

STUDENT UPDATE FORM

INSTRUCTIONS FOR THE COLLECTION OF STUDENT BACKGROUND INFORMATION

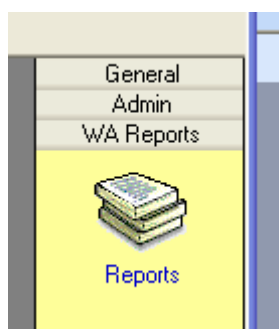
1. Schools with **little or no socio-economic student background data** should use the **Student Enrolment - Additional Details Form** (Student-enrolment-additional-details-form-2010-printing.pdf). This should be printed on A3 paper in “Booklet” format if possible (set to booklet in printer properties,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

How to Print Student Update Forms In SIS

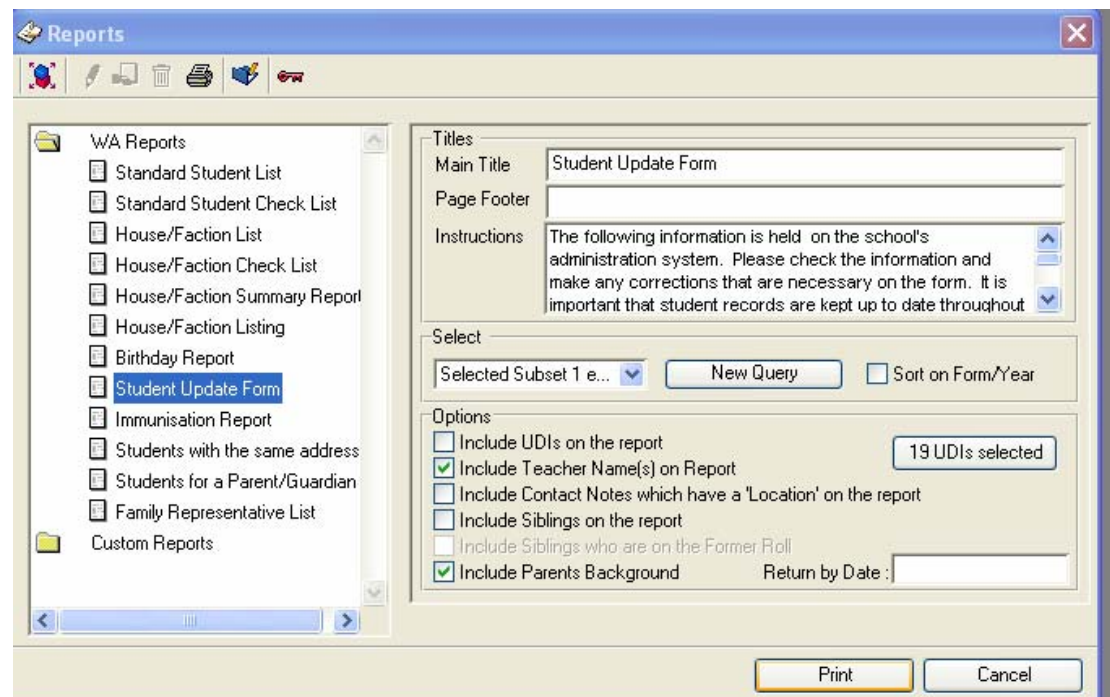
Click on the “Reports” icon under “WA Reports” on the right of the SIS home screen.



On the next screen, select “Student Update Form” in the window on the left.

The “Include Teacher Name(s) on Report” checkbox should already be ticked by default, and can assist in organising forms once they are printed.

Ensure the “Include Parents Background” checkbox is ticked for the parent background fields to display on the printed forms.



Click the “New Query” button to select the required students, for example by class or form type.

Click “Print”.

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>