

# STIMS FACT SHEET

## COMMUNITY KINDERGARTEN

### STUDENT DATA EXTRACT REPORT



#### 1. CHECK DATA


Please check community kindergarten students have the Community Kindergarten UDI attached to their records before running the Student Data Extract report.

- Go to the Admin > Speed Edit.
- Select Student UDI Fields in the Area drop down list.
- In the UDI Field list select Community Kindergarten.
- In the Student Search select Kindy students on the External Roll.

A screenshot of the 'Student Search' application window. The 'General' tab is selected. The 'Roll Status' dropdown is set to 'External' and the 'Year Group' dropdown is set to 'K'. Both dropdowns are circled in red.

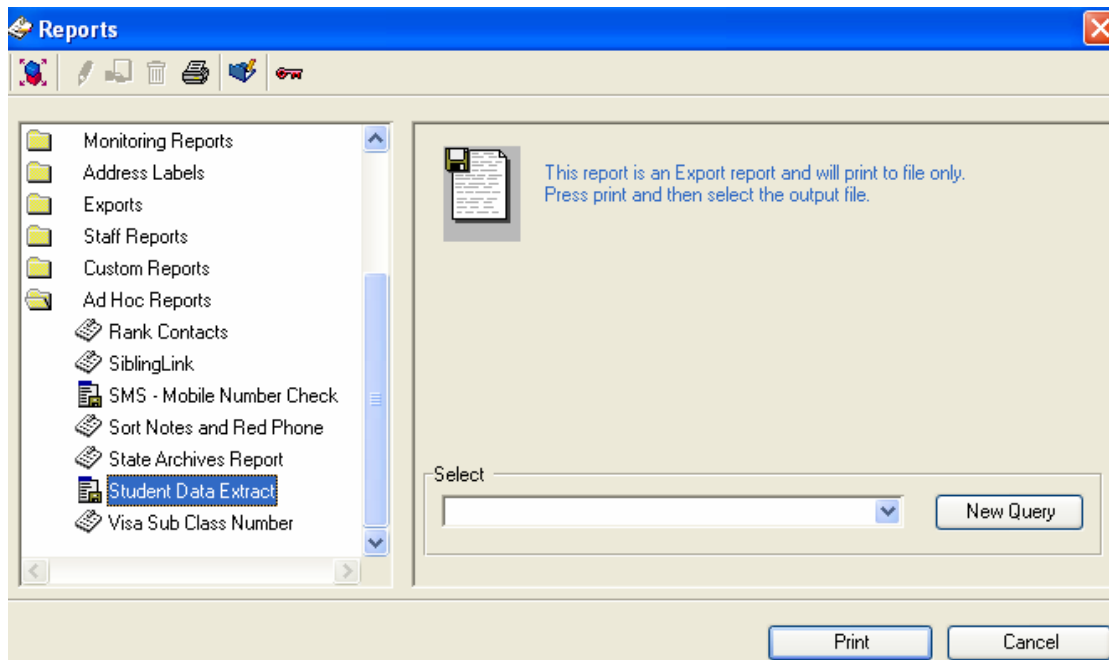
- Highlight any records that are blank and require the Community Kindergarten code.

A screenshot of the 'Speed Edit' application window. The 'Area' dropdown is set to '\*\* Student UDI Fields \*\*' and the 'UDI Field' dropdown is set to 'Community Kindergarten'. Below the dropdowns are buttons for 'Select All', 'Deselect All', 'Invert Selection', 'Blanks', and 'n/s'. A table displays student records with columns for 'Ref.', 'Student Name', 'Value', and 'Status'. The record for 'Smith, Alan' (Ref. 1264) is highlighted. At the bottom, the 'New Value' field is set to '8001' and is circled in red, along with a checkmark button.

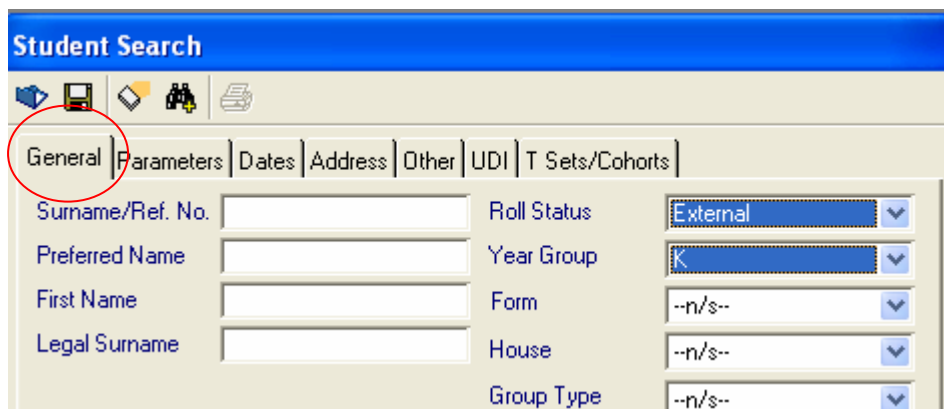
- Select the community kindy code from New Value
- Click Apply Changes 
- Click Save.

## 2. GENERATE REPORT

- Go to Admin > Reports > Ad Hoc Reports and select **Student Data Extract**.



- Go to New Query and in the General tab select External Roll and K Year Group.



- Click on the UDI Tab and in the Community Kindergarten select Equals and the code available in the drop down list.

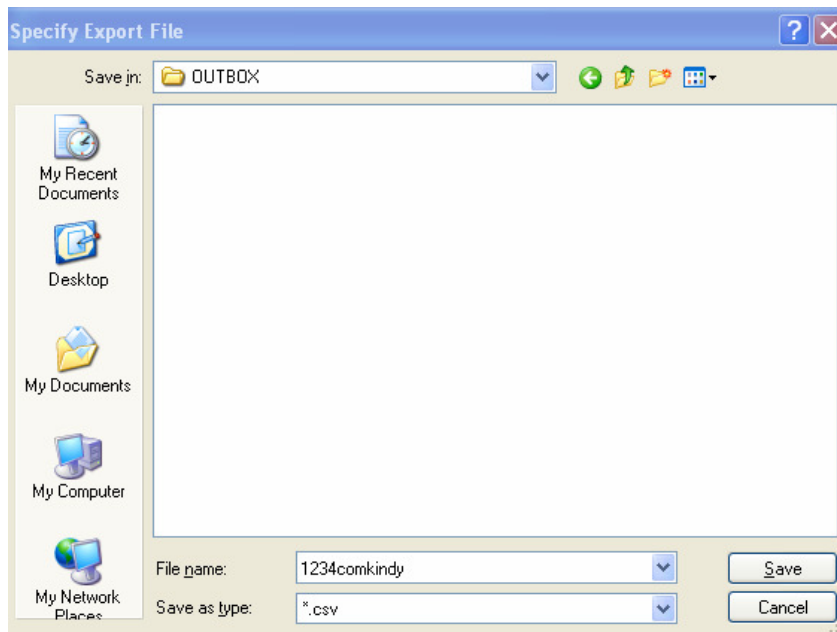
The screenshot shows the 'Student Search' application window. The 'UDI' tab is highlighted with a red circle. Below the tabs is a table with search criteria:

ASP	n/s	
Community Kindergarten	Equals	8001
Community Service Completed	n/s	
Community Service Hours Acc	n/s	

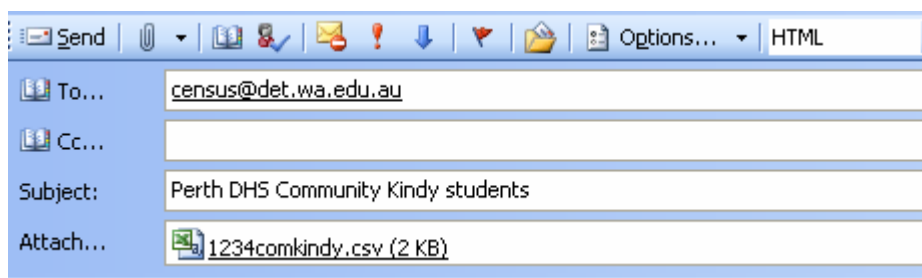
- Click on Select and Yes.

The screenshot shows the 'Reports' application window. The 'Student Data Extract' report is selected in the left-hand tree view. The main area displays a message: 'This report is an Export report and will print to file only. Press print and then select the output file.' Below this is a 'Select' window with a dropdown menu showing 'Selected Subset 4 entries', which is circled in red. There is also a 'New Query' button. At the bottom of the window are 'Print' and 'Cancel' buttons.

- In the Reports window check that the correct number of community kindy students are displayed in the Select window. If not go back to step one, Check Data. When the number of entries matches the number of community kindy students click on Print.



- In the Specify Export File window check the Save in path is pointing to K:\Keys\Integris\Outbox .  
Enter the **school code** and **comkindy** in the File name e.g. **1234comkindy**.
- Select Save.
- Open Outlook and in the To... line enter [census@det.wa.edu.au](mailto:census@det.wa.edu.au).  
In the Subject: line enter your school name followed by Community Kindy students.  
Attach the saved csv file which can be found in the K:\Keys\Integris\Outbox.



### 3. SUPPORT

If you require assistance creating the Student Data Extract report or emailing it to the Census Team please contact the Customer Service Centre on 9264 5555 for metropolitan callers and 1800 012 828 for regional callers.