

# CIVICA

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## Integris Classic

WA Census Manual

Semester 1 2020

## Document Versions

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# WA Census Manual – Semester 1

## *Installing and Loading the WA Census Module*

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### **IMPORTANT**

*The census system is a two part process which consists of:*

- 1. Updating student data in Integris (then waiting overnight for processing).*
- 2. Logging on to the on-line Student Census system to enter any additional information and to sign off school data.*

*Go to: [www.det.wa.edu.au/schoolinformation](http://www.det.wa.edu.au/schoolinformation) and navigate to Public Schools which contain all links to manuals and instructions.*

*For any queries regarding census requirements, please log a call with the ICT Customer Service Centre on 9264 5555 (Metro), 1800 012 828 (Regional) or email [customer.service.centre@education.wa.edu.au](mailto:customer.service.centre@education.wa.edu.au)*

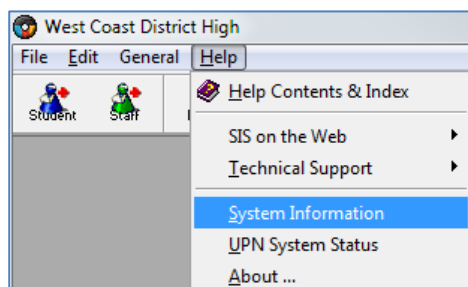
# 1 Installing and Loading the WA Census Module

The WA Census Module has been placed on all workstations where Integris is loaded.

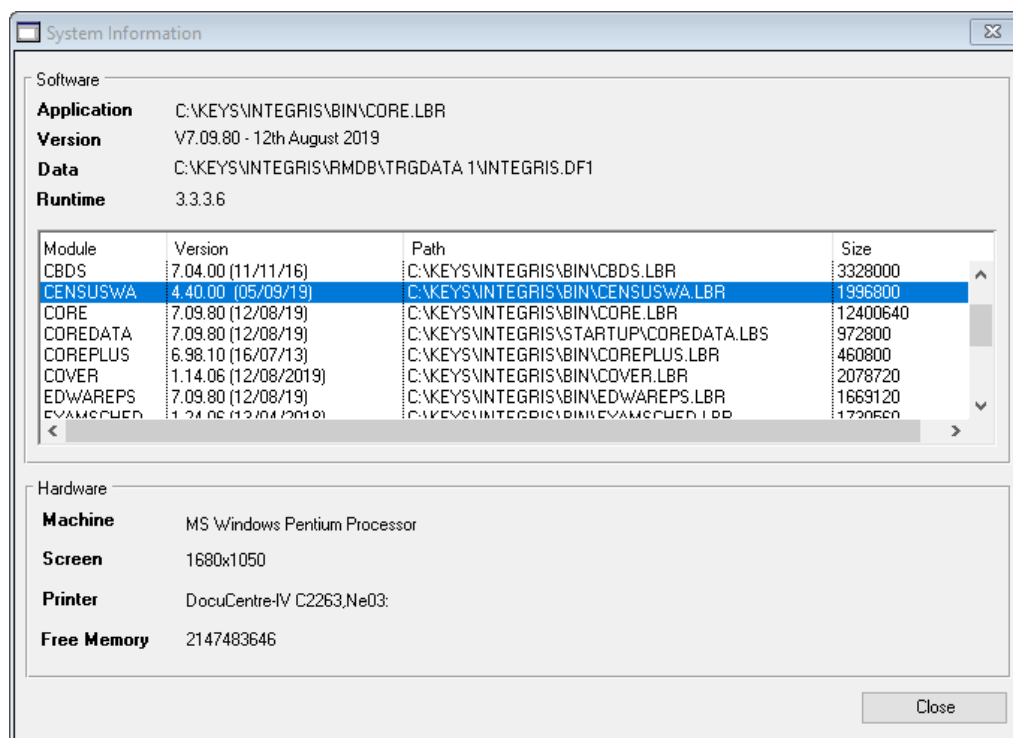
**Note: The correct version of the WA Census module must be loaded on the workstation that is going to be used to create the Census reports.**

## 1.1 Check version of the WA Census Module

Top Toolbar > Help > System Information



- Locate **CENSUSWA** in the list



You can see the version number in the **Version** column. The correct version of the Semester 1, 2020 WA Census Module is 4.40.00 or higher.

If you do not have the correct version of WA Census, contact the ICT Customer Service Centre on 9264 5555 (Metro) or 1800 012 828 (Regional).

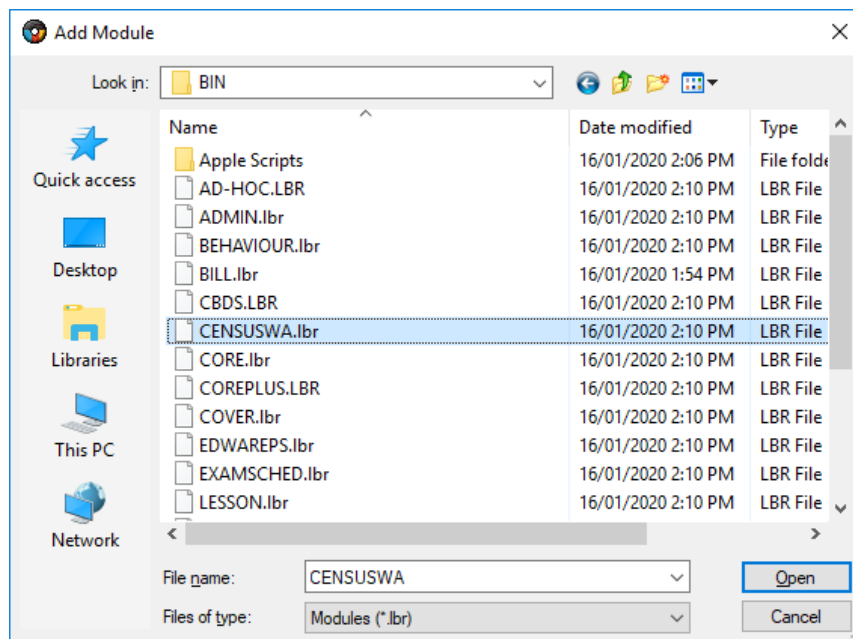


## 1.2 Adding the WA Census Module

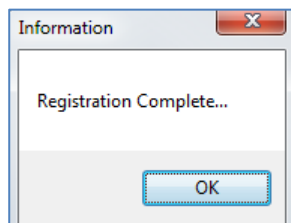
If you have not used the WA Census module before, it must be added into Integr8.

**Note:** If you have previously used the Census module from the workstation, there will be a WA Census module sidebar. You will not need to add the module again.

### General > Control > Add Module



- Double click on **CENSUSWA.lbr**



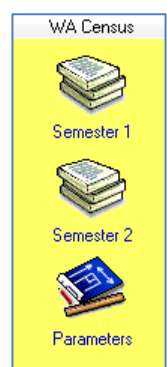
- Click **OK**

## 1.3 Integris Sidebar



The WA Census module should now be loaded and form part of the Sidebar modules.

- Click on **Parameters** to set up default details
- Click on **Semester 1** to access the Census reports for Semester 1.
- Double-click on a report to run it.



**Note: Check that you have set the default values in Parameters (Section 2) and completed any relevant data checks (Section 3) before running the reports.**

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# **WA Census Manual – Semester 1**

*Census Parameters*

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2

## 2 Parameters



### WA Census > Parameters

Enter the defaults for each census form:

- your name
- the date of the census – **14 February 2020**
- date for age calculations: **1 July 2020**

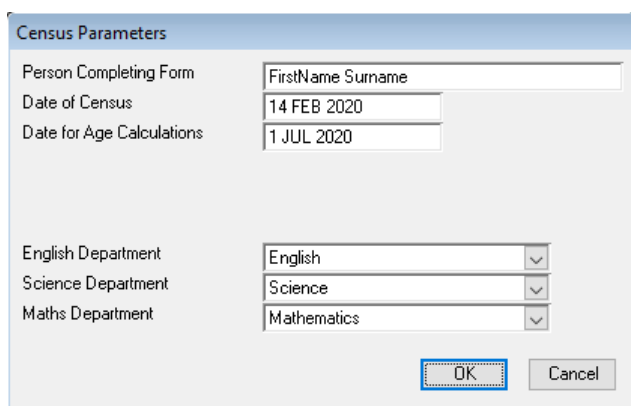
This information must be re-entered before every census.

If you have not already done so, secondary schools must also add:

- the department names used by the school for English, Science and Mathematics

All schools:

- Check the dates you have entered are the same as those displayed below

A screenshot of a software dialog box titled 'Census Parameters'. The dialog has a light blue header bar. Inside, there are three rows of input fields. The first row is 'Person Completing Form' with a text box containing 'FirstName Surname'. The second row is 'Date of Census' with a date picker showing '14 FEB 2020'. The third row is 'Date for Age Calculations' with a date picker showing '1 JUL 2020'. Below these, there are three rows of dropdown menus. The first is 'English Department' with 'English' selected. The second is 'Science Department' with 'Science' selected. The third is 'Maths Department' with 'Mathematics' selected. At the bottom right, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a blue border.

- Click **OK**

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# **WA Census Manual – Semester 1**

*Census Data Check Procedures*

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3

### 3 Census Data Check Procedures

There are a number of checks to be completed prior to running the census reports. These checks ensure that key fields required for each report contain current and accurate data and enable maximum use of the information stored in Integrus.

#### 3.1 Full Time Equivalent (FTE)

**Ensure all students have a valid FTE including any part-time Secondary students.**

All kindergarten (**K**) students must have an FTE value of either 0.40, 0.50 (standard), or 0.60 if your school is participating in the Universal Access program.

All pre-primary and primary students (**P – 6**) must have an FTE of 1.00.

Secondary schools must check the FTE of all part-time students. The FTE for any part-time secondary student should be greater than 0.00 and less than or equal to 0.90.

All other secondary students are full-time and must have an FTE of 1.00.

All secondary students less than 15 years old must have an FTE of 1.00.

**Note: If schools need assistance setting up attendance patterns for part-time students please refer to the [Create a 10 day attendance cycle for kindergarten students](#) fact sheet available on Ikon.**

#### Recording attendance

To record attendance for students you should [create daily records](#).

Refer to the [lesson attendance codes](#) and the [lesson attendance code description](#) to record attendance correctly.

Kindergarten students attend part time. To manage kindergarten attendance you can [create a 10 day cycle for kindergarten students](#) and set an [enforced school closure](#) for the day that the kindy students do not attend.


You can also [track attendance changes](#) to monitor variations made to the AM and/or PM sessions for students.

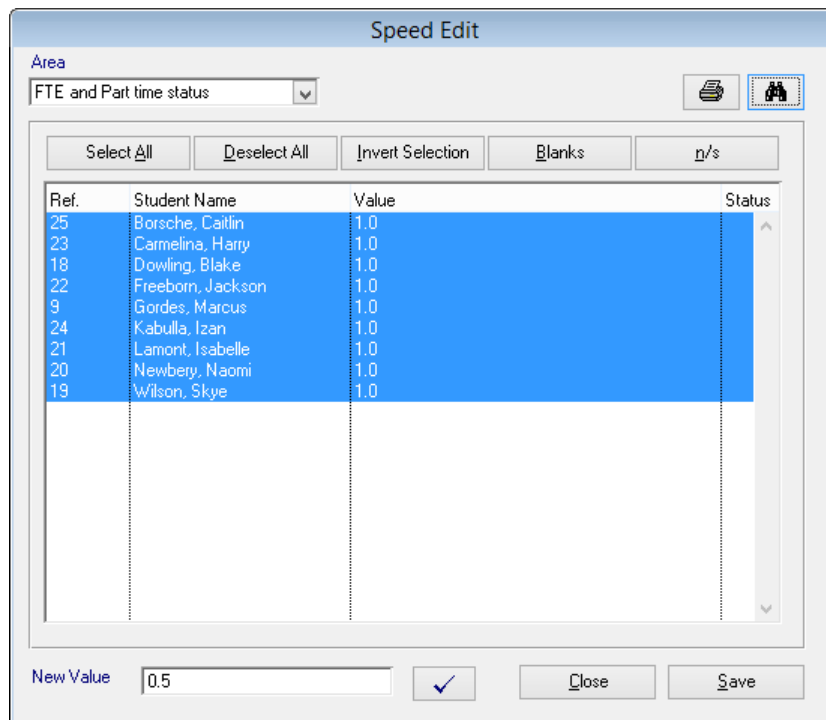
When setting up the school diary you will need to [create a closed day](#) for public holidays and school development days.

### 3.1.1 Kindergarten

If you find that any kindergarten students have an FTE of 1.00, these students must have their FTE changed to 0.40, 0.50 or 0.60.

#### Admin > Speed Edit

- Select the Area: FTE and Part-time status
- Find  Year Group K
- Select the students whose records need editing
- Enter the correct FTE in **New Value**



Speed Edit

Area: FTE and Part time status

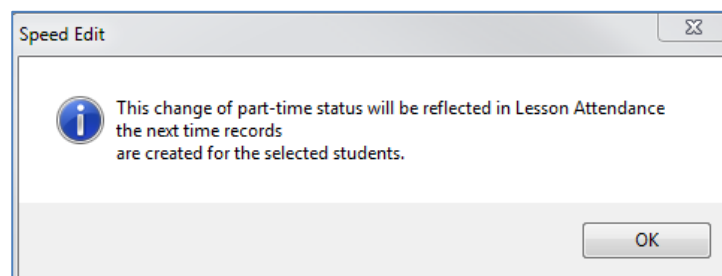
Select All Deselect All Invert Selection Blanks n/s

| Ref. | Student Name      | Value | Status |
|------|-------------------|-------|--------|
| 25   | Borsche, Caitlin  | 1.0   |        |
| 23   | Carmelina, Harry  | 1.0   |        |
| 18   | Dowling, Blake    | 1.0   |        |
| 22   | Freeborn, Jackson | 1.0   |        |
| 9    | Gordes, Marcus    | 1.0   |        |
| 24   | Kabulla, Izan     | 1.0   |        |
| 21   | Lamont, Isabelle  | 1.0   |        |
| 20   | Newbery, Naomi    | 1.0   |        |
| 19   | Wilson, Skye      | 1.0   |        |


New Value: 0.5

Close Save

- Click Apply Changes  and **Save**

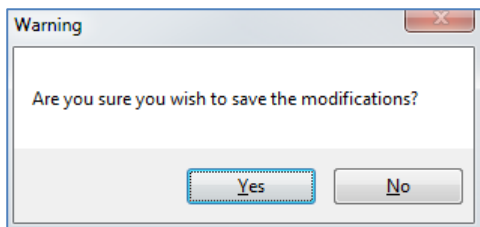


Speed Edit

 This change of part-time status will be reflected in Lesson Attendance the next time records are created for the selected students.

OK

- Click **OK**



- Click **Yes**
- Select **Custom**
- Enter the applicable attendance pattern
- If the same pattern applies to all selected students, click **Use Selected for All**

**Part Time Selector**

Luke Andrews  
Student FTE has been changed. Please select a Part Time Attendance pattern.

☐ AM ☐ PM ☐ n/a ☒ Custom

Attendance Pattern

| Day       | AM | PM |
|-----------|----|----|
| Monday    | ✓  |    |
| Tuesday   | ✓  |    |
| Wednesday | ✓  |    |
| Thursday  | ✓  |    |
| Friday    |    |    |

☒ Use Selected for All

**Sample 0.4**

**Part Time Selector**

Caitlin Borsche  
Student FTE has been changed. Please select a Part Time Attendance pattern.

☐ AM ☐ PM ☐ n/a ☒ Custom

Attendance Pattern

| Day       | AM | PM |
|-----------|----|----|
| Monday    | ✓  | ✓  |
| Tuesday   | ✓  | ✓  |
| Wednesday | ✓  |    |
| Thursday  |    |    |
| Friday    |    |    |

☒ Use Selected for All

**Sample 0.5**

**Part Time Selector**

Luke Andrews  
Student FTE has been changed. Please select a Part Time Attendance pattern.

☐ AM ☐ PM ☐ n/a ☒ Custom

Attendance Pattern

| Day       | AM | PM |
|-----------|----|----|
| Monday    |    |    |
| Tuesday   | ✓  | ✓  |
| Wednesday | ✓  | ✓  |
| Thursday  | ✓  | ✓  |
| Friday    |    |    |

☒ Use Selected for All

**Sample 0.6**


- Click **OK**

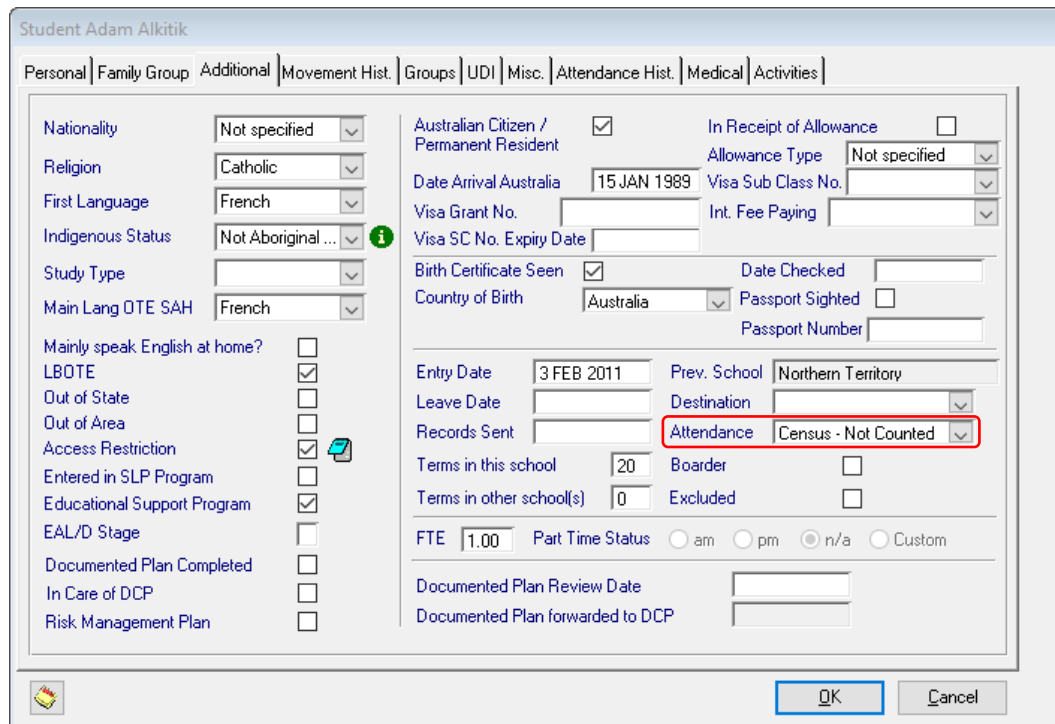


### 3.1.2 Attendance Type

Refer to the Online Student Census System - User Guide to determine which students can be counted in Census.

If a student is not to be counted for Census, change the attendance type for a student in **General > Student Details**.

- Click Edit 
- Select the **Additional** tab



Student Adam Alkitik


Personal | Family Group | **Additional** | Movement Hist. | Groups | UDI | Misc. | Attendance Hist. | Medical | Activities

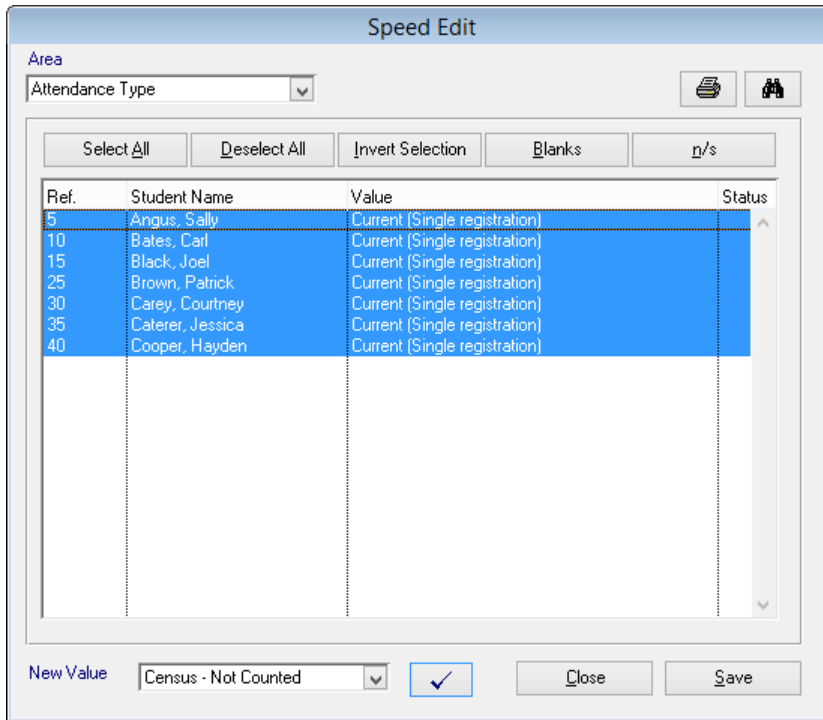
Nationality: Not specified  
Religion: Catholic  
First Language: French  
Indigenous Status: Not Aboriginal ...  
Study Type:   
Main Lang OTE SAH: French  
Mainly speak English at home? ☐  
LBOTE ☒  
Out of State ☐  
Out of Area ☐  
Access Restriction ☒  
Entered in SLP Program ☐  
Educational Support Program ☒  
EAL/D Stage ☐  
Documented Plan Completed ☐  
In Care of DCP ☐  
Risk Management Plan ☐

Australian Citizen / Permanent Resident ☒  
In Receipt of Allowance ☐  
Allowance Type: Not specified  
Date Arrival Australia: 15 JAN 1989  
Visa Sub Class No.:   
Visa Grant No.:   
Int. Fee Paying:   
Visa SC No. Expiry Date:   
Birth Certificate Seen ☒  
Date Checked:   
Country of Birth: Australia  
Passport Sighted ☐  
Passport Number:   
Entry Date: 3 FEB 2011  
Prev. School: Northern Territory  
Leave Date:   
Destination:   
Records Sent:   
Attendance: **Census - Not Counted**  
Terms in this school: 20  
Boarder ☐  
Terms in other school(s): 0  
Excluded ☐  
FTE: 1.00  
Part Time Status: ☐ am ☐ pm ☒ n/a ☐ Custom  
Documented Plan Review Date:   
Documented Plan forwarded to DCP:   
OK Cancel

- Change the Attendance value to Census-Not Counted
- Click **OK**

To change the attendance type for a number of students go to **Admin > Speed Edit**.

- Select the Area: Attendance Type
- Find  the required students
- Highlight the students who need their attendance type updated
- Select the appropriate **New Value**



Speed Edit

Area

Attendance Type

Select All Deselect All Invert Selection Blanks n/s

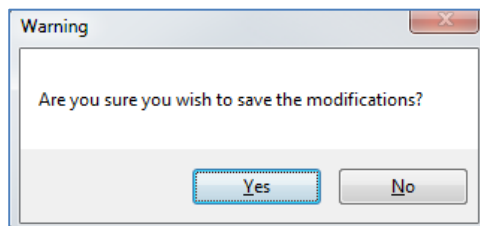
| Ref. | Student Name     | Value                         | Status |
|------|------------------|-------------------------------|--------|
| 5    | Angus, Sally     | Current (Single registration) |        |
| 10   | Bates, Carl      | Current (Single registration) |        |
| 15   | Black, Joel      | Current (Single registration) |        |
| 25   | Brown, Patrick   | Current (Single registration) |        |
| 30   | Carey, Courtney  | Current (Single registration) |        |
| 35   | Caterer, Jessica | Current (Single registration) |        |
| 40   | Cooper, Hayden   | Current (Single registration) |        |

New Value

Census - Not Counted

Close Save

- Click Apply Changes  and **Save**



Warning

Are you sure you wish to save the modifications?

Yes No

- Click **Yes**


## 3.2 Indigenous Status

Ensure all students have had the Indigenous Status set. Any student with a value of 'Not specified' or blank will need to be updated before census reports can be run.

Acceptable values for Indigenous Status are:

- Aboriginal
- Torres Strait Islander
- Both Aboriginal & TSI
- Not Aboriginal or TSI
- Not Stated (use if Indigenous Status is unknown)

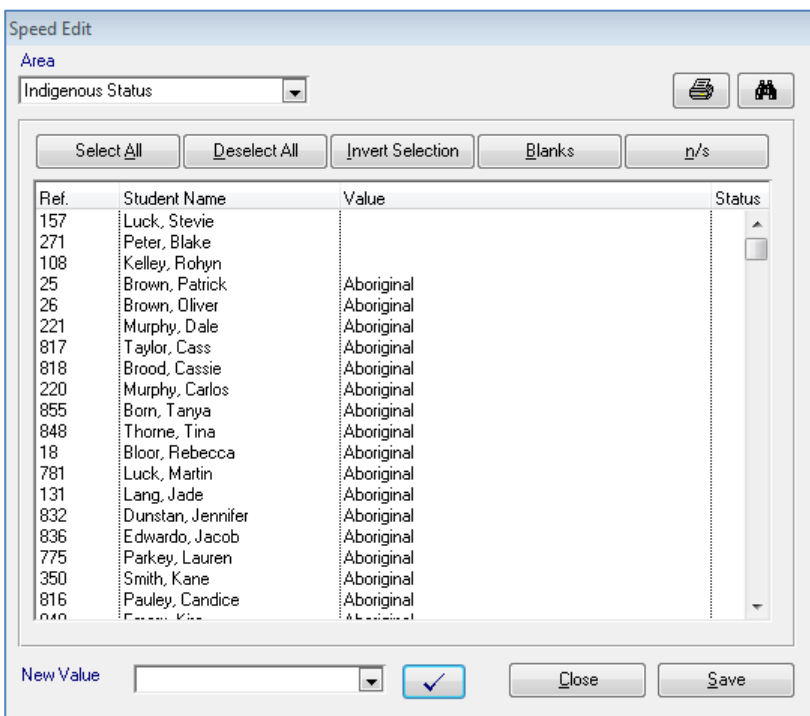
Check and update Indigenous Status in **Admin > Speed Edit**

- Select the Area: Indigenous Status
- Click , **Find, Select** and **Yes**

This will load all students on the current roll.

- Click on the **Value** column header

Students who have not had their Indigenous Status entered will appear at the top of the list.




Speed Edit

Area: Indigenous Status

Select All Deselect All Invert Selection Blanks n/s

| Ref. | Student Name      | Value      | Status |
|------|-------------------|------------|--------|
| 157  | Luck, Stevie      |            |        |
| 271  | Peter, Blake      |            |        |
| 108  | Kelley, Rohyn     |            |        |
| 25   | Brown, Patrick    | Aboriginal |        |
| 26   | Brown, Oliver     | Aboriginal |        |
| 221  | Murphy, Dale      | Aboriginal |        |
| 817  | Taylor, Cass      | Aboriginal |        |
| 818  | Brood, Cassie     | Aboriginal |        |
| 220  | Murphy, Carlos    | Aboriginal |        |
| 855  | Born, Tanya       | Aboriginal |        |
| 848  | Thorne, Tina      | Aboriginal |        |
| 18   | Bloor, Rebecca    | Aboriginal |        |
| 781  | Luck, Martin      | Aboriginal |        |
| 131  | Lang, Jade        | Aboriginal |        |
| 832  | Dunstan, Jennifer | Aboriginal |        |
| 836  | Edwardo, Jacob    | Aboriginal |        |
| 775  | Parkey, Lauren    | Aboriginal |        |
| 350  | Smith, Kane       | Aboriginal |        |
| 816  | Pauley, Candice   | Aboriginal |        |
| 848  | Pauley, Kane      | Aboriginal |        |

New Value:  ☒

- Highlight the students with a blank value and the same Indigenous Status
- Select the appropriate **New Value** for these students
- Click Apply Changes 
- Repeat the last two steps for other students with a blank value and the same Indigenous Status until all students have an Indigenous Status

Speed Edit

Area  
Indigenous Status

Select All Deselect All Invert Selection Blanks n/s

| Ref. | Student Name      | Value                  | Status |
|------|-------------------|------------------------|--------|
| 157  | Luck, Stevie      | Not Aboriginal or TSI  | M      |
| 271  | Peter, Blake      | Torres Strait Islander | M      |
| 108  | Kelley, Rohyn     | Not Aboriginal or TSI  | M      |
| 25   | Brown, Patrick    | Aboriginal             |        |
| 26   | Brown, Oliver     | Aboriginal             |        |
| 221  | Murphy, Dale      | Aboriginal             |        |
| 817  | Taylor, Cass      | Aboriginal             |        |
| 818  | Brood, Cassie     | Aboriginal             |        |
| 220  | Murphy, Carlos    | Aboriginal             |        |
| 855  | Born, Tanya       | Aboriginal             |        |
| 848  | Thorne, Tina      | Aboriginal             |        |
| 18   | Bloor, Rebecca    | Aboriginal             |        |
| 781  | Luck, Martin      | Aboriginal             |        |
| 131  | Lang, Jade        | Aboriginal             |        |
| 832  | Dunstan, Jennifer | Aboriginal             |        |
| 836  | Edwardo, Jacob    | Aboriginal             |        |
| 775  | Parkey, Lauren    | Aboriginal             |        |
| 350  | Smith, Kane       | Aboriginal             |        |
| 816  | Pauley, Candice   | Aboriginal             |        |
| 849  | ...               | ...                    |        |

New Value Torres Strait Islander

Close Save

- Click **Save**

Warning

Are you sure you wish to save the modifications?

Yes No

- Click **Yes**
- Scroll down the list to see if any students have an Indigenous Status of **Not specified** (Hint: Clicking on the **n/s** button will Highlight these students)

**Speed Edit**

Area: Indigenous Status [Print] [Help]

| Ref. | Student Name     | Value                  | Status |
|------|------------------|------------------------|--------|
| 142  | Le-Ti, Travis    | Not Aboriginal or TSI  |        |
| 135  | Lawson, Mark     | Not Aboriginal or TSI  |        |
| 791  | Laurents, Robert | Not Aboriginal or TSI  |        |
| 117  | Kinnane, Brant   | Not Aboriginal or TSI  |        |
| 134  | Laurents, Jason  | Not Aboriginal or TSI  |        |
| 133  | Laughton, Britt  | Not Aboriginal or TSI  |        |
| 132  | Larry, Tara      | Not Aboriginal or TSI  |        |
| 5    | Angus, Sally     | Not specified          |        |
| 30   | Carey, Courtney  | Not specified          |        |
| 15   | Black, Joel      | Not specified          |        |
| 878  | Black, Jenny     | Not specified          |        |
| 159  | Luong, Amber     | Torres Strait Islander |        |
| 138  | Lesley, Monique  | Torres Strait Islander |        |
| 31   | Carless, Matthew | Torres Strait Islander |        |
| 92   | Hubble, Regan    | Torres Strait Islander |        |
| 105  | Keane, Sam       | Torres Strait Islander |        |
| 130  | Lambert, Damien  | Torres Strait Islander |        |
| 54   | Ducker, Patrick  | Torres Strait Islander |        |
| 129  | Lam, Chanara     | Torres Strait Islander |        |

New Value:

- Repeat the steps above to change the **Not specified** value to one of the acceptable options

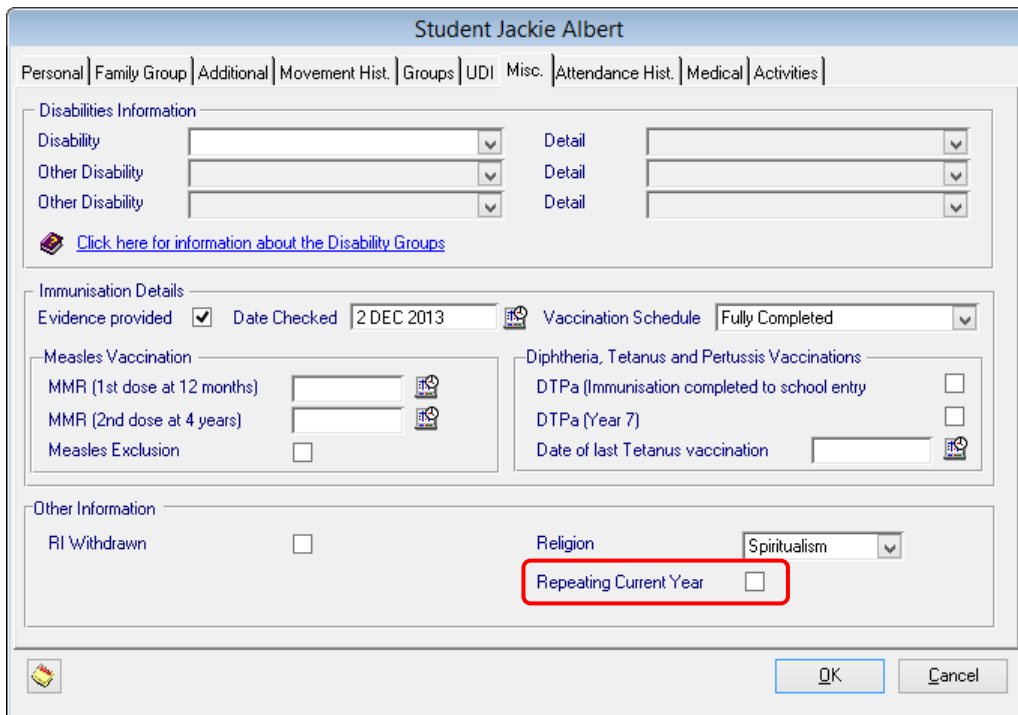
### 3.3 Repeating Current Year

Check that all students who are repeating the current year are tagged.

**Note: Any students tagged as repeating in 2019 but have progressed to the next year level in 2020 should have the Repeating Current Year tag removed.**

Change the repeating flag for an individual student in **General >Student Details**


- Click Edit 
- Select the **Miscellaneous** tab

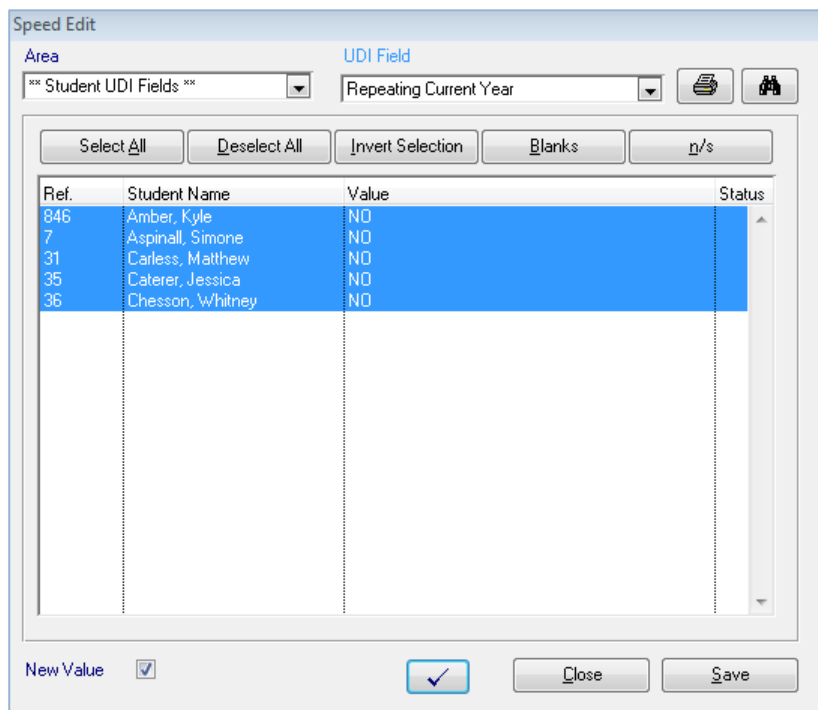


The screenshot shows the 'Student Jackie Albert' form with the 'Miscellaneous' tab selected. The form contains several sections: 'Disabilities Information' with three rows of 'Disability' and 'Detail' dropdowns; 'Immunisation Details' with 'Evidence provided' checked, 'Date Checked' as '2 DEC 2013', and 'Vaccination Schedule' as 'Fully Completed'; 'Measles Vaccination' with 'MMR (1st dose at 12 months)' and 'MMR (2nd dose at 4 years)' dropdowns, and 'Measles Exclusion' unchecked; 'Diphtheria, Tetanus and Pertussis Vaccinations' with 'DTPa (Immunisation completed to school entry)' and 'DTPa (Year 7)' checkboxes, and 'Date of last Tetanus vaccination' dropdown; and 'Other Information' with 'RI Withdrawn' unchecked, 'Religion' as 'Spiritualism', and 'Repeating Current Year' unchecked. The 'Repeating Current Year' checkbox is highlighted with a red box. At the bottom are 'OK' and 'Cancel' buttons.

- Check or uncheck **Repeating Current Year** as required
- Click **OK**

Change the repeating flag for a number of students in **Admin > Speed Edit**.

- Select the Area: **\*\*Student UDI Fields\*\***
- Select the UDI Field Repeating Current Year
- Find  the required students
- Highlight the students who need their repeating flag changed
- Check or uncheck **New Value** as required




Speed Edit

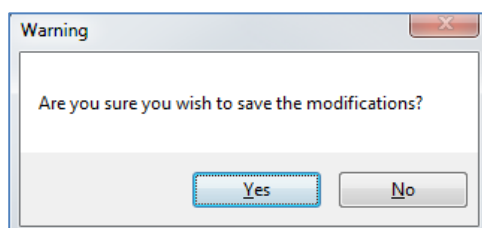
Area: **\*\*Student UDI Fields\*\*** UDI Field: **Repeating Current Year**

Select All Deselect All Invert Selection Blanks n/s

| Ref. | Student Name     | Value | Status |
|------|------------------|-------|--------|
| 846  | Amber, Kyle      | NO    |        |
| 7    | Aspinall, Simone | NO    |        |
| 31   | Carless, Matthew | NO    |        |
| 35   | Caterer, Jessica | NO    |        |
| 36   | Chesson, Whitney | NO    |        |

New Value ☒  Close Save

- Click Apply Changes  and **Save**



Warning

Are you sure you wish to save the modifications?

Yes No

- Click **Yes**

### 3.4 External Students

Students enrolled at one school, but attending a second school for specific activities, can be placed on the second school's External Roll. Typically, students in this situation may be attending for PEAC or from an Educational Support Centre. A student cannot be on the Current Roll at two schools.

If you have students in this situation and need assistance to correct the data please call the ICT Customer Service Centre on 9264 5555 (Metro), 1800 012 828 (Regional) or [Customer.Service.Centre@education.wa.edu.au](mailto:Customer.Service.Centre@education.wa.edu.au)

### 3.5 Specific Data Checks for Form A1

**Note: Prior to generating the A1 report, make sure that all absences have been entered in the Lesson Attendance module up to the census date.**


### 3.6 Specific Data Checks for Form B1

If your school is required to provide form B1, complete the following checks:

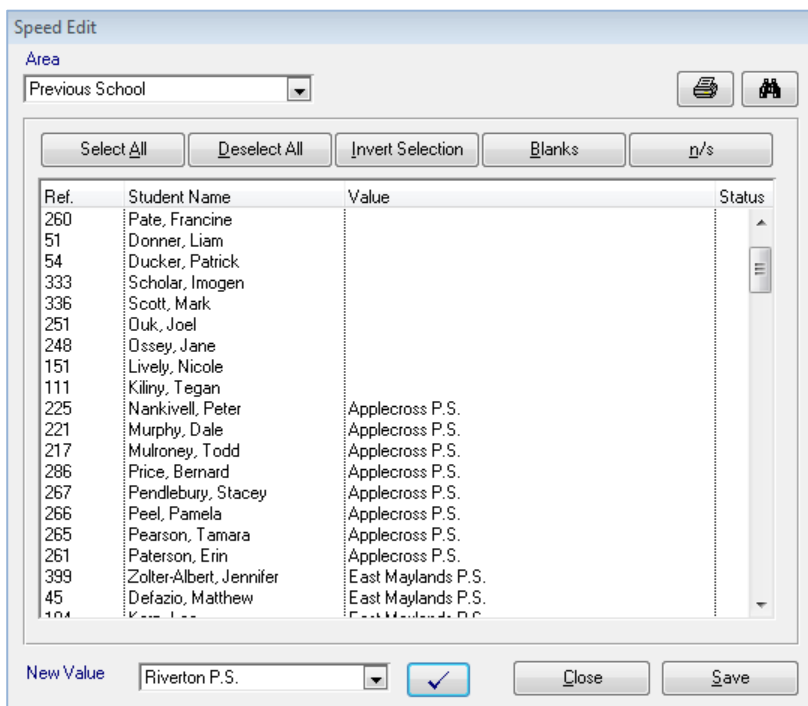
- All Year 7 students have a valid previous primary school that they attended in 2019.
- All new Year 11 students have a valid previous secondary school entered. The school should be where the student attended Year 10 in 2019.

**Note: Do NOT use Not Specified as a previous school for any students.**

Check and enter the previous school details in **Admin > Speed Edit**.

- Select the Area: Previous School
- Find  the students in Years 7 and/or 11 as appropriate
- Click on the **Value** column header


Students who have not had their previous school entered will appear at the top of the list.



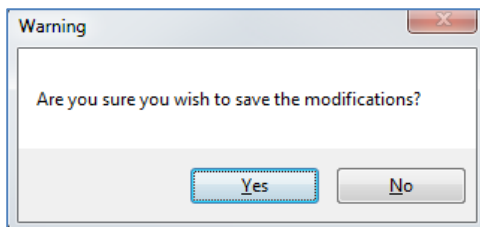
The screenshot shows the 'Speed Edit' window with the 'Area' dropdown set to 'Previous School'. The table below lists students and their previous schools. The 'Value' column header is highlighted.

| Ref. | Student Name            | Value              | Status |
|------|-------------------------|--------------------|--------|
| 260  | Pate, Francine          |                    |        |
| 51   | Donner, Liam            |                    |        |
| 54   | Ducker, Patrick         |                    |        |
| 333  | Scholar, Imogen         |                    |        |
| 336  | Scott, Mark             |                    |        |
| 251  | Duk, Joel               |                    |        |
| 248  | Ossey, Jane             |                    |        |
| 151  | Lively, Nicole          |                    |        |
| 111  | Kiliny, Tegan           |                    |        |
| 225  | Nankivell, Peter        | Applecross P.S.    |        |
| 221  | Murphy, Dale            | Applecross P.S.    |        |
| 217  | Mulrone, Todd           | Applecross P.S.    |        |
| 286  | Price, Bernard          | Applecross P.S.    |        |
| 267  | Pendlebury, Stacey      | Applecross P.S.    |        |
| 266  | Peel, Pamela            | Applecross P.S.    |        |
| 265  | Pearson, Tamara         | Applecross P.S.    |        |
| 261  | Paterson, Erin          | Applecross P.S.    |        |
| 399  | Zolter-Albert, Jennifer | East Maylands P.S. |        |
| 45   | Defazio, Matthew        | East Maylands P.S. |        |
| 104  | K... ..                 | East Maylands P.S. |        |

At the bottom, the 'New Value' dropdown is set to 'Riverton P.S.' and the 'Apply Changes' button (with a checkmark icon) is highlighted.

- Select all students from the same previous school
- Select that school in **New Value**
- Click Apply Changes  and **Save**





- Click **Yes**
- Repeat for other students until they all have a previous school entered

### 3.7 Specific Data Checks for Form EL1

Refer to [Enrol English as an Additional Language or dialect Students](#)

All students participating in an EALD program must have the correct stage entered.

All EALD students must have the following fields addressed:

- **An EALD Stage**
- **County of Birth**
- **First Language (the first language the student learned to speak)**
- **Main Language OTE SAH (main language other than English spoken at home)**
- **LBOTE (language background other than English)**
- **Mainly Speak English at home (Yes or No checkbox; for no response, check box must be checked and then unchecked)**
- **Australian Citizen/Permanent Resident (Yes or No checkbox)**
- **Visa Sub Class Number**
  - Enter the three digit visa subclass number
  - Enter AC for students with Australian Citizenship
  - Children born in Australia with parents that are visa holders generally have the same visa subclass and visa condition as their parents
  - be entered in this field
  - Children born in Australia automatically acquire Australian citizenship if at least one parent is an Australian citizen or permanent resident at the time of the child's birth
- **Visa SC No. Expiry date (if not known, leave blank)**
- **Date of Arrival to Australia**
  - If the student is born in Australia, enter the day after their birth date to avoid a conflict to be shown

***Note: The above information must be entered into Integris so that the EALD students appear on the EL1 Report.***

Record this information in **General > Student > Details > Additional Information**

**Student** Adam Alkitik ( 2 ) Year 9 Form 09.1

|                               |                                     |   |                                     |                         |                            |
|-------------------------------|-------------------------------------|---|-------------------------------------|-------------------------|----------------------------|
| Surname                       | Alkitik                             | Australian Citizen / Permanent Resident | <input checked="" type="checkbox"/> | In Receipt of Allowance | <input type="checkbox"/>   |
| First Name                    | Adam                                | Date Arrival Australia                  | 15 JAN 2011                         | Allowance Type          | Not specified              |
| Other Names                   |                                     | Visa Grant Number                       |                                     | Visa Sub Class No.      | 485                        |
| Preferred Name                | Adam                                | Visa SC No. Expiry Date                 | 15 JAN 2021                         | Int. Fee Paying         | No Fees                    |
| Legal Surname                 | Alkitik                             | Birth Certificate Seen                  | <input checked="" type="checkbox"/> | Int. Fee Paid To        |                            |
| House                         | Red                                 | Country of Birth                        | France                              | Date Checked            |                            |
| Nationality                   | Not specified                       |   |                                     | Passport Sighted        | <input type="checkbox"/>   |
| Religion                      | Catholic                            |   |                                     | Passport Number         |                            |
| First Language                | French                              | Entry Date                              | 3 FEB 2011                          | Previous School         | Northern Territory         |
| Indigenous Status             | Not Aboriginal or TSI               | Leave Date                              |                                     | Destination             |                            |
| Study Type                    |                                     | Records Sent                            |                                     | Attendance              | Current (Single registrati |
| Main Lang OTE SAH French      | <input checked="" type="checkbox"/> |   |                                     | FTE                     | 1.00                       |
| Mainly speak English at home? | <input type="checkbox"/>            | Terms in this School                    | 20                                  | Boarder                 | <input type="checkbox"/>   |
| LBOTE                         | <input checked="" type="checkbox"/> | Terms in other School(s)                | 0                                   | Excluded                | <input type="checkbox"/>   |
| Out of State                  | <input type="checkbox"/>            | Educational Support Program             | <input checked="" type="checkbox"/> | EAL/D Stage             | 1                          |
| Out of Area                   | <input type="checkbox"/>            | VET Status                              | Not a VET Student                   |                         |                            |
| Access Restriction            | <input checked="" type="checkbox"/> | Documented Plan Review Date             |                                     |                         |                            |
| Entered in SLP Program        | <input type="checkbox"/>            | Documented Plan forwarded to DCP        |                                     |                         |                            |
| Documented Plan Completed     | <input type="checkbox"/>            |   |                                     |                         |                            |
| In Care of DCP                | <input type="checkbox"/>            |   |                                     |                         |                            |
| Risk Management Plan          | <input type="checkbox"/>            |   |                                     |                         |                            |


EALD students from a limited schooling background must be identified:

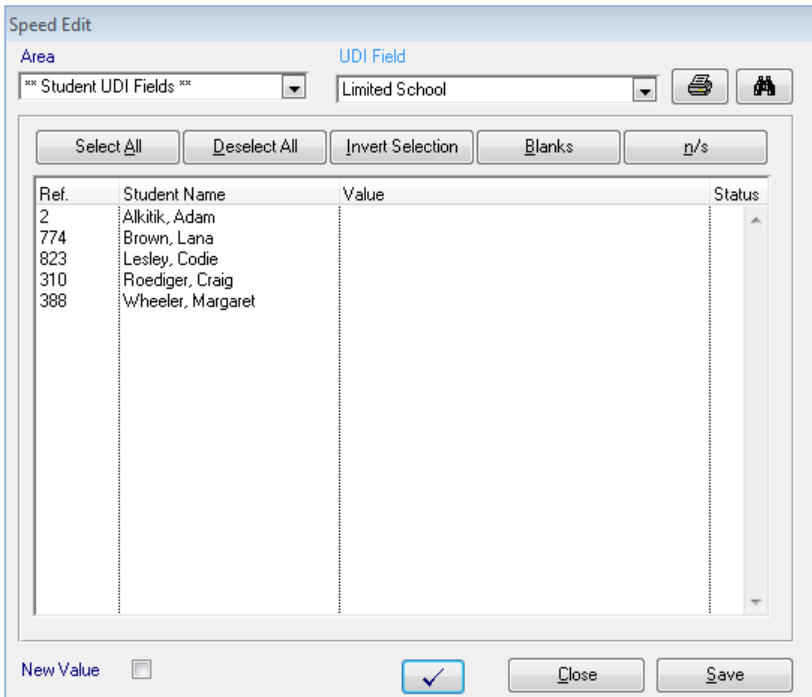
- **General > Student Details > User Defined Information.**
- Select the UDI Limited School
- Enter 'Yes' to reflect limited schooling status

**Student** Lana Brown ( 774 ) Year 7 Form 07.1

| Description                          | Value |
|--------------------------------------|-------|
| Stat. Dec. sighted                   | No    |
| General Notes                        |       |
| Transport to School                  |       |
| Limited School                       | Yes   |
| Writing                              |       |
| Community Service Completed          | No    |
| Release of Info Individual Awareness | No    |
| Release of Info Career Information   | No    |
| Release of Info Exam Answers         | No    |
| Exclude from SCSA Reporting          | No    |
| Community Service Hours Accumulated  | 0     |
| Community Service Location           |       |
| Medical records can display photo    | No    |
| English Language Competency          |       |

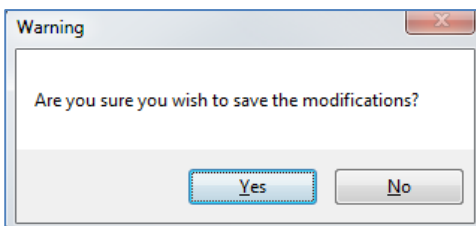
Enter **Limited School** information for multiple students in **Admin > Speed Edit**.

- Select the Area: **\*\*Student UDI Fields\*\***
- Select the UDI Field **Limited School**
- Find  the required students
- Highlight the students who need to have this data entered
- Check or uncheck **New Value** as appropriate



| Ref. | Student Name      | Value | Status |
|------|-------------------|-------|--------|
| 2    | Alkitik, Adam     |       |        |
| 774  | Brown, Lana       |       |        |
| 823  | Lesley, Codie     |       |        |
| 310  | Roediger, Craig   |       |        |
| 388  | Wheeler, Margaret |       |        |

- Click Apply Changes  and **Save**



Warning

Are you sure you wish to save the modifications?

Yes No

- Click **Yes**

### 3.7.1 EALD Support

If you require additional assistance regarding EALD students please contact:

Email: [LiteracyandNumeracy.EALD@education.wa.edu.au](mailto:LiteracyandNumeracy.EALD@education.wa.edu.au)

### 3.8 Specific Data Checks for Form FF1

The records of all international students must include a three digit **Visa Sub Class No** and a **Date Arrival Australia**.


**Disregard the Error Message for Students with these visas  
500D, 500E, 500H, 500N, 500P, 500S and 500V.**

Students with the following Visa numbers must also have their **International Fee Paying Type** recorded.

See the correct values in the table below.

| Visa | Options                               |
|------|---------------------------------------|
| 457  | Full Fee Paying or Partial Fee Paying |
| 482  | Partial Fee Paying or No Fees         |
| 485  | Partial Fee Paying or No Fees         |
| 571  | Full Fee Paying or No Fees            |
| 573  | Partial Fee Paying or No Fees         |
| 574  | Partial Fee Paying or No Fees         |
| 500D | No Fees                               |
| 500E | Full Fee Paying                       |
| 500H | Full Fee Paying or No Fees            |
| 500N | Full Fee Paying                       |
| 500P | Full Fee Paying or No Fees            |
| 500S | Full Fee Paying or No Fees            |
| 500V | Full Fee Paying or No Fees            |

Edit the **International Fee Paying Type** for individual students in **General >Student Details**

- Click Edit 
- Select the **Additional** tab
- Select the correct value in **Int. Fee Paying**

Refer to:

[Enrolment Of Students From Overseas Schedule](#); and  
[Enrolling Students From Overseas](#)

**Student Bronson Koehler**

Personal | Family Group | Additional | Movement Hist. | Groups | UDI | Misc. | Attendance Hist. | Medical | Activities

|                               |                          |   |   |                         |                            |
|-------------------------------|--------------------------|---|---|-------------------------|----------------------------|
| Nationality                   | Not specified            | Australian Citizen / Permanent Resident | <input type="checkbox"/>  | In Receipt of Allowance | <input type="checkbox"/>   |
| Religion                      | Miscellaneous ...        | Date Arrival Australia                  |   | Allowance Type          |                            |
| First Language                | German                   | Visa Grant No.                          |   | Visa Sub Class No.      | 457                        |
| Indigenous Status             | Not Aboriginal ...       | Visa SC No. Expiry Date                 | 31 DEC 2017   | Int. Fee Paying         | Partial Fee Paying         |
| Study Type                    |                          | Birth Certificate Seen                  | <input checked="" type="checkbox"/>   | Date Checked            |                            |
| Main Lang OTE SAH             | German                   | Country of Birth                        | Germany   | Passport Sighted        | <input type="checkbox"/>   |
| Mainly speak English at home? | <input type="checkbox"/> | Entry Date                              | 10 OCT 2012   | Passport Number         |                            |
| LBOTE                         | <input type="checkbox"/> | Leave Date                              |   | Prev. School            |                            |
| Out of State                  | <input type="checkbox"/> | Records Sent                            |   | Destination             |                            |
| Out of Area                   | <input type="checkbox"/> | Terms in this school                    | 21  | Attendance              | Current (Single registr... |
| Access Restriction            | <input type="checkbox"/> | Terms in other school(s)                | 0   | Boarder                 | <input type="checkbox"/>   |
| Entered in SLP Program        | <input type="checkbox"/> | FTE                                     | 1.00  | Excluded                | <input type="checkbox"/>   |
| Educational Support Program   | <input type="checkbox"/> | Part Time Status                        | <input type="radio"/> am <input type="radio"/> pm <input checked="" type="radio"/> n/a <input type="radio"/> Custom |                         |                            |
| EAL/D Stage                   | 2                        | Documented Plan Review Date             |   |                         |                            |
| Documented Plan Completed     | <input type="checkbox"/> | Documented Plan forwarded to DCP        |   |                         |                            |
| In Care of DCP                | <input type="checkbox"/> |   |   |                         |                            |

OK Cancel

- Click **OK**

**Note: All students with Visa Sub Class No 457 and 482 are to have Int. Fee Paying set to Partial Fee Paying.**

### 3.8.1 Visa Support

If you require additional assistance regarding Visa Sub Class numbers please contact Schooling Planning: 9264 4322

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# **WA Census Manual – Semester 1**

*Generating the Census Reports*

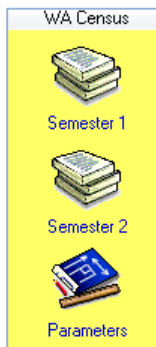
---

4

## 4 Generating the Census Reports

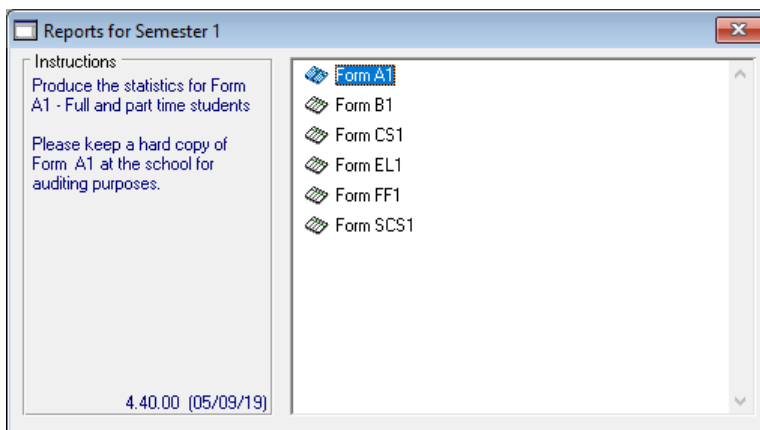
Refer to Section 1 for information on installing the WA Census module.

Refer to Section 2 for information on setting your default census information.



To access the Semester 1 census reports, click on **Semester 1** on the **WA Census** sidebar.

To find out more about a particular form, click once on that form and read the text displayed in the panel on the left.



Before producing each census report, the system validates the data. If the correct data does not exist, you will see an error report. This report tells you what you need to fix before running the report again. See the example below.

In some instances, you will see a warning that tells you about a problem with the data but you will have the option to continue to generate the report.

### WA Census Report Warnings

#### Census A1

Date Printed: 14/02/2020  
Census Date: 14/02/2020

Warnings (detailed below) were generated for the listed students and may require consideration or rectification.

Form A1 Table 1 cannot be produced until the following data is rectified

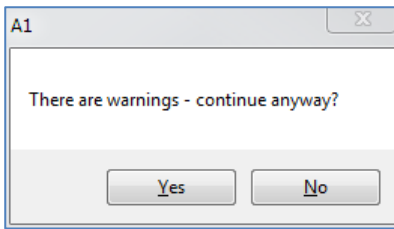
The following students do not have the indigenous set defined.

- Angus, Sally
- Black, Joel
- Carey, Courtney
- Black, Jenny

The following students have a missing Address line 1:

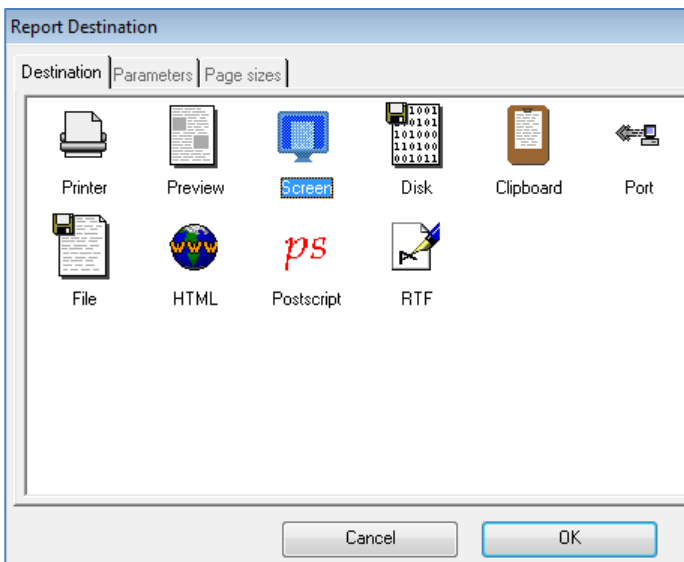
- Longmire, Ragbir

<End of Report>



To preview and print a report:

- Double click on the required report



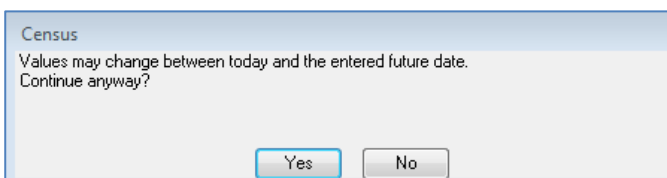
- Select **Screen** and click **OK**

 A dialog box titled 'Census Information'. It contains the text 'The following information is required:'. Below this, there are two input fields: 'Person Completing Form' with the placeholder text 'FirstName Surname' and 'Date of Census' with the value '14/02/2020'. At the bottom, there are 'OK' and 'Cancel' buttons.

You will see the default parameters entered earlier.

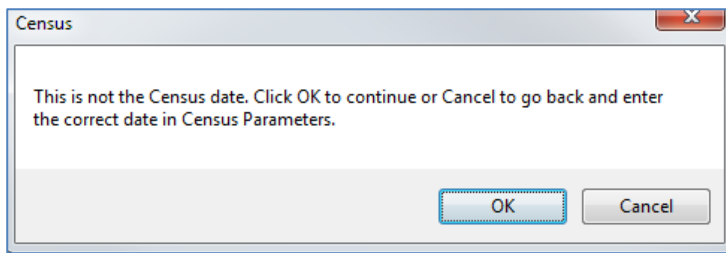
- Click **OK**

If you run a report prior to the census date, you will see this message.

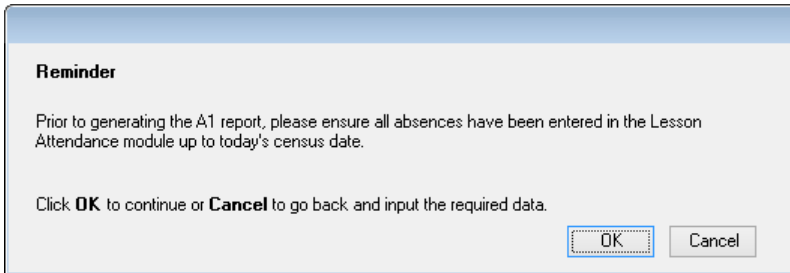



If you enter an incorrect census date, you will see this message.





You may also see a reminder message.



- Click **OK** to continue
- After previewing the report click  to print the report

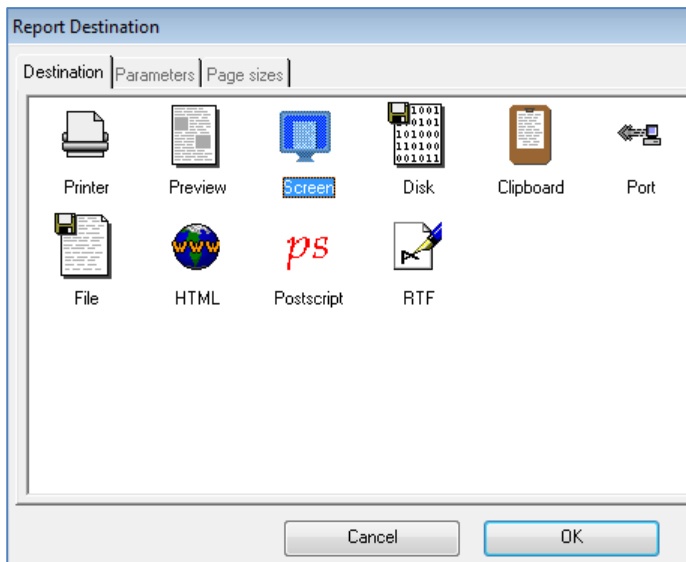
## 4.1 Census Form A1

This report consists of two tables of information containing:

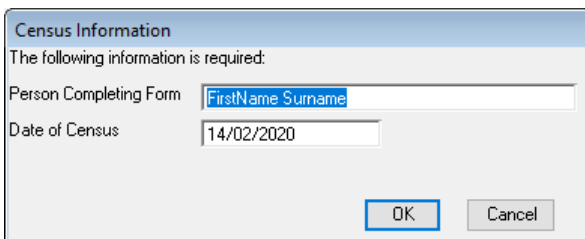
- Part-time secondary students
- Pre-compulsory and full-time primary and secondary students

To view and print Form A1:

- Double click on **Form A1** icon



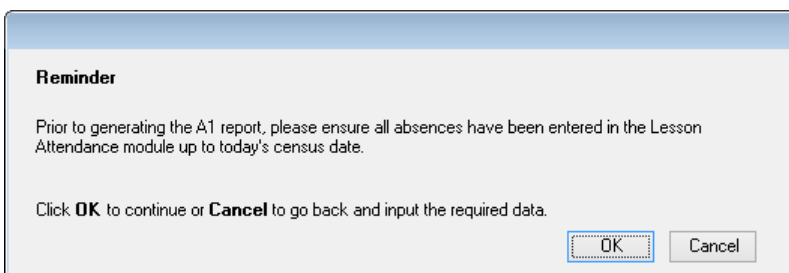
- Select **Screen** and click **OK**



You will see the default parameters entered earlier.

- Click **OK**

You will see a reminder message.



- Click **OK** to continue or **Cancel** to go back and enter required data

If there are no part-time secondary students at your school, you will see this message.

Form A1 Table 1

There are no part time secondary students, table 1 will not be produced.

OK

- Click **OK**

This is an example of Table 1. You will see this only if your school has part-time secondary students.

A1

DEPARTMENT OF EDUCATION  
GOVERNMENT SCHOOLS FIRST SEMESTER STUDENT CENSUS AS AT FEBRUARY 14, 2020

4567  
School Code


Name of School  
Telephone Number

West Coast District High  
9412 3456

Person Completing Form  
First Name Surname

Table 1: PART-TIME SECONDARY STUDENTS

| Education Level    | Office Use Only | SEX | Total Part-Time Students |     | Total Part-Time Non-Aboriginal Students |     | Total Part-Time Aboriginal Students |     |
|--------------------|-----------------|-----|--------------------------|-----|---|-----|-------------------------------------|-----|
|                    |                 |     | Number                   | FTE | Number                                  | FTE | Number                              | FTE |
| Year 7             | Y07             | X   |                          |     |   |     |                                     |     |
| Year 7             | Y07             | M   |                          |     |   |     |                                     |     |
| Year 7             | Y07             | F   |                          |     |   |     |                                     |     |
| Year 8             | Y08             | X   |                          |     |   |     |                                     |     |
| Year 8             | Y08             | M   |                          |     |   |     |                                     |     |
| Year 8             | Y08             | F   |                          |     |   |     |                                     |     |
| Year 9             | Y09             | X   |                          |     |   |     |                                     |     |
| Year 9             | Y09             | M   |                          |     |   |     |                                     |     |
| Year 9             | Y09             | F   |                          |     |   |     |                                     |     |
| Year 10            | Y10             | X   |                          |     |   |     |                                     |     |
| Year 10            | Y10             | M   |                          |     |   |     |                                     |     |
| Year 10            | Y10             | F   |                          |     |   |     |                                     |     |
| Year 11            | Y11             | X   |                          |     |   |     |                                     |     |
| Year 11            | Y11             | M   | 1                        | 0.6 | 1                                       | 0.6 |                                     |     |
| Year 11            | Y11             | F   | 1                        | 0.8 | 1                                       | 0.8 |                                     |     |
| Year 12            | Y12             | X   |                          |     |   |     |                                     |     |
| Year 12            | Y12             | M   |                          |     |   |     |                                     |     |
| Year 12            | Y12             | F   | 1                        | 0.6 | 1                                       | 0.6 |                                     |     |
| Ungraded Secondary | USE             | X   |                          |     |   |     |                                     |     |
| Ungraded Secondary | USE             | M   |                          |     |   |     |                                     |     |
| Ungraded Secondary | USE             | F   |                          |     |   |     |                                     |     |
| <b>TOTAL</b>       | <b>SEC</b>      |     | 3                        | 2.0 | 3                                       | 2.0 |                                     |     |

- After previewing the report click  to print it

- Close  Table 1

You will see Table 2. (Continues on the next page)

**A1**

**4567**

School Code

DEPARTMENT OF EDUCATION  
GOVERNMENT SCHOOLS FIRST SEMESTER STUDENT CENSUS AS AT FEBRUARY 14, 2020

Name of School **West Coast District High**  
Telephone Number **9412 3456** Person Completing Form **FirstName Surname**

Table 2: PRE-COMPULSORY AND FULL-TIME PRIMARY AND SECONDARY STUDENTS

| Education Level  | Office Use Only | SEX | Total Students | Total Non-Aboriginal Students | Total Aboriginal Students | Repeating | Continuous Unresolved Absence |                               |                           |
|------------------|-----------------|-----|----------------|-------------------------------|---------------------------|-----------|-------------------------------|-------------------------------|---------------------------|
|                  |                 |     |                |                               |                           |           | Total Students                | Total Non-Aboriginal Students | Total Aboriginal Students |
| Kindergarten     | S04             | X   |                |                               |                           |           |                               |                               |                           |
| Kindergarten     | S04             | M   | 5              | 5                             |                           |           |                               |                               |                           |
| Kindergarten     | S04             | F   | 7              | 5                             | 2                         |           |                               |                               |                           |
| Kindergarten     | S06             | X   |                |                               |                           |           |                               |                               |                           |
| Kindergarten     | S06             | M   | 1              | 1                             |                           |           |                               |                               |                           |
| Kindergarten     | S06             | F   |                |                               |                           |           |                               |                               |                           |
| Pre-Primary      | S10             | X   |                |                               |                           |           |                               |                               |                           |
| Pre-Primary      | S10             | M   | 6              | 5                             | 1                         |           |                               |                               |                           |
| Pre-Primary      | S10             | F   | 3              | 3                             |                           |           |                               |                               |                           |
| Year 1           | Y01             | X   |                |                               |                           |           |                               |                               |                           |
| Year 1           | Y01             | M   | 3              | 3                             |                           |           |                               |                               |                           |
| Year 1           | Y01             | F   | 3              | 2                             | 1                         |           |                               |                               |                           |
| Year 2           | Y02             | X   |                |                               |                           |           |                               |                               |                           |
| Year 2           | Y02             | M   | 7              | 7                             |                           |           |                               |                               |                           |
| Year 2           | Y02             | F   | 11             | 9                             | 2                         |           |                               |                               |                           |
| Year 3           | Y03             | X   |                |                               |                           |           |                               |                               |                           |
| Year 3           | Y03             | M   | 7              | 7                             |                           |           |                               |                               |                           |
| Year 3           | Y03             | F   | 4              | 4                             |                           |           |                               |                               |                           |
| Year 4           | Y04             | X   |                |                               |                           |           |                               |                               |                           |
| Year 4           | Y04             | M   | 6              | 5                             | 1                         |           |                               |                               |                           |
| Year 4           | Y04             | F   | 8              | 7                             | 1                         |           |                               |                               |                           |
| Year 5           | Y05             | X   |                |                               |                           |           |                               |                               |                           |
| Year 5           | Y05             | M   | 9              | 8                             | 1                         |           |                               |                               |                           |
| Year 5           | Y05             | F   | 5              | 3                             | 2                         |           |                               |                               |                           |
| Year 6           | Y06             | X   |                |                               |                           |           |                               |                               |                           |
| Year 6           | Y06             | M   | 7              | 6                             | 1                         |           | 7                             | 6                             | 1                         |
| Year 6           | Y06             | F   | 5              | 4                             | 1                         |           | 5                             | 4                             | 1                         |
| Ungraded Primary | UPR             | X   |                |                               |                           |           |                               |                               |                           |
| Ungraded Primary | UPR             | M   |                |                               |                           |           |                               |                               |                           |
| Ungraded Primary | UPR             | F   |                |                               |                           |           |                               |                               |                           |
| Year 7           | Y07             | X   |                |                               |                           |           |                               |                               |                           |
| Year 7           | Y07             | M   | 30             | 26                            | 4                         |           |                               |                               |                           |
| Year 7           | Y07             | F   | 29             | 24                            | 5                         |           |                               |                               |                           |

**A1****4567**

School Code

DEPARTMENT OF EDUCATION

GOVERNMENT SCHOOLS FIRST SEMESTER STUDENT CENSUS AS AT FEBRUARY 14, 2020

Name of School

**West Coast District High**

Telephone Number


9412 3456

Person Completing Form

FirstName Surname

| Education Level    | Office Use Only | S<br>E<br>X | Total Students | Total Non-Aboriginal Students | Total Aboriginal Students | Repeating | Continuous Unresolved Absence |                               |                           |
|--------------------|-----------------|-------------|----------------|-------------------------------|---------------------------|-----------|-------------------------------|-------------------------------|---------------------------|
|                    |                 |             |                |                               |                           |           | Total Students                | Total Non-Aboriginal Students | Total Aboriginal Students |
| Year 8             | Y08             | X           |                |                               |                           |           |                               |                               |                           |
| Year 8             | Y08             | M           | 59             | 55                            | 4                         |           | 1                             |                               | 1                         |
| Year 8             | Y08             | F           | 49             | 46                            | 3                         |           |                               |                               |                           |
| Year 9             | Y09             | X           |                |                               |                           |           |                               |                               |                           |
| Year 9             | Y09             | M           | 40             | 39                            | 1                         |           |                               |                               |                           |
| Year 9             | Y09             | F           | 29             | 28                            | 1                         |           |                               |                               |                           |
| Year 10            | Y10             | X           |                |                               |                           |           |                               |                               |                           |
| Year 10            | Y10             | M           | 27             | 26                            | 1                         |           | 1                             | 1                             |                           |
| Year 10            | Y10             | F           | 38             | 33                            | 5                         |           |                               |                               |                           |
| Year 11            | Y11             | X           |                |                               |                           |           |                               |                               |                           |
| Year 11            | Y11             | M           | 35             | 32                            | 3                         |           |                               |                               |                           |
| Year 11            | Y11             | F           | 28             | 25                            | 3                         |           |                               |                               |                           |
| Year 12            | Y12             | X           |                |                               |                           |           |                               |                               |                           |
| Year 12            | Y12             | M           | 36             | 32                            | 4                         |           |                               |                               |                           |
| Year 12            | Y12             | F           | 27             | 26                            | 1                         |           |                               |                               |                           |
| Ungraded Secondary | USE             | X           |                |                               |                           |           |                               |                               |                           |
| Ungraded Secondary | USE             | M           |                |                               |                           |           |                               |                               |                           |
| Ungraded Secondary | USE             | F           |                |                               |                           |           |                               |                               |                           |
| Not Specified      |                 | X           |                |                               |                           |           |                               |                               |                           |
| Not Specified      |                 | M           |                |                               |                           |           |                               |                               |                           |
| Not Specified      |                 | F           |                |                               |                           |           |                               |                               |                           |
| <b>TOTAL</b>       | <b>SCH</b>      |             | 524            | 476                           | 48                        |           | 14                            | 11                            | 3                         |

**Ungraded Primary and Secondary year levels are no longer valid (except for Canning College).**

- After previewing the report Click  to print it

## 4.2 Census Form B1

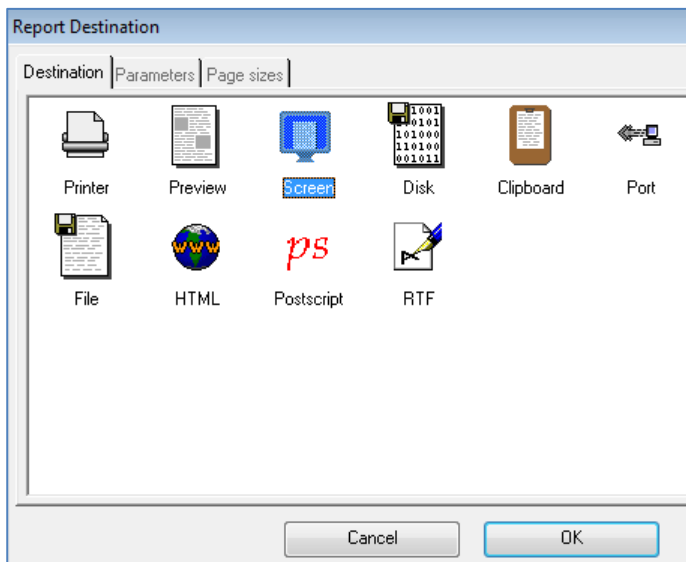
This form consists of two tables of information containing:

- The number of full-time Year 7 students from each intake source
- The number of full-time Year 11 students from each intake source

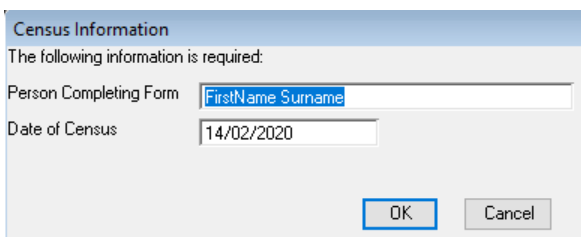
Before running this report, you must complete the data checks described in Section 3.6.

To view and print Form B1:

- Double click on **Form B1** icon

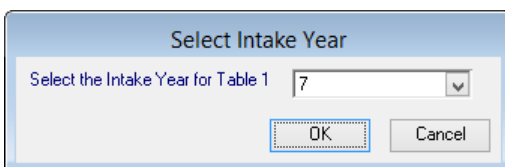


- Select **Screen** and click **OK**

A screenshot of the 'Census Information' dialog box. It contains the text 'The following information is required:'. There are two input fields: 'Person Completing Form' with a dropdown menu showing 'FirstName Surname', and 'Date of Census' with a text box containing '14/02/2020'. At the bottom are 'OK' and 'Cancel' buttons.

You will see the default parameters entered earlier.

- Click **OK**

A screenshot of the 'Select Intake Year' dialog box. It has a title bar and a label 'Select the Intake Year for Table 1' next to a dropdown menu showing the number '7'. At the bottom are 'OK' and 'Cancel' buttons.

- Select the correct intake year for Table 1.

**Note: Table 2 always returns data on Year 11 students.**



- Click **OK**

A Warning Report may appear if Year 7 students do not have a Previous School.

|   |  |                      |                   |
|---|--|----------------------|-------------------|
| <b>WA Census Report Warnings</b>  |  | <b>Date Printed:</b> | <b>14/02/2020</b> |
| <b>Census B1</b>  |  | <b>Census Date:</b>  | <b>14/02/2020</b> |
| The following conditions must be rectified before this report can be printed.   |  |                      |                   |
| The following year 7 students do not have a previous school:  |  |                      |                   |
| <ul style="list-style-type: none"> <li>- Baverstock, Adrian</li> <li>- Farmer, Krystle</li> <li>- Ramsden, Susan</li> </ul> |  |                      |                   |

This is an example of Table 1.

| <b>B1</b>  |                                 | <b>4567</b>               |                          |
|--|---------------------------------|---------------------------|--------------------------|
|  |                                 | School Code               |                          |
| DEPARTMENT OF EDUCATION<br>GOVERNMENT SCHOOLS FIRST SEMESTER STUDENT CENSUS AS AT FEBRUARY 14, 2020<br>STUDENT INTAKE SOURCES - YEARS 7 AND 11 |                                 |                           |                          |
| Name of School   | <u>West Coast District High</u> | Person Completing Form    | <u>FirstName Surname</u> |
| Telephone Number   | <u>9412 3456</u>                |                           |                          |
| Table 1: Number of <u>Full-Time</u> Year 7 Students from each intake source  |                                 |                           |                          |
| Intake Source  | Intake Source<br>(School Code)  | Number of Year 7 Students |                          |
|  |                                 | Male                      | Female                   |
| <b>A Students Repeating Year 7</b>   |                                 |                           |                          |
| Students Repeating Year  | RPT                             |                           |                          |
| <b>B Year 7 Intake from All WA Schools</b>   |                                 |                           |                          |
| Adam Road P.S. (South Bunbury)   | 5001                            | 1                         |                          |
| Allenswood P.S. (Greenwood)  | 5585                            | 1                         | 1                        |
| Ashfield P.S.  | 5015                            | 1                         |                          |
| E Busselton P.S.   | 5763                            | 1                         |                          |
| Nullagine P.S.   | 5355                            | 1                         |                          |
| West Coast District High School  | 4567                            | 30                        | 29                       |
| 6 Entries  |                                 |                           |                          |
| <b>C Interstate</b>  |                                 |                           |                          |
| Interstate   |                                 |                           |                          |
| <b>D Overseas (Total)</b>  |                                 |                           |                          |
| Overseas (Total)   | OSEA                            |                           |                          |
| <b>E Other Sources</b>   |                                 |                           |                          |
| Other Sources  | OTHR                            |                           |                          |
| <b>Total <u>FULL-TIME</u> Year 7 Students</b>  |                                 | <b>35</b>                 | <b>30</b>                |

- After previewing the report click  to print it
- Close  Table 1

You will now see Table 2.

**B1****4567**


School Code

DEPARTMENT OF EDUCATION  
GOVERNMENT SCHOOLS FIRST SEMESTER STUDENT CENSUS AS AT FEBRUARY 14, 2020  
STUDENT INTAKE SOURCES - YEARS 7 AND 11

Name of School **West Coast District High**  
Telephone Number **9412 3456** Person Completing Form **FirstName Surname**

Table 2: Number of Full-Time Year 11 Students from each intake source

| Intake Source                                  | Intake Source<br>(School Code) | Number of Year 11 Students |           |
|--|--------------------------------|----------------------------|-----------|
|  |                                | Male                       | Female    |
| <b>A Students Repeating Year 11</b>            |                                |                            |           |
| Students Repeating Year                        | RPT                            |                            |           |
| <b>B Year 11 Intake from this school</b>       |                                |                            |           |
| West Coast District High School                | 4567                           | 36                         | 28        |
| <b>C Year 11 Intake from All WA Schools</b>    |                                |                            |           |
| Albany S.H.S.                                  | 4001                           | 1                          | 1         |
| 1 Entries                                      |                                |                            |           |
| <b>D Interstate</b>                            |                                |                            |           |
| Interstate                                     |                                |                            |           |
| <b>E Overseas (Total)</b>                      |                                |                            |           |
| Overseas (Total)                               | OSEA                           |                            |           |
| <b>F Other Sources</b>                         |                                |                            |           |
| Other Sources                                  | OTHR                           |                            |           |
|  |                                |                            |           |
| <b>Total <u>FULL-TIME</u> Year 11 Students</b> |                                | <b>37</b>                  | <b>29</b> |

- After previewing the report click  to print it

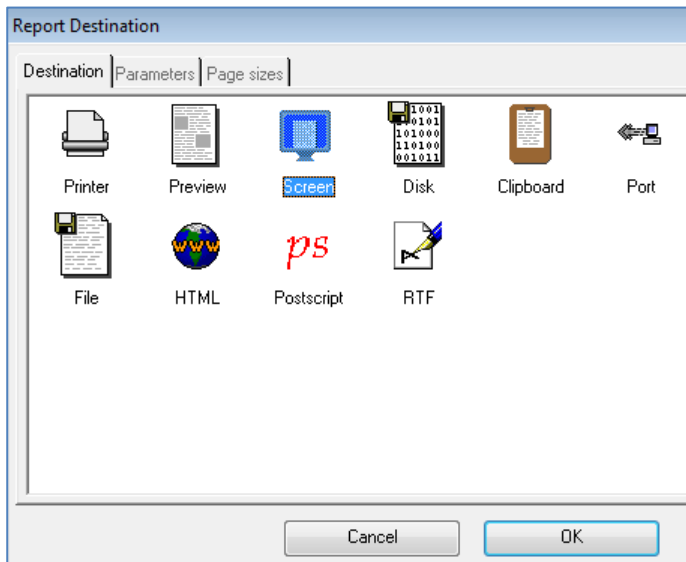


### 4.3 Census Form CS1

This form provides one table that includes the details of pre-compulsory and primary classes.

To view and print Form CS1:

- Double click on **Form CS1** icon



- Select **Screen** and click **OK**

You will see the default parameters entered earlier.

- Click **OK**

**Note: Ignore instructions to enter data manually on the form.**

- Click **OK** if this message appears

This is an example of CS1, page 1 and 2.

**CS1**

**4567**

School Code

DEPARTMENT OF EDUCATION

GOVERNMENT SCHOOLS FIRST SEMESTER STUDENT CENSUS AS AT FEBRUARY 14, 2020

Name of School West Coast District High

Telephone Number 9412 3456

Person Completing Form

FirstName Surname

Precompulsory and primary class details

Table 1 - CLASSES AT THIS SCHOOL

| Teacher Name/s<br>(surname,initials) | Class<br>Identifier<br>(a) | TTI<br>this<br>class<br>(b) | Year Level (c) |   |      |      |      |      |      |      |       | Total in<br>Class | Class<br>Type<br>(e) |
|--------------------------------------|----------------------------|-----------------------------|----------------|---|------|------|------|------|------|------|-------|-------------------|----------------------|
|                                      |                            |                             | K<br>(d)       | P | Yr 1 | Yr 2 | Yr 3 | Yr 4 | Yr 5 | Yr 6 | Yr 7+ |                   |                      |
| Maxwell,S                            | K/P                        |                             | 13             | 9 |      |      |      |      |      |      |       | 22                |                      |
| .                                    | Room 1                     |                             |                |   | 6    |      |      |      |      |      |       | 6                 |                      |
| ./Swindon,T                          | Room 2                     |                             |                |   |      | 18   |      |      |      |      |       | 18                |                      |
| .                                    | Room 3                     |                             |                |   |      |      | 11   |      |      |      |       | 11                |                      |
| Garden,J                             | Room 4                     |                             |                |   |      |      |      | 14   |      |      |       | 14                |                      |
| Wagner,L                             | Room 5                     |                             |                |   |      |      |      |      | 14   |      |       | 14                |                      |
| Payne,P                              | Room 6                     |                             |                |   |      |      |      |      |      | 12   |       | 12                |                      |
| School Total (f)                     |                            |                             |                |   |      |      |      |      |      |      |       | 97                |                      |

PLEASE INDICATE ANY KINDERGARTEN OR  
PRE-PRIMARY CLASSES (EXCLUDING COMMUNITY  
KINDERGARTENS) THAT ARE HELD OFF SITE (g).

HOME ECONOMICS FTE (g)

(Only relevant to District High Schools)

What is the total amount of FTE allocated to Home  
Economics teaching, in your school?

Table 2

| Teacher Name/s<br>(surname,initial) | Class Identifier<br>(a) |
|-------------------------------------|-------------------------|
|                                     |                         |
|                                     |                         |
|                                     |                         |

**CS1**

**4567**

School Code

DEPARTMENT OF EDUCATION

GOVERNMENT SCHOOLS FIRST SEMESTER STUDENT CENSUS AS AT FEBRUARY 14, 2020

Name of School West Coast District High

Telephone Number 9412 3456


Person Completing Form

FirstName Surname

Notes:

- (a) **CLASS IDENTIFIER** - Use your schools particular method for identifying a class or form eg room number.
- (b) **TOTAL TEACHER INPUT (TTI) THIS CLASS** (to one decimal place) - For most classes Total Teacher Input (TTI) would be equal to 1.0. Exceptions to this arise when two or more teachers are simultaneously in front of the class at the same time (Class types TE and MT below). In such cases, the TTI would be greater than 1.0.
- (d) **KINDERGARTEN STUDENTS** - Each Kindergarten group has a TTI = 0.5.
- (e) **CLASS TYPE** - See table below

| Class Types                    | Explanation  | Class Types                | Explanation  |
|--------------------------------|--|----------------------------|--|
| ST (Straight Class)            | Class consists of one year level only with one teacher (TTI=1.0)   | TA (Tandem Straight Class) | Class consists of one year level only with more than one teacher jobsharing (TTI=1.0)                                    |
| MX (Mixed Class)               | Class consists of more than one year level with one teacher (TTI=1.0)  | TX (Tandem Mixed Class)    | Class consists of more than one year level with more than one teacher jobsharing (TTI=1.0)                               |
| TE (Team Class)                | Class consists of one Primary year level with a team of 2 or more teachers working together in the classroom (TTI>1.0) | MT (Mixed Team Class)      | Class consists of more than one year level with a team of 2 or more teachers working together in the classroom (TTI>1.0) |
| RI (Rural Integration Program) | Class consists of 3 or more year levels, at least one of which is either K or P (TTI=1.0)                              |                            |  |

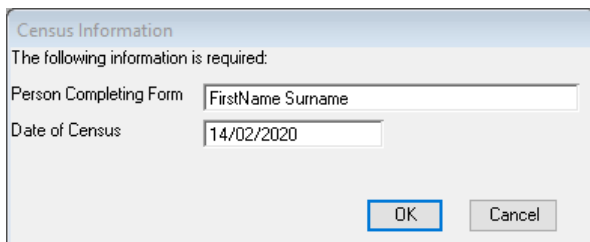
- After previewing the report click  to print it

## 4.4 Census Form EL1

This report provides one table that includes the details of EALD students. Complete the data checks in Section 3.7.

To view Census Form EL1:

- Double click on the **Form EL1** icon
- Choose **Screen** as the report destination to view the report before printing
- Click **OK**
- View default information entered in Parameters and Click **OK**
- Select **Screen** and click **OK**



Census Information

The following information is required:

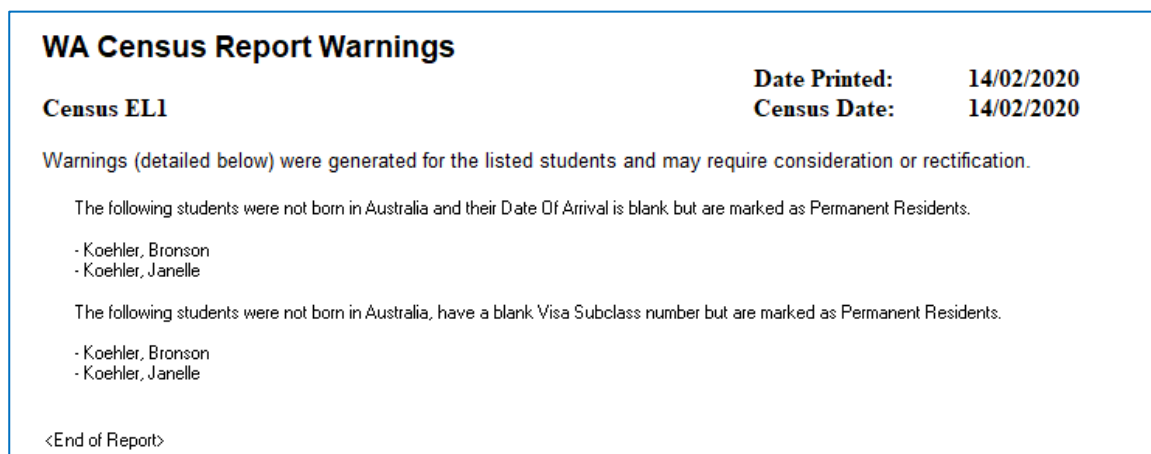
Person Completing Form

Date of Census

- Click **OK**

### EL1 Warning Report

Where data may require rectification the Warning Report will display.



**WA Census Report Warnings**

**Census EL1**

**Date Printed:** 14/02/2020  
**Census Date:** 14/02/2020

Warnings (detailed below) were generated for the listed students and may require consideration or rectification.

The following students were not born in Australia and their Date Of Arrival is blank but are marked as Permanent Residents.

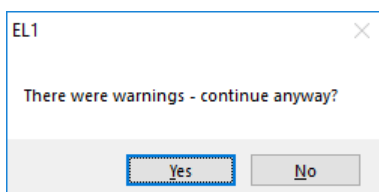
- Koehler, Bronson
- Koehler, Janelle

The following students were not born in Australia, have a blank Visa Subclass number but are marked as Permanent Residents.

- Koehler, Bronson
- Koehler, Janelle

<End of Report>

- Closing the Report will display the following message



EL1

There were warnings - continue anyway?

- Click Yes to continue to Print the Report
- Click No to exit

A data check Reminder screen will be displayed. If the required data has been entered click **OK** to continue. If additional data needs to be added click cancel and input the required data.

Reminder

In order to generate the ESL student profile sheet please ensure the following data has been entered for ESL students prior to the generation of the report:

- Visa Subclass Number
- Country of Birth
- Date of Arrival in Australia
- Main Lang OTE SAH (Main Language Other Than English Spoken at Home)
- Previous School Attended
- Home Suburb
- Year Group
- ESL stage 1,2 or 3
- Student UDI - Limited School

Click **OK** to continue or **Cancel** to go back and input the required data.

OK

Cancel

- Click **OK** or **Cancel** to go back and enter required data

There is an example of EL1 below.

EL1

4567  
School Code

DEPARTMENT OF EDUCATION  
GOVERNMENT SCHOOLS FIRST SEMESTER STUDENT CENSUS AS AT FEBRUARY 14, 2020  
ENGLISH AS AN ADDITIONAL LANGUAGE/DIALECT (EAL/D): PROGRAM COUNT DATA RETURN

Name of School **West Coast District High**  
Telephone Number **9412 3456**  
Person Completing Form **First Name Surname**

Table 1: EAL/D STUDENT PROFILE SHEET - (PROGRAM COUNT)

| Surname    | Given Name | M<br>OR<br>F | Date of<br>Birth<br>(DD/MM/YY) | Visa<br>Subclass<br>Number | Country<br>Of Birth | Date of<br>Arrival in<br>Australia | Language<br>Spoken at<br>Home | Previous<br>School<br>Attended | *Limited<br>School (Y/N) | Home<br>Suburb | Year Level | Stage 1,2<br>or 3 |
|------------|------------|--------------|--------------------------------|----------------------------|---------------------|------------------------------------|-------------------------------|--------------------------------|--------------------------|----------------|------------|-------------------|
| Chum       | Nora       | F            | 30/10/05                       |                            | China (excludes...  | APR 2014                           | Mandarin                      | OTHR                           | N                        | PINEY WD...    | 6          | 2                 |
| De Jong    | Sebastian  | M            | 08/02/10                       |                            | Brazil              | DEC 2007                           | Portuguese                    |                                | N                        | PINEY WD...    | 2          | 2                 |
| De Marniel | Zola       | F            | 05/02/09                       |                            | Brazil              | DEC 2015                           | Portuguese                    | 1272                           | N                        | PINEY WD...    | 3          | 2                 |
| Desilva    | Haley      | M            | 21/12/06                       |                            | Brazil              | JAN 2011                           | Portuguese                    | 1272                           | N                        | PINEY WD...    | 5          | 2                 |
| Em         | Brenton    | M            | 17/06/09                       |                            | Germany             | MAY 2012                           | German                        |                                | N                        | PINEY WD...    | 3          | 2                 |
| Farmer     | Kristof    | M            | 17/06/08                       |                            | Germany             | JUN 2011                           | German                        | NSW                            | N                        | PINEY WD...    | 4          | 2                 |
| Janeic     | Rasmi      | M            | 05/02/09                       |                            | Croatia             | MAY 2012                           | Croatian                      |                                | N                        | PINEY WD...    | 3          | 2                 |
| Jones      | Yazeed     | M            | 31/03/11                       |                            | Egypt               | JUN 2014                           | Arabic (incl...               |                                | N                        | PINEY WD...    | 1          | 2                 |
| Koehler    | Bronson    | M            | 08/10/04                       |                            | Germany             | DEC 2016                           | German                        | 4567                           | N                        | PINEY WD...    | 7          | 2                 |
| Brabazon   | Amy        | F            | 17/08/03                       |                            | Romania             | JUN 2011                           | Romanian                      |                                | N                        | LEEDERVI...    | 8          | 3                 |
| Busuttil   | Sacha      | F            | 08/01/03                       |                            | Spain               | MAY 2012                           | Spanish                       | 5380                           | N                        | DALKEITH       | 9          | 3                 |
| Drazic     | Eleni      | F            | 13/02/02                       |                            | Ukraine             | FEB 2014                           | Ukrainian                     |                                | N                        | PERTH          | 10         | 3                 |
| Ikering    | Stevie     | M            | 14/06/00                       |                            | Sweden              | JUN 2011                           | Swedish                       |                                | N                        | FREMANTLE      | 12         | 3                 |
| Kalter     | Brad       | M            | 23/11/02                       |                            | Sudan               | SEP 2014                           | Sudanese                      |                                | N                        | SUBIACO        | 9          | 3                 |
| Koehler    | Janelle    | F            | 23/11/02                       |                            | Germany             | DEC 2016                           | German                        |                                | N                        | JULIMONT       | 9          | 3                 |
| Moor       | Khalid     | M            | 07/11/00                       |                            | Egypt               | JUN 2008                           | Arabic (incl...               |                                | N                        | LEEDERVI...    | 11         | 3                 |

TOTAL NUMBER OF STUDENTS IN PROGRAM: 16

- After previewing the report click  to print it

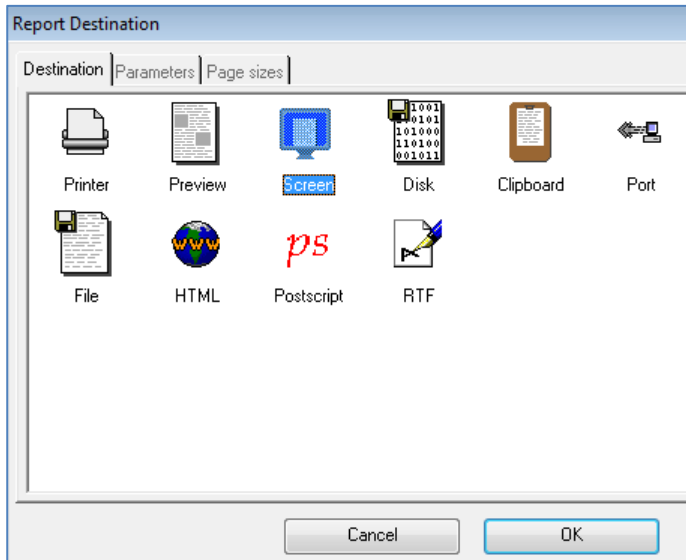
**Note: Retain the printed report for your school records. Students missing from this report will generally be students born in Australia that require 'AC' entered in the Visa Sub Class field. Refer to data checks in Section 3.7.**

## 4.5 Census Form FF1

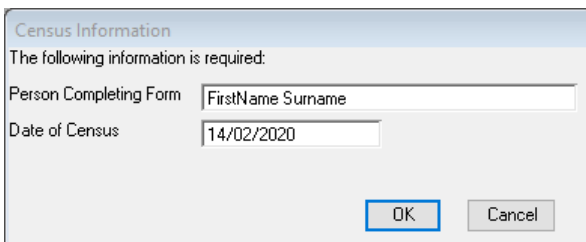
This report produces the International Fee Paying Data Check.

To view and print report:

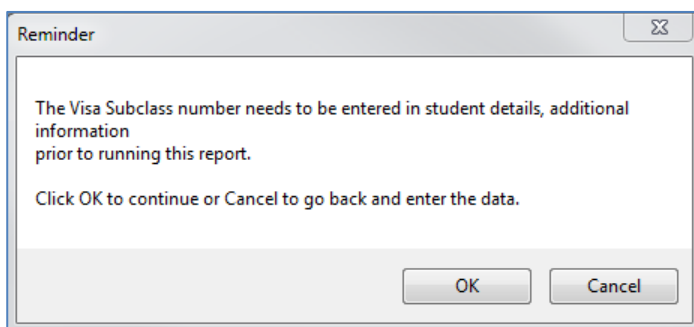
- Double click on **Form FF1** icon.



- Select **Screen** and click **OK**

A screenshot of the 'Census Information' dialog box. It contains the text 'The following information is required:'. Below this are two input fields: 'Person Completing Form' with the placeholder text 'FirstName Surname' and 'Date of Census' with the date '14/02/2020'. At the bottom are 'OK' and 'Cancel' buttons.

- Click **OK**

A screenshot of a 'Reminder' dialog box. It contains the text: 'The Visa Subclass number needs to be entered in student details, additional information prior to running this report. Click OK to continue or Cancel to go back and enter the data.' At the bottom are 'OK' and 'Cancel' buttons.

- Click **OK** or **Cancel** to go back and enter required data

There is an example of FF1 International Fee Paying Data Check on the next page.

## International Fee Paying Check

Please check the students listed below have the correct International Fee Paying Type.

| Student Name  | Student Reference | Visa Subclass Number | International Fee Paying |
|---|-------------------|----------------------|--------------------------|
| <b>Note for Visa 457: The options for this Visa sub class number are Full Fee Paying or Partial Fee Paying. Please confirm the following students have the correct International Fee Paying Type.</b> |                   |                      |                          |
| De Jong, Sebastian  | 796               | 457                  | Full Fee Paying          |
| De Mamiel, Zola   | 810               | 457                  | Partial Fee Paying       |

| Student Name   | Student Reference | Visa Subclass Number | International Fee Paying |
|--|-------------------|----------------------|--------------------------|
| <b>Note for Visa 571: The options for this visa sub class number are Full Fee Paying or No Fees. Please confirm the following students have the correct International Fee Paying Type:</b> |                   |                      |                          |
| Desilva, Haley   | 830               | 571                  | No Fees                  |

## All Students with a Visa Sub Class Number

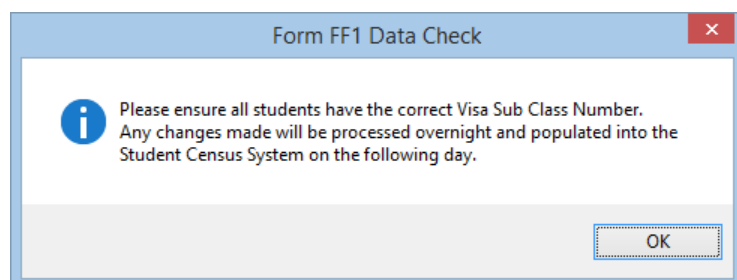
Please check the students listed below have the correct Visa Sub Class Number and International Fee Paying status selected.

| Student Name       | Student Reference | Visa Subclass Number | International Fee Paying |
|--------------------|-------------------|----------------------|--------------------------|
| De Jong, Sebastian | 796               | 457                  | Full Fee Paying          |
| De Mamiel, Zola    | 810               | 457                  | Partial Fee Paying       |
| Chum, Nora         | 762               | 470                  | Partial Fee Paying       |
| Em, Brenton        | 753               | 570                  | Partial Fee Paying       |
| Desilva, Haley     | 830               | 571                  | No Fees                  |

Total students with a Visa Sub Class Number: 5

**Note: If no students have a Visa Sub Class number, the FF1 check report will not be produced.**

- You may print the report by selecting the Print icon 
- Close the report  and view the message



- Click **OK** to close the message box and return to the Semester 1 Census Reports menu

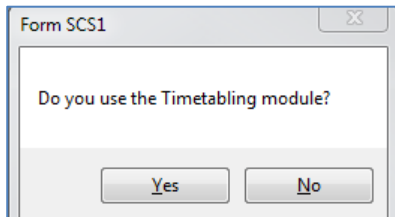
## 4.6 Census Form SCS1

This report provides class size data for English, Science and Maths for Years 7, 8, 9 and 10.

If your school uses the timetabling module, this data is automatically produced from the timetable for the current time slice. If your school does not use the timetabling module, refer to the Online Student Census System - User Guide for instructions on how to upload or enter your data.

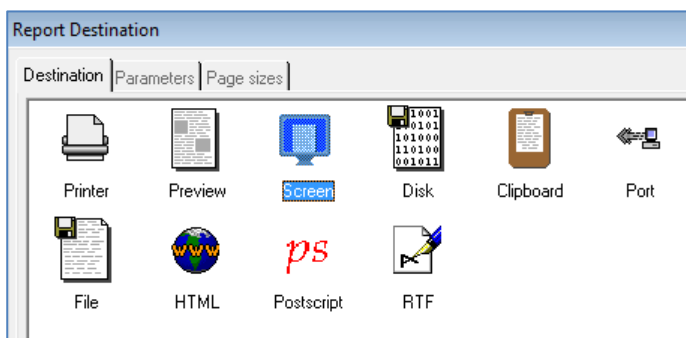
To preview the Form SCS1:

- Double click on **Form SCS1** icon

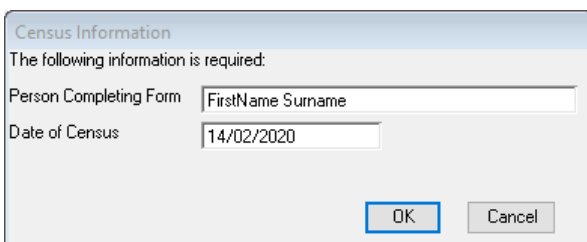


If your school uses the Timetable module:

- Click **Yes**



- Select **Screen** and click **OK**



You will see the default parameters entered earlier.

- Click **OK**

**Note: Ignore instructions to enter data manually on the form.**

**SCS1**

**4567**

School Code

DEPARTMENT OF EDUCATION

GOVERNMENT SCHOOLS FIRST SEMESTER STUDENT CENSUS AS AT FEBRUARY 15, 2020

YEAR 7, 8, 9 and 10 CLASS DETAILS

Name of School West Coast District High

Telephone Number 9412 3456

Person Completing Form

FirstName Surname

NOTES:

(c) TTI this class - (TOTAL TEACHER INPUT THIS CLASS to one decimal place). This will normally be expected to equal 1.0 except for the Team Class options (class types ST,DT and OT) where the TTI would be greater than 1.0.

(e) CLASS TYPE - see table below:

| CLASS TYPES                 | EXPLANATION  | CLASS TYPES                  | EXPLANATION  |
|-----------------------------|--|------------------------------|--|
| S (Single Year Class)       | Class consists of one year level only (Year 7, 8, 9 or 10), with TTI=1.0                 | DT (Dual Year, Team Class)   | Class consists of more than one year level (years 7, 8, 9 and 10 only), with TTI>1.0   |
| ST (Single Year Team Class) | Class consists of one year level only (Year 7, 8, 9 or 10), with TTI>1.0                 | O (Other Years Class)        | Class consists of one, two or three year levels (from Year 7, 8, 9 and 10 only) together with any other year levels, and TTI=1.0 |
| D (Dual Year Class)         | Class consists of more than one year level (from Years 7, 8, 9 and 10 only) with TTI=1.0 | OT (Other Years, Team Class) | Class consists of one, two or three year levels (from Year 7, 8, 9 and 10 only) together with any other year levels, and TTI>1.0 |

## HOME ECONOMICS TEACHER FTE

What is the total amount of FTE allocated for Home Economics teaching at your school?

## YEAR 7, 8, 9 and 10 ENGLISH CLASSES AT THIS SCHOOL AS AT FEB 14, 2020

| Teacher Name(s)<br>Surname, Initial <sup>(a)</sup> | Class Identifier <sup>(b)</sup> | TTI this class <sup>(c)</sup> | Year Level <sup>(d)</sup> |      |      |      |       |                 | Class Total | Class Type <sup>(e)</sup> |
|--|---------------------------------|-------------------------------|---------------------------|------|------|------|-------|-----------------|-------------|---------------------------|
|  |                                 |                               | Year 6 and below          | Yr 7 | Yr 8 | Yr 9 | Yr 10 | Yr 11 and above |             |                           |
| Brigg,J  | 10ENG_1                         |                               |                           |      |      |      | 23    |                 | 23          |                           |
| Alan,T   | 10ENG_2                         |                               |                           |      |      |      | 21    |                 | 21          |                           |
| Calvin,J   | 10ENG_3                         |                               |                           |      |      |      | 21    |                 | 21          |                           |
| Abbott,E   | 7Eng_1                          |                               |                           | 29   |      |      |       |                 | 29          |                           |
| Alan,T   | 7Eng_2                          |                               |                           | 30   |      |      |       |                 | 30          |                           |
| Best,C   | 8ENG_1                          |                               |                           |      | 27   |      |       |                 | 27          |                           |
| Abbott,E   | 8ENG_2                          |                               |                           |      | 27   |      |       |                 | 27          |                           |
| Daids,W  | 8ENG_3                          |                               |                           |      | 27   |      |       |                 | 27          |                           |
| Best,C   | 8ENG_4                          |                               |                           |      | 26   |      |       |                 | 26          |                           |
| Best,C   | 9Eng_1                          |                               |                           |      |      | 23   |       |                 | 23          |                           |
| Abbott,E   | 9Eng_2                          |                               |                           |      |      | 21   |       |                 | 21          |                           |
| Alan,T   | 9Eng_3                          |                               |                           |      |      | 24   |       |                 | 24          |                           |
| YEAR TOTAL <sup>(f)</sup>                          |                                 |                               |                           | 59   | 107  | 68   | 65    |                 |             |                           |



# **YEAR 7, 8, 9 and 10 SCIENCE CLASSES AT THIS SCHOOL AS AT FEB 15 2020**

| Teacher Name(s)<br>Surname, Initial <sup>(a)</sup> | Class<br>Identifier <sup>(b)</sup> | TTI this<br>class <sup>(c)</sup> | Year Level <sup>(d)</sup> |      |      |      |       |                       | Class<br>Total | Class<br>Type <sup>(e)</sup> |
|--|------------------------------------|----------------------------------|---------------------------|------|------|------|-------|-----------------------|----------------|------------------------------|
|  |                                    |                                  | Year 6<br>and<br>below    | Yr 7 | Yr 8 | Yr 9 | Yr 10 | Yr 11<br>and<br>above |                |                              |
| Holter,K   | 10SCI_1                            |                                  |                           |      |      |      | 23    |                       | 23             |                              |
| Henry,S  | 10SCI_2                            |                                  |                           |      |      |      | 21    |                       | 21             |                              |
| Duke,T   | 10SCI_3                            |                                  |                           |      |      |      | 21    |                       | 21             |                              |
| Holter,K   | 7Sci_1                             |                                  |                           | 29   |      |      |       |                       | 29             |                              |
| Hind,F   | 7Sci_2                             |                                  |                           | 30   |      |      |       |                       | 30             |                              |
| Stevens,S  | 8SCI_1                             |                                  |                           |      | 27   |      |       |                       | 27             |                              |
| Stevens,S  | 8SCI_2                             |                                  |                           |      | 27   |      |       |                       | 27             |                              |
| Duke,T   | 8SCI_3                             |                                  |                           |      | 26   |      |       |                       | 26             |                              |
| Hind,F   | 8SCI_4                             |                                  |                           |      | 27   |      |       |                       | 27             |                              |
| Creed,N  | 9Sci_1                             |                                  |                           |      |      | 23   |       |                       | 23             |                              |
| Creed,N  | 9Sci_2                             |                                  |                           |      |      | 23   |       |                       | 23             |                              |
| Corner,S   | 9Sci_3                             |                                  |                           |      |      | 22   |       |                       | 22             |                              |
| YEAR TOTAL <sup>(f)</sup>                          |                                    |                                  |                           | 59   | 107  | 68   | 65    |                       |                |                              |

# **YEAR 7, 8, 9 and 10 MATHEMATICS CLASSES AT THIS SCHOOL AS AT FEB 15 2020**

| Teacher Name(s)<br>Surname, Initial <sup>(a)</sup> | Class<br>Identifier <sup>(b)</sup> | TTI this<br>class <sup>(c)</sup> | Year Level <sup>(d)</sup> |      |      |      |       |                       | Class<br>Total | Class<br>Type <sup>(e)</sup> |
|--|------------------------------------|----------------------------------|---------------------------|------|------|------|-------|-----------------------|----------------|------------------------------|
|  |                                    |                                  | Year 6<br>and<br>below    | Yr 7 | Yr 8 | Yr 9 | Yr 10 | Yr 11<br>and<br>above |                |                              |
| Heaven,T   | 10Math_1                           |                                  |                           |      |      |      | 23    |                       | 23             |                              |
| Heaven,T   | 10Math_2                           |                                  |                           |      |      |      | 21    |                       | 21             |                              |
| Henry,S  | 10Math_3                           |                                  |                           |      |      |      | 21    |                       | 21             |                              |
| Ingris,L   | 7Maths_1                           |                                  |                           | 29   |      |      |       |                       | 29             |                              |
| Hollis,C   | 7Maths_2                           |                                  |                           | 30   |      |      |       |                       | 30             |                              |
| Corner,S   | 8Math_1                            |                                  |                           |      | 27   |      |       |                       | 27             |                              |
| Holter,K   | 8Math_2                            |                                  |                           |      | 27   |      |       |                       | 27             |                              |
| Hollis,C   | 8Math_3                            |                                  |                           |      | 27   |      |       |                       | 27             |                              |
| Ingris,L   | 8Math_4                            |                                  |                           |      | 26   |      |       |                       | 26             |                              |
| Heaven,T   | 9Math_1                            |                                  |                           |      |      | 22   |       |                       | 22             |                              |
| Henry,S  | 9Math_2                            |                                  |                           |      |      | 23   |       |                       | 23             |                              |
| Hind,F   | 9Math_3                            |                                  |                           |      |      | 23   |       |                       | 23             |                              |
| YEAR TOTAL <sup>(f)</sup>                          |                                    |                                  |                           | 59   | 107  | 68   | 65    |                       |                |                              |

After previewing the report:

- Click  to print it

**Note: Ignore instructions to enter data manually on the form.**

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# **WA Census Manual – Semester 1**

*Frequently Asked Questions*

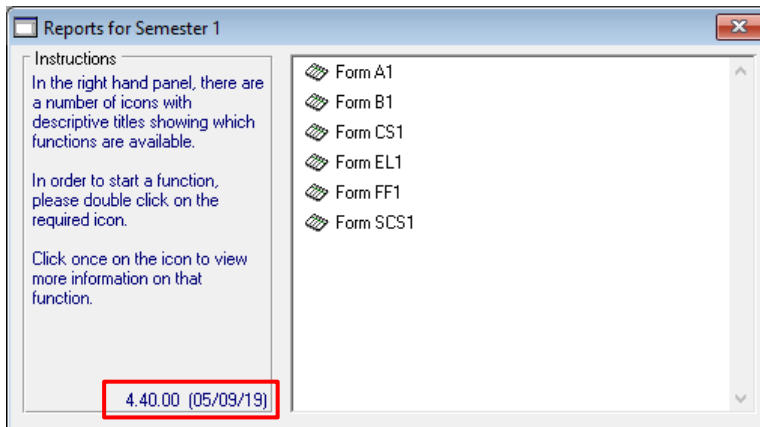
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5

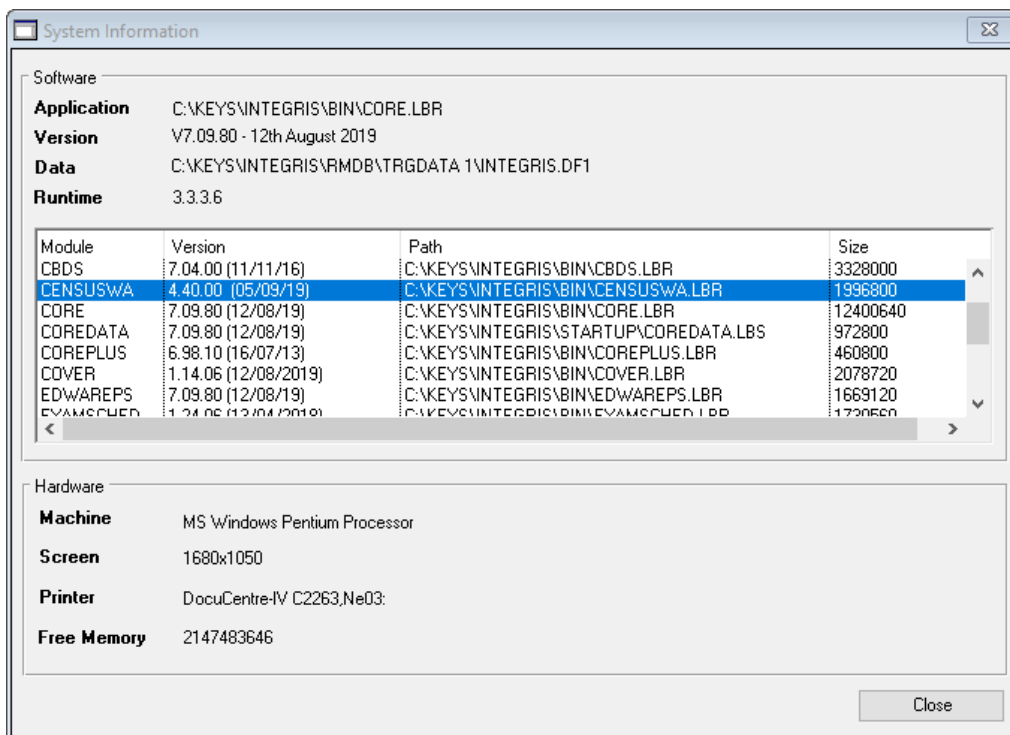
## 5 Frequently Asked Questions

### How do I know I am using the latest version of the WA Census module?

Check the version number and build date on the panel that you see after selecting Semester 1 reports.



Alternatively go to the **Top Toolbar > Help > System Information** and locate **CENSUSWA** in the list. You can see the version number in the **Version** column. The correct version of the Semester 1, 2020 WA Census Module is 4.40.00 or higher.



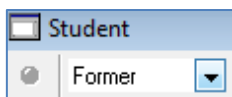
If you do not have the correct version of WA Census, contact the ICT Customer Service Centre on Metro 9264 5555 or Country 1800 012 828.

## The number of students shown on the census form is more than the number I have on the current roll. What is wrong?

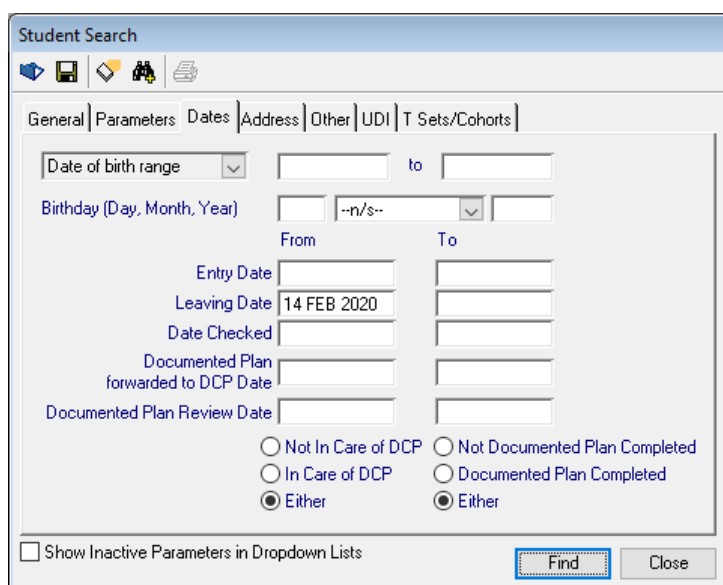
If you have **more** students on the census than you have on the current roll, it is most likely to be because a student on the Former roll has an Entry and Leave Date combination that shows them at the school on the census date.

To check:

- Go to General > Student Information
- Select the **Former** roll



- Click 
- On the **Dates** tab, enter a **From Leaving Date** that is equal to the census date

A screenshot of the 'Student Search' dialog box. The 'Dates' tab is selected. It contains several input fields for search criteria: 'Date of birth range' with a dropdown and 'to' field; 'Birthday (Day, Month, Year)' with a dropdown and 'to' field; 'Entry Date' and 'Leaving Date' (with '14 FEB 2020' entered) each with 'From' and 'To' columns; 'Date Checked', 'Documented Plan forwarded to DCP Date', and 'Documented Plan Review Date' each with 'From' and 'To' columns. At the bottom, there are radio button options for 'Not In Care of DCP', 'In Care of DCP', 'Not Documented Plan Completed', 'Documented Plan Completed', and 'Either' (selected). A checkbox 'Show Inactive Parameters in Dropdown Lists' is at the bottom left. 'Find' and 'Close' buttons are at the bottom right.

- Leave the **To** column blank
- Click **Find**

This search will find any former roll student who left on or the census day. These students will be counted for census purposes. To not count a student, enter a leave date that is before the census day.

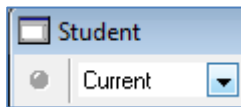
## The number of students shown on the census form is less than the number I have on the current roll. What is wrong?

If you have **fewer** students on the census than you have on the current roll, there are four possible explanations:

1. A student (or perhaps several students) on the current roll have a starting date after the census date. Such students quite correctly are not being included in the census reports.

To check:

- Go to General > Student Information
- Select the **Current** roll



- Click
- On the **Dates** tab, enter a **From Entry Date** that is after the census day.

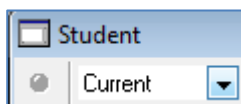
- Leave the **To** column blank
- Click **Find**

The search will find any current roll student who has an entry date after the census day. If the entry dates for any of these students are incorrect, and the students are to be counted, edit the date.

2. A current roll student has a leaving date before the census date.

To check:

- Go to General > Student Information
- Select the **Current** roll



- Click
- On the **Dates** tab, enter a **From Leaving Date** that is before the census day.

**Student Search**

General | Parameters | **Dates** | Address | Other | UDI | T Sets/Cohorts

Date of birth range: [ ] to [ ]

Birthday (Day, Month, Year): [ ] --m/s-- [ ]

From To

Entry Date: [ ] [ ]

Leaving Date: 13 FEB 2020 [ ]

Date Checked: [ ] [ ]

Documented Plan forwarded to DCP Date: [ ] [ ]

Documented Plan Review Date: [ ] [ ]

☐ Not In Care of DCP    ☐ Not Documented Plan Completed  
☐ In Care of DCP    ☐ Documented Plan Completed  
☒ **Either**    ☒ **Either**

☐ Show Inactive Parameters in Dropdown Lists

Find Close

- Leave the **To** column blank
- Click **Find**

The search will find any current roll student with a leaving date before the census day. If the details are correct for any students, move them to the former roll. If the leave dates for any students found are incorrect, you will need to edit them.

3. Current roll students in Years 11 or 12 have an attendance type of **Participation List**, which removes them from the Census.
4. Students have an attendance type of Census - Not Counted that removes them from the Census.

## IMPORTANT

*The census system is a two part process which consists of:*

1. *Updating student data in Integris (then waiting overnight for processing).*
2. *Logging on to the on-line Student Census system to enter any additional information and to sign off school data.*

*Go to: [www.det.wa.edu.au/schoolinformation](http://www.det.wa.edu.au/schoolinformation) and navigate to Public Schools which contain all links to manuals and instructions.*

*For any queries regarding census requirements, please log a call with the Customer Service Centre (CSC): Metro callers 9264 5555; Regional callers 1800 012828; or email [customer.service.centre@education.wa.edu.au](mailto:customer.service.centre@education.wa.edu.au)*

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# **WA Census Manual – Semester 1**

*Support*

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6

## 6 Support

### 6.1 Customer Service Centre

If you require additional assistance completing Census requirements, please log a call with the ICT Customer Service Centre (CSC) on 9264 5555 (Metro), 1800 012 828 (Regional) or email [customer.servicecentre@education.wa.edu.au](mailto:customer.servicecentre@education.wa.edu.au)