

PRINCIPALS
ALL PUBLIC AND INDEPENDENT PUBLIC SCHOOLS

STUDENT CENSUS – FIRST SEMESTER – 17 FEBRUARY 2012

The public and independent public schools census is the Department of Education's most significant data collection. The data collected are used in a wide variety of activities including the allocation of financial, material and human resources and the provision of support services to schools. The new Student Census on-line system which is being implemented for the 17 February census will operate in conjunction with the existing and already deployed WA Census Module in Integris.

The on-line Student Census link and user documentation can be found on our website:


<http://www.det.wa.edu.au/education/SchoolInfo/census.htm>

Principals, deputy principals and registrars have been given access to the Student Census via their single login (ie E number and password). Schools are required to update student data by running the existing validation checks in the WA Census Module (forms A1, B1, CS1, EL1, FF1, SCS1) which will prepare student data for overnight central extraction and will reduce the number of errors identified by the new system.

The updated data will be reflected into the new Student Census the next day for verification. If data are displaying accurately, no additional errors are identified and any data concerns are addressed, your school's data can then be accepted as true and accurate.

These new arrangements allow schools to log on to the new system on Monday 6 February which is well in advance of the census day. Schools should be progressively working towards a timely acceptance of data on or shortly after Friday 17 February 2012. Schools data will be accepted from **17 February - 24 February** inclusive.

For ALL queries regarding the February census, please log a call with the Customer Service Centre on **9264 5555** for metropolitan callers, **1800 012 828** for regional callers or via e-mail addressed to customer.servicecentre@det.wa.edu.au so your query can be directed to the correct staff members within the Department.



JOHN HARRIS
MANAGER
SYSTEM PERFORMANCE

3 February 2012