

## DATA FILE SPECIFICATIONS - UNIT RECORD DATA FOR GOVERNMENT AND NON-GOVERNMENT SCHOOL CENSUSES

### Data which may be collected for every student, for: WA School Census (August and February, as from August 2011)

These data file specifications set out the detailed data which will be collected through the School Censuses. These specifications are intended for the use of software developers to produce a file which will contain the appropriate data, in the appropriate format. This is necessary to enable the School Census System to import the data in a consistent way.

The term “**mandatory**” means that the data item must be represented in the data file by a valid code or a value within a given range. If a code is outside the range specified, the system will show an error message and the data will not be imported. Note that a code meaning “unknown” or “not stated” is a valid code for many items. For some items, a valid code is not required, and the data file can contain a blank.

The use of the word “**mandatory**” in the document does not imply that parents are required to provide all of this information to the school. Questions relating to what information must be provided by parents are addressed in the MCEECDYA Data Standards Manual and in jurisdiction enrolment forms and their explanatory notes.

The data file is to be formatted as a CSV file with column headings exactly as stated in the Data Item column (although it is not case sensitive). The items are to be separated by a comma, with double quotes around all **text** fields (as a minimum). Note it is acceptable to have double quotes around **all** fields. The first row should contain the column headings, as specified by each data item.

Any queries on the format or specification of data items, please log a call with the Customer Service Centre (CSC) on 9264 5555 for metro callers, 1800 012 828 for regional callers or e-mail [customer.servicecentre@det.wa.edu.au](mailto:customer.servicecentre@det.wa.edu.au). Please advise the Customer Service Representative your name along with your school's name and suburb when calling.

#	Data item	Definition	Notes
1	Year	Calendar year data refers to	Char(4) current year <b>Mandatory</b>
2	Semester	Semester 1 or 2	Char(1) values 1 or 2 {1,2} <b>Mandatory</b>
3	File Date	Date the file was created	ddmmyyyy <b>Mandatory</b>

#	Data item	Definition	Notes
4	School Code	Four digit school code (as applied by DOE/DES)	Char(4) <b>Mandatory</b>
5	School Name	School Name	Char(50) <b>Mandatory</b>
6	Previous School - Code		Char(4)  The school code of the previous school this student attended. To be provided as a minimum, to students who are currently in the year of entry of lower secondary and upper secondary (ie Years 7, 8 and 11) and relates to the school the student last attended in Years 6, 7 or 10). <b>A set of codes and School Names for all schools in Western Australia (including those that have closed) is available from <a href="http://www.det.wa.edu.au/education/SchoolInfo/census.htm">http://www.det.wa.edu.au/education/SchoolInfo/census.htm</a></b>  <b>For interstate and overseas schools use the following codes</b>  <b>0001 – ACT, 0002 – QLD, 0003 – NSW, 0004 – NT, 0005 – SA, 0006 – TAS, 0007 – VIC, 0009 – OTHER/UNKNOWN, 0010 - OVERSEAS</b>
7	Previous School - Name		Referring to 6 above (if available)
8	Enrolment Date	Date enrolled at school	Start date: ddmmyyyy <b>Mandatory</b>
9	Student Year Level	Year level of the student	Char(3)  'PKG' 'K', 'P', 'Y01' to 'Y12', 'UPR', 'USE or alternatively (PK, K, P, 1, 2, ..., 11, 12) where PKG = PK = Pre Kindy, K = Kindy, P = PrePrimary', UPR = Ungraded Primary, USE = Ungraded Secondary <b>Mandatory</b>

10	FTE	Full-time equivalent of student	Numeric (1 decimal place) Secondary only. Estimate to be determined by school. <b>Mandatory</b>
11	KINNumHoursTotal	If K, Number of hours per week that the kindergarten student attends	Numeric (Integer) An estimate of the average hours per week of the two weeks ending with census day.
12	Precompulsory Sessions	Number of sessions (half days) for all precompulsory students (Best estimate)	Numeric (integer) Values { 1, 2, 3, 4, 5, 6, 7, 8, 9 ,10} Average weekly sessions for PreKindy (PKG), Kindy (K) and PrePrimary (P) <b>Mandatory (for Precompulsory (ie PKG, K and P) students)</b>
13	Repeating	Repeating year level	Char(1) Value "Y" Only if repeating this year
14	Curriculum Council Number	Curriculum Council number (if available)	Char(8) Curriculum Council number
15	First Name	First Name	Char(50) (May be blank)
16	Middle Name	(or name known by)	Char(50) (May be blank)
17	Family Name	Family Name	Char(50) <b>Mandatory</b>
18	Preferred Name	Preferred name	Char(50) (May be blank)

19	Indigenous Status	ABS definition in the Standards	Integer Values { 1, 2, 3, 4, 9 } where 1 Aboriginal 2 Torres Strait Islander 3 Both 4 non-Aboriginal 9 not stated (see MCEECDYA 2010 Data Standards Manual <sup>1</sup> ) <b>Mandatory</b>
20	Sex		<b>Either</b>  Char(1) values { 1, 2, 9 } where 1 Male 2 Female 9 Not stated/inadequately described  <b>Or</b>  Char (1) values {M, F, or N} where N = Not stated/inadequately described (see MCEECDYA 2010 Data Standards Manual <sup>1</sup> ) <b>Mandatory</b>
21	Date of Birth		ddmmyyyy  <b>Mandatory</b>
22	Visa Sub Class	Visa subclass number	Char(10)
23	Country of Birth	Student country of birth	Char(4) ABS SACC code (see MCEECDYA 2010 Data Standards Manual <sup>1</sup> or directly at ABS cat no 1269.0 Standard Australian Classification of Countries <sup>2</sup> (SACC) Second edition)
24	Main language other than English spoken at home by student	Student - Main Language Other than English Spoken at Home	Char(4) ABS ASCL code (see MCEECDYA 2010 Data Standards Manual or directly at ABS cat no 1267.0 Australian Standard Classification of Languages <sup>3</sup> (ASCL), 2005-2006) <b>Mandatory (Note code 0002 is “Not stated”)</b>
25	Residential Address 1	Physical residential address	Char(40) Needed by ACARA for ICSEA

26	Residential Address 2		Char(40)
27	Suburb/locality	Suburb/locality of physical residential address	Char(20) Needed by ACARA for ICSEA
28	Postcode	Postcode of physical residential address	Char(4) Needed by ACARA for ICSEA
29	Parent/Guardian 1 School Education	Parental school education	Char(1) Values {1,2,3,4} where 4 Year 12 or equivalent 3 Year 11 or equivalent 2 Year 10 or equivalent 1 Year 9 equivalent or below 0 Not stated/Unknown MCEECDYA 2010 Data Standards Manual <sup>1</sup> <b>(if Guardian 1 is applicable for student)</b> Needed by ACARA for ICSEA
30	Parent/Guardian 1 Non-School Education	Parental non-school education	Char (1) Values {7, 6, 5, 8, 0} where 7 Bachelor degree or above 6 Advanced Diploma/Diploma 5 Cert I to IV (inc trade cert) 8 No non-school qualification 0 Not stated/Unknown MCEECDYA 2010 Data Standards Manual <sup>1</sup> <b>(if Guardian 1 is applicable for student)</b> Needed by ACARA for ICSEA

31	Parent/Guardian 1 Occupation	Parental occupation group	<p>Char (1)  Values { 1, 2, 3, 4, 8, 9 } where  1 Senior management in large business organisation, govt administration and defence, and qualified professionals  2 Other Business managers, art/media/sportspersons and associate professionals  3 Tradesmen/women, clerks and skilled office, sales and service staff  4 Machine operators, hospitality staff, assistants, labourers and related workers  8 Not in paid work in last 12 months  9 Not stated or unknown</p> <p>MCEECDYA 2010 Data Standards Manual<sup>1</sup></p> <p><b>(if Guardian 1 is applicable for student)</b></p> <p>Needed by ACARA for ICSEA</p>
32	Parent/Guardian 1 Language Background	Parent/Guardian 1- Main Language Other than English Spoken at Home	<p>Char(4)  ABS ASCL code (see MCEECDYA 2010 Data Standards Manual<sup>1</sup> or directly at ABS cat no 1267.0 Australian Standard Classification of Languages<sup>3</sup> (ASCL), 2005-2006)</p> <p><b>(if Guardian 1 is applicable for student.)</b></p> <p><b>(Note code 0002 is “Not stated”)</b></p>
33	Parent/Guardian 2 School Education	Parental school education	<p>Char(1)  Values { 1, 2, 3, 4 } where  4 Year 12 or equivalent  3 Year 11 or equivalent  2 Year 10 or equivalent  1 Year 9 equivalent or below  0 Not stated/Unknown</p> <p>MCEECDYA 2010 Data Standards Manual<sup>1</sup></p> <p><b>(if Guardian 2 is applicable for student)</b></p> <p>Needed by ACARA for ICSEA</p>

34	Parent/Guardian 2 Non-School Education	Parental non-school education	<p>Char(1)  Values {7, 6, 5, 8 ,0} where  7 Bachelor degree or above  6 Advanced Diploma/Diploma  5 Cert I to IV (inc trade cert)  8 No non-school qualification  0 Not stated/Unknown</p> <p>MCEECDYA 2010 Data Standards Manual<sup>1</sup>  <b>(if Guardian 2 is applicable for student)</b>  Needed by ACARA for ICSEA</p>
35	Parent/Guardian 2 Occupation	Parental occupation group	<p>Char (1)  Values {1, 2, 3, 4, 8, 9} where  1 Senior management in large business organisation, govt administration and defence, and qualified professionals  2 Other Business managers, art/media/sportspersons and associate professionals  3 Tradesmen/women, clerks and skilled office, sales and service staff  4 Machine operators, hospitality staff, assistants, labourers and related workers  8 Not in paid work in last 12 months  9 Not stated or unknown</p> <p>MCEECDYA 2010 Data Standards Manual<sup>1</sup>  <b>(if Guardian 2 is applicable for student)</b>  Needed by ACARA for ICSEA</p>
36	Parent/Guardian 2 Language Background	Parent/Guardian 1- Main Language Other than English Spoken at Home	<p>Char(4)  ABS ASCL code (see MCEECDYA 2010 Data Standards Manual<sup>1</sup> or directly at ABS cat no 1267.0 Australian Standard Classification of Languages<sup>3</sup> (ASCL), 2005-2006)</p> <p><b>(if Guardian 2 is applicable for student. )</b>  <b>(Note code 0002 is “Not stated”)</b></p>

37	Attendance Type	Attendance type for students	Char(30) Govt schools only Values Census – Not Counted Current (Single registration) Current main (Dual registration) Participation List Previous "" (ie Blank) <b>Mandatory for Govt schools, (NGovt should be blank)</b>
38	Religion	Student religion	Char(25) <b>Mandatory (for Catholic schools only)</b>
39	Form Group	Any identifier used by the school to group the students.	Char(40) Any identifier used by the school, to group the students. This will simply be used as a possible sorting mechanism to facilitate the display of student details, back to the school
40	Disability1	Disability code if student has a disability	Char(2) – See ‘Disability Codes’ below. <b>Mandatory for Govt Schools (if the student has an identified disability)</b> <b>NGovt can be blank</b>
41	Disability2	Disability code if student has a 2 <sup>nd</sup> disability	Char(2) – See ‘Disability Codes’ below. <b>Mandatory for Govt Schools (if the student has an identified disability)</b> <b>NGovt can be blank</b>
42	Disability3	Disability code if student has a 3 <sup>rd</sup> disability	Char(2) – See ‘Disability Codes’ below. <b>Mandatory for Govt Schools (if the student has an identified disability)</b> <b>NGovt can be blank</b>
43	Disability4	Disability code if student has a 4 <sup>th</sup> disability	Char(2) – See ‘Disability Codes’ below. <b>Mandatory for Govt Schools (if the student has an identified disability)</b> <b>NGovt can be blank</b>

44	Disability5	Disability code if student has a 5 <sup>th</sup> disability	Char(2) – See ‘Disability Codes’ below. <b>Mandatory for Govt Schools (if the student has an identified disability)</b> <b>NGovt can be blank</b>
45	Disability6	Disability code if student has a 6 <sup>th</sup> disability	Char(2) – See ‘Disability Codes’ below. <b>Mandatory for Govt Schools (if the student has an identified disability)</b> <b>NGovt can be blank</b>
46	Disability7	Disability code if student has a 7 <sup>th</sup> disability	Char(2) – See ‘Disability Codes’ below. <b>Mandatory for Govt Schools (if the student has an identified disability)</b> <b>NGovt can be blank</b>
47	Disability8	Disability code if student has a 8 <sup>th</sup> disability	Char(2) – See ‘Disability Codes’ below. <b>Mandatory for Govt Schools (if the student has an identified disability)</b> <b>NGovt can be blank</b>
48	Disability9	Disability code if student has a 9 <sup>th</sup> disability	Char(2) – See ‘Disability Codes’ below. <b>Mandatory for Govt Schools (if the student has an identified disability)</b> <b>NGovt can be blank</b>

#### Disability Codes

GL: Global development delay  
IM: Intellectual disability mild/moderate  
IS: Intellectual disability severe  
AU: Autism  
AS: Asperger's disorder/syndrome  
PD: Pervasive development disorder – not otherwise specified (PDD-NOS)

VI: Vision impairment  
DH: Deaf and hard of hearing  
MD: Severe mental disorder  
SL: Specific speech/language impairment  
PY: Physical disability  
MH: Severe medical health condition

<sup>1</sup> **MCEECDYA 2010 Data Standards Manual**

[http://www.mceecdya.edu.au/mceecdya/data\\_standards\\_manual\\_2010,30011.html](http://www.mceecdya.edu.au/mceecdya/data_standards_manual_2010,30011.html)

<sup>2</sup> **1269.0 Standard Australian Classification of Countries (SACC), Second edition**

<http://www.abs.gov.au/AUSSTATS/abs@.nsf/DetailsPage/1269.0Second%20Edition?OpenDocument>

<sup>3</sup> **1267.0 Australian Standard Classification of Languages (ASCL), 2005-2006**

<http://www.abs.gov.au/AUSSTATS/abs@.nsf/DetailsPage/1267.02005-06?OpenDocument>