CIVICA

Transforming the way you work

Integris Classic

WA Census Manual

Semester 1 2020

Document Versions

Ver.	Reason	Who	Date
1.0	Completed	Adam Catterall (RMA-WA)	14/01/04
1.1	Document re-formatted.	Adam Catterall (RMA-WA)	14/01/04
1.2	Changes made after DET review.	Paul Gabelich (RMA-WA)	16/01/04
1.3	Minor format changes	Adam Catterall (RMA-WA)	20/01/04
1.4	Minor format changes	Jan Donaldson (DET - WA)	20/01/04
1.5	Updated for Sem 1, 2005	Adam Catterall (RMA-WA)	19/01/04
1.6	Updated after DET review	Adam Catterall (RMA-WA)	07/02/05
1.7	Updated for Sem 1, 2006	Paul Gabelich (RMA-WA)	21/12/05
1.8	Minor changes after DET review	Paul Gabelich (RMA-WA)	29/12/05
1.9	Minor changes after DET review	Paul Gabelich (RMA-WA)	13/01/06
2.0	Updated for Sem 1, 2007	Paul Gabelich (RMA-WA)	13/12/06
2.1	Updated following DET review	Paul Gabelich (RMA-WA)	22/01/07
2.2	Minor DET changes	Paul Gabelich (RMA-WA)	23/01/07
2.3	Updated for Sem 1, 2008	Paul Gabelich (RMAP)	01/11/07
2.4	Updated with DET changes	Paul Gabelich (RMAP)	29/01/08
2.5	Updated Main Lang OTE SAH	Paul Gabelich (RMAP)	29/01/08
2.6	Minor changes following DET review	Paul Gabelich (RMAP)	30/01/08
2.7	Updated for 4.18 Sem 1, 2009	Paul Gabelich (RMAP)	30/10/08
2.8	Updated after DET review	Paul Gabelich (RMAP)	13/11/08
2.9	Updated with additional changes requested by DET.	Paul Gabelich (RMAP)	27/11/08
3.0	Added SCS1 information and kindy continual absences	Paul Gabelich (RMAP)	09/02/09
3.1	Updated SCS1	Paul Gabelich (RMAP)	10/02/09
3.2	Updated for 4.20 Sem 1 2010	Paul Gabelich (RMAP)	05/01/10
3.3	Updated after DET review	Grant Johnson (RMAP)	25/01/10
3.4	Updated for 4.22 Sem 1 2011	Paul Gabelich (RMAP)	25/01/11
3.5	Updated for 4.24 Sem 1 2012	Paul Gabelich (RMAP)	12/12/11
3.6	Updated for 4.26 Sem 1 2013	Allison Doubikin (Civica Education)	3/9/12
3.7	Updated with additional changes requested by DoE	Paul Gabelich (Civica Education)	24/12/12
3.8	Updated with further changes requested by DoE	Paul Gabelich (Civica Education)	22/01/13
3.9	Correction to note added p24	Paul Gabelich (Civica Education)	22/01/13

4.0	Updated for 2014 and v4.28	Susan Richardson (Civica Education)	1/11/13
5.0	Amendments requested by DoE	Susan Richardson (Civica Education)	6/11/13
5.1-5.3	Updated for 4.30.00 Sem 1 2015	Derek Mathieson (Civica Education)	11/11/14
5.4	Edited after DoE Review	Derek Mathieson (Civica Education)	01/12/14
6.0	Published for 4.30.00 Sem 1 2015	Derek Mathieson (Civica Education)	10/12/14
6.1	Updated for 4.32.00 Sem 1 2016	Derek Mathieson (Civica Education)	10/12/15
6.2	Edited after DoE Review	Derek Mathieson (Civica Education)	18/12/15
7.0	Published for 4.32.00 Sem 1 2016	Derek Mathieson (Civica Education)	18/01/16
7.1	Updated for 4.34.00 Sem 1 2017	Derek Mathieson (Civica Education)	16/12/17
7.2	Edited after DoE Review	Derek Mathieson (Civica Education)	21/12/17
8.0	Published for 4.34.00 Sem 1 2017	Derek Mathieson (Civica Education)	22/12/17
8.1	Updated for 4.36.00 Sem 1 2018	Derek Mathieson (Civica)	05/12/17
9.0	Published for 4.36.00 Sem 1 2018	Derek Mathieson (Civica)	05/02/18
9.1	Updated for 4.38.00 Sem 1 2019	Derek Mathieson (Civica)	09/12/18
9.2	Corrections for EALD and DoE Review	Derek Mathieson (Civica)	12/12/18
10.0	Corrections and Published for 4.38.00 Sem 1 2019	Derek Mathieson (Civica)	20/12/18
10.1	Updated for 4.40.00 Sem 1 2020	Derek Mathieson (Civica)	15/01/20
10.2	Edited after DoE Reviews	Derek Mathieson (Civica)	21/01/20
11.0	Published for 4.40.00 Sem 1 2020	Derek Mathieson (Civica)	22/01/20

Copyright

All rights are reserved. No part of this document may be reproduced or transmitted in any form or means electronic or mechanical including photocopying and recording or by any information storage or retrieval system except as may be permitted in writing by Civica Pty Ltd (trading as Civica Education).

Application for permission for use of copyright material, including permission to reproduce extracts in other published works, shall be made to the publishers. Full acknowledgement of author, publisher and source must be given.

Material is contained in this publication for which publishing permission has been sought and for which copyright is acknowledged. Permission to reproduce such material cannot be granted by the publishers and application must be made to the copyright holder.

Microsoft, Windows and Excel are registered trademarks of Microsoft Corporation. Visual Components is a trademark of OMNIS Software Limited. Integris is a trademark of RM Plc.

Because our policy is to improve our products and services continually, we may make changes without notice. We have tried to keep the information in this manual complete and accurate, but we cannot be held responsible for the consequences of any errors or omissions.

Your comments are of great value to us in improving our computer systems, publications and services.

Intellectual Property

The contents, design, solutions and plans contained in this document represent the intellectual property of Civica Pty Ltd (trading as Civica Education) and its associates. All rights are reserved except as may be granted to the addressee in writing by Civica Education.

Table of Contents

WA Census Manual – Semester 1

Installing and Loading the WA Census Module

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 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

1

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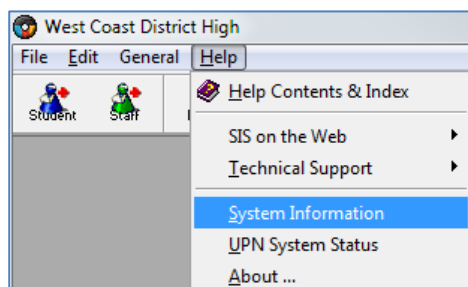
- Locate **CENSUSWA** in the list
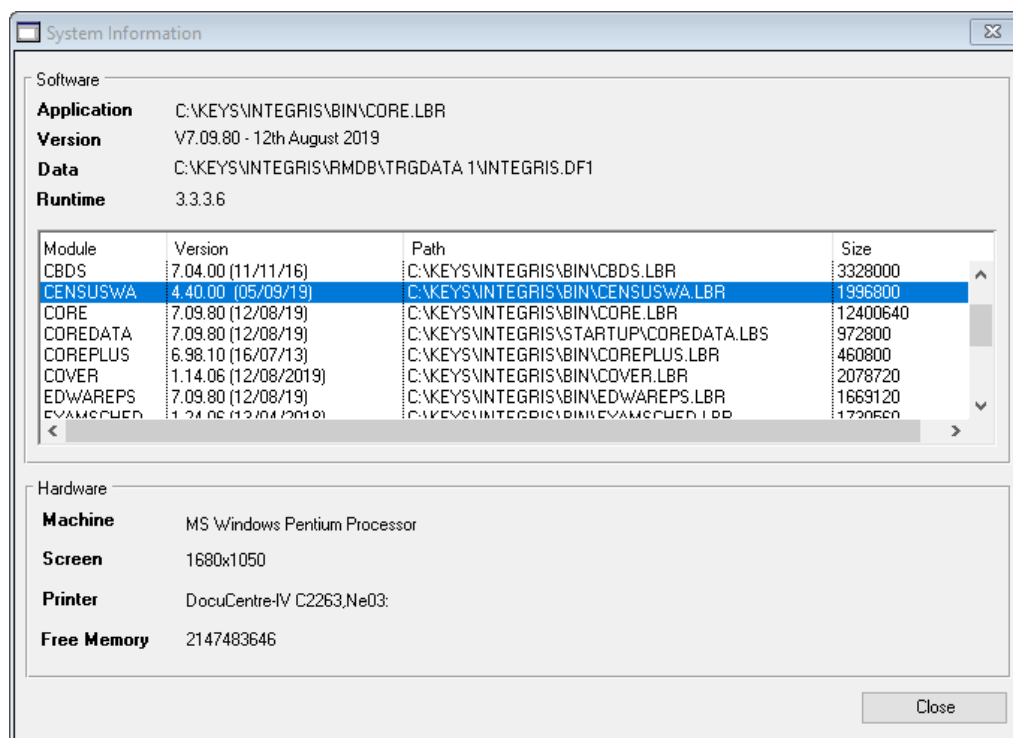
You can see the version number in the **Version** column. The correct version of the Semester 1, 2020 WA Census Module is 4.40.00 or higher.

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 Integris.

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

General > Control > Add Module
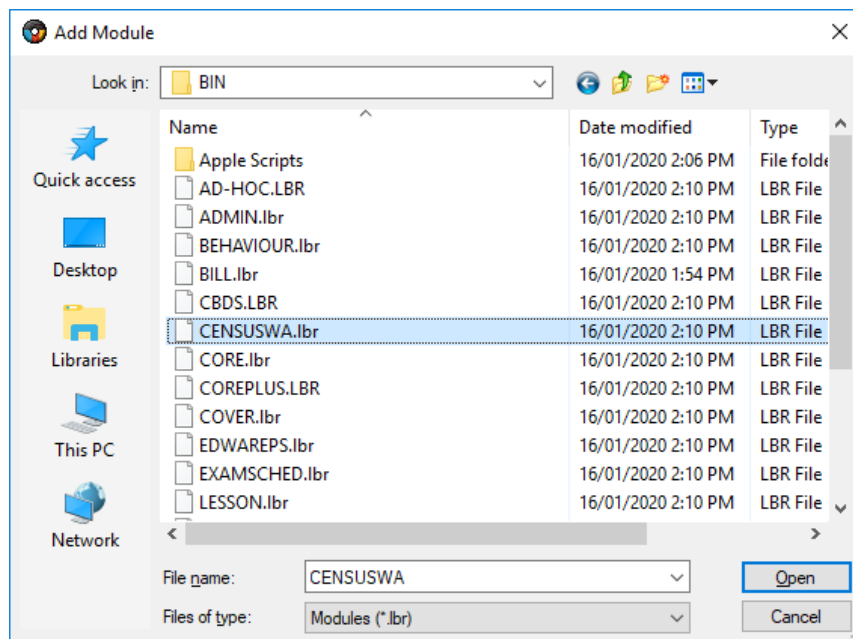
- Double click on **CENSUSWA.lbr**
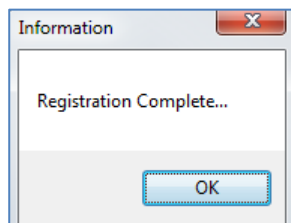
- Click **OK**

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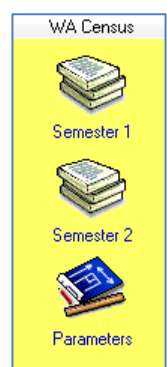
Note: Check that you have set the default values in Parameters (Section 2) and completed any relevant data checks (Section 3) before running the reports.

WA Census Manual – Semester 1

Census Parameters

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*
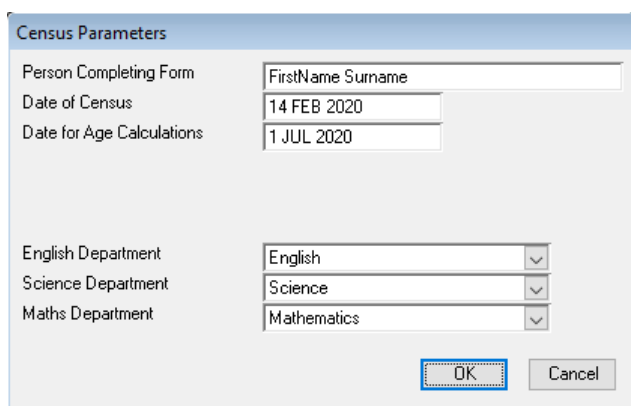
    This information must be re-entered before every census.

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

- Click *OK*

WA Census Manual – Semester 1

Census Data Check Procedures

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 Integris.

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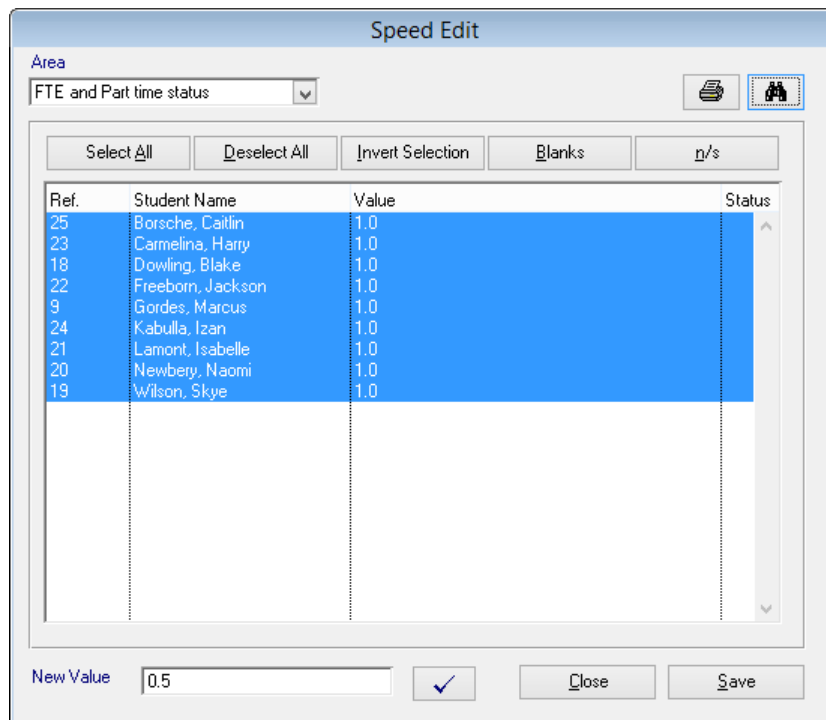
When setting up the school diary you will need to create a closed day for public holidays and school development days.

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 ![binoculars icon] Year Group K
- Select the students whose records need editing
- Enter the correct FTE in *New Value*

- Click Apply Changes ![checkmark] and *Save*

- 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**

Sample 0.4

Sample 0.5

Sample 0.6

- Click **OK**
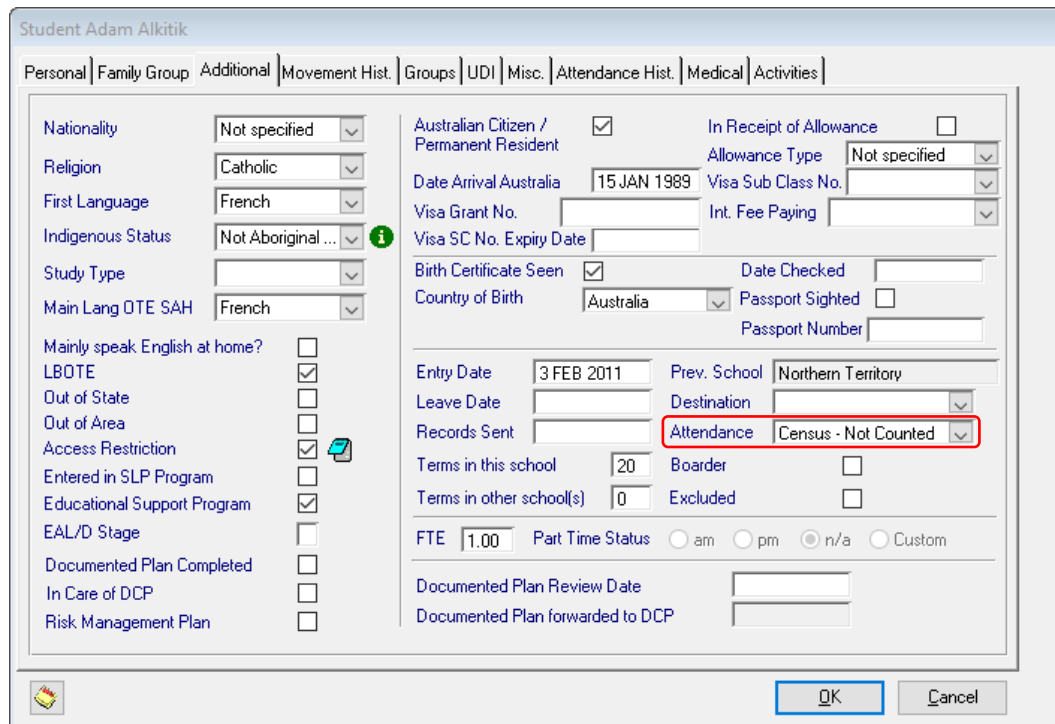
3.1.2 Attendance Type

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

- 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**

- Click Apply Changes and **Save**

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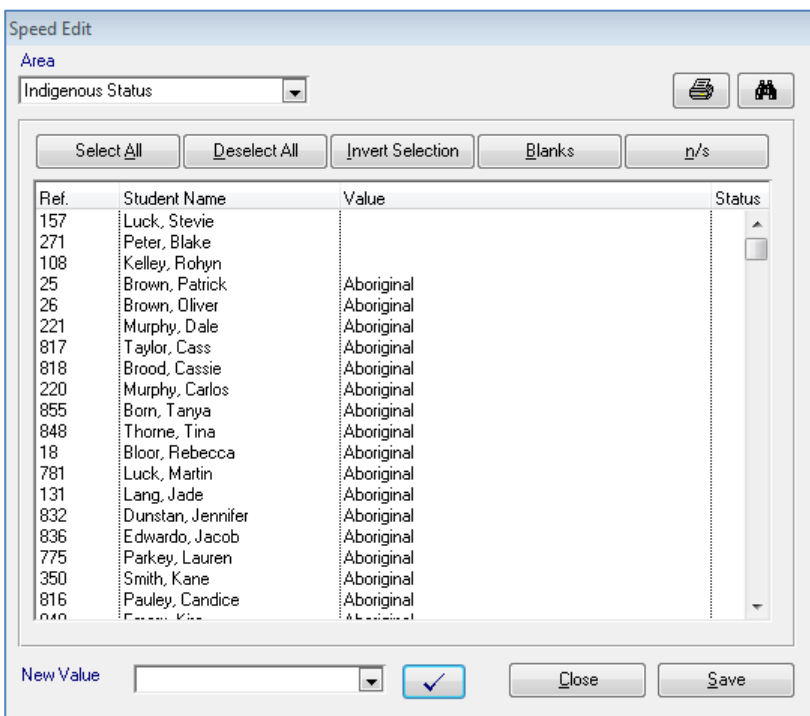
Check and update Indigenous Status in **Admin > Speed Edit**

- Select the Area: Indigenous Status
- Click [binoculars icon], **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.

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

- Click **Save**

- 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)*

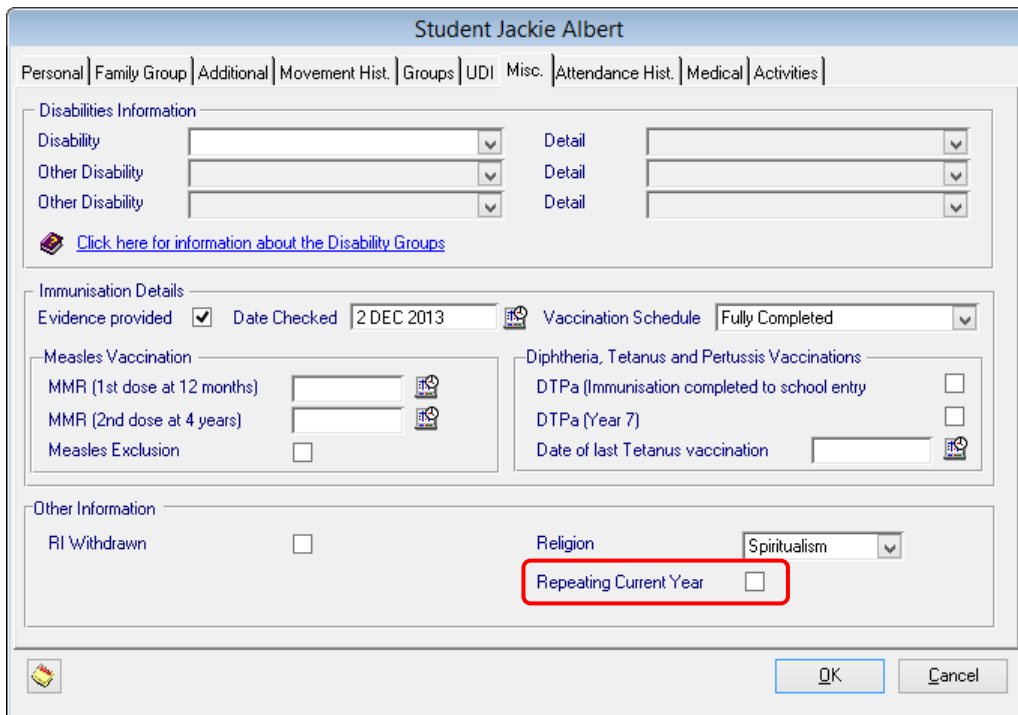- Repeat the steps above to change the **_Not specified_** value to one of the acceptable options

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

- 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 ![binoculars icon] the required students
- Highlight the students who need their repeating flag changed
- Check or uncheck **New Value** as required

- Click Apply Changes ![check icon] and **Save**

- 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

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

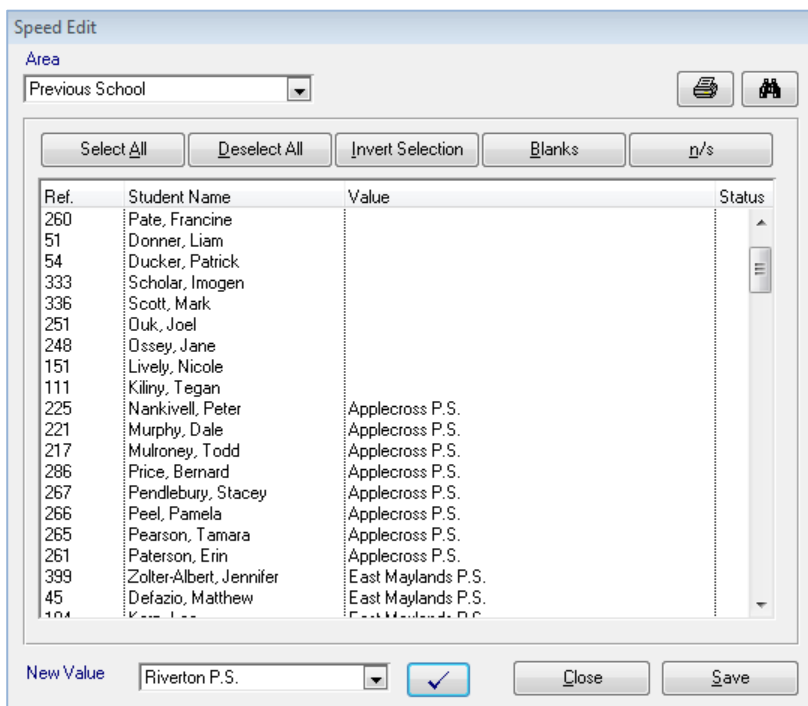If your school is required to provide form B1, complete the following checks:

- 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.

- Select all students from the same previous school
- Select that school in ***New Value***
- Click Apply Changes [✓] and ***Save***
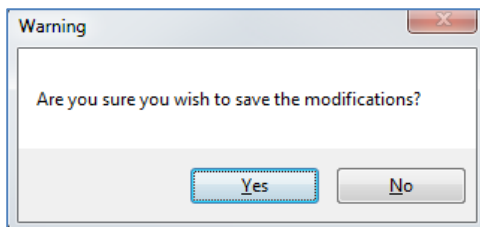
- Click **Yes**
- Repeat for other students until they all have a previous school entered

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**
    - o   Enter the three digit visa subclass number
    - o   Enter AC for students with Australian Citizenship
    - o   Children born in Australia with parents that are visa holders generally have the same visa subclass and visa condition as their parents
    - o   be entered in this field
    - o   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**
    - o   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*

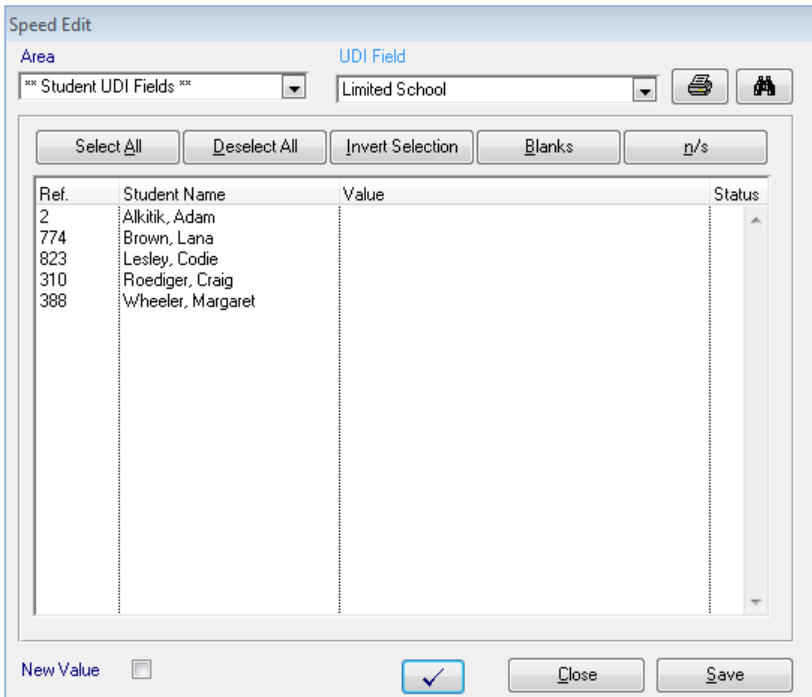EALD students from a limited schooling background must be identified:

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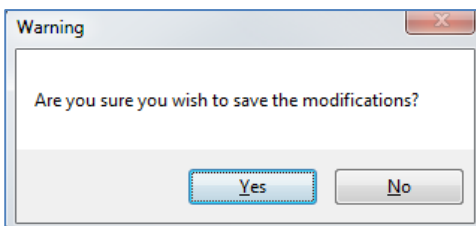- Select the UDI Limited School
- Enter 'Yes' to reflect limited schooling status

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

- Click Apply Changes ✓ and *Save*

- Click *Yes*

3.7.1 EALD Support

If you require additional assistance regarding EALD students please contact:

Email: 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

- 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

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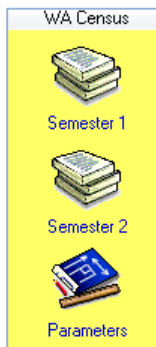
To access the Semester 1 census reports, click on *Semester 1* on the **WA Census** sidebar.

To find out more about a particular form, click once on that form and read the text displayed in the panel on the left.
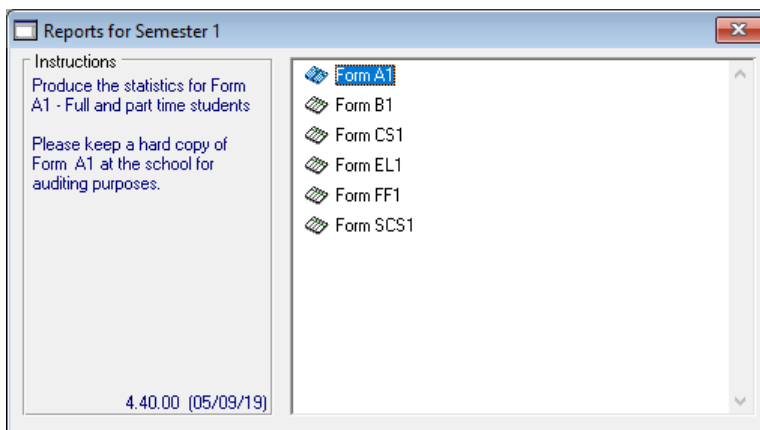
Before producing each census report, the system validates the data. If the correct data does not exist, you will see an error report. This report tells you what you need to fix before running the report again. See the example below.

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.
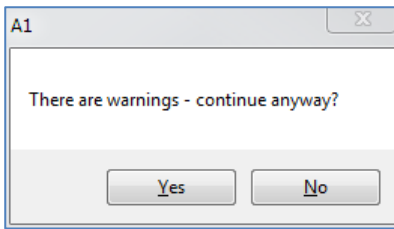
To preview and print a report:

- Double click on the required report
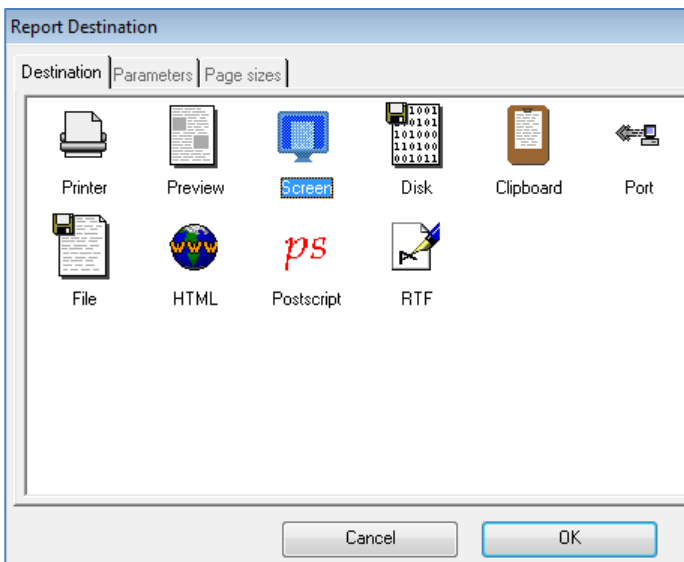
- Select *Screen* and click *OK*

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.
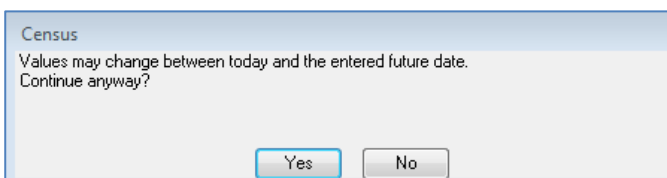
If you enter an incorrect census date, you will see this message.
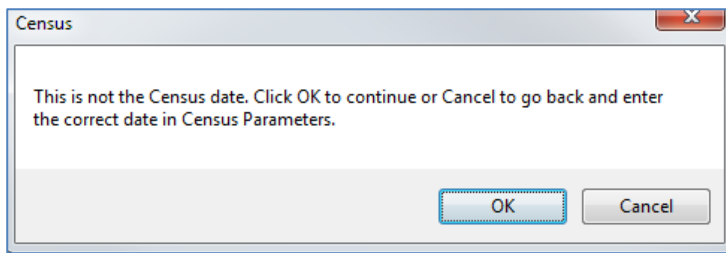
You may also see a reminder message.
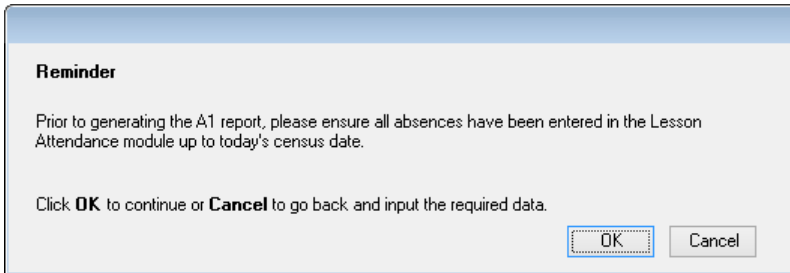
- Click **OK** to continue
- After previewing the report click to print the report

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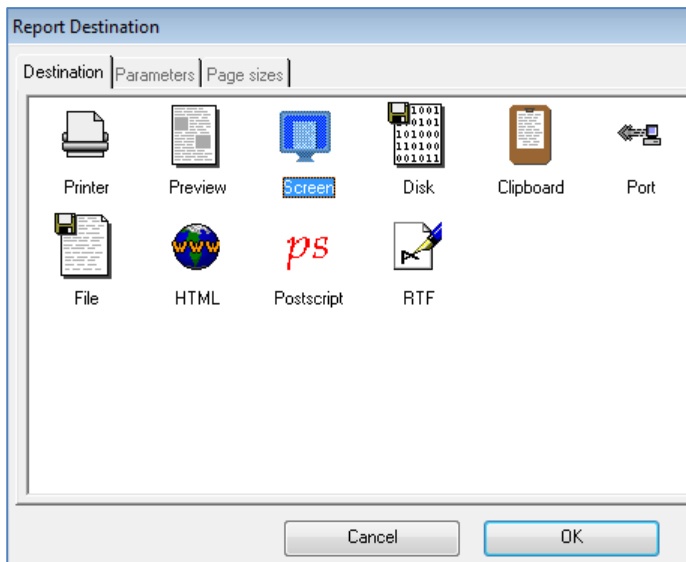
- Select **Screen** and click **OK**

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

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

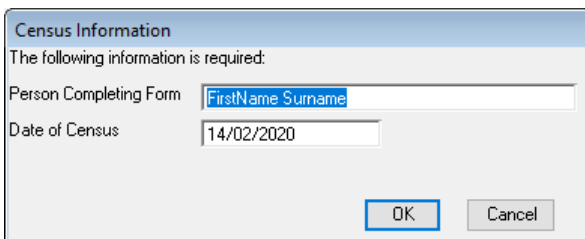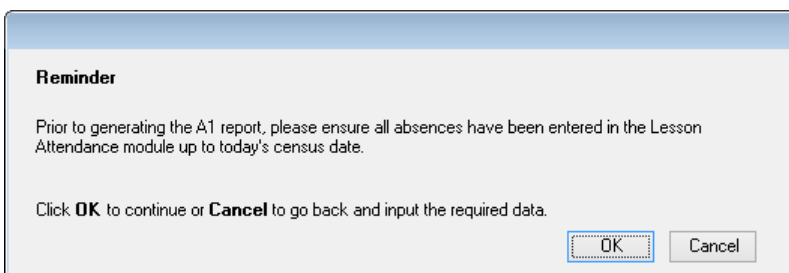### Table 1: PART-TIME SECONDARY STUDENTS

Education Level	Office Use Only	S E X	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						
TOTAL	**SEC**		3	2.0	3	2.0		

- After previewing the report click [printer icon] to print it

CIVICA

- 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	S E X	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 E 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							
TOTAL	**SCH**		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
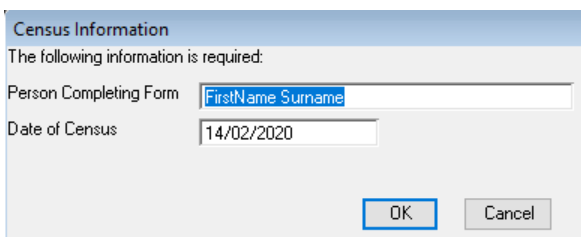
Before running this report, you must complete the data checks described in Section 3.6.

To view and print Form B1:
- Double click on *Form B1* icon
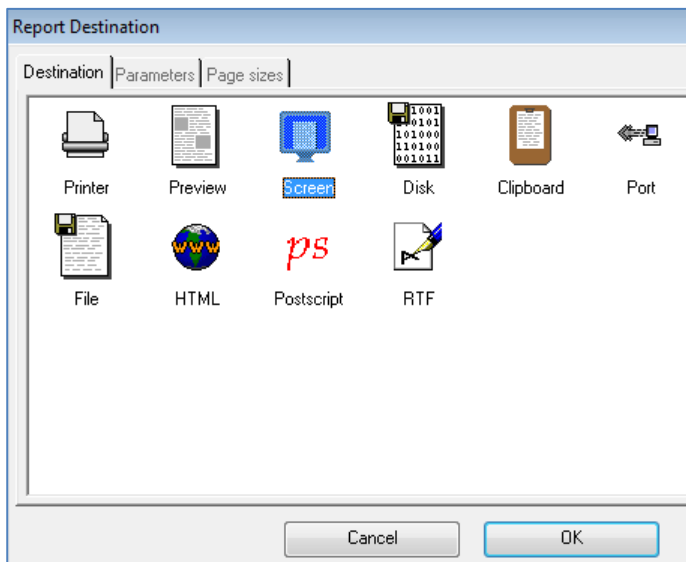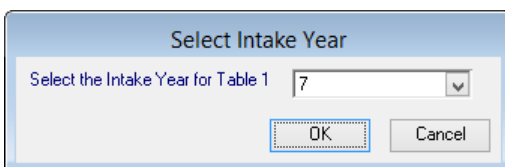
- Select *Screen* and click *OK*

You will see the default parameters entered earlier.

- Click *OK*

- Select the correct intake year for Table 1.

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

- Click *OK*

CIVICA

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

WA Census Report Warnings

	Date Printed:	14/02/2020
Census B1	**Census Date:**	14/02/2020

The following conditions must be rectified before this report can be printed.

The following year 7 students do not have a previous school:

- Baverstock, Adrian
- Farmer, Krystle
- Ramsden, Susan

This is an example of Table 1.

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 1: Number of Full-Time Year 7 Students from each intake source

Intake Source	Intake Source (School Code)	Number of Year 7 Students	
		Male	Female
A Students Repeating Year 7			
Students Repeating Year	RPT		
B Year 7 Intake from All WA Schools			
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			
C Interstate			
Interstate			
D Overseas (Total)			
Overseas (Total)	OSEA		
E Other Sources			
Other Sources	OTHR		
Total FULL-TIME Year 7 Students		35	30

- After previewing the report click [icon] 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 (School Code)	Number of Year 11 Students	
		Male	Female
A Students Repeating Year 11			
Students Repeating Year	RPT		
B Year 11 Intake from this school			
West Coast District High School	4567	36	28
C Year 11 Intake from All WA Schools			
Albany S.H.S.	4001	1	1
1 Entries			
D Interstate			
Interstate			
E Overseas (Total)			
Overseas (Total)	OSEA		
F Other Sources			
Other Sources	OTHR		
Total FULL-TIME Year 11 Students		37	29

- After previewing the report click [printer icon] 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
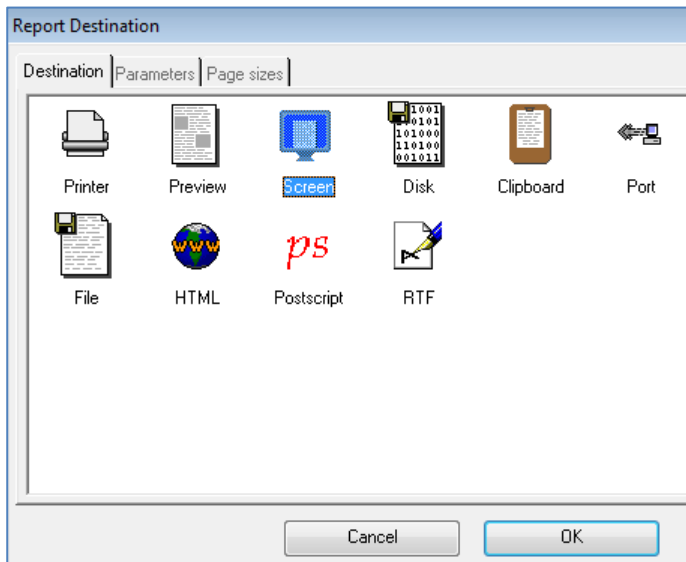
- Select **Screen** and click **OK**

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

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 (surname,initials)	Class Identifier (a)	TTI this class (b)	Year Level (c)									Total in Class	Class Type (e)
			K (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).

Table 2

Teacher Name/s (surname,initial)	Class Identifier (a)

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?

CS1

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)		
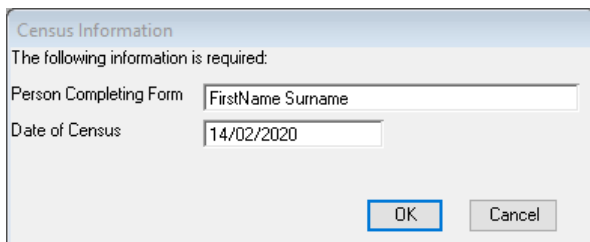
- After previewing the report click [printer icon] to print it

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*
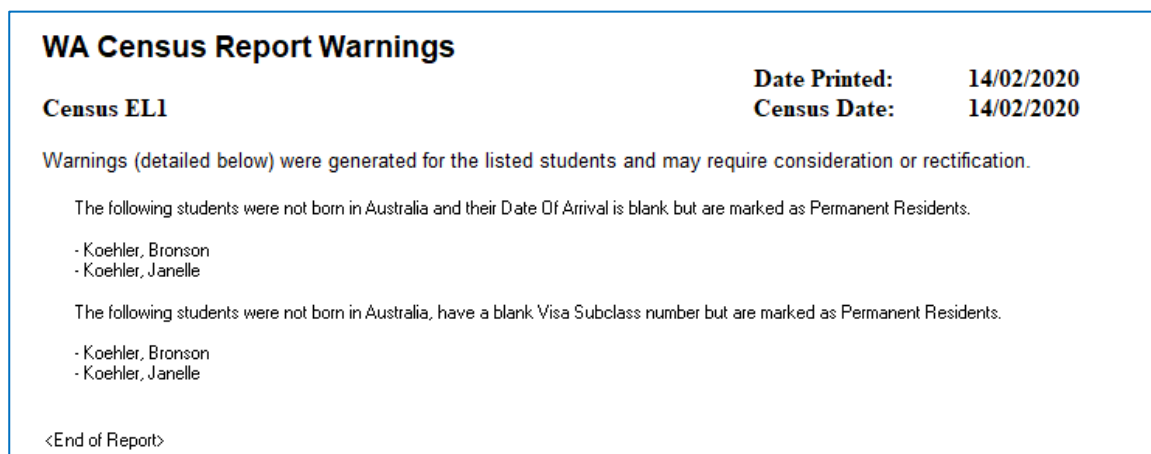
- Click *OK*

EL1 Warning Report

Where data may require rectification the Warning Report will display.
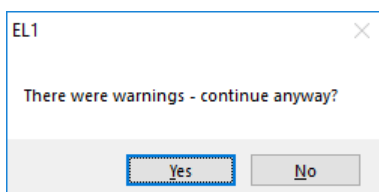
- Closing the Report will display the following message

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

Surname	Given Name	M OR F	Date of Birth (DD/MM/YY)	Visa Subclass Number	Country Of Birth	Date of Arrival in Australia	Language Spoken at Home	Previous School Attended	*Limited School (Y/N)	Home Suburb	Year Level	Stage 1,2 or 3
Chum	Nora	F	30/10/05		China (excludes...	APR 2014	Mandarin	OTHR	N	PINEY WO...	6	2
De Jong	Sebastian	M	08/02/10		Brazil	DEC 2007	Portuguese		N	PINEY WO...	2	2
De Mamiel	Zola	F	05/02/09		Brazil	DEC 2015	Portuguese	1272	N	PINEY WO...	3	2
Desilva	Haley	M	21/12/06		Brazil	JAN 2011	Portuguese	1272	N	PINEY WO...	5	2
Em	Brenton	M	17/06/09		Germany	MAY 2012	German		N	PINEY WO...	3	2
Farmer	Kristof	M	17/06/08		Germany	JUN 2011	German	NSW	N	PINEY WO...	4	2
Janeic	Rasmi	M	05/02/09		Croatia	MAY 2012	Croatian		N	PINEY WO...	3	2
Jones	Yazeed	M	31/03/11		Egypt	JUN 2014	Arabic (incl...		N	PINEY WO...	1	2
Koehler	Bronson	M	08/10/04		Germany	DEC 2016	German	4567	N	PINEY WO...	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
Kafter	Brad	M	23/11/02		Sudan	SEP 2014	Sudanese		N	SUBIACO	9	3
Koehler	Janelle	F	23/11/02		Germany	DEC 2016	German		N	JOLIMONT	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 [printer icon] 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**

- Click **OK**

- 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.

FF1   International Fee Paying Check   4567

School Code

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

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.

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

Student Name	Student Reference	Visa Subclass Number	International Fee Paying

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:

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.

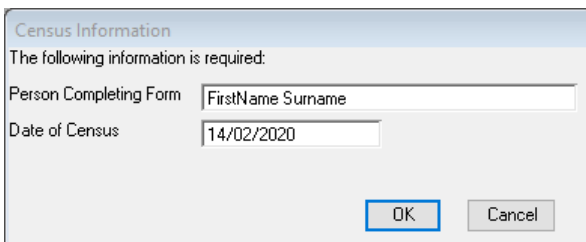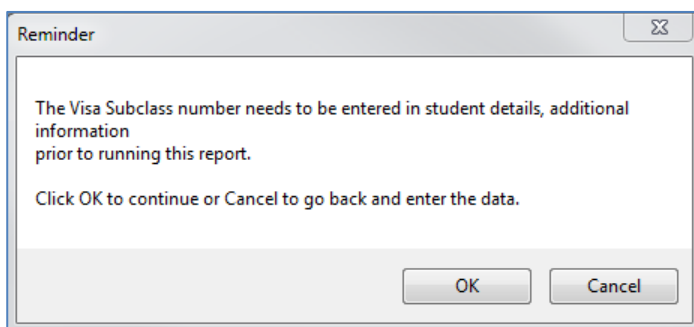| Student Name	Student Reference	Visa Subclass Number	International Fee Paying
De Jong, Sebastian	796	457	Full Fee Paying
De Mamiel, Zola	810	457	Partial Fee Paying
Chum, Nora	762	470	Partial Fee Paying
Em, Brenton	753	570	Partial Fee Paying
Desilva, Haley	830	571	No Fees

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

Form FF1 Data Check

Please ensure all students have the correct Visa Sub Class Number. Any changes made will be processed overnight and populated into the Student Census System on the following day.

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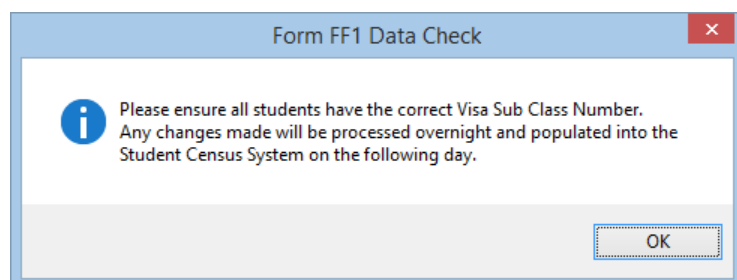
- Click **OK** to close the message box and return to the Semester 1 Census Reports menu

---

CIVICA

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
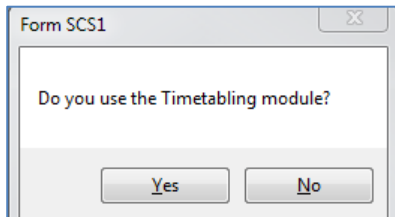
If your school uses the Timetable module:
- Click *Yes*
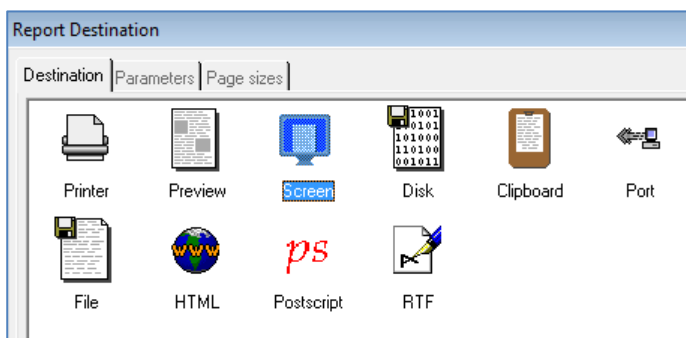
- Select *Screen* and click *OK*
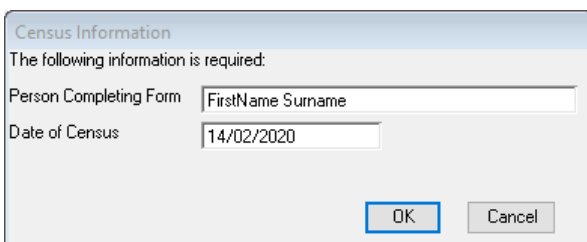
You will see the default parameters entered earlier.

- Click *OK*

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) Surname, Initial (a)	Class Identifier (b)	TTI this class (c)	Year 6 and below	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11 and above	Class Total	Class Type (e)
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	
Davids,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 (f)				59	107	68	65			

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

Teacher Name(s) Surname, Initial [a]	Class Identifier [b]	TTI this class [c]	Year Level [d]						Class Total	Class Type [e]
			Year 6 and below	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11 and 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	8SC1_1				27				27	
Stevens,S	8SC1_2				27				27	
Duke,T	8SC1_3				26				26	
Hind,F	8SC1_4				27				27	
Creed,N	9Sci_1					23			23	
Creed,N	9Sci_2					23			23	
Corner,S	9Sci_3					22			22	
YEAR TOTAL [f]				59	107	68	65			

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

Teacher Name(s) Surname, Initial [a]	Class Identifier [b]	TTI this class [c]	Year Level [d]						Class Total	Class Type [e]
			Year 6 and below	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11 and 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 [f]				59	107	68	65			

After previewing the report:

- Click 🖨 to print it

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

WA Census Manual – Semester 1

Frequently Asked Questions

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.
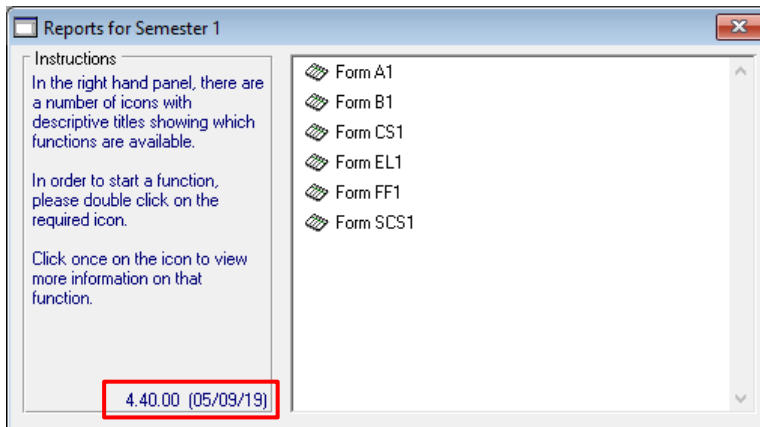
Alternatively go to the ***Top Toolbar > Help > System Information*** and locate ***CENSUSWA*** in the list. You can see the version number in the ***Version*** column. The correct version of the Semester 1, 2020 WA Census Module is 4.40.00 or higher.
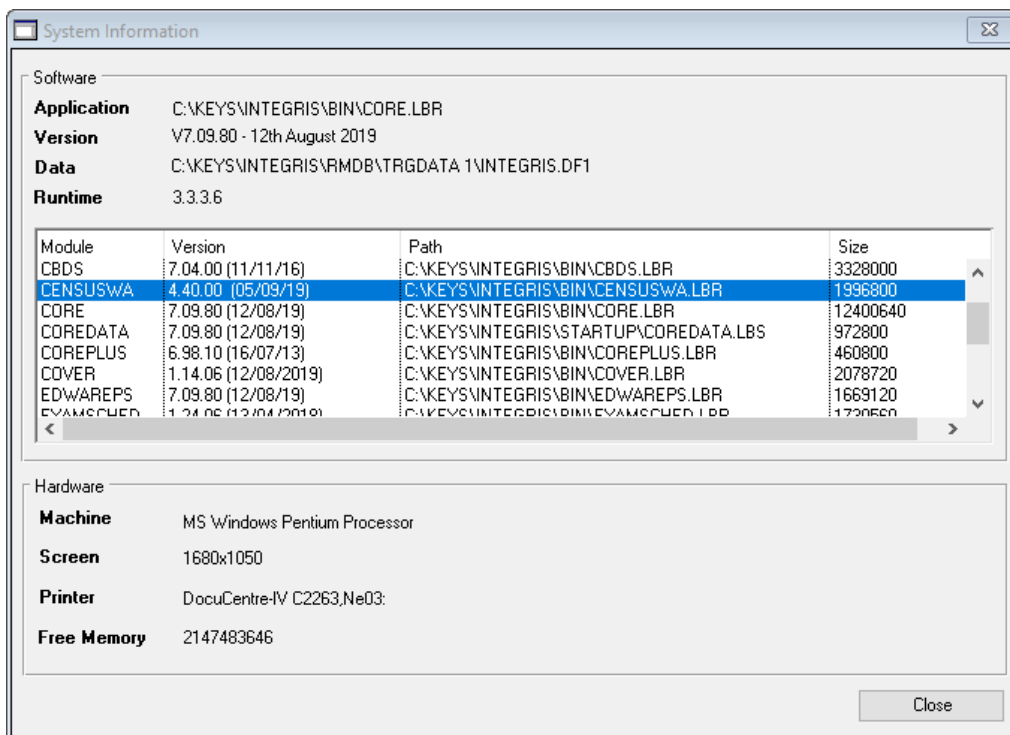
If you do not have the correct version of WA Census, contact the ICT Customer Service Centre on Metro 9264 5555 or Country 1800 012 828.

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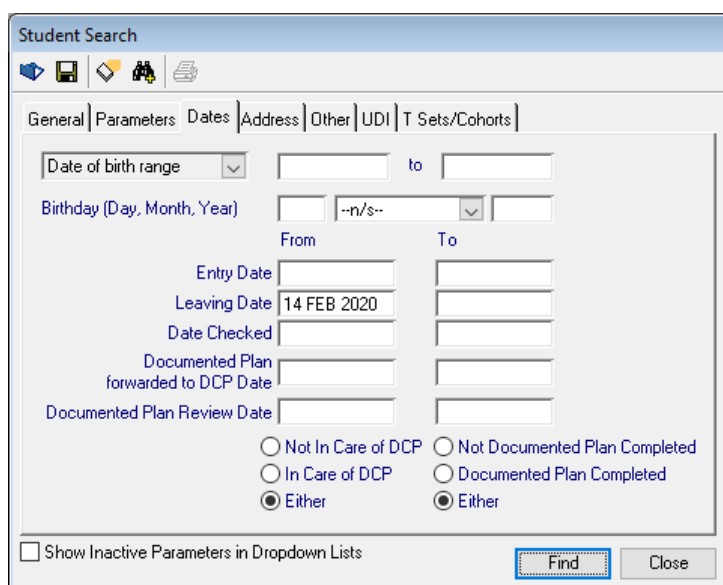
If you have *more* students on the census than you have on the current roll, it is most likely to be because a student on the Former roll has an Entry and Leave Date combination that shows them at the school on the census date.

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

- Click ![binoculars icon]
- On the *Dates* tab, enter a *From Leaving Date* that is equal to the census date

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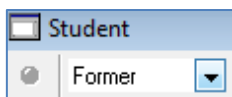
If you have *fewer* students on the census than you have on the current roll, there are four possible explanations:

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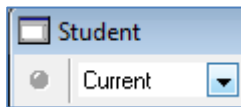
- Click
- On the **Dates** tab, enter a **From Entry Date** that is after the census day.

- 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.

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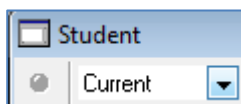
The search will find any current roll student with a leaving date before the census day. If the details are correct for any students, move them to the former roll. If the leave dates for any students found are incorrect, you will need to edit them.

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 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

---

WA Census Manual – Semester 1

Support

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.service.centre@education.wa.edu.au

CIVICA