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WA Census Manual
Semester 2, 2011



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WA Census Manual - Semester 2 2011

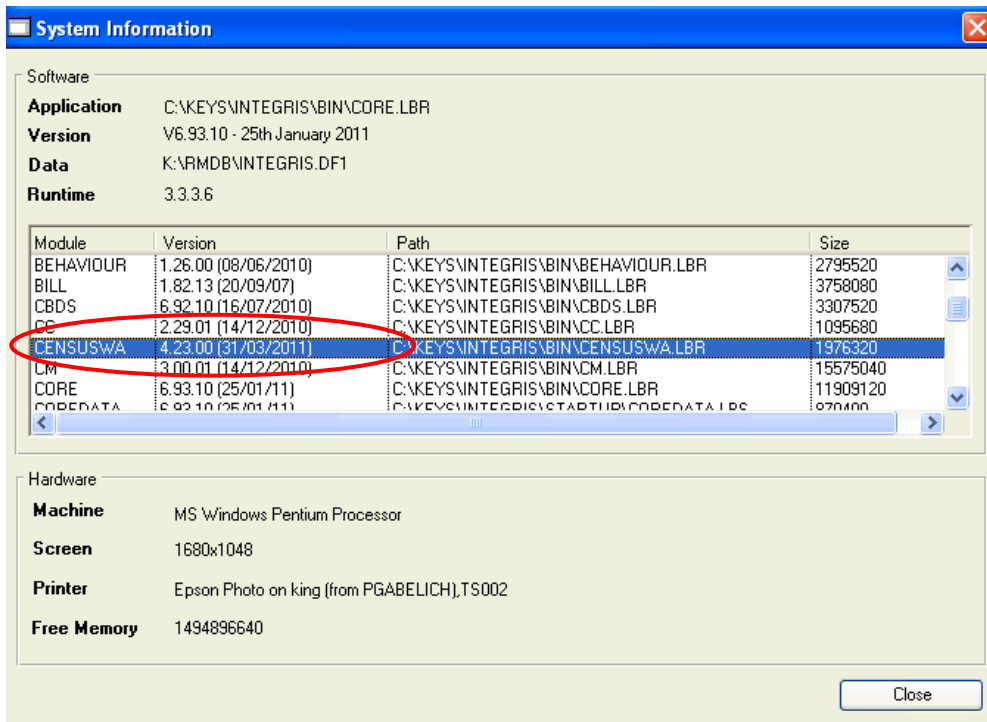
Installing and loading the WA Census module

1

1 Installing and loading the WA Census module

To check if the correct version of the WA Census Module is loaded:

- Log on to Integriris.
- Click on the **Help** file menu
- Select **System Information** from the list
- Locate **CENSUSWA** in the list
- The version number is shown in the Version column. The correct version of the Semester 2, 2011 WA Census Module is 4.23.00 or greater.



If you do not have the correct version of WA Census please contact the Customer Service Centre on Metro: 9264 5555 or Country: 1800 012 828

1.1 Adding the WA Census module

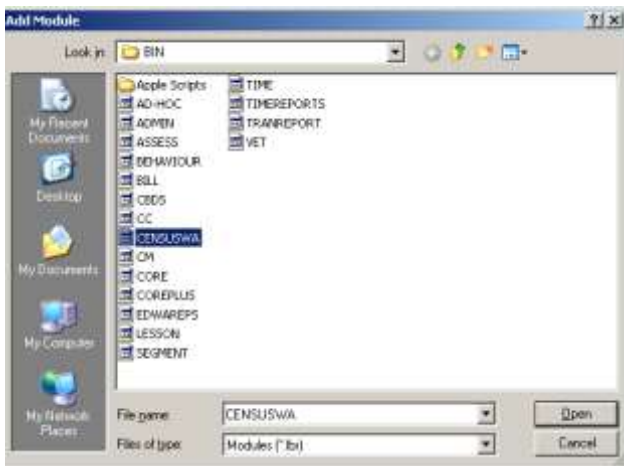
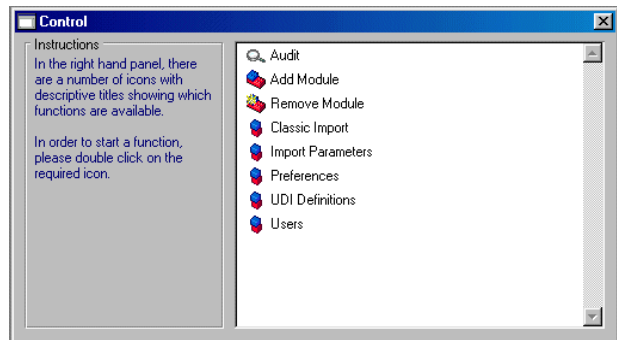
If you have not previously used the WA Census module from the workstation there will be no WA Census module sidebar. Follow the instructions below to add the module.


- Log on to **INTEGRIS**.

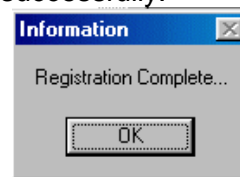


- Select **Control** from the **General** sidebar.

- From the Control window double-click **Add Module**.
- The **Add Module** window appears.



- Double click on  CENSUSWA
- The following message should then appear advising that the module was loaded successfully:



- Click **OK**.

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: Please ensure that you have set the default values in Parameters (see Section 2) and completed any relevant data checks (Section 3) before running the reports.





WA Census Manual - Semester 2 2011

Parameters

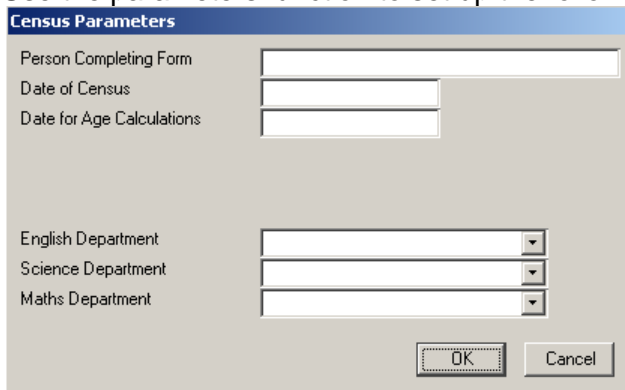
2

2 Parameters



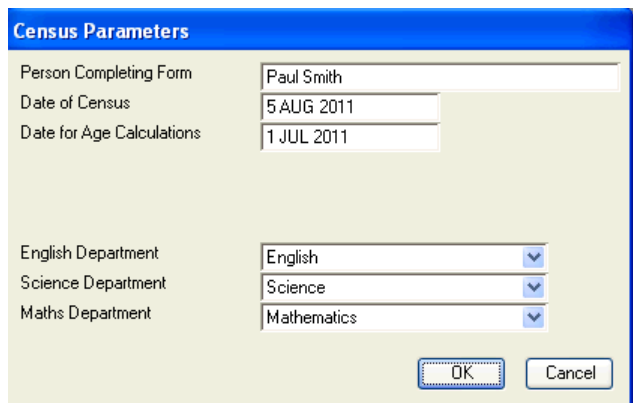
The Parameters function is located on the WA Census sidebar.

Use the parameters function to set up the following defaults for the Semester 2 Census:



1. Person Completing Form <Your Name>
2. Date of Census <5th Aug 2011>
3. Date for Age Calculations <1st Jul 2011>
4. For Secondary schools the “Department” names used by the school need to be set for English, Science and Maths.

The previous defaults will be cleared for items 1, 2 and 3 above to input the Semester 2 dates. The Department names will still appear if you have run the Census before. You **must** ensure the default dates are as shown below. The module will then automatically load these defaults for each Census Form.



- Click **OK**



WA Census Manual - Semester 2 2011

Census data check procedures

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

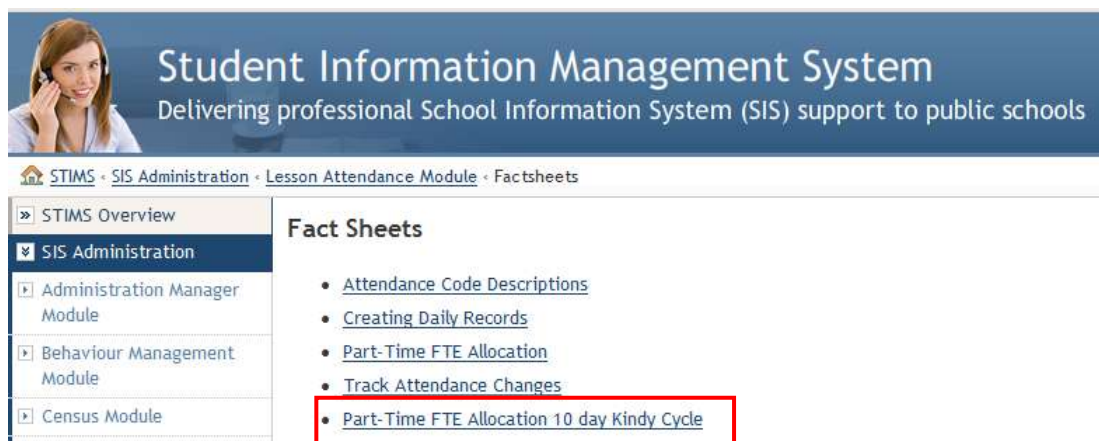
3.1 Full Time Equivalent (FTE)

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

- All Kindergarten 'K' students must have an FTE value of either 0.40 (standard), 0.50 or 0.60 if your school is participating in the Universal Access program.
- All Pre-Primary and Primary students (Years P – 7) and any ungraded primary students must have an FTE of 1.00.
- For Secondary students ensure that any students undertaking a part-time program have their FTE checked. 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 should have an FTE of 1.00.
- All Secondary students less than 15 years old should have an FTE of 1.00.

If you find that any Kindergarten 'K' students have been entered with an FTE of 1.00 these students must have their FTE changed to 0.40, 0.50 or 0.60. As the system will determine this is a change to a part-time status indicators for AM, PM, n/a and Custom will become available. Kindergarten students should be assigned an attendance pattern using the Custom option.

Note: If schools need assistance setting up attendance patterns for part-time students please refer to the Part Time FTE Allocation fact sheet on the STIMS Website at <http://det.wa.edu.au/intranet/stims> . Select Lesson Attendance>Fact Sheets>Part-Time FTE Allocation 10 Day Kindy Cycle.



STIMS - SIS Administration - Lesson Attendance Module - Factsheets

STIMS Overview

SIS Administration

Administration Manager Module

Behaviour Management Module

Census Module

Fact Sheets

- [Attendance Code Descriptions](#)
- [Creating Daily Records](#)
- [Part-Time FTE Allocation](#)
- [Track Attendance Changes](#)
- [Part-Time FTE Allocation 10 day Kindy Cycle](#)

Or contact the Customer Service Centre.

When a student's FTE changes from full-time to part-time a dialogue box will request a pattern of AM, PM, n/a or Custom. Use the **Custom** option to mark the attendance pattern for the student/s concerned. When more than one student with the same attendance pattern has been selected via Speed Edit, click on **Use Selected for All** and then click on **OK**.


0.4 FTE Example	0.5 FTE Example	0.6 FTE Example																																																						
<p>Part Time Selector</p> <p>Cassandra Adams Student FTE has been changed. Please select a Part Time Attendance pattern.</p> <p><input type="radio"/> AM <input type="radio"/> PM <input type="radio"/> n/a <input checked="" type="radio"/> Custom</p> <p>Attendance Pattern</p> <table border="1"> <thead> <tr> <th>Day</th> <th>AM</th> <th>PM</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td></td> <td></td> </tr> <tr> <td>Tuesday</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Wednesday</td> <td></td> <td></td> </tr> <tr> <td>Thursday</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Friday</td> <td></td> <td></td> </tr> </tbody> </table> <p><input checked="" type="checkbox"/> Use Selected for All <input type="button" value="OK"/></p>	Day	AM	PM	Monday			Tuesday	✓	✓	Wednesday			Thursday	✓	✓	Friday			<p>Part Time Selector</p> <p>Sarah Adams Student FTE has been changed. Please select a Part Time Attendance pattern.</p> <p><input type="radio"/> AM <input type="radio"/> PM <input type="radio"/> n/a <input checked="" type="radio"/> Custom</p> <p>Attendance Pattern</p> <table border="1"> <thead> <tr> <th>Day</th> <th>AM</th> <th>PM</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td>✓</td> <td></td> </tr> <tr> <td>Tuesday</td> <td>✓</td> <td></td> </tr> <tr> <td>Wednesday</td> <td>✓</td> <td></td> </tr> <tr> <td>Thursday</td> <td>✓</td> <td></td> </tr> <tr> <td>Friday</td> <td>✓</td> <td></td> </tr> </tbody> </table> <p><input type="checkbox"/> Use Selected for All <input type="button" value="OK"/></p>	Day	AM	PM	Monday	✓		Tuesday	✓		Wednesday	✓		Thursday	✓		Friday	✓		<p>Part Time Selector</p> <p>Cassandra Adams Student FTE has been changed. Please select a Part Time Attendance pattern.</p> <p><input type="radio"/> AM <input type="radio"/> PM <input type="radio"/> n/a <input checked="" type="radio"/> Custom</p> <p>Attendance Pattern</p> <table border="1"> <thead> <tr> <th>Day</th> <th>AM</th> <th>PM</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td></td> <td></td> </tr> <tr> <td>Tuesday</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Wednesday</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Thursday</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Friday</td> <td></td> <td></td> </tr> </tbody> </table> <p><input checked="" type="checkbox"/> Use Selected for All <input type="button" value="OK"/></p>	Day	AM	PM	Monday			Tuesday	✓	✓	Wednesday	✓	✓	Thursday	✓	✓	Friday		
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3.2 Attendance Types

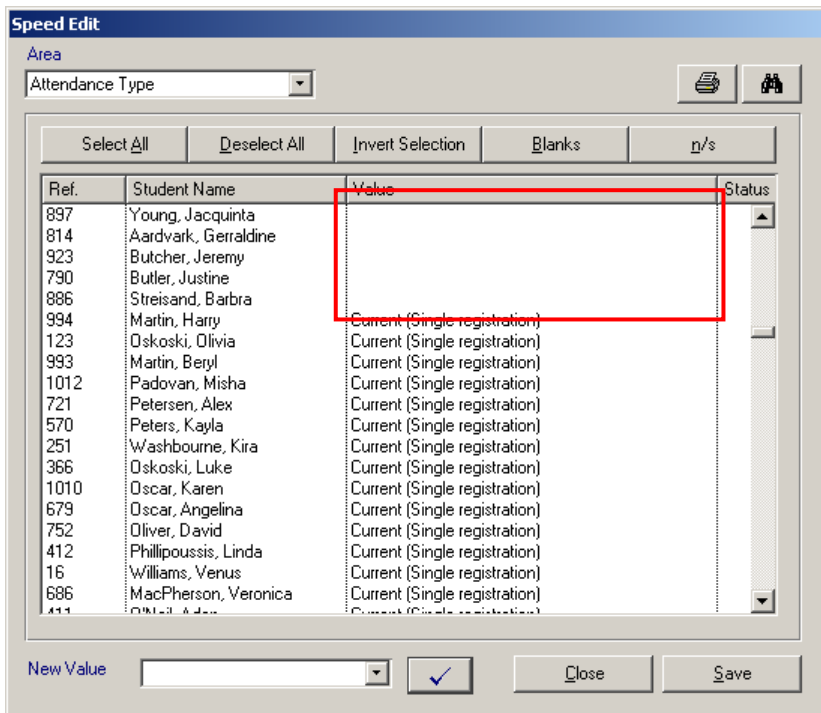
All students require a valid Attendance Type. Valid Attendance types are:

- Current (Single registration) (refer to section 3.2.1 below)
- Participation List (refer to section 3.2.2 below)
- Census - Not Counted (refer to section 3.2.3 below)

To check that all students have been allocated an Attendance Type:

- Select **Admin>Speed Edit**
- Select **Attendance Type** from the 'Area' drop down list.
- Click **Select Students** 
- Click **Find**
- Click **Select**
- Click **Yes**
- Click the **Value** column header to sort the values

If there are any records with a blank value they need to be allocated an Attendance Type.



3.2.1 Current (Single registration)

The majority of students will be classified as Current (Single Registration).

- Open Speed Edit from the **Admin** sidebar.
- In Area select Attendance Type.



- Select the students using the search binoculars
- Highlight any records that require the Attendance Type added or changed to Current (Single registration).

Speed Edit

Area

Attendance Type

Select All Deselect All Invert Selection Blanks n/s

Ref.	Student Name	Value	Status
897	Young, Jacquinta		
814	Aardvark, Geraldine		
923	Butcher, Jeremy		
790	Butler, Justine		
886	Streisand, Barbra		
994	Martin, Harry	Current (Single registration)	
123	Oskoski, Olivia	Current (Single registration)	
993	Martin, Beryl	Current (Single registration)	
1012	Padovan, Misha	Current (Single registration)	
721	Petersen, Alex	Current (Single registration)	
570	Peters, Kayla	Current (Single registration)	
251	Washbourne, Kira	Current (Single registration)	
366	Oskoski, Luke	Current (Single registration)	
1010	Oscar, Karen	Current (Single registration)	
679	Oscar, Angelina	Current (Single registration)	
752	Oliver, David	Current (Single registration)	
412	Phillipoussis, Linda	Current (Single registration)	
16	Williams, Venus	Current (Single registration)	
686	MacPherson, Veronica	Current (Single registration)	
411	...	Current (Single registration)	

New Value

Close Save

- Select Current (Single registration) from the New Value drop down list:

New Value

Current (Single registration)

Close Save

- Click **Apply Changes**

Speed Edit

Area

Attendance Type

Select All Deselect All Invert Selection Blanks n/s

Ref.	Student Name	Value	Status
897	Young, Jacquinta	Current (Single registration)	M
814	Aardvark, Geraldine	Current (Single registration)	M
923	Butcher, Jeremy	Current (Single registration)	M
790	Butler, Justine	Current (Single registration)	M
886	Streisand, Barbra	Current (Single registration)	M

- Click **Save**
- Click **Yes** to save

3.2.2 Year 11 and 12 Students

Year 11 and 12 students must be enrolled in a regular senior school program or be participating in an option under a Notice of Arrangements. The nature of the students program may have an impact on Census. Some students may need their Attendance Type changed to Participation List to remove them from the Census figures. This will not impact on any other aspect of SIS but will allow this group to be removed from the audit through the Student Attendance Module (SAM). The table below provides information on the options available.

SITUATION	ENROLMENT & ATTENDANCE MANAGEMENT (SIS)	AUGUST CENSUS
1. Student enrolled and expected to participate full time in regular Year 11/12 program at school	<ul style="list-style-type: none"> • Current Roll • Ensure attendance recorded 	<ul style="list-style-type: none"> • Count as 1
2. Student participating in an approved NOA involving part-time studies at school	<ul style="list-style-type: none"> • Remain on Current Roll • Alter FTE status and customise to reflect part-time attendance pattern • Ensure attendance recorded 	<ul style="list-style-type: none"> • Count as part-time fraction
3. Student participating in approved NOA full time out of school (Form C or Form A)	<ul style="list-style-type: none"> • Transfer to Former Roll (with <i>Leave Date</i>) when advised by Participation Unit 	<ul style="list-style-type: none"> • Do not count
4. Student with NOA pending approval	<ul style="list-style-type: none"> • Remain on Current Roll • Change status to Participation List only on the advice of the Manager Participation (MP) or Participation Unit. • Ensure attendance recorded • If student is working with an unapproved arrangement, mark with authorised absence (R), and note arrangement pending. 	<ul style="list-style-type: none"> • Do not count
5. Student enrolled but not attending (non attendance)	<ul style="list-style-type: none"> • Remain on Current Roll • Change Attendance status to Participation List only on the advice of the Manager Participation (MP) or Participation Unit • Otherwise change Attendance status to Census - Not Counted • Ensure attendance recorded. 	<ul style="list-style-type: none"> • Do not count
6. Students who cannot be located within 15 school days despite attempts to contact	<ul style="list-style-type: none"> • Remain on Current Roll until advised by Behaviour Standards and Wellbeing Directorate (Student Tracking) • Ensure attendance recorded 	

Note: Only Year 11 and 12 students can be marked as being on the 'Participation List'. Schools must receive advice from the Manager Participation or an email from the Participation Unit before changing a student's Attendance Type to Participation List.

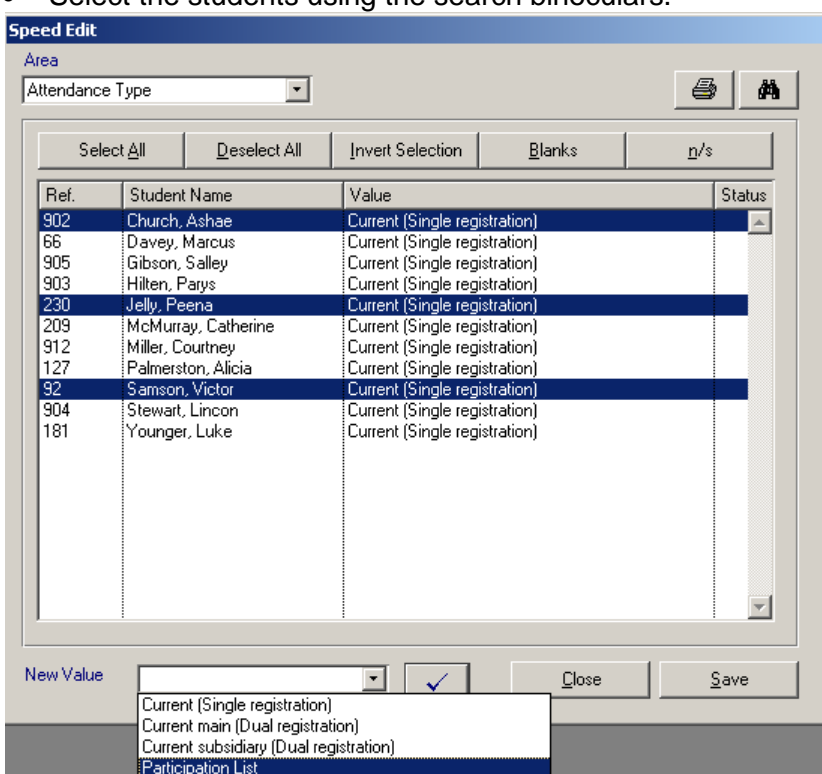
The Attendance Type may be changed for an individual student in Student Details by selecting the Additional tab and editing the Attendance option.

To perform the task for a group of students use Speed Edit under Admin on the sidebar.

- In Area select Attendance Type.



- Select the students using the search binoculars.



- Highlight the students who need their Attendance Type changed.
- From the **New Value** select **Participation List** and then the to modify the selected students.
- Click **Save** to store the changes.
- Click **Close** to exit.

3.2.3 Attendance Type: Census - Not Counted

Students who have not returned to school at all, for two weeks before the census date (i.e. the period 26 July to 5th August), except where the (reason for the) absence is capable of being reproduced in written form (as per the School Education Act 1999 Page 35), should not be counted in the census.

The Attendance type "Census – Not counted", is a mechanism to achieve this.

The function of the Attendance type "Census – Not Counted" is to allow the school to exclude those students on the Current roll who should not be counted in the census.

Those students who will have this particular attendance type will include all students who have a two week period of continuous unexplained absence (over the period 26 July to 5th August 2011). The reasons for this are varied, but essentially the school has not received any level of notification (including transfer note) for their non attendance and the student has "disappeared".

Other uses of this attendance type could include the situation where a student is enrolled at an Education Support school and is being "shared" between a mainstream school and the Education Support School. The schools cooperate in this endeavour by advising Staffing beforehand, so that appropriate resources associated with these students, are shared between the two schools. The schools would further cooperate in this endeavour, with one school "claiming" the student for census purposes, whereas the other school would use the attendance type of "Census Not Counted" for the student in question.

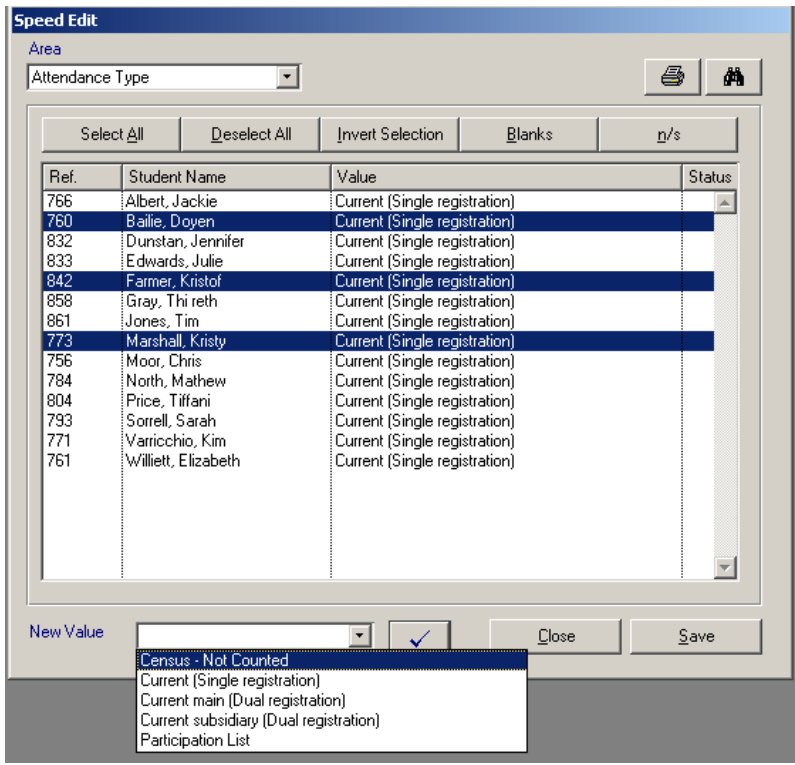
If a student is already classified as Attendance Type; 'Participation List', then they do not need to be classified as 'Census - Not Counted.'

The Attendance Type may be changed for an individual student in Student Details by selecting the Additional tab and editing the Attendance option.

To perform the task for a group of students use Speed Edit under Admin on the sidebar. In Area select Attendance Type.



Then select the students using the search binoculars.



- Highlight the students who need their Attendance Type changed.
- From the **New Value** select **Census-Not Counted** and then the to modify the selected students.
- Click **Save** to store the changes.
- Click **Close** to exit.

3.3 Indigenous Status

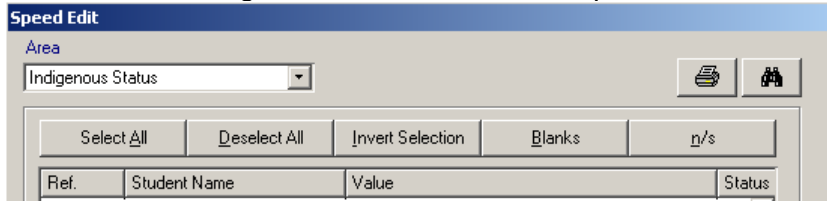
Ensure all students have had the indigenous status set. Any student with a value of 'Not Specified' or blank will need to be updated before Census reports can be run.


The available options are:

- Aboriginal
- Torres Strait Islander
- Both Aboriginal & TSI
- Not Aboriginal or TSI
- Not Stated

Not Stated should be used if the Indigenous Status is unknown.

To make changes to Indigenous Status for multiple students Speed Edit may be used. In the Area window select Indigenous Status from the drop down menu.



- Using the select students icon  select the current roll.
- Click, **Find, Select, Yes.**
- When the student records have loaded into the speed edit window click on the Value column header to sort the records.

For individual students the Indigenous Status field can be found on the **Additional** tab when in Edit mode.

3.4 Specific Data Checks for Form EL2

All schools with ESL students are required to provide Form EL2 and the following data checks should be completed.

- Ensure all students requiring ESL assistance have the correct **ESL Stage** entered. Refer to the EL2 Instructions for stage definitions. The following values must be used.

Value	Meaning
0	Not involved
1	Stage 1
2	Stage 2
3	Stage 3

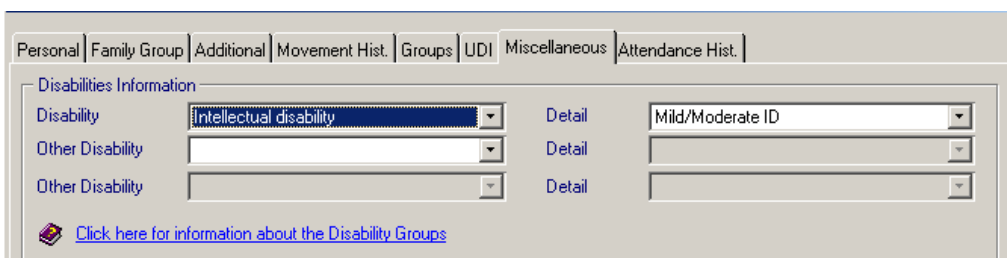
- Ensure all ESL students have a **Country of Birth**.
- Ensure all ESL students not born in Australia have a 3 digit **Visa Sub Class No** and a date in the field **Date Arrival Australia**.
- Ensure all ESL students who are Australian Citizens (AC) or Australian Passport (AP) holders have a date in the field Date Arrival Australia.
- Ensure all ESL students have the **First Language**, Language Background Other Than English (**LBOTE**) and Main Language Other Than English Spoken at Home (**Main Lang OTE SAH**) completed.
- Ensure all ESL students that require data for Limited Schooling (all ESL programs) have the relevant information entered using the Speed Edit option. Use Speed Edit to enter information for the Student UDI **Limited School**.

3.5 Specific Data Check Form EN2

If your school is required to provide Form EN2 for students with Disabilities please refer to the Schools Plus website at:

http://www.schoolsplus.det.wa.edu.au/splus/Publications/eligibility_criteria

The Disabilities Information can be found on the **Miscellaneous** tab of the Student Details window when in Edit mode.




Personal | Family Group | Additional | Movement Hist. | Groups | UDI | Miscellaneous | Attendance Hist.

Disabilities Information

Disability: Detail:

Other Disability: Detail:

Other Disability: Detail:

 [Click here for information about the Disability Groups](#)

As part of this process it is important to check that the student has an up-to-date current address taking particular care with the spelling of street name, suburb and postcode.

3.6 Specific Data Check Form FF2


If your school is required to provide Form FF2 the following data check should be completed. Ensure all international students have a 3 digit **Visa Sub Class No** and a date in the field **Date Arrival Australia**.

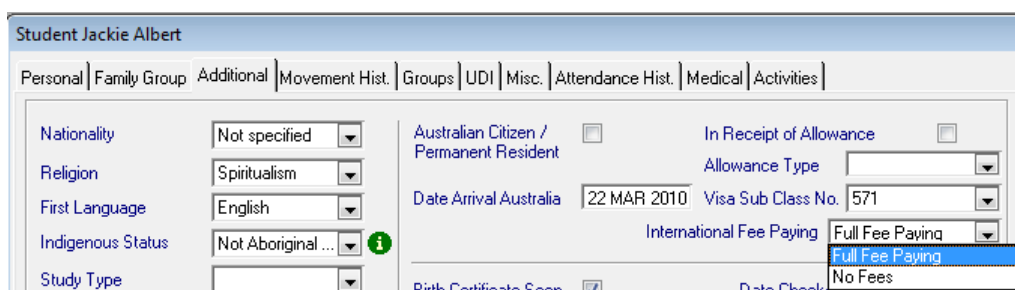
Students with a 571, 573 or 574 Visa require the correct International Fee Paying Type selected.

- Visa 571: The options for this visa sub class number are Full Fee Paying or No Fees.
- Visa 573: The options for this visa sub class number are Partial Fee Paying or No Fees.
- Visa 574: The options for this visa sub class number are Partial Fee Paying or No Fees.

Please confirm the students with the above Visa Sub Class numbers have the correct International Fee Paying Type.

To change the International Fee Paying Type for these Visa numbers:

- Go to **Student Details**
- Select the **Edit Student icon** 
- Selection the **Additional** Tab
- Select the appropriate **International Fee Paying Type** from the drop down list.



The screenshot shows the 'Student Jackie Albert' form with the 'Additional' tab selected. The 'International Fee Paying' dropdown menu is open, showing options: 'Full Fee Paying', 'Full Fee Paying', and 'No Fees'. Other fields visible include: Nationality (Not specified), Religion (Spiritualism), First Language (English), Indigenous Status (Not Aboriginal ...), Study Type, Australian Citizen / Permanent Resident (checkbox), In Receipt of Allowance (checkbox), Allowance Type, Date Arrival Australia (22 MAR 2010), Visa Sub Class No. (571), and Birth Certificate Seen (checkbox).

- Click **OK** to save



WA Census Manual - Semester 2 2011

Generating the Census Reports

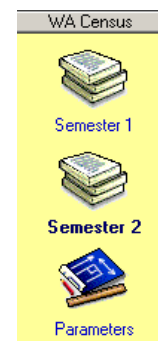
4

4 Generating the Census Reports

This section explains the steps to generate each of the Census Reports.

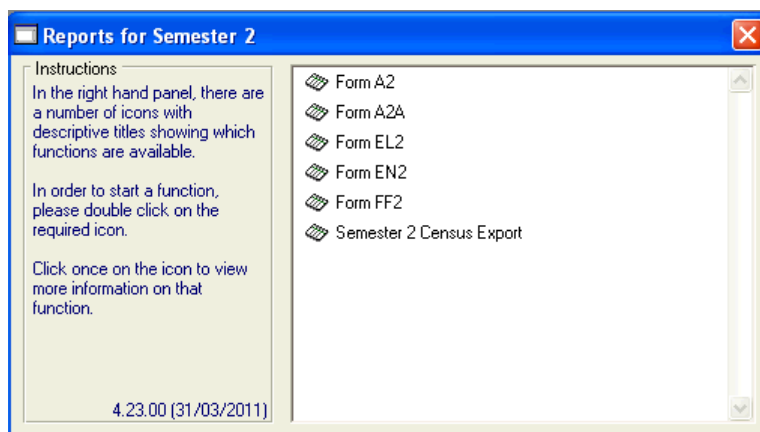
You must set the default information in Parameters (see Section 2).

To access the Semester 2 reports from the WA Census sidebar, click on the Semester 2 icon. The Reports window will be displayed as shown below.



Note: Refer to Section 1 for information on Installing and Loading the WA Census Module.

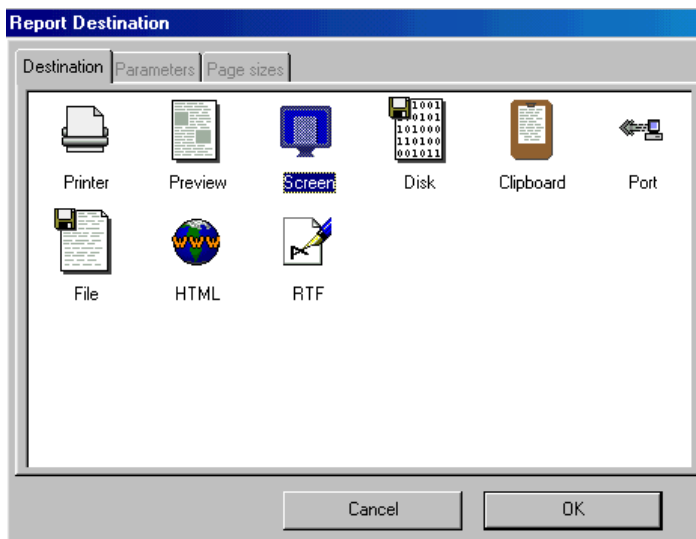
To view further information about a particular form, click once on the appropriate icon and related information is displayed in the panel on the left hand side of the window as shown below.




Data validation is performed automatically by the system prior to producing each Census report. If the correct conditions do not exist for the report to be produced then an error report is produced. The error report details the conditions that must be rectified prior to the successful running of the report.

In some circumstances, the data may have a condition that does not necessarily prevent the form from being produced. In this case a warning report is produced detailing the issue and the user is prompted to continue with the report. If the user selects "Yes" then the form is generated. If the user selects "No" then the form is not generated.

To preview a report double-click on the **Form** icon and choose **Screen** as the report destination.



Clicking on the  in the right hand corner of the report preview screen will generate any remaining tables making up the form and ultimately close the preview screen. The individual tables may be printed by clicking on the printer icon available on the report preview screen.

To directly print a report without previewing it:

- Double click on the **Form** icon.
- Choose **Printer** as the report destination.
- Click **OK**.
- View default information entered in Parameters.
- Click **OK**.

When producing each individual Census Report, the user will be prompted for the name of the person completing the report, and the Date of the Census (these will default to the values established in the Parameters). Depending on the report, you may be asked for additional information.

If a report is run ahead of the Census Date (as held in Parameters) a warning message is displayed, warning that reported values may change between the current date and the actual Census date.

If the date entered on the report is not the Census Date (as held in Parameters), then a warning message is displayed, stating that the output will not be acceptable for submission of Census information.

If additional information is required, a window will be displayed requesting the data needed. The corresponding report is then produced.

Semester 2 Census Export

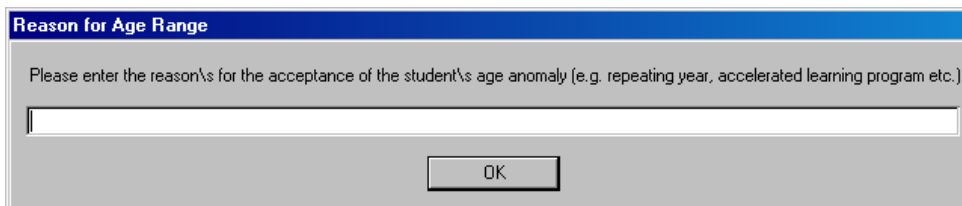
The Semester 2 Census Export produces electronic files that are exported and stored in the Census folder on the 'G' drive located within a school site code folder. The files are extracted directly by the Department of Education to further streamline the data collection process.

4.1 Form A2

This report consists of two tables of information containing:

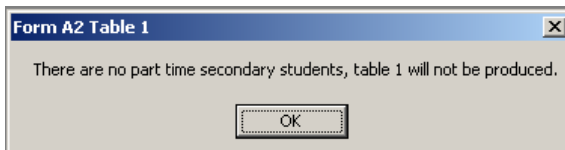
- Part-Time Secondary Students.
- Pre-Compulsory and Full-Time Primary and Secondary Students.

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 are in the correct year group*.



A dialog box titled "Reason for Age Range" with a blue header bar. 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.)". Below the text is a single-line text input field. At the bottom center is an "OK" button.

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




A dialog box titled "Form A2 Table 1" with a blue header bar and a close button (X) in the top right corner. The main area contains the text: "There are no part time secondary students, table 1 will not be produced." Below the text is an "OK" button.

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

Example of Integris WA Census Form A2 Table 1

A2	4567 School code														
DEPARTMENT OF EDUCATION PUBLIC SCHOOLS SECOND SEMESTER STUDENT CENSUS AS AT AUGUST 5, 2011 Name of School West Coast District High School Telephone Number 9412 3456 Person Completing Form Paul Smith															
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 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													
Year 12	Y12	F													
TOTAL	SEC									1	0.8			1	0.8

- 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 School Code																				
DEPARTMENT OF EDUCATION PUBLIC SCHOOLS SECOND SEMESTER STUDENT CENSUS AS AT AUGUST 5, 2011																							
Name of School		West Coast District High School																		Person Completing Form		Paul Smith	
Telephone Number		9412 3456																					
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			
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				8															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
Year 7	Y07	M											8								8	5	3
Year 7	Y07	F											8								8	6	2
Ungraded Prim	UPR	M																					
Ungraded Prim	UPR	F																					
Year 8	Y08	M											75								75	70	5
Year 8	Y08	F											60								60	57	3
Year 9	Y09	M													40						40	39	1
Year 9	Y09	F													29						29	28	1
Year 10	Y10	M													15	11					27	26	1
Year 10	Y10	F													25	13					38	33	5
Year 11	Y11	M														21	15				36	33	3
Year 11	Y11	F														15	13				28	25	3
Year 12	Y12	M															14	22			36	32	4
Year 12	Y12	F															14	14			28	27	1
Ungraded Sec	USE	M																					
Ungraded Sec	USE	F																					
Not Specified		M																					

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

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.

A2																							
DEPARTMENT OF EDUCATION PUBLIC SCHOOLS SECOND SEMESTER STUDENT CENSUS AS																							
Name of School		West Coast District High Sc																		Person Completing Form			
Telephone Number		9412 3456																					
Table 2: PRE-COMPULSORY AND FULL-TIME PRIMARY AND S																							
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																		
Kindergarten	?K	M			1																		
Kindergarten	S04	M			5																		

4.2 Form A2A

This report consists of two tables of information containing:

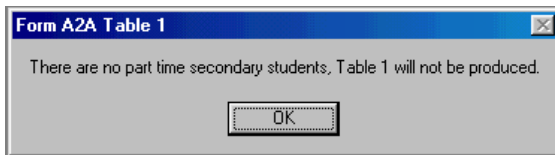
- Part-time Aboriginal students.
- All Aboriginal Pre-compulsory and full time primary and secondary students.

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 are in the correct year group*.

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



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 5, 2011

Name of School **West Coast District High School**
Telephone Number **9412 3456** Person Completing Form **Paul Smith**

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 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	
Year 12	Y12	M									
Year 12	Y12	F									
TOTAL	SEC								1	0.8	

- Click on printer icon  to print report.

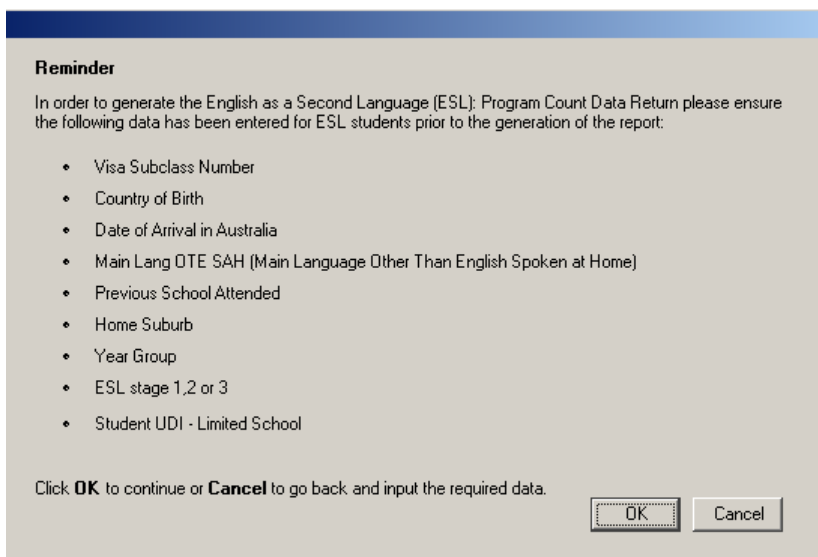
Clicking on the  in the right hand corner closes the current report and generates the Form A2A Table 2 to screen for review and printing.

4.3 Form EL2

This report provides one table that includes the details of ESL students. (Complete the data checks in Section 3.4)

To view Census 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.
- Click **OK**.
- 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 a Second Language (ESL): Program Count Data Return please ensure the following data has been entered for ESL students prior to the generation of the report:

- Visa Subclass Number
- 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
- ESL 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 5, 2011
ENGLISH AS A SECOND LANGUAGE(ESL): PROGRAM COUNT DATA RETURN

Name of School **West Coast District High School**
Telephone Number **9412 3456**

Person Completing Form **Paul Smith**

Table 1: ESL 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
Koehler	Bronson	M	14/10/98		Germany	APR 2000	German		N	PINEY WD...	7	2

TOTAL NUMBER OF STUDENTS IN PROGRAM: **1**

Click on printer icon  to print report.


Note: Schools are required to perform the checks above, but do not need to send the report to DoE. Data will be extracted from schools after census.

4.4 Form EN2

This report produces two tables. Table 1 and Table 2 provide the statistics for students with disabilities and severe medical conditions.

- Double click on the **Form EN2** icon.
- Choose **Screen** as the report destination to view the report before printing.
- Click **OK**.
- View default information entered in Parameters.
- Click **OK**.

Note: An error report may be generated if a data entry criterion has not been completed.

This can be printed for reference by selecting the Print to Printer icon . Once all criteria have been completed the report generation can be continued.

- Table 1 will be displayed to the screen

Example of Integris WA Census Form EN2 Table 1

EN2

4567
School Code

DEPARTMENT OF EDUCATION
PUBLIC SCHOOLS SECOND SEMESTER STUDENT CENSUS AS AT AUGUST 5, 2011

Name of School **West Coast District High School**
Telephone Number **9412 3456**

Person Completing Form **Paul Smith**



Table 1: DETAILS OF STUDENTS WITH DISABILITIES & SEVERE MEDICAL CONDITIONS

STUDENT'S NAME	DATE OF BIRTH	ADDRESS	Year	Gender	Aboriginal/ Non-Aboriginal	Disability	Other Disability	Other Disability
Allen, Penelope	26 DEC 2000	39 Druay Place PINEY WOODS 6399	5	F	N	3.1		

- Click on printer icon  to print the report.

- Click on the Close icon  to close the report.

Table 2 will automatically be generated.

- Click on printer icon  to print the report.
- Click on the Close icon  to close the report.

Example of Integris WA Census Form EN2

EN2

4567
School code

DEPARTMENT OF EDUCATION

PUBLIC SCHOOLS SECOND SEMESTER STUDENT CENSUS AS AT AUGUST 5, 2011

Name of School **West Coast District High School**

Telephone Number

9412 3456

Person Completing Form

Paul Smith

Table 2: STUDENTS WITH DISABILITIES & SEVERE MEDICAL CONDITIONS (Primary)

Education Level	Office Use Only	Sex	Ethnicity	Total Students with Disabilities	Global Dev Delay	Intellectual Dis 2.1 (Mild/Moderate)	Intellectual Dis 2.2 (Severe)	Autism 3.1	Autism 3.2 (Asperger's)	Autism 3.3 (PDD-NOS)	Vision Impairment	Deaf & Hard of Hearing	Severe Mental Disorder	Specific Speech/ Language Impairment	Physical Disability	Severe Medical Health Condition	
Year 5	Y05	M	A														
			N														
		F	A														
			N	1					1								

SEE OVER FOR SECONDARY STUDENTS

SCHOOL TOTAL	SCH	M	A														
			N														
		F	A														
			N	1					1								

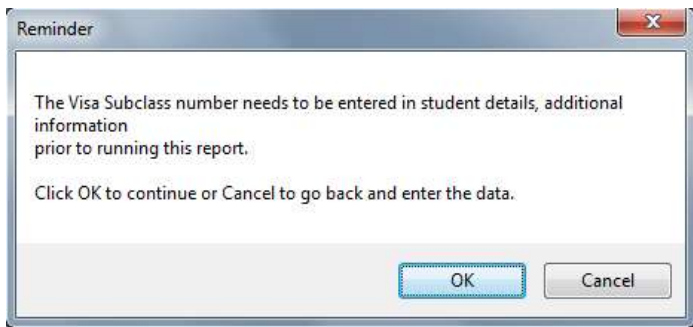
4.5 Form FF2

This form produces Form FF2 International Students.

To view Census Form FF2:

- Double click on the **Form FF2** icon.
- Choose **Screen** as the report destination to view the report before printing.
- View default information entered in Parameters
- Click **OK**.

A reminder message will be displayed:





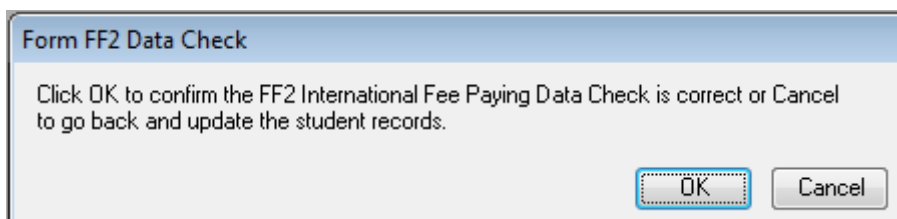
- Click **OK** to continue or **Cancel** to go back and enter the data.

If OK is selected a validation will initially run to check if any students have the Visa Sub Class numbers 571, 573 or 574 . If any students have been allocated these Visa Sub Class numbers an 'International Fee Paying Data Check' report will be generated as shown below.


Note: If no students have the Visa Sub Class numbers 571, 573 or 574 the FF1 check report will not be produced.

FF2	International Fee Paying Data Check	4567 School Code	
Please check the students listed below have the correct International Fee Paying Type.			
Student Name	Student Reference	Visa Subclass Number	International Fee Paying
Note for Visa 571: The options for this visa sub class number are Full Fee Paying or No Fees. Please confirm the following students have the correct International Fee Paying Type:			
Amber, Kyle	846	571	Full Fee Paying
Note for Visa 573: 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:			
Albert, Jackie	766	573	Partial Fee Paying
Note for Visa 574: 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:			
Alkitik, Adam	2	574	No Fees

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



- Click **OK** to continue or **Cancel** to go back and update the student records.
- If OK is selected the report will be displayed.

- Click on the **Print to Printer** icon  to print out Form FF2.

Note: Please manually add any other approved Visas that are not in the current list to the bottom of the form.

FF2

4567

School Code

DEPARTMENT OF EDUCATION
PUBLIC SCHOOLS SECOND SEMESTER STUDENT CENSUS AS AT AUGUST 5, 2011

Name of School West Coast District High School
Telephone Number 9412 3456 Person Completing Form Paul Smith

INTERNATIONAL STUDENTS

Visa Subclass	KIN	PRE	Y01	Y02	Y03	Y04	Y05	Y06	Y07	Y08	Y09	Y10	Y11	Y12	USE
417															
420															
421															
423															
425															
456															
459															
462															
470															
499															
570															
572															
573						1									
575															
672															
675															
676															
679															
682															
685															
686															
695															
956															
976															
977															
Bridging															
457 Long term business visa (no fee)															
574 Dependants of a Post Graduate Student (no fee)															

Please Note: Visa Subclass 457 and 574 are not counted in the 'International Students Total Days Enrolled' table below.

INTERNATIONAL STUDENTS TOTAL DAYS ENROLLED

Ref	KIN	PRE	USE	Y01	Y02	Y03	Y04	Y05	Y06	Y07	Y08	Y09	Y10	Y11	Y12	Grand Total
766							577									
Total Days							577									577

FULL FEE PAYING INTERNATIONAL STUDENTS

571 Department Recruited Student (Full Fee Paying)	KIN	PRE	Y01	Y02	Y03	Y04	Y05	Y06	Y07	Y08	Y09	Y10	Y11	Y12	USE
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M
					1										

Example of Integris WA Census Form FF2

4.6 Semester 2 Census Export

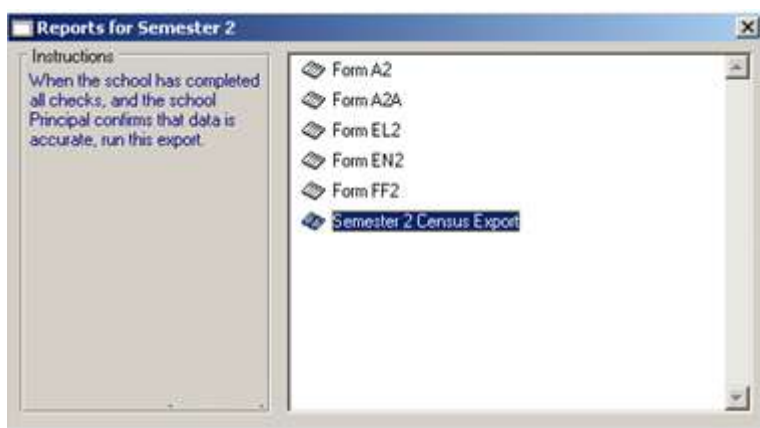
The Semester 2 Census Export produces export files for the A2, A2A, EN2 and Semester 2 Final Export that are stored on the 'G' drive and extracted directly by the Department of Education to further streamline the data collection process. As the export includes some data validation included in the previous reports, the export should be run after all previous Semester 2 reports have been completed.

In some circumstances, the data may have a condition that does not necessarily prevent the export from being produced. In this case a warning report is produced detailing the issue and the user is prompted to continue with the report. If the user selects "Yes" then the export continues, if "No" is selected then the export is not generated.

If data validation errors occur, an error report will be generated. These need to be rectified before the export can be generated.

To run the Semester 2 Census Export:

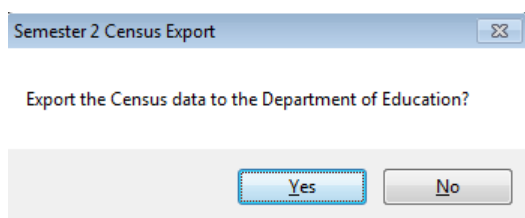
- Double click on the Semester 2 Census Export icon.



View default information entered in Parameters.

- Click **OK**.

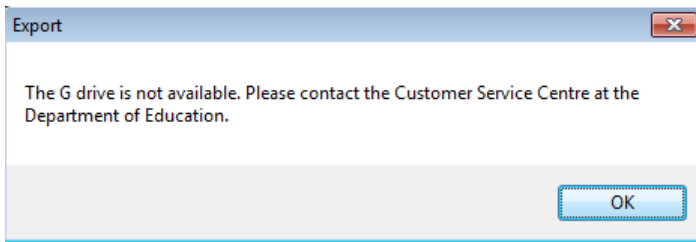
The following messages will be displayed:



If **No** is selected the process cancels.

- Click **Yes**.

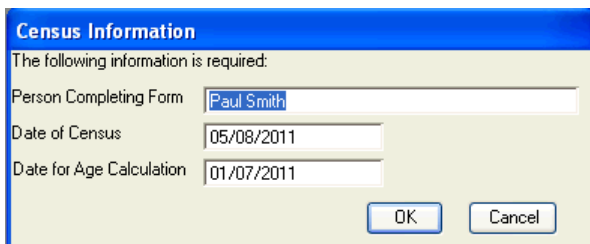
If the 'G' drive is not available the message below will display:



If this message is displayed, please contact the Customer Service Centre (CSC) on 9264 5555 or Country callers 1800 012 828.

Selecting 'OK' will close the message and return the user to 'Reports for Semester 2' window.

If the G drive is available the below message will display:

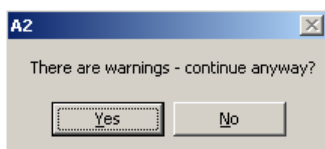


- If the information is correct click **OK**.

The A2 Export will process.

If any validation errors occur a warning report will display.

After closing the A2 Warning report the below message will display as shown below:



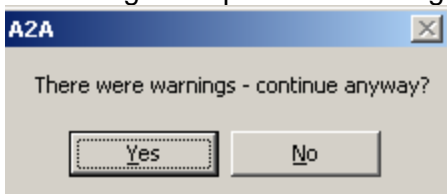
Selecting 'No' will close the message and return the user to 'Reports for Semester 2' window.

Selecting 'Yes' will generate the Form A2 export and copy the file to the 'G drive'.

The A2 Export will then begin to automatically process.

If there is any validation errors the warning report will display.

On closing the report the following message shown below will display.



Selecting 'No' will close the message and return the user to 'Reports for Semester 2' window.

Selecting 'Yes' will generate the A2A export and copy the file to the 'G drive'.

The EN2 export will begin to process.

If any errors are found the EN2 error report will be displayed.

Closing the error report will return the user to 'Reports for Semester 2' window.

If no errors are found the EN2 export will generate and copy the file to the 'G drive'.

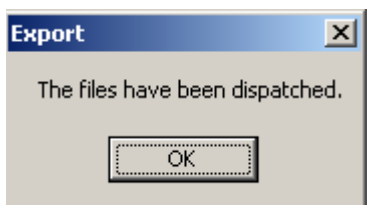
The Semester 2 Final Export will begin to process.

If any errors are found the Semester 2 Census Final Export error report will be displayed.

Closing the error report will return the user to 'Reports for Semester 2' window.

If no errors are found the 'Semester 2 Census Final Export' will generate and copy the file to the 'G drive'.

On completion of all exports being generated and copied to the 'G drive' the message shown below will be displayed.



Selecting 'OK' will close the message and return the user to 'Reports for Semester 2' window.



WA Census Manual - Semester 2 2011

Support and Frequently asked questions

5

5 Support

5.1 Frequently Asked Questions

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

You can check the version number and build date on the panel that displays after selecting Semester 2 reports (at the bottom of the instructions area) or go to the top menu option Help, select System Information and the version details for each module are displayed. The correct version for census should be 4.23.00 or later.

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.

Why isn't the Export working as shown in the manual?

This may be because the 'G' drive is not accessible. Contact the Customer Service Centre to ensure the 'G' drive access has been set up correctly.

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. Use student find, select the former roll and on the Dates tab enter a Leaving Date in the From column of the census date. Leave the To column blank. The 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 they will need to be edited.

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 most likely explanations.

A student (or perhaps several students) on the current roll has a starting date after the census date. Such students quite correctly are not being included in the census reports. To check these students use student find, select the current roll and on the Dates tab enter an Entry Date in the From column of the day after the census date. Leave the To column blank. The search will find any current roll student who appears to have commenced after the census date. If the entry dates for any students found are incorrect they will need to be edited.

A current roll student has a leaving date before the census date. Use student find, select the current roll and on the Dates tab enter a Leaving Date in the To column of the day before the census date. Leave the From column blank. The search will find any current roll student who appears to have left prior to the census date. If the details are found to be correct any students found should be on the former roll. If the leave dates for any students found are incorrect they will need to be edited.

Year 11 and 12 students on the current roll have been given Participation List status to remove them from the Census figures.

Students have been incorrectly marked with an Attendance type of 'Census Not Counted', check by using Speed Edit.

5.2 Customer Service Centre

Should you require support in completing Census requirements please contact the **Customer Service Centre (CSC)** at the Department of Education.

Contact details below:

5.2.1 Phone (CSC)

Metro callers: 9264 5555

Country callers: 1800 012 828

Please be prepared to supply your *ID number, contact details* and a *brief description* of the problem.

5.2.2 Fax (CSC)

9264 4701

Please include your *ID number, contact details* and a *brief description* of the problem.

5.2.3 Email (CSC)

customer.service.centre@det.wa.edu.au

Please include your *ID number, contact details* and a *brief description* of the problem.

5.2.4 STIMS Web Page

<http://det.wa.edu.au/intranet/stims>