

# CIVICA

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## Integris Classic

WA Census Manual

Semester 2 2019

## Document Versions

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# WA Census Manual – Semester 2

*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 Customer Service Centre (CSC): Metro callers 9264 5555; Regional callers 1800 012828; or email [customer.servicecentre@education.wa.edu.au](mailto:customer.servicecentre@education.wa.edu.au)*

1

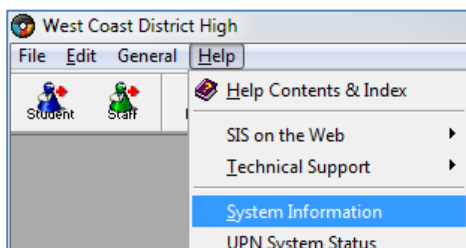
# 1 Installing and Loading the WA Census Module

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

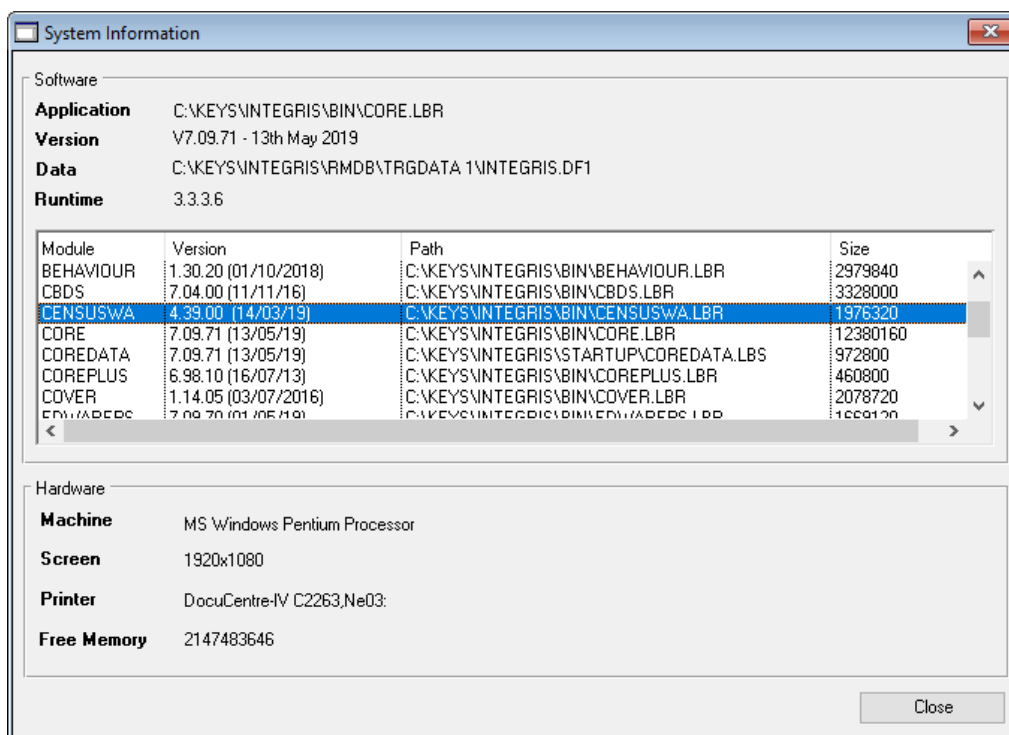
**Note: the correct version of the WA Census module must be loaded on the workstation that is going to be used to create the Census reports.**

## 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 2, 2019 WA Census Module is 4.39.00 or higher.

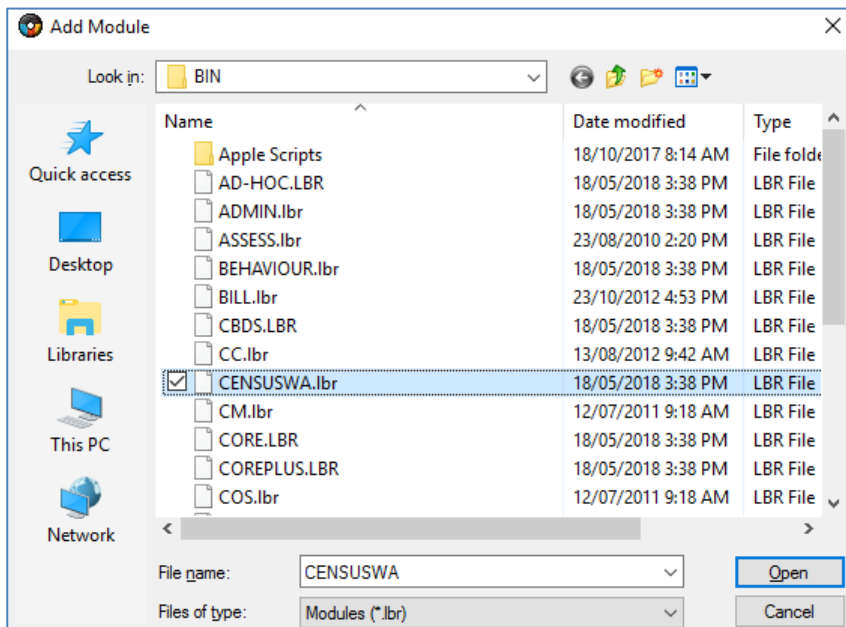
If you do not have the correct version of WA Census, please log a call with the Customer Service Centre (CSC) on 9264 5555 (Metro), 1800 012 828 (Regional) or email [customer.service.centre@education.wa.edu.au](mailto:customer.service.centre@education.wa.edu.au)

## 1.2 Adding the WA Census module

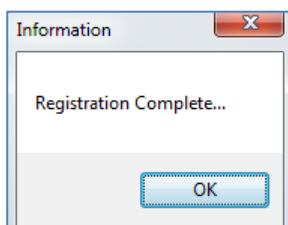
If you have not used the WA Census module before it must be added into Integris.

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

### General > Control > Add Module



- Double click on **CENSUSWA.Ibr**



- Click **OK**

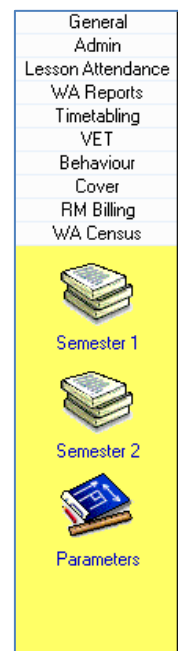


## 1.3 Integris Sidebar



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 2** to reveal the Census Reports for Semester 2
- 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 2

## *Census Parameters*

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2

## 2 Parameters



### WA Census > Parameters

Enter the defaults for each census form:

- Your name
- Date of census – **02 August 2019**
- Date for age calculations: **1 July 2019**

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". It contains several input fields and dropdown menus. The "Person Completing Form" field is labeled "FirstName Surname". The "Date of Census" field shows "2 AUG 2019". The "Date for Age Calculations" field shows "1 JUL 2019". Below these are three dropdown menus for "English Department" (selected: English), "Science Department" (selected: Science), and "Maths Department" (selected: Mathematics). At the bottom right are "OK" and "Cancel" buttons. The "OK" button is highlighted with a blue dashed border.

- Click **OK**

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# WA Census Manual – Semester 2

## *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 Integris

#### 3.1 Full Time Equivalent (FTE)

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

**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.

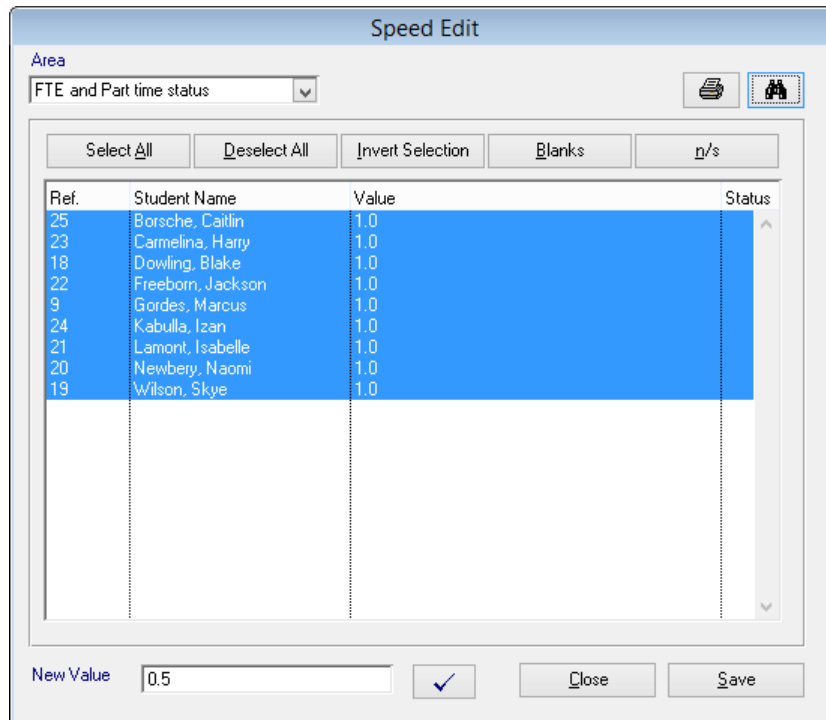
When setting up the school diary you will need to [create a closed day](#) for public holidays and school development days.

### 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**

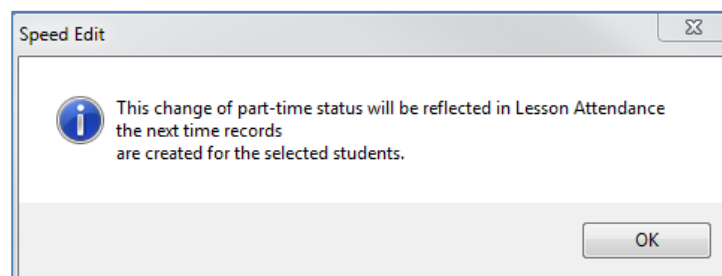


The Speed Edit window displays a table of students with the following data:

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	

At the bottom, the 'New Value' field is set to 0.5.

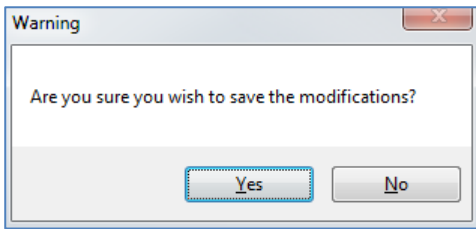
- Click Apply Changes  and **Save**



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**

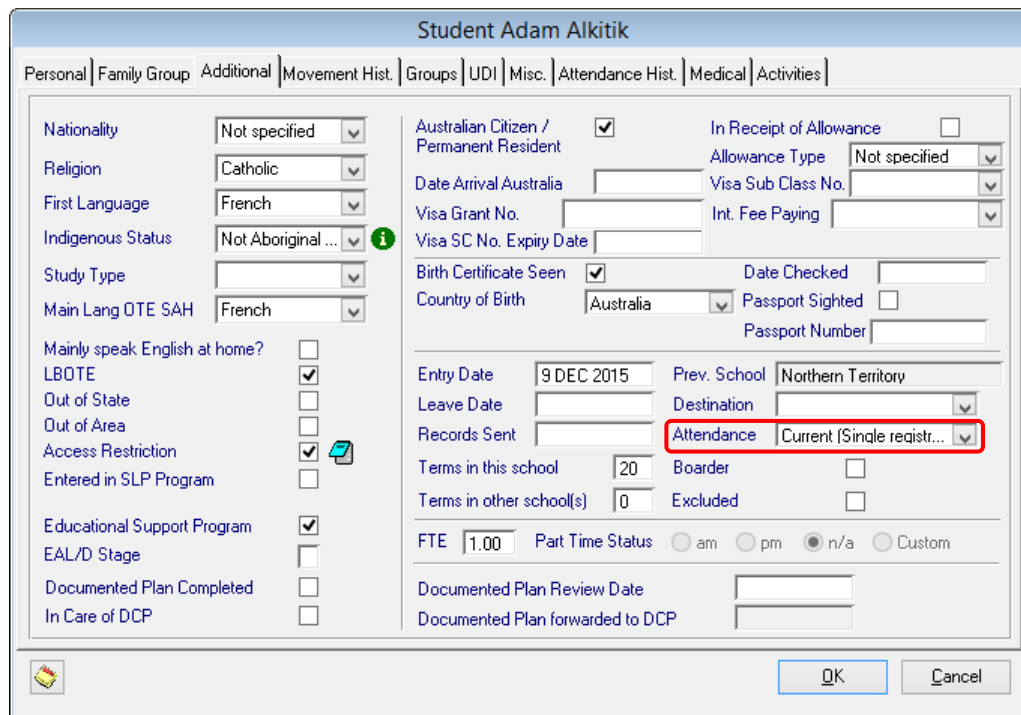
- Click **OK**

### 3.2 Attendance Types

Refer to Step 3 of the [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 attendance type by selecting **General** > **Student Details**.

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




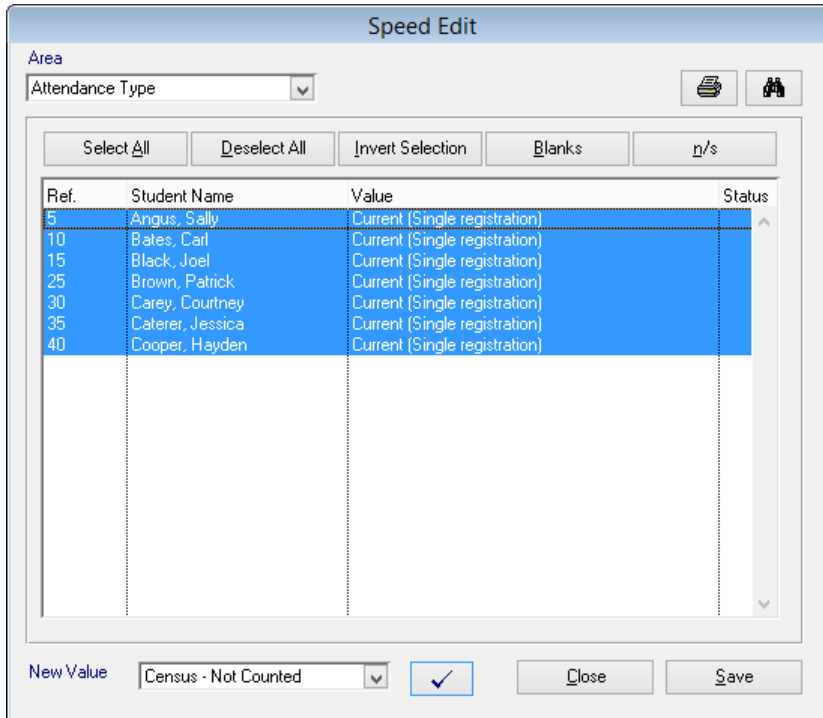
The screenshot shows the 'Student Adam Alkitik' form with the 'Additional' tab selected. The form contains various fields for student information, including Nationality, Religion, First Language, Indigenous Status, Study Type, Main Lang OTE SAH, and checkboxes for English at home, LBOTE, Out of State, Out of Area, Access Restriction, Entered in SLP Program, Educational Support Program, EAL/D Stage, Documented Plan Completed, and In Care of DCP. The 'Attendance' dropdown is highlighted with a red box, showing 'Current (Single registr...' as the selected option. The 'OK' and 'Cancel' buttons are at the bottom right.

- Make the required change by clicking on the down arrow
- 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

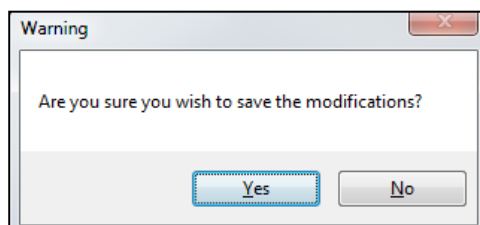
Select All Deselect All Invert Selection Blanks n/s

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**


### 3.3 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 (this be used if the indigenous status is unknown)

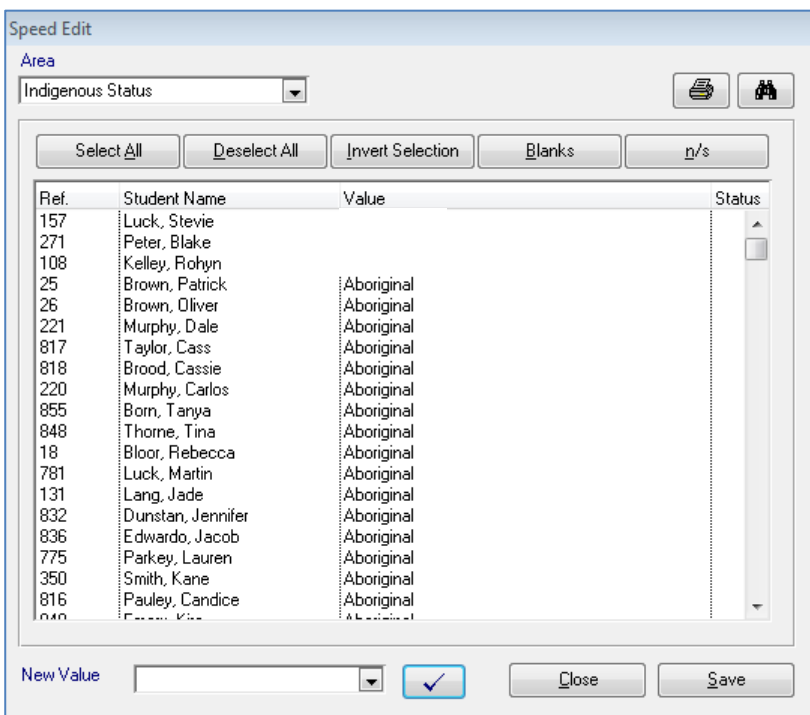
Check and update indigenous status in **Admin > Speed Edit**

- 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.



The screenshot shows the 'Speed Edit' window with the 'Area' dropdown set to 'Indigenous Status'. Below the dropdown are buttons for 'Select All', 'Deselect All', 'Invert Selection', 'Blanks', and 'n/s'. The main table has columns for 'Ref.', 'Student Name', 'Value', and 'Status'. The 'Value' column is currently selected, and all students listed have 'Aboriginal' entered in this column. At the bottom, there is a 'New Value' dropdown, a checkmark button, and 'Close' and 'Save' buttons.

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	
640	...	...	...

- 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	
848	...	...	...

New Value Torres Strait Islander

Close Save

- **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

Ref.	Student Name	Value	Status
880	Andrews, Guy	Not Aboriginal or TSI	
778	Andrews, Luke	Not Aboriginal or TSI	
4	Andrews, Rachael	Not Aboriginal or TSI	
5	Angus, Sally	Not specified	
6	Antonello, Mark	Not specified	
875	Arrowsmith, David	Not Aboriginal or TSI	
881	Arrowsmith, William	Not Aboriginal or TSI	
7	Aspinall, Simone	Not Aboriginal or TSI	
1	Atkins, Aaron	Not Aboriginal or TSI	
820	Avery, Charmaine	Not Aboriginal or TSI	
891	Avery, Roslyn	Not Aboriginal or TSI	
8	Bailey, Steven	Not Aboriginal or TSI	
760	Baillie, Doyen	Not Aboriginal or TSI	
790	Baker, Reuben	Not specified	
882	Bandy, Brandy	Aboriginal	
9	Bandy, Tamara	Aboriginal	
792	Barbour, Ross	Not Aboriginal or TSI	
10	Bates, Carl	Not Aboriginal or TSI	
11	Baverstock, Helen	Not Aboriginal or TSI	
856	Baxter, Tessa	Not Aboriginal or TSI	

New Value:

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

### 3.4 Nationally Consistent Collection of Data (NCCD)

As part of the Nationally Consistent Collection of Data on School Students with Disability, all schools are required to report on the number of students with a disability in the August Census.



Ensure the following User Defined Information fields (UDIs) have been completed for all students with a disability.

- Main Category of Disability
- Level of Adjustment Provided
- Date of Latest Disability Ratings

These fields can be viewed in the UDI screen in **General > Student Details**.

Description	Value
ASP	
Senior School Engagement Pro	No
Gifted and Talented Online pro	No
Follow the Dream Student	No
Main Category of Disability	Sensory
Level of Adjustment Provided	Supplementary
Date of Latest Disability Rating	2 AUG 2019
ABLEWA	No
Brightpath	No
Child and Parent Centre	No
SAP - Specified Attendance Pr	No
SAP - Date Commenced	
SAP - Date Ended	

To add or edit these fields:

- Navigate to **General > Student Details**
- Search for the student required
- Click on the UDI icon 
- Click edit 

The screen will display in Edit mode.


Student Jackie Albert

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

Description	Value
Gifted and Talented	
ASP	
Senior School Engagement Pro	No
Gifted and Talented Online pro	No
Follow the Dream Student	No
Main Category of Disability	Sensory
Level of Adjustment Provided	Supplementary
Date of Latest Disability Rating	2 AUG 2019
ABLEwA	No
Brightpath	No
Child and Parent Centre	No
SAP - Specified Attendance Pr	No
SAP - Date Commenced	
SAP - Date Ended	

Hide Blank Entries

OK Cancel

- Highlight the value you wish to change and click edit  at the bottom of the screen (Hint: Double click on the value for the same result)

The required options for Main Category of Disability and Level of Adjustment Provided are selected from the values available in the drop down menus, as shown below. The Date of Latest Disability Ratings must be typed in.

Edit UDI

Main Category of Disability

Sensory

Physical

Cognitive

Social

Sensory

OK Cancel

Edit UDI

Level of Adjustment Provided

Supplementary

Quality Differentiated Teaching Practice (QDTP)

Supplementary

Substantial

Extensive

OK Cancel

Edit UDI

Date of Latest Disability Ratings

2 AUG 2019

OK Cancel

- Click OK to save each change
- Click OK at the bottom of the student screen to save all changes

#### **3.4.1 NCCD Support**

If you require additional assistance regarding NCCD, please log a call with the 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)

### 3.5 Specific Data Checks for Form A2 and A2A

All students must have an Indigenous Status completed. Use one of the following values. Refer to Section 3.3 for information regarding updating Indigenous Status.

- Aboriginal
- Both Aboriginal & TSI
- Not Aboriginal or TSI
- Torres Strait Islander
- Not Stated (this be used if the indigenous status is unknown)

### 3.6 Specific Data Checks for Form EL2

Refer to [EAL/D Information for Census](#) and the [EAL/D Enrolment Flowchart](#)

All students participating in an EAL/D program must have the correct stage entered.

All EAL/D students must have the following fields addressed:


- **An EAL/D 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

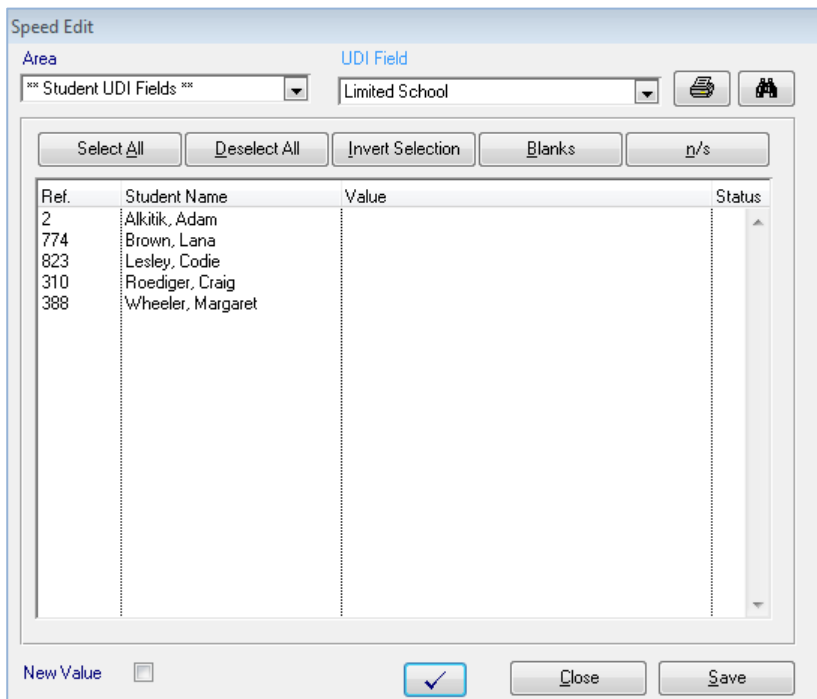
***Note: The above information must be entered into Integris so that the EAL/D students appear on the EL2 Report.***

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



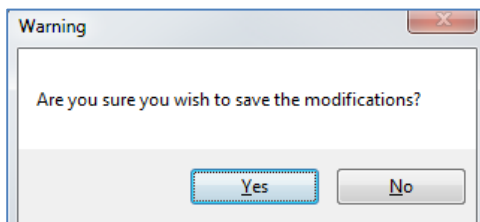


- Select the Area: **\*\*Student UDI Fields\*\***
- Select the UDI Field Limited School
- Find  the required students
- Highlight the students who need to have this data entered
- Check or uncheck **New Value** as appropriate



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**

### 3.6.1 EAL/D Support

If you require additional assistance regarding EAL/D students and eligibility, please log a call with the Customer Service Centre (CSC) 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)

### 3.7 Specific Data Check Form EN2

**Note: This Check is no longer required.**

### 3.8 Specific Data Check Form FF2

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


**Note: Visa sub class numbers 500D, 500E, 500H, 500N, 500P, 500S and 500V are valid visa subclass numbers. Disregard the error message for students with these visas.**

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](#)

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**

Student Bronson Koehler

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

Nationality: Not specified  
 Religion: Miscellaneous ...  
 First Language: German  
 Indigenous Status: Not Aboriginal ...  
 Study Type:   
 Main Lang OTE SAH: German  
 Mainly speak English at home? ☐  
 LBOTE ☐  
 Out of State ☐  
 Out of Area ☐  
 Access Restriction ☐  
 Entered in SLP Program ☐  
 Educational Support Program ☐  
 EAL/D Stage: 2  
 Documented Plan Completed ☐  
 In Care of DCP ☐

Australian Citizen / Permanent Resident ☐  
 Date Arrival Australia:   
 Visa Grant No.   
 Visa SC No. Expiry Date: 31 DEC 2017  
 Birth Certificate Seen ☒  
 Country of Birth: Germany  
 In Receipt of Allowance ☐  
 Allowance Type:   
 Visa Sub Class No. 457  
 Int. Fee Paying Partial Fee Paying  
 Date Checked:   
 Passport Sighted ☐  
 Passport Number:   
 Entry Date: 10 OCT 2012  
 Leave Date:   
 Records Sent:   
 Terms in this school: 21  
 Terms in other school(s): 0  
 Prev. School:   
 Destination:   
 Attendance: Current (Single registr...  
 Boarder ☐  
 Excluded ☐  
 FTE: 1.00 Part Time Status: ☐ am ☐ pm ☒ n/a ☐ Custom  
 Documented Plan Review Date:   
 Documented Plan forwarded to DCP:   
 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 subclass information, please log a call with the Customer Service Centre (CSC) 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)

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# WA Census Manual – Semester 2

## *Generating the Census Reports*

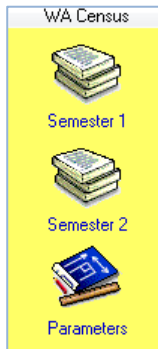
---

4

## 4 Generating the Census Reports

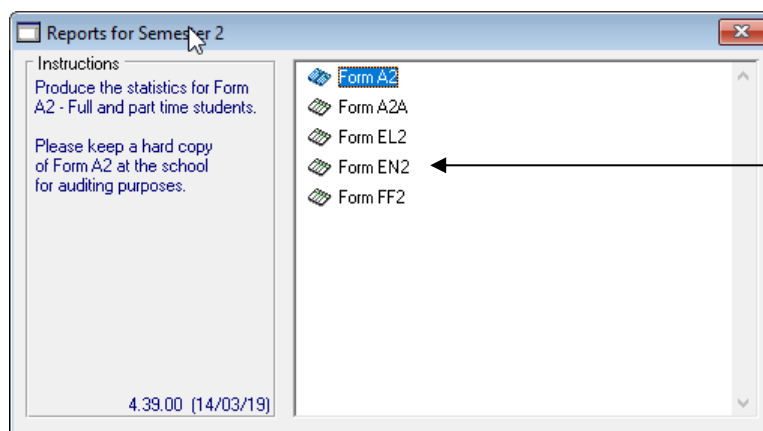
Refer to Section 1 for information on installing the WA Census Module

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



To access the Semester 2 census reports, click on **Semester 2** 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.



Note: Form EN2 is no longer required

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.

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. See the example below.

## WA Census Report Warnings

### Census A2

Date Printed: 02/08/2019

Census Date: 02/08/2019

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

Form A2 Table 1 cannot be produced until the following data is rectified

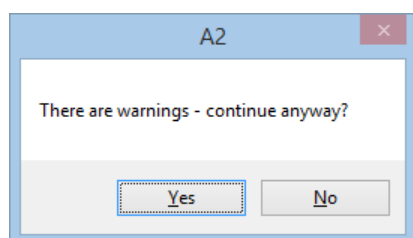
The following students do not have the indigenous set defined.

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

The following students have a missing Address line 1:

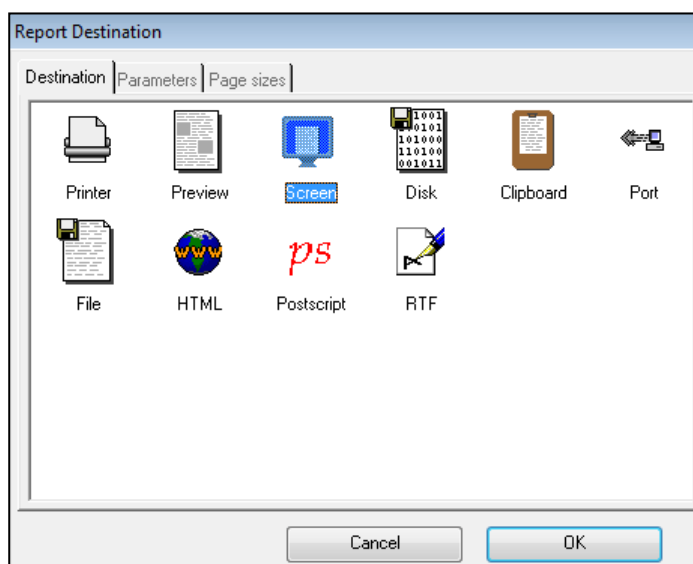
- Longmire, Ragbir

<End of Report>



To preview and print a report:

- Double click on the required report




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

You will see the default parameters entered earlier.

- Click **OK**

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

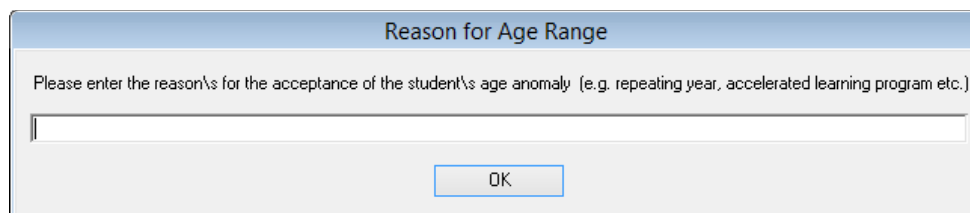


## 4.1 Form A2

This report consists of two tables of information containing:

- Part-Time Secondary Students.
- Pre-Compulsory and Full-Time Primary and Secondary Students.

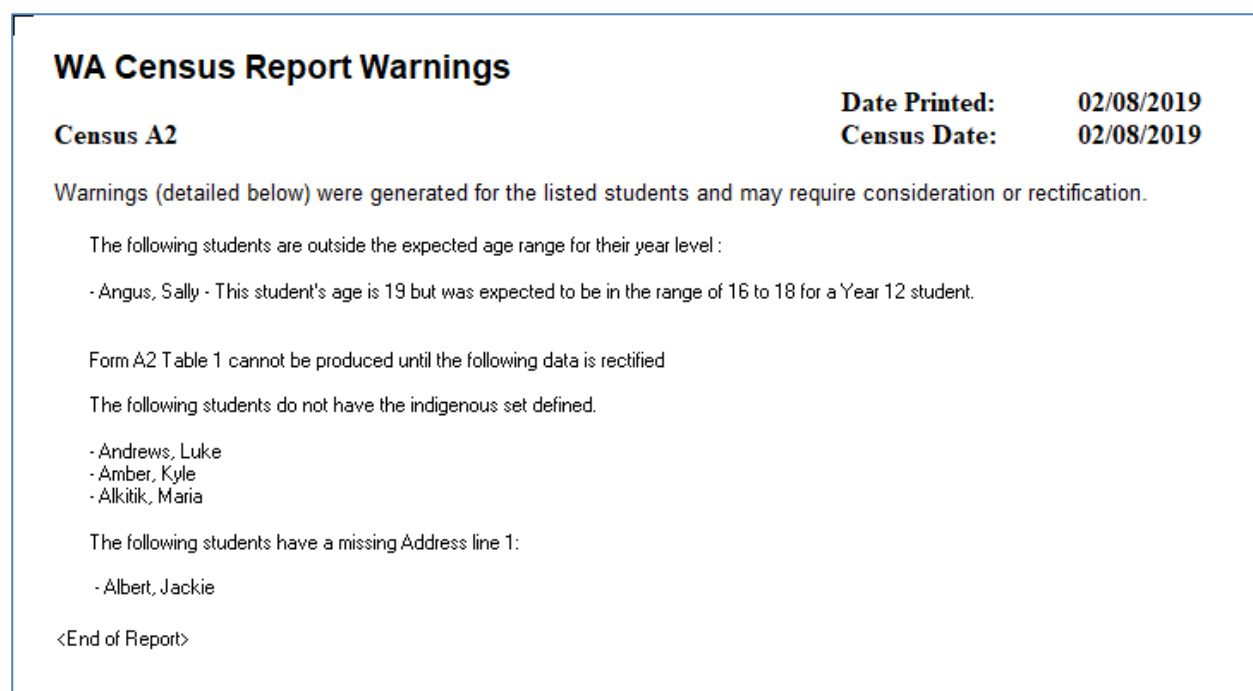
The first check undertaken is to identify if there are students outside the expected age range for each year group. If any variations are found users may exit and correct the data or continue with the Census. If you choose to continue a prompt will ask you to verify the data is correct. You may provide specific details or indicate '*All students have the correct date of birth and are in the correct year group.*'



A dialog box titled "Reason for Age Range". It contains a text area with the prompt: "Please enter the reason/s for the acceptance of the student/s age anomaly (e.g. repeating year, accelerated learning program etc.)". Below the text area is an "OK" button.

Another check is whether one or more students do not have the indigenous status set. If not, they will appear on the warning report and the A2 form will not be printed.

A third check is done to see if there are any students who have Address Line 1 missing from Student Details. These are printed on the check report as shown below.



**WA Census Report Warnings**

**Census A2** **Date Printed:** 02/08/2019 **Census Date:** 02/08/2019

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

The following students are outside the expected age range for their year level :

- Angus, Sally - This student's age is 19 but was expected to be in the range of 16 to 18 for a Year 12 student.

Form A2 Table 1 cannot be produced until the following data is rectified

The following students do not have the indigenous set defined.

- Andrews, Luke
- Amber, Kyle
- Alkitik, Maria

The following students have a missing Address line 1:

- Albert, Jackie

<End of Report>

If there are no part-time secondary students at the school a message is displayed indicating that Table 1 will not be produced.

Form A2 Table 1
✕

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

OK

If there is data then Form A2 Table 1 will be produced.

*Example of Integris WA Census Form A2 Table 1*

A2

**DEPARTMENT OF EDUCATION**  
**PUBLIC SCHOOLS SECOND SEMESTER STUDENT CENSUS AS AT A** **AUGUST 2, 2019**  
 Name of School West Coast District High  
 Telephone Number 9412 3456      Person Completing Form FirstName Surname

4567

School code

**Table 1: PART-TIME SECONDARY STUDENTS**

Education Level	Office Use Only	SEX	AGE (IN YEARS) AS AT JULY 1							Total Part-Time Students and FTE		Total Part-Time Non-Aboriginal Students and FTE		Total Part-Time Aboriginal Students and FTE			
			15 & under	16	17	18	19	20	21 & over	Number	FTE	Number	FTE	Number	FTE		
Year 7	Y07	M															
Year 7	Y07	F															
Year 8	Y08	M															
Year 8	Y08	F															
Year 9	Y09	M															
Year 9	Y09	F															
Year 10	Y10	M															
Year 10	Y10	F															
Year 11	Y11	M															
Year 11	Y11	F			1						1	0.8	1	0.8			
Year 12	Y12	M				1					1	0.6			1	0.6	
Year 12	Y12	F				1					1	0.8	1	0.8			
<b>TOTAL</b>	<b>SEC</b>									3	2.2	2	1.6	1	0.6		

- Click on printer icon to print the report.

Where Table 1 is provided, clicking on the in the right hand corner closes the current table and generates Form A2 Table 2 to the screen for review and printing.

## Example of Integris WA Census Form A2 Table 2

A2			4567																							
DEPARTMENT OF EDUCATION PUBLIC SCHOOLS SECOND SEMESTER STUDENT CENSUS AS AT AUGUST 2, 2019																										
Name of School <b>West Coast District High</b> Telephone Number <b>9412 3456</b> Person Completing Form <u>FirstName Surname</u>																										
Table 2: PRE-COMPULSORY AND FULL-TIME PRIMARY AND SECONDARY STUDENTS																										
Education Level	Office Use Only	SEX	AGE (IN YEARS) AS AT JULY 1																					Total Students	Total Non-Aboriginal Students	Total Aboriginal Students
			2 & UNDER	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21 & OVER				
Kindergarten	S04	M			5																		5	5		
Kindergarten	S04	F			7																		7	5	2	
Kindergarten	S06	M			1																		1	1		
Kindergarten	S06	F																								
Pre-Primary	S10	M				6																	6	5	1	
Pre-Primary	S10	F				3																	3	3		
Year 1	Y01	M					3																3	3		
Year 1	Y01	F					3																3	2	1	
Year 2	Y02	M						7															7	7		
Year 2	Y02	F						11															11	9	2	
Year 3	Y03	M							7														7	7		
Year 3	Y03	F							4														4	4		
Year 4	Y04	M								6													6	5	1	
Year 4	Y04	F								8													8	7	1	
Year 5	Y05	M									9												9	8	1	
Year 5	Y05	F									5												5	3	2	
Year 6	Y06	M										7											7	6	1	
Year 6	Y06	F										5											5	4	1	
Ungraded Prim	UPR	M																								
Ungraded Prim	UPR	F																								
Year 7	Y07	M										30											30	26	4	
Year 7	Y07	F										29											29	24	5	
Year 8	Y08	M											59										59	55	4	
Year 8	Y08	F											49										49	46	3	
Year 9	Y09	M												40									40	39	1	
Year 9	Y09	F												29									29	28	1	
Year 10	Y10	M													25								27	25	1	
Year 10	Y10	F													38								38	33	5	
Year 11	Y11	M														36							36	33	3	
Year 11	Y11	F														28							28	25	3	
Year 12	Y12	M															35						35	32	3	
Year 12	Y12	F															26		1				27	26	1	
Ungraded Sec	USE	M																								
Ungraded Sec	USE	F																								
Not Specified		M																								
Not Specified		F																								

Integris Census Module v4.39.00 (14/03/19) Date Printed: 02/08/2019

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

If there were age variations then another page will print with the verification message you entered.

A2			4567	
DEPARTMENT OF EDUCATION PUBLIC SCHOOLS SECOND SEMESTER STUDENT CENSUS AS AT AUGUST 2, 2019				
Name of School <b>West Coast District High</b> Telephone Number <b>9412 3456</b> Person Completing Form <u>FirstName Surname</u>				
Table 2: PRE-COMPULSORY AND FULL-TIME PRIMARY AND SECONDARY STUDENTS				
Reason/s for acceptance of the student/s age anomaly :  Students are all in the correct year. One student repeating				

**Note: if '?' appears in the Office Use Only column on the A2 report as shown below, this indicates the FTE for one or more students have been entered incorrectly, for example as 0.04 instead of 0.4. The FTE values should be checked via speed entry and corrected before submitting the form.**

<b>A2</b>					
DEPARTMENT OF EDUCATION PUBLIC SCHOOLS SECOND SEMESTER STUDENT CENSUS AS					
Name of School		<b>West Coast District High Sc</b>			
Telephone Number		<b>9412 3456</b>		Per	
Table 2: PRE-COMPULSORY AND FULL-TIME PRIMARY AND S					
Education Level	Office Use Only	S E X	2 & UNDER	3	4
Kindergarten	?K	M			1
Kindergarten	S04	M			5

## 4.2 Form A2A

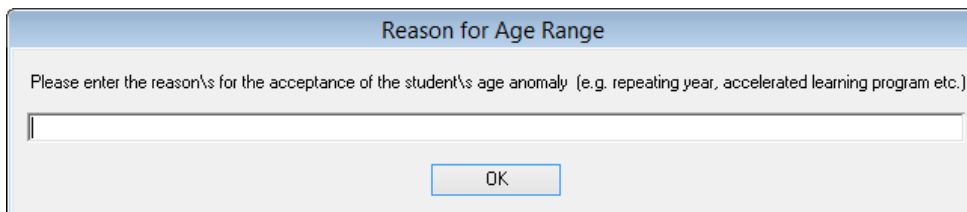
This report consists of two tables of information containing:

- Part-time Aboriginal students
- All Aboriginal Pre-compulsory and full time primary and secondary students.

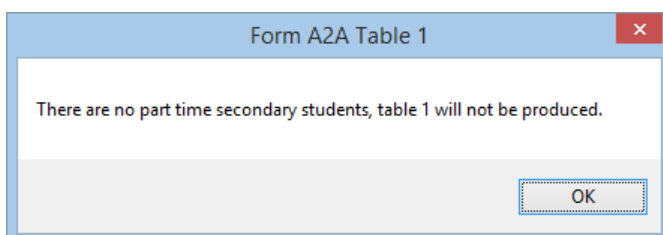
### Form A2A Table 1 – Part-time Aboriginal

- Double click on the **Form A2A** icon.
- Choose **Screen** as the report destination to view the report before printing.
- Click **OK**.
- View default information entered in Parameters.
- Click **OK**.

The first check undertaken is to identify if there are students outside the expected age range for each year group. If any variations are found users may exit and correct the data or continue with the Census. If you choose to continue a prompt will ask you to verify the data is correct. You may provide specific details or indicate '*All students have the correct date of birth and are in the correct year group.*'

A dialog box titled "Reason for Age Range" with a light blue header. The main area contains the text "Please enter the reason\&s for the acceptance of the student\&s age anomaly (e.g. repeating year, accelerated learning program etc.)" above a text input field. At the bottom right is an "OK" button.

If there are no part-time Aboriginal secondary students at the school a message is displayed indicating that Table 1 will not be produced.

A dialog box titled "Form A2A Table 1" with a light blue header and a red close button. The main area contains the text "There are no part time secondary students, table 1 will not be produced." At the bottom right is an "OK" button.

If there is data then Form A2A Table 1 will be produced.

Example of Integris WA Census Form A2A, Table 1

**A2A**

**4567**

School code

DEPARTMENT OF EDUCATION

PUBLIC SCHOOLS SECOND SEMESTER STUDENT CENSUS AS AT AUGUST 2, 2019

Name of School  
Telephone Number

**West Coast District High**  
**9412 3456**


Person Completing Form

FirstName Surname

**Table 1: PART-TIME ABORIGINAL SECONDARY STUDENTS**

Education Level	Office Use Only	SEX	AGE (IN YEARS) AS AT JULY 1							TOTAL Part-Time Aboriginal Students and FTE(a)	
			15 & under	16	17	18	19	20	21 & over	Number	FTE
Year 7	Y07	M									
Year 7	Y07	F									
Year 8	Y08	M									
Year 8	Y08	F									
Year 9	Y09	M									
Year 9	Y09	F									
Year 10	Y10	M									
Year 10	Y10	F									
Year 11	Y11	M									
Year 11	Y11	F									
Year 12	Y12	M			1					1	0.6
Year 12	Y12	F									
TOTAL	SEC									1	0.6

- Click on printer icon  to print report.

Clicking on the  in the right hand corner closes the current report and generates the Form A2A Table 2 to screen for review and printing.

Example of Integris WA Census Form A2A, Table 2

**A2A**

# 4567

School Code

**DEPARTMENT OF EDUCATION**  
PUBLIC SCHOOLS SECOND SEMESTER STUDENT CENSUS AS AT AUGUST 2, 2019

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

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

Education Level	Office Use Only	SEX	AGE (IN YEARS) AS AT JULY 1																			Total Aboriginal Students	
			2 & UNDER	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		21 & OVER
Kindergarten	S04	M																					2
Kindergarten	S04	F			2																		1
Pre-Primary	S10	M				1																	
Pre-Primary	S10	F																					
Year 1	Y01	M																					
Year 1	Y01	F					1																1
Year 2	Y02	M																					
Year 2	Y02	F						2															2
Year 3	Y03	M																					
Year 3	Y03	F																					
Year 4	Y04	M							1														1
Year 4	Y04	F							1														1
Year 5	Y05	M								1													1
Year 5	Y05	F								2													2
Year 6	Y06	M									1												1
Year 6	Y06	F									1												1
Ungraded Primary	UPR	M																					
Ungraded Primary	UPR	F																					
Year 7	Y07	M										4											4
Year 7	Y07	F										5											5
Year 8	Y08	M											4										4
Year 8	Y08	F											3										3
Year 9	Y09	M												1									1
Year 9	Y09	F												1									1
Year 10	Y10	M													1								1
Year 10	Y10	F													5								5
Year 11	Y11	M														3							3
Year 11	Y11	F														3							3
Year 12	Y12	M															3						3
Year 12	Y12	F															1						1
Ungraded Secondary	USE	M																					
Ungraded Secondary	USE	F																					
Not Specified		M																					
Not Specified		F																					
<b>TOTAL STUDENTS</b>	<b>SCH</b>																						<b>47</b>

Integris Census Module v4.39.00 (14/03/19) Date Printed: 02/08/2019

If there were age variations then another page will print with the verification message you entered.

**A2A**

# 4567

School Code

**DEPARTMENT OF EDUCATION**  
PUBLIC SCHOOLS SECOND SEMESTER STUDENT CENSUS AS AT AUGUST 2, 2019

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**

Reason/s for acceptance of the student/s age anomaly :

Student is in correct year. Student is repeating.

**Note: if '?' appears in the Office Use Only column on the A2A report as shown below, this indicates the FTE for one or more students have been entered incorrectly, for example as 0.04 instead of 0.4. The FTE values should be checked via speed entry and corrected before submitting the form.**

<b>A2A</b>				
DEPARTMENT OF EDUCATION PUBLIC SCHOOLS SECOND SEMESTER STUDENT CENSUS A				
Name of School		<b>West Coast District High School</b>		
Telephone Number		9412 3456 Pa		
Table 2: ALL ABORIGINAL PRE-COMPULSORY AND FULL-T				
Education Level	Office Use Only	S E X	2 & UNDER	3
Kindergarten	?K	M		
Kindergarten	SU4	M		

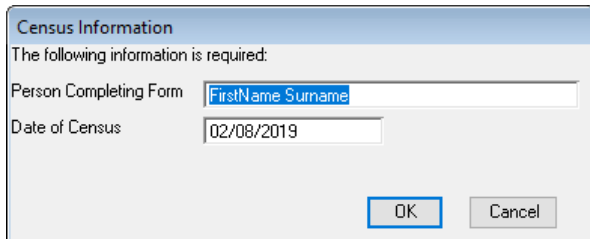


## 4.3 Form EL2

This report provides one table that includes the details of EAL/D students. (Complete the data checks in Section 3.6)

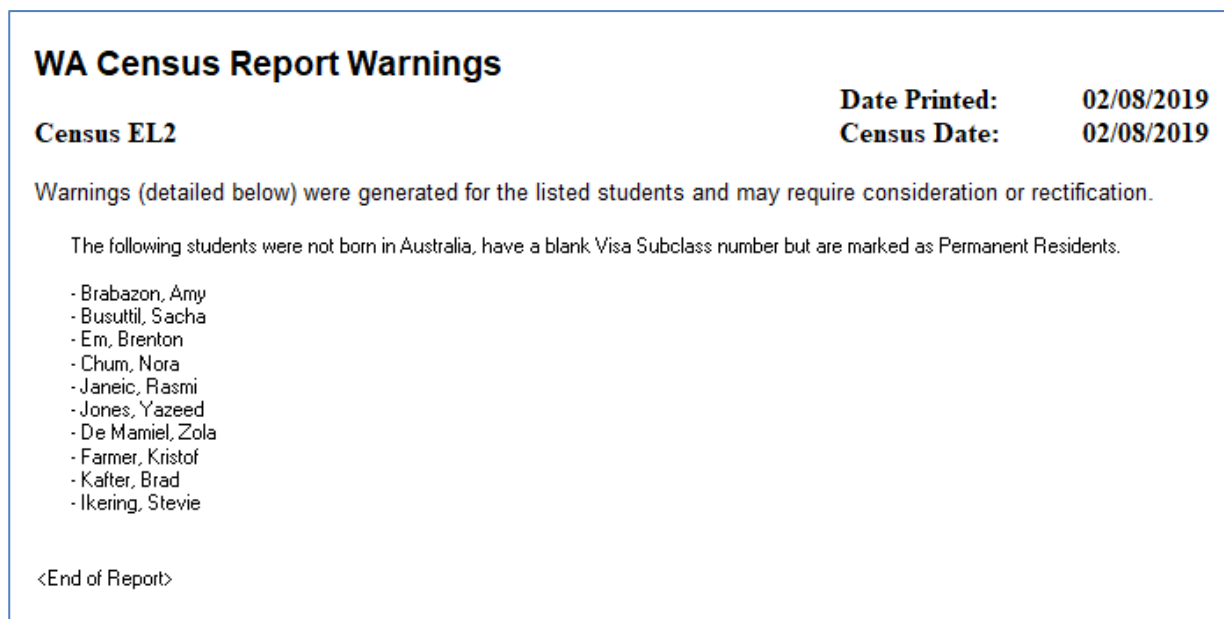
To view and print Form EL2:

- Double click on the **Form EL2** icon
- Choose **Screen** as the report destination to view the report before printing
- Click **OK**
- View default information entered in Parameters and Click **OK**

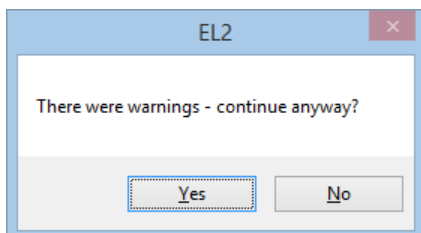


### EL2 Warning Report

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 English as an Additional Language/Dialect (EAL/D): Program Count Data Return please ensure the following data has been entered for EAL/D students prior to the generation of the report:

- Visa Subclass Number
- Visa Subclass Number Expiry Date
- 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
- EAL/D stage 1,2 or 3
- Student UDI - Limited School

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

## Example of Integris WA Census Form EL2

EL2

**4567**  
School Code

DEPARTMENT OF EDUCATION  
PUBLIC SCHOOLS SECOND SEMESTER STUDENT CENSUS AS AT AUGUST 2, 2019  
ENGLISH AS AN ADDITIONAL LANGUAGE/DIALECT (EAL/D): PROGRAM COUNT DATA RETURN

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

**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	29/10/07		China (excludes ...	MAY 2016	English	OTHR	N	PINEY WD...	6	2
De Jong	Sebastian	M	07/02/12	475	Brazil	DEC 2018	English		N	PINEY WD...	2	2
De Mamiel	Zola	F	05/02/11		Brazil	DEC 2018	English	1272	N	PINEY WD...	3	2
Desilva	Haley	M	19/12/08	457	Brazil	APR 2017	English	1272	N	PINEY WD...	5	2
Em	Brenton	M	16/06/11		Germany	AUG 2018	English		N	PINEY WD...	3	2
Farmer	Kristof	M	17/06/10		Germany	FEB 2016	English	NSW	N	PINEY WD...	4	2
Janeic	Rasmi	M	05/02/11		Croatia	JUL 2017	English		N	PINEY WD...	3	2
Jones	Yazeed	M	29/03/13		Egypt	MAY 2018	English		N	PINEY WD...	1	2
Koehler	Bronson	M	08/10/06	457	Germany	JUL 2018	German		N	PINEY WD...	7	2
Brabazon	Amy	F	15/08/06		Spain	FEB 2015	English		N	LEEDERV...	8	3
Busuttil	Sacha	F	06/01/06		Spain	APR 2017	English	5380	N	DALKEITH	9	3
Dracic	Eleni	F	12/02/04	571	Croatia	APR 2019	English		N	PERTH	10	3
Ikering	Stevie	M	14/06/02		Sweden	DEC 2018	English		N	FREMANTLE	12	3
Kafter	Brad	M	21/11/04		Germany	APR 2017	English		N	SUBIACO	9	3
Koehler	Janelle	F	21/11/04	457	Germany	JUL 2018	English		N	JULIMONT	9	3
Moor	Khalid	M	07/11/02	804	Egypt	JAN 2016	English		N	LEEDERV...	11	3

**TOTAL NUMBER OF STUDENTS IN PROGRAM: 16**

- Click on printer icon  to print report

**Note: Retain the printed report for your school records.**

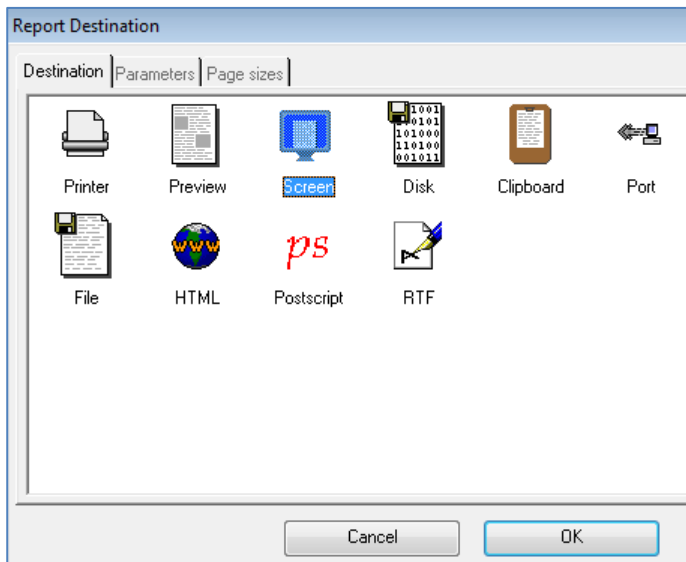
## 4.4 Form EN2

**Note: This report is no longer required.**

## 4.5 Form FF2

To view and print report:

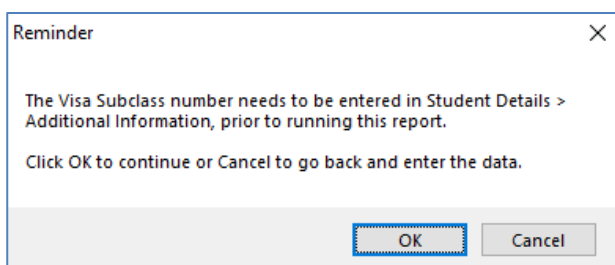
- Double click on **Form FF2** icon.



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



- Click **OK**



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

This is an example of FF2 International Fee Paying Data Check.

**FF2****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
<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>			
Koehler, Bronson	813	457	Partial Fee Paying
Koehler, Janelle	122	457	Partial Fee Paying

Student Name	Student Reference	Visa Subclass Number	International Fee Paying
<b>Note for Visa 485: The options for this visa sub class number are Partial Fee Paying or No Fees. Please confirm the following students have the correct International Fee Paying Type:</b>			
Alkitik, Adam	2	485	No Fees


**All Students with a Visa Sub Class Number**

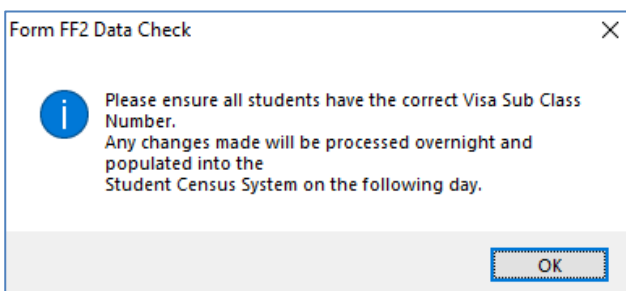
Please check the students listed below have the correct Visa Sub Class Number and International Fee Paying status selected.

Student Name	Student Reference	Visa Subclass Number	International Fee Paying
Koehler, Bronson	813	457	Partial Fee Paying
Koehler, Janelle	122	457	Partial Fee Paying
Alkitik, Adam	2	485	No Fees

**Total students with a Visa Sub Class Number: 3**

**Note: If no students have a Visa Sub Class number the FF2 check report will not be produced.**

- You may print the report by selecting the **Print** icon 
- Close the report
- A message will be displayed



- Click **OK** to close the message box and report to the Semester 2 Census Reports menu

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# **WA Census Manual – Semester 2**

*Support and Frequently Asked Questions*

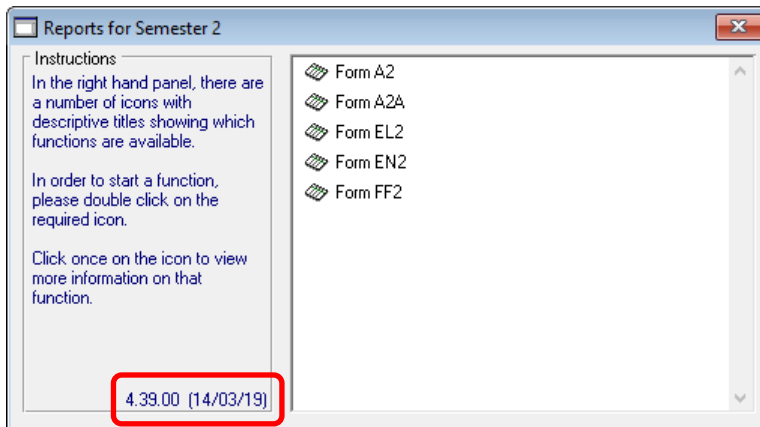
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5

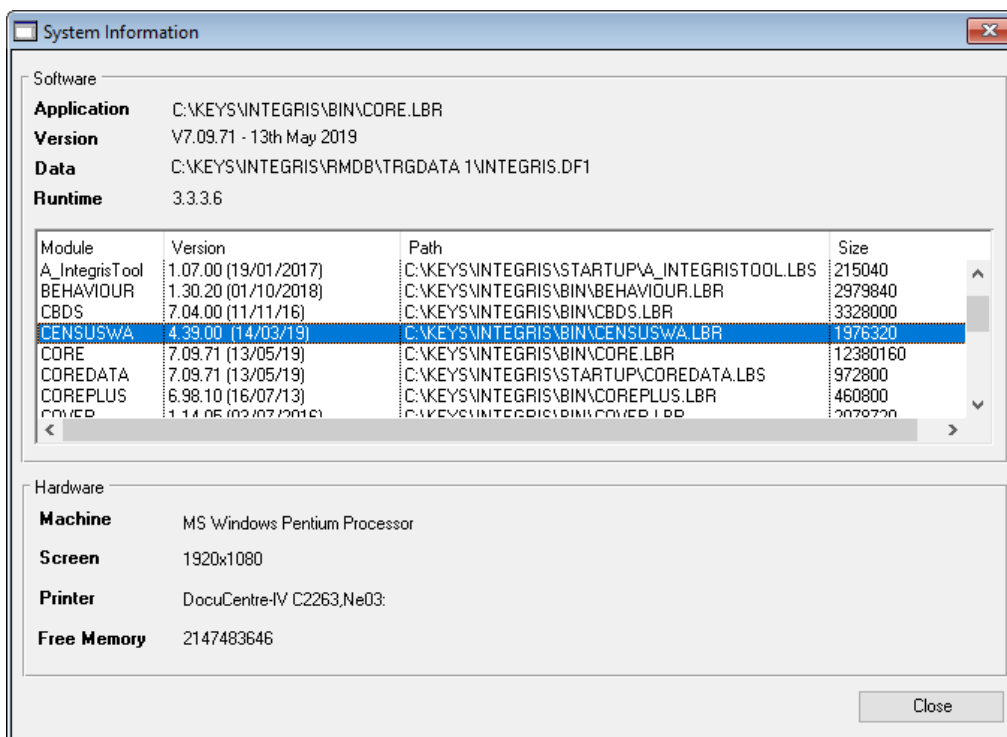
## 5 Frequently Asked Questions

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

Check the version number and build date on the panel that displays after selecting Semester 2 reports (at the bottom of the instructions area).



Alternatively go to the Top Toolbar > Help > System Information and locate the version for the CENSUSWA module.



You can see the version number in the Version column. The correct version of the Semester 2, 2019 WA Census Module is the correct version for census is 4.39.00 or higher.

If you do not have the correct version of WA Census, please log a call with the Customer Service Centre (CSC) 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)

## Why is a '?' appearing in the Office Use Only Column of the A2 or A2A forms?

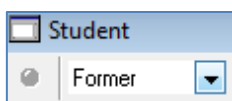
If for example a '?K' appears on the A2 or A2A reports, this indicates the FTE for one or more kindergarten students have been entered incorrectly, for example as 0.04 instead of 0.4. The FTE values should be checked via speed entry and corrected before submitting the forms.

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

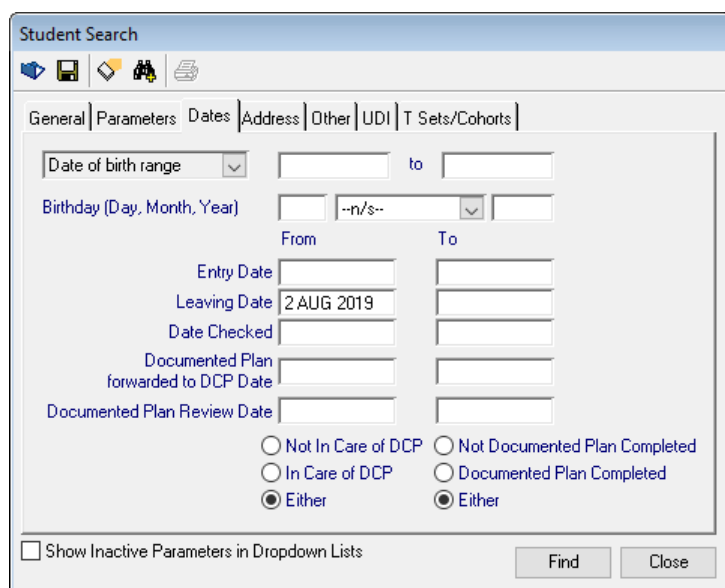
If you have **more** students on the census than you have on the current roll it is most likely to be because a student on the Former Roll has an entry and leave date combination that shows them at the school on the census date.

To check:

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



- Click 
- On the **Dates** tab, enter a **From Leaving Date** of the census date



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

This search will find any former roll student who left on or after the census date. These students will be counted for census purposes. If the Leave Dates for any students found are incorrect, you will need to edit them.

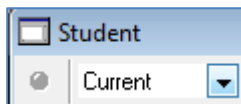
## The number of students shown on the census form is less than the number I have on the current roll. What is wrong?

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

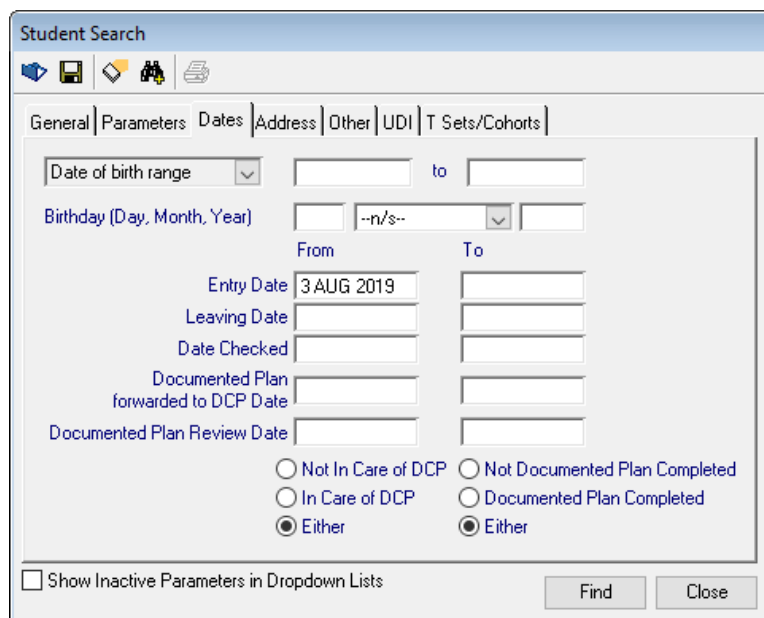
1. A student (or perhaps several students) on the current roll have a starting date after the census date. Such students quite correctly are not being included in the census reports.

To check:

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



- Click 
- On the **Dates** tab, enter a **From Entry Date** of the day after the census date

A screenshot of the 'Student Search' dialog box, 'Dates' tab. It contains several date fields: 'Date of birth range' (with a dropdown), 'Birthday (Day, Month, Year)' (with a dropdown), 'Entry Date' (with '3 AUG 2019' entered), 'Leaving Date', 'Date Checked', 'Documented Plan forwarded to DCP Date', and 'Documented Plan Review Date'. There are also radio button options for 'Not In Care of DCP', 'In Care of DCP', 'Not Documented Plan Completed', 'Documented Plan Completed', and 'Either' (selected). At the bottom, there is a checkbox 'Show Inactive Parameters in Dropdown Lists' and 'Find' and 'Close' buttons.

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

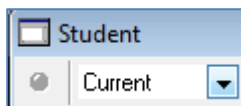
The search will find any current roll student who has an entry date after the census date. If the entry dates for any of these students is incorrect, you need to edit them.

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

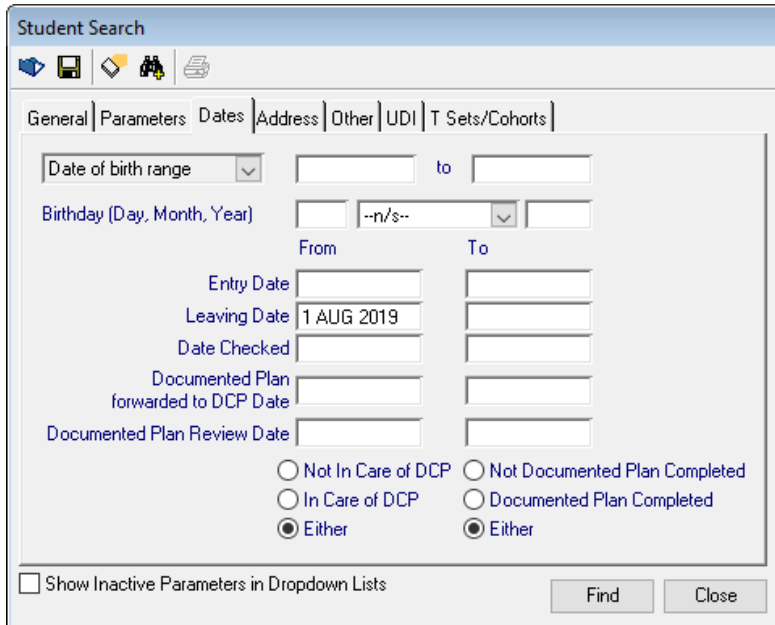
To check:

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





- Click 
- On the **Dates** tab, enter a **From Leaving Date** of the day before the census date



Student Search

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

Date of birth range: [ ] to [ ]

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

From To

Entry Date: [ ] [ ]

Leaving Date: 1 AUG 2019 [ ]

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 date. 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.

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

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# WA Census Manual – Semester 2

## Support

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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 Customer Service Centre (CSC): Metro callers 9264 5555; Regional callers 1800 012828; or email [customer.servicecentre@education.wa.edu.au](mailto:customer.servicecentre@education.wa.edu.au)*

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## 6 Support

### 6.1 Customer Service Centre

If you require additional assistance completing Census requirements, please log a call with the 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)