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**WA Student Data Collection for
School Census**
Processing Guide



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Table of Contents

1	INTRODUCTION.....	1
1.1	About this Document	1
1.2	Legend	1
1.3	Prerequisites	1
1.4	Other References	1
2	EXPORTING DATA FOR THE STUDENT DATA COLLECTION	2
2.1	WA Student Data Collection (ST51008)	2
2.1.1	Set default parameters for your site	3
2.2	Export the student data.....	3
3	COLLECTED DATA FOR SCHOOL CENSUS.....	5
4	CONTACT RM EDUCATION	8

1 Introduction

Twice a year and coinciding with the standard Census dates in February and August, all government and non-government schools in Western Australia are requested to submit student data to the Department of Education (DoE WA). A new process has been introduced where the data will be extracted from Maze in the form of a CSV file that can be uploaded via the DoE WA portal. The first time this new process will be followed is the census date 5th August 2011.

For further information please visit the Department of Education Census web page <http://www.det.wa.edu.au/education/schoolInfo/census.htm>

1.1 About this Document

This document explains the procedure for generating data in the form of a CSV file required for the DoE WA School Census. The student administrator for Maze should read and understand the contents of this document.



Users need to be aware that all examples and screenshots used within this manual are based on the Standard Database and are for example purposes only. The Standard Database may differ from what is actually used at your site and may differ over time.

1.2 Legend

Symbols used to outline important notes and references in this document are included in the following table:




Symbol	Comments
	Indicates a very important note . This symbol is typically used to highlight topics that have security implications for your system.
	Indicates an important note .
	Indicates a reference to another section in this manual or to another document.

Table 1-1: Symbols Used in this Document

1.3 Prerequisites

To submit your School Census data file the following update is required to be installed for Maze:

SCR15273 - WA Student Data Collection

1.4 Other References

Your local Maze dealer or the **RM Education (Asia Pacific) Help Desk** may be able to offer additional support. Contact the help desk by emailing support@rmeducation.com.au or calling 1300 550 062.

2 Exporting data for the Student Data Collection

2.1 WA Student Data Collection (ST51008)

The Maze format WA Student Data Collection (ST51008) has been developed for the DETWA School Census. It produces a file of data in a CSV format to be uploaded to the DETWA portal.

The installation instructions in the document Readme - SCR15273 suggest that some format prompts be suppressed because they may not be relevant to the school. The following list covers all prompts that may be available or suppressed when running the format.

Input	Value
School code:	1046
Government or Non government school:	N
Average weekly sessions for pre-kindergarten:	0
Average weekly sessions for kindergarten:	0
Average weekly sessions for pre-primary:	0

Figure 2-1: Parameters for student data collection

Symbol	Comments
School code:	The four digit school code as applied by DoE/DES.
Government or Non government school:	Is this school a government school? Enter G for government or N for non-government school.
Average weekly sessions for pre-kindergarten:	Number of average weekly sessions (half days) for pre-kindergarten.
Average weekly sessions for kindergarten:	Number of average weekly sessions (half days) for kindergarten.
Average weekly sessions for pre-primary:	Number of average weekly sessions (half days) for pre-primary.

Table 2-2: Description of prompts

2.1.1 Set default parameters for your site

In order to simply run the export on the census date, you can set permanent parameters appropriate to your site:

- Select **Design Menu** from the Supervisor menu
- Right-click on the format **WA Student Data Collection (ST51008)** and select **Parameters**. Set your parameters as per the below guide:
 1. In the prompt for **Government or Non-Government School**, enter a value **G** if the school is a government school, otherwise enter an **N**.
 2. Enter a value of zero (**0**) in the field **Average weekly sessions for pre-kindergarten** if the school has no pre-kindergarten students.
 3. Enter a value of zero (**0**) in the field **Average weekly sessions for kindergarten** if the school has no kindergarten students.
 4. Enter a value of zero (**0**) in the field **Average weekly sessions for pre-primary** if the school has no pre-primary students.



There is no need to enter the **School code** as it will be populated automatically.

Click on Save.

Once you have set your parameters, then when running the export, all you need to do is to confirm your school code that is automatically populated (and change it if incorrect).

2.2 Export the student data

1. Go to **Students and Families | Student and Family record | Print Census and DEETYA Reports**
2. Double click the Export format **WA Student Data Collection (ST51008)** and select the Export button.
3. Confirm that the correct value is shown for your School Code (otherwise change it), and then click OK.

Input	Value
School code:	104E

Figure 2-3: Parameters for export

4. Browse for the location of where you would like to save the exported csv file (i.e. My Documents).

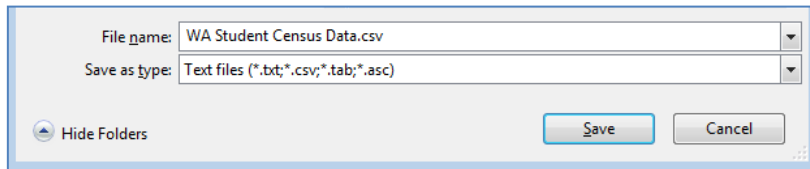


Figure 2-4: Save the csv file

5. Click Close when completed.

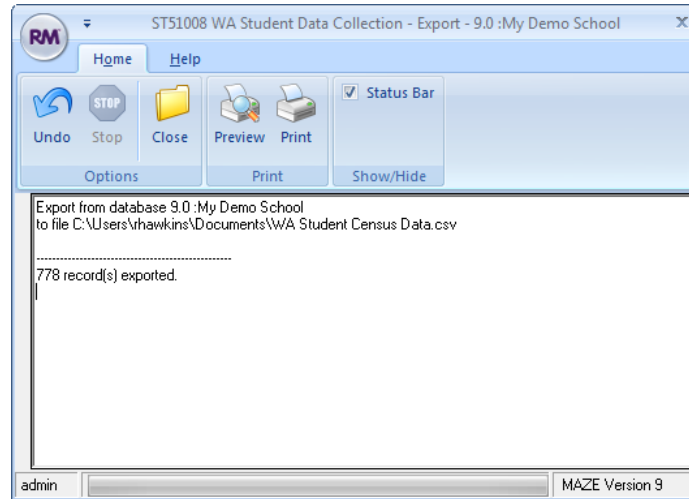


Figure 2-5: Export completed

6. Upload the file as per the Department of Education's instructions.

3 Collected Data for School Census

This is a list of the fields being exported, the Maze name for the fields and valid Maze values. Most fields are required by MCEECDYA and have previously been maintained in Maze. The export file is in a format specified by the WA Department of Education.

#	Name	Maze Field Name	Valid Maze Values
1	Year		Current Year
2	Semester		1 or 2
3	File Date		Today's Date ddmmyyyy
4	School Code	Database Properties School Code	Four digit numeric.
5	School Name	Database Properties School Name	Non blank
6	Previous School – Code	KGS.CODE	Four digit numeric.
7	Previous School - Name	KGS.SCHOOL_NAME	
8	Enrolment Date	ST.ENTRY	ddmmyyyy
9	Student Year Level	ST.SCHOOL_YEAR	KG,PP,Y01,...,Y11,Y12
10	FTE	ST.PART_TIME	Between 0 and 1.
11	KINNumHoursTotal	Blank	
12	Pre-compulsory Sessions	Format Prompt	0,1,2,3...,10
13	Repeating	ST.REPEAT	Y or Blank
14	Curriculum Council Number	ST.EXAM	Eight digit numeric.
15	First Name	ST.FIRST_NAME	
16	Middle Name	ST.SECOND_NAME	
17	Family Name	ST.SURNAME	
18	Preferred Name	ST.PREF_NAME	
19	Indigenous Status	ST.ABORIGINAL	1,2,3,4,9

20	Sex	ST.GENDER	M,F
21	Date of Birth	ST.BIRTHDATE	ddmmyyyy
22	Visa Sub Class	ST.VISA	
23	Country of Birth	ST.BIRTH_COUNTRY	MCEECDYA code.
24	Main language other than English spoken at home by student	STMBD.OLANGUAGE	MCEECDYA code.
25	Residential Address 1	UM.ADDRESS01	
26	Residential Address 2	UM.ADDRESS02	
27	Suburb/locality	UM.ADDRESS03	
28	Postcode	UM.POSTCODE	
29	Parent/Guardian 1 School Education	STMBD.MSE_STATUS	MCEECDYA code.
30	Parent/Guardian 1 Non-School Education	STMBD.MNSE_STATUS	MCEECDYA code.
31	Parent/Guardian 1 Occupation	STMBD.MOCC_GROUP	MCEECDYA code.
32	Parent/Guardian 1 Language Background	STMBD.MLANGUAGE	MCEECDYA code.
33	Parent/Guardian 2 School Education	STMBD.FSE_STATUS	MCEECDYA code.
34	Parent/Guardian 2 Non-School Education	STMBD.FNSE_STATUS	MCEECDYA code.
35	Parent/Guardian 2 Occupation	STMBD.FOCC_GROUP	MCEECDYA code.
36	Parent/Guardian 2 Language Background	STMBD.FLANGUAGE	MCEECDYA code.
37	Attendance Type	ST.STATUS	FULL PART PEND
38	Religion	KGR.DESCRPTION	
39	Form Group	ST.ROLL_GROUP	

40	Disability1	ST.DISABILITY_GDD	Y or Blank
41	Disability2	ST.DISABILITY_SMD	Y or Blank
42	Disability3	ST.DISABILITY_SMHC	Y or Blank
43	Disability4	ST.DISABILITY_P	Y or Blank
44	Disability5	ST.DISABILITY_I	M, R, S or Blank
45	Disability6	ST.DISABILITY_V	Y or Blank
46	Disability7	ST.DISABILITY_H	Y or Blank
47	Disability8	ST.DISABILITY_A	1, 2 ,3 or Blank
48	Disability9	ST.DISABILITY_L	Y or Blank

4 Contact RM Education

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Your comments are of great value to us in improving our computer systems, publications and services. Any feedback on training services would be appreciated to training@rmeducation.com.au

Support

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Fax: +61 8 6466 2990
Email: support@rmeducation.com.au

Be prepared to supply your School Name, contact details and a brief description of the problem in your email, fax or phone message.

Your comments are of great value to us in improving our computer systems, publications and services. Any feedback on help desk services would be appreciated to support@rmeducation.com.au

Administration

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