your data before submission. To edit any missing/incorrect information go to School Admin module > Student Information and find student using the field 'Student ID'

If ready for submission, then de-select Data Check View from parameters and run again to only display required fields and export to file.

- Relationship that is not "Parent" is displayed in red font colour for data checking
- Additional fields for data checking purposes displayed in red font colour

Location AGEID	Student Record Number (SRN)	Type (ID or B)	Education Level	Address Line 1	Address Line 2	Suburb / City	State or Territory	Postcode	Parent / Guardian 1: First name	Parent / Guardian 1: Last name	Parent / Guardian 1: Preferred name	Same Address as Student address	Parent / Guardian 1: Address Line 1	Parent / Guardian 1: Address Line 2	Parent / Guardian 1: Suburb / City
99000	990000014	D		190 Stirling Street		PERTH	WA	6000	Jaimol	Byrne		Y			
99000	990000001	D		16 Moulden Avenue		YOKINE	WA	6060	Leone	Pannell		Y			
99000	990000002	B		12 Beam Road		Bruce Rock	WA	6418							
99000	990000003	D		37 MARIAN STREET		LEEDERVILLE	WA	6007	John	Test		Y			
99000	990000004	D		20 2 HAY STREET		LEITCHHARD T	NSW	2040	Reema	George		Y			
99000	990000005	D		151 Adelaide Terrace		Perth	WA	6004	Mandy	Hassler		Y			
99000	990000006	D		127 William Street		Perth	WA	6000	Cosimo	Peteri		Y			
99000	990000007	D		127 William Street		Perth	WA	6000	Parke	Georgesau		Y			
99000	990000008	D		18 Ewing Avenue		Bull Creek	WA	6149	Hardik	Adam		Y			
99000	990000009	D		5 St Georges Tee		Perth	WA	6000	Udita	Adan		Y			
99000	990000010	D		99 Palmerston Street		Perth	WA	6000	Test CG 1	Parmar		Y			
99000	990000011	D		Test1 Test 1 AUS		4444	NSW	4567	test	test1		Y			

**Figure 2: Example of report with Data Check View check box ticked**

## Export the student data

- Run the report with “Data Check View” checkbox unticked.
- Click the download icon on the top menu and select “CSV (comma delimited)”.

- Save this file using the file name YourSchoolCode\_YourSchoolName\_SES.csv. For example: '1046\_MyDemoSchool\_SES.csv'.

Student Residential Address Collection

Location AGEID	Student Record Number (SRN)	Type (D or B)	Education Level	Address Line 1	Address Line 2	Suburb / City	State or Territory	Postcode	Parent / Guardian 1: First name	Parent / Guardian 1: Last name	Parent / Guardian 1: Preferred name	Same Address as
99000	990000014	D		190 St...	Stre...		WA	6000	Jaimol	Byrne		
99000	990000001	D		16 Mou...	Avenue		WA	6060	Leone	Pannell		

Figure 3: Save the CSV File

- Save to a computer location of your choice.
  - NOTE: you can also save file as “Excel Worksheet” as alternative to CSV.
- Open the saved file and copy all data rows (excluding header).

Location AGEID	Student Record Number (SRN)	Type (D or B)	Education Level	Address Line 1	Address Line 2	Suburb / City	State or territory	Postcode	Parent / Guardian 1: First name	Parent / Guardian 1: Last name	Parent / Guardian 1: Preferred name	Same Address as
713777	7137770030	D										
713777	7137770033	D		27 Norling Road		HIGH WYCOMBE	WA	6057				
713777	7137770070	D		23 Talla Drive		STIRLING	NT	6023	test	test1		Y
713777	7137770081	D		530 Gordon Street		West Perth	WA	6000	Thea	Jones		Y
713777	7137770082	D		Newsworthy valley					Lina	Cook		Y
713777	7137770083	D		123, Hill Road					Dinesh	Patel		Y
713777	7137770089	D		570 Wellington Street		Mount Lawley	NSW	6000	Test Future CG 1	Parmar		Y
713777	7137770094	D		56 Bridge/406.59 Cromarty Gardens			SA					Y
713777	7137770111	D		26 27/210 3N			NT	2569	Aestrin	Juke		Y

- Copy the data rows from your saved file to the Data Collection Tool spreadsheet (as provided by SchoolsHUB).
- Follow instructions of completing this Data Collection Tool and validate your data before submission.



**These additional data check fields must be removed from the final data submission file.**

- This report will also associate an SRN (Student Record Number) with each student record and is not stored in the CES database and is therefore not permanently associated with a specific student record.

***The SRN (Student Record Number) is created by incrementing the Location AGEID (field 1). This number is not stored in the CES database! It is critical that you save or print the report Student Residential Address Collection with Data Check View***



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*ticked to PDF prior to submission in the event of any future audits. Without this report it is highly unlikely that you will be able to match the exported data back to your database as the SRN number associated with a student record at the time of the SES Student Address Collection is not permanently assigned.*

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9. Upload the file as per the Department and SES instructions. The SES Portal validates the file and you have the option to correct the data or amend the CSV to re-submit.
  
  10. See References section above for the supporting SES User Manual for detailed instructions.
- 



- *The CES data structure does not cater for separate Lot and Unit/Flat Number. Depending on how the data was entered, some of these values may be combined in the Street Name field or other fields.*
- *We recommend that, before uploading, you open the exported data values and manually adjust any data that does not represent the value pertaining to the column header (i.e. separate the flat number from the house number or the house number from the street name where necessary).*

*For assistance with this process and with Excel, please refer to the help guides provided by SchoolsHUB:*

<https://schools.education.gov.au/SchoolsHub/articlehelp/?subjectid=c8ab9cba-04fc-e811-9158-02720401ef44>

- *More details on how to perform this task and the required fields for the submission file can be found in the SES User Manual (References section of this document above.)*
-

## Collected Data for SES Student Address Collection

This is a list of the fields being exported, the CES name for the fields and valid CES values. The export file is in a format specified by the Australian Government Department of Education and Training (the Department).

#	Name	CES Field Name	Valid CES Values
1	Location AGEID	School.SchoolIdentificationId > SchoolIdentification.NationalCode	One to five digit numeric
2	Student Record Number (SRN)	For single school or multi-campus school that does not have campus AGEID, it is created by incrementing the school AGEID * 10000. For multi-campus school that has campus AGEID, it is created by incrementing the campus AGEID * 10000.	Numeric
3	Type (D or B)	Boarding (B) or Day (D)	
4	Education Level	Primary or Secondary	
5	Address Line 1	Address.AddressLine1	
6	Address Line 2	Address.AddressLine2	
7	Suburb / City	Address.Suburb	
8	State or Territory	Address.State	
9	Postcode	Address.PostCode	
10	Parent / Guardian 1: First Name	Caregiver 1 First Name	
11	Parent / Guardian 1: Last Name	Caregiver 1 Surname	
12	Parent / Guardian 1: Preferred Name	Caregiver 1 Preferred Name	
13	Same Address as student address?	Indicator if the Caregiver's address is the same as Student.	Y or N
14	Parent / Guardian 1: Address Line 1	Caregiver 1 Address Line 1	
15	Parent / Guardian 1: Address Line 2	Caregiver 1 Address Line 2	
16	Parent / Guardian 1: Suburb / City	Caregiver 1 Address City	
17	Parent / Guardian 1: State or Territory	Caregiver 1 Address State	
18	Parent / Guardian 1: Postcode	Caregiver 1 Address Postcode	

19	Are you reporting parent 2?	Indicator if Parent 2 is reported	Y or N
20	Parent / Guardian 2: First Name	Caregiver 2 First Name	
21	Parent / Guardian 2: Last Name	Caregiver 2 Surname	
22	Parent / Guardian 2: Preferred Name	Caregiver 2 Preferred Name	
23	Same Address as student address?	Indicates if the parent address is the same as the student's address.	
24	Parent / Guardian 2: Address Line 1	Caregiver 2 Address Line 1	
25	Parent / Guardian 2: Address Line 2	Caregiver 2 Address Line 2	
26	Parent / Guardian 2: Suburb / City	Caregiver 2 Address City	
27	Parent / Guardian 2: State or Territory	Caregiver 2 Address State	
28	Parent / Guardian 2: Postcode	Caregiver 2 Address Postcode	
29	Student ID	Only displayed in Data Check View	
30	Parent 1 Relationship	Only displayed in Data Check View	
31	Parent 2 Relationship	Only displayed in Data Check View	

**Table 3: Collected Data for SES Student Address Collection**



*Character fields require any characters except for full-stops (.), commas (,), single quotes ('), double quotes (") and tabs.*



## Contact Civica Education

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