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# SES Student Address Collection

SES Student Residential Address Collection –
CES Processing Guide

February 2022

# Civica

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## Document Version Control

| Version | Comments | Author | Date |
|---|---|---|---|
| 0.1 | Draft | Don Cooney | 27/02/2012 |
| 1.0 | Reviewed | Siang Neik | 16/05/2017 |
| 1.1 | Updated for 2018 requirements | Don Cooney | 12/10/2018 |
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# Introduction

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.

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

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## 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.

a.  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.
b.  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.



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

## Export the student data

1.  Run the report with "Data Check View" checkbox unticked.
2.  Click the download icon on the top menu and select "CSV (comma delimited)".

3. Save this file using the file name YourSchoolCode_YourSchoolName_SES.csv. For example: '1046_MyDemoSchool_SES.csv'.



**Figure 3: Save the CSV File**

4. Save to a computer location of your choice.

     a. NOTE: you can also save file as "Excel Worksheet" as alternative to CSV.

5. Open the saved file and copy all data rows (excluding header).



6. Copy the data rows from your saved file to the Data Collection Tool spreadsheet (as provided by SchoolsHUB).

7. Follow instructions of completing this Data Collection Tool and validate your data before submission.

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

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8. 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.

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*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*

> 🔔 *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.*

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.*

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Be prepared to supply your School Name, contact details and a brief description of the problem in your email, fax or phone message.

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