

# STUDENT ENROLMENT - ADDITIONAL DETAILS

## INSTRUCTIONS TO SCHOOLS

### General Information

1. Schools with **little or no socio-economic student background data** should use the **Student Enrolment - Additional Details Form** (Student-enrolment-additional-details-form-2010-printing.pdf). This should be printed on A3 paper in “Booklet” format if possible (set to booklet in printer properties, depending on printer type) but can be printed in A4 if necessary.

In order to have sufficient data available by the end of Term 3, large senior high schools may consider the collection of information from Year 8 and Year 9 students as the first priority.

2. Schools with **insufficient socio-economic student background data** may use the Student Enrolment - Additional Details Form or a **Student Update Form** generated by SIS together with the **Student Enrolment & Background Details Update Form** which provides the questions and supporting details. The **Student Update Form** is generated in SIS and the Student Enrolment & Background Details Update information can be printed on A4 paper. This information accompanies the Student Update Form and guides correct responses from parents.

The information must be entered in the school’s administrative system by the end of Term 3 so that it can be linked to NAPLAN results and be available to the My School website for the next round.

### What needs to be done

1. Request the information from parents. The Student Enrolment - Additional Details Form should be sent to all families. One form per child is required.
2. Make arrangements for the return of the forms to the school, and for follow up where parents have not returned the form. Sample text for school newsletters is provided in the Appendix.
3. Arrange for the data from completed forms to be entered into SIS.
4. All data should be entered into the database by the end of Term 3, 2010.

## Support

For further information and advice please contact Tom Pougher (System Performance) on 9264 5802 or by email at Tom.Pougher@det.wa.edu.au.

The Student Enrolment - Additional Details Form and the Student Enrolment & Background Details Update documents can be downloaded from:

<http://www.det.wa.edu.au/education/schoolinfo/sead/index.html>

## Queries from parents, guardians and carers

If parents query the information requested, they should be encouraged to provide the information, but not pressured. Parents are entitled to refuse to provide information on their educational and occupational background.

Parents can be assured that the information is only required for statistical and national reporting purposes.

Should further assurances or clarification be required, parents can be referred to central office on 9264 5802.

## DATA ENTRY IN SIS

Select Student Details from the General sidebar.

Then search for the student whose details you wish to update using either the Quick Search window or Binoculars.

**Student** (888) Year 10 Form S10.4 (Blue)

Date of Birth 7 JUN 1991  
Age 14 Yrs 9 Mths  
Gender Female  
Teacher(s) Mrs S Baker  
Room  
UPN C000123404024  
CC No. 11111111  
Central ID 04000123400000405

Address  
54Tenth Avenue,  
Inglewood,  
WA,  
6052  
E Mail Address

Phone 1 9443 0409  
Phone 2  
Fax  
Family Representative   
Car Registration

Name	Phone	Address	Relation	Res	Par	Mail	Emrg	Note	Fee
Mrs Tanya Aardvark	9443 0409	54Tenth Avenue, Inglewood, WA, 6052	Mother	Yes	Yes	Yes	1	Yes	Y
Mr Harry Aardvark	9346 5124	54Tenth Avenue, Inglewood, WA, 6052	Father	Yes	Yes	No	2	Yes	N
Mrs Norma Lightbody	9266 5432	234 Hay Court, Perth, WA, 6000, Australia	Grandmother	No	No	No	3	No	N
GRAEME Aardvark (For	9443 0409	54Tenth Avenue, Inglewood, WA, 6052	Sibling	n/a	n/a	n/a	0	No	

Res - Student Resident Par - Parental Responsibility Mail - Family Mail Marker Emrg - Emergency

Search

Click On the Edit Pencil

**Student** (888) Year 10 Form S10.4 (Blue)

Date of Birth 7 JUN 1991  
Age 14 Yrs 9 Mths  
Gender Female  
Teacher(s) Mrs S Baker

Address  
54Tenth Avenue,  
Inglewood,  
WA,  
6052

Phone 1 9443 0409  
Phone 2  
Fax

This will bring up the students details with the current view being Personal.

**Student Gerri Aardvark**

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

Surname: Aardvark  
 Legal Surname: Aardvark  
 Prev. Surname:   
 1st Name: Gerri  
 2nd Name: Louise  
 3rd Name:   
 Preferred Name: Gerri  
 eMail Address:   
 Year: 10  
 Reference: 888  
 Form: S10.4  
 House: Blue  
 DOB: 7 JUN 1991  
 Male  Female   
 Temp UPN   
 UPN: C000123404024  
 CC No.: 11111111  
 Address: 54Tenth Avenue  
 Town/Sub: Inglewood  
 State: WA  
 Postcode: 6052  
 Country:   
 Tel. 1: 9443 0409  
 Tel. 2:   
 Fax:   
 Car Registration:   
 Family Representative

OK Cancel

Select the Additional Details tab and enter information on: **1. Indigenous Status**, **2. Mainly speak English at home**, **3. Main Lang OTE SAH** and **4. Country of Birth**.

**Student Gerri Aardvark**

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

Nationality: Australian  
 Religion: Not specified  
 First Language: English  
 Indigenous Status: Not specified **1**  
 Study Type: Not specified  
 Main Lang OTE SAH: Mexican **3**  
 Mainly speak English at home?  **2**  
 LBOTE   
 Out of State   
 Out of Area   
 Access Restriction   
 Entered in SLP Program   
 Health Card   
 Educational Support Program   
 ESL Stage

Permanent Resident   
 In Receipt of Allowance   
 Allowance Type: None  
 Date Arrival Australia:   
 Visa Sub Class No.:   
 Birth Certificate Seen   
 Date Checked:   
 Country of Birth: Australia **4**  
 Entry Date: 2 FEB 2004  
 Leave Date:   
 Records Sent:   
 Prev. School:   
 Destination:   
 Attendance: Current (Single registr...  
 Terms in this school: 9  
 Boarder   
 Terms in other school(s): 0  
 Excluded   
 FTE: 1.00  
 Part Time Status:  am  pm  n/a  Custom

Select the Family Group tab and then select the Additional Details tab below the Mobile Phone number.

The screenshot shows a software interface for a student named Gerri Aardvark. At the top, there are several tabs: Personal, Family Group, Additional, Movement Hist., Groups, UDI, Miscellaneous, and Attendance Hist. The 'Family Group' and 'Additional' tabs are circled in red. Below these tabs, there are sub-tabs for Parent/Guardian 1, Parent/Guardian 2, Siblings, and Other Contacts. The main form area contains fields for personal details (Title, Initials, Surname, First Name, Middle Name(s), Relationship, Gender), contact information (Salutation, Address, E-Mail, Mobile, Emergency), and checkboxes for Parental Responsibility, Fees Billing, Student Resident, and Family Mail Marker. At the bottom, there are two sub-tabs: Personal Details and Additional Details, with the latter circled in red. Below the sub-tabs is a table with columns for Notes, Location, and Number, containing the note 'Works from home - tailor'. At the very bottom are 'OK' and 'Cancel' buttons.

This will open the data entry screen you require.

This screenshot shows the 'Additional Details' tab selected in the 'Student Gerri Aardvark' form. The 'Main Lang OTE SAH' dropdown menu is set to 'English'. Below it is a checkbox for 'Mainly speak English at home?'. There are three more dropdown menus: 'School Education' (set to 'Year 12 or equivalent'), 'Non-School Education' (set to 'Bachelor degree or above'), and 'Occupation Group' (set to 'Group 1'). At the bottom, the 'Additional Details' sub-tab is selected.

When entering the Main Lang OTE SAH you have two choices. Click in the box and scroll down until you find the language or Click in the box twice so it is highlighted and begin typing the language. As you type the cursor drops down the alphabetical list until you reach the language being typed, eg if you require English begin typing en....

Mainly speak English at home?  
YES – check box  
NO - leave blank

When entering Education and Occupation Groups use the drop down arrow and make the selection.

## **Sample Texts for School Newsletters**

### **Initial notification**

Dear Parents

A "Student Enrolment – Additional Details" form, was sent home / is being sent home / will be sent home / on \_\_\_\_\_, x September, for you to complete. All parents, guardians and carers of K-7 students across Australia are asked for some information on each student's family background. The student background information will be used in the national reporting of student performance across all states. We would be grateful if the forms could be completed and returned to the office by \_\_\_\_\_.

### **Follow up**

We would like to thank those families who have returned their completed Student Enrolment Additional Details Forms. However, we still have some forms that have not been returned and we urge those families to complete the forms and return them to the school as soon as possible. Additional forms are available from the school if needed.

### **Repeat follow up**

While there has been a huge effort by families to complete the Student Enrolment Additional Details Forms and return them to the school on time, there are still some that need to be returned. Could you please complete your forms immediately and return them to the school so that our staff may process them by the deadline which is almost upon us. Additional forms are available through the school if needed.