

CASES21 Enrolment Census Process Guide

February and August



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Melbourne February 19

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1 INTRODUCTION

The **CASES21 Census Application** provides government schools with a fully functional user friendly tool to complete the February and Mid-Year (August) Student Enrolment Census returns.

The **CASES21 Census Application** will produce your February and Mid-Year (August) Student Enrolment Census returns entirely from CASES21.

Information collected for both the February and Mid-Year (August) School Census is a snapshot of enrolment data as at census day. The data provided in the Student Enrolment Census will be used by the Victorian Department of Education and Training for Student Resource Package (SRP) funding, planning and reporting purposes (including Commonwealth enrolment reporting).

This Enrolment Census Process Guide explains the necessary steps to successfully produce a Student Enrolment Census return for the current **February** or **August** School Census.

Census day in **February** is the **last school day in February**.

Census day in **August** is the **first Friday in August**.

1.1 CONTACT INFORMATION

| | |
|--|---|
| <p>Census related issues:</p> <p><i>Problems related to completing the Student Enrolment Census return, Student Enrolment Census information requirements, enrolment guidelines or policy issues.</i></p> <p>Please contact the Census Hotline on:</p> <p>Telephone: (03) 7022 0359 Fax: (03) 9637 2830 Email: census@edumail.vic.gov.au</p> <p>For census documentation (including current census guidelines), please visit the census website at School Census Data</p> | <p>CASES21 system related issues:</p> <p><i>Problems related to the operation of the CASES21 software program, other software issues and hardware (eg. PC, server, printer).</i></p> <p>Please use the Service Gateway as the preferred option to refer problems:</p> <p>Service Desk Telephone: 1800 641 943 Fax: 1800 672 148 Email: servicedesk@edumail.vic.gov.au</p> |
|--|---|

Hyperlinks have been included in this document to assist the user to easily find further detailed information relevant to a specific section. Some links relate to relevant sections within this document whilst others refer the user to varying websites.

Hyperlinks are displayed using a title or process. Viewing this document online, instead of printing it, will assist the user to take full advantage of all included links.

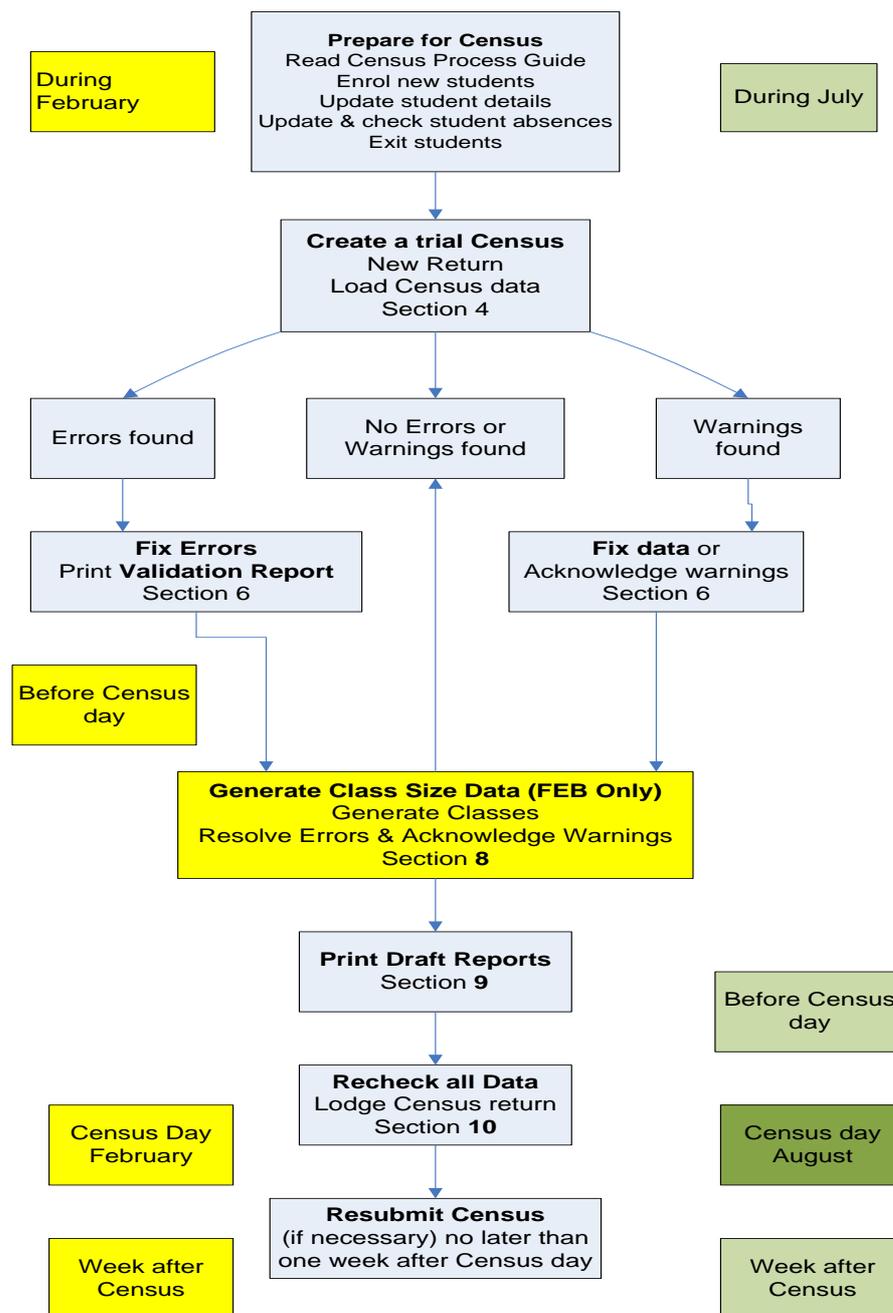


Figure 1. Overview of census process in CASES21

2 GETTING STARTED

The Student Enrolment Census is produced using the **CASES21 Census Application**.

Multi campus schools are advised that both the February and August School Census returns should be run at the main administration campus.

School staff running the census process must have “Census User” privileges. The “Census User” role can be granted by the CASES21 Administrator via the CASES21 password program. In addition, the application must only be operated by a **single user** at a time.

2.1 PREPARATION FOR CENSUS

- It is recommended that schools record all new students and update existing student details on CASES21 as soon as possible prior to starting the census process.
- Ensure absences are entered, checked and verified against absence notes and other internal records.
- For new students, the **enrolment date** must be entered as the date the student commenced education at school – that is, the date the student first attended classes at your school in this current enrolment (ignore any previous enrolments at your school).
- Ensure that all students no longer at the school have been exited on CASES21. The **exit date** in CASES21 is the equivalent to the transfer date and should be the date the student last attended classes at your school.
- Run CASES21 report **Students Marked as Deleted (ST21068)**, located under *Students | Enrolment/Transfers | Individual Enrol*, to get a list of students flagged for deletion. Check the list to ensure only students you wish to be deleted are listed.
- Run the CASES21 task, “**Delete any student with DEL status**”, located under *Students | Start of Year | Students & Expired Group Deletion*, to permanently delete the student records from CASES21.
- It is advisable to prepare a draft census return as soon as possible to ensure there is time to correct and update the student database (if necessary). A draft census can be run at any time in the weeks prior to census.

2.2 START THE CENSUS APPLICATION

Go to *Students | Census | Processes* and click on the **Enrolment Census** task (see Figure 2 below) to start the Census Application.

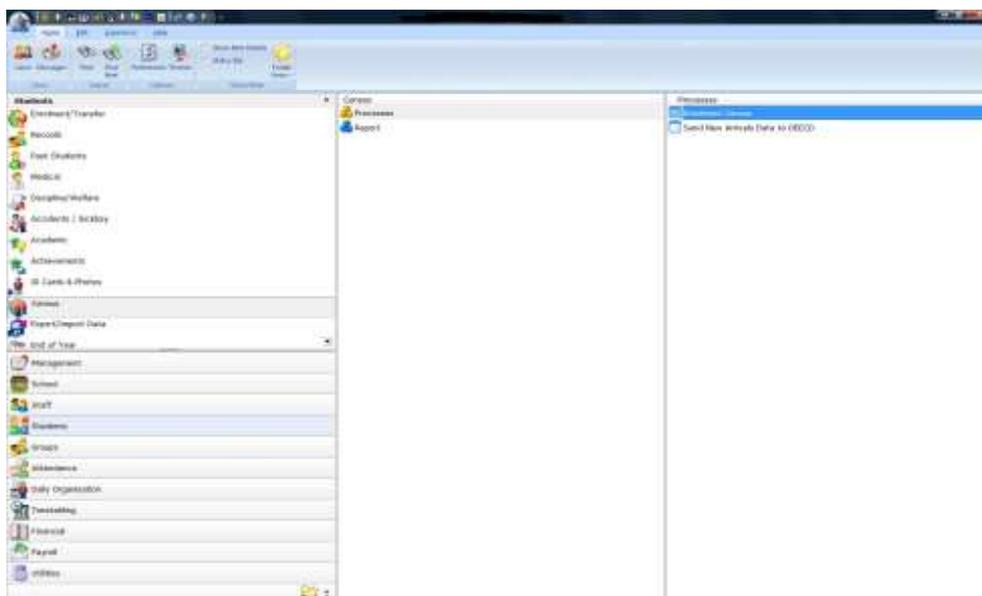


Figure 2. Location in CASES21 of the Enrolment Census task

The security warning shown below will appear. Click Run to proceed.



There may be a slight delay in the loading of the application. An object will appear indicating that the application is being loaded. Once this process has been completed the **Welcome** screen will be displayed.

3 CREATE A CENSUS RETURN

Displayed on the **Welcome** screen will be the current census day, the web address to the census website, and contact details for the DET Service Desk and the Census Hotline.

There are two options available on the Welcome screen: Continue or Exit.

The application calculates the census day based on the date found on the server. When the date is between 1 July and 31 December, the application will expect an August census return to be completed. Otherwise, a February census return will be expected.

Ensure that the census-date shown on the welcome screen refers to the correct census you are about to start. The census date displayed will be either **February** or **August**.

Click on **Continue**, to start the census process and proceed to the **Main Application** window (see Figure 3) or click on **Exit** to close the Census Application.

4 LOAD CENSUS INFORMATION

The application has a **Census Returns** window in the **Main Application** window (see Figure 3). Two main folders will appear, August and February.

The main application incorporates the standard Windows functionality including features such as horizontal/vertical scroll bars, and double clicking to expand folders.

The **Census Return Summary Data** and **Census Return Details** window will appear without any information as shown in Figure 3.

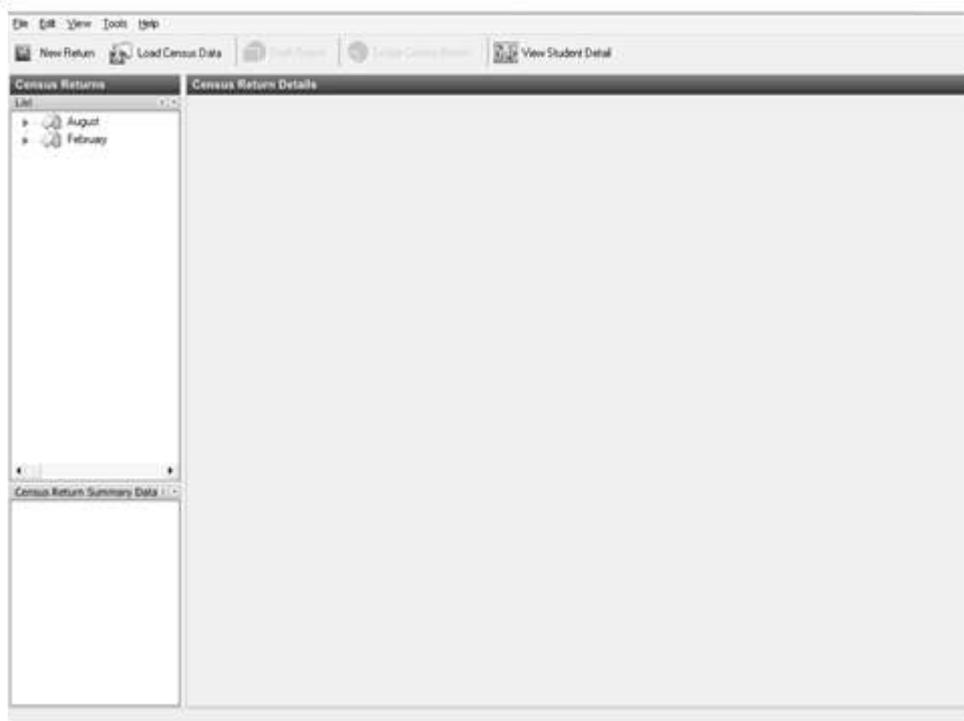


Figure 3. Main Application window with unpopulated windows

Selecting an already lodged return does not display anything about that return other than information contained in the **Census Return Summary Data** section in the bottom left hand corner of the screen. Refer to [Section 11 Census Return Summary Data](#) for detailed information relating to the summary data screen.

4.1 NEW RETURN

Click on the **New Return** button to start a new return.

The **New Return** function creates a completely new census return folder under **Census Returns** List for the respective main census folder (either February or August).

The naming convention for the census return folder includes a unique id number for each return created (and lodged) as shown in the following example:

If there is an **existing un-lodged return**, clicking on the **New Return** button will **delete all student information** in **Census Return Details** and the **Census Return Summary Data** information.

The user will be prompted to confirm this action as shown in Figure 4 below.

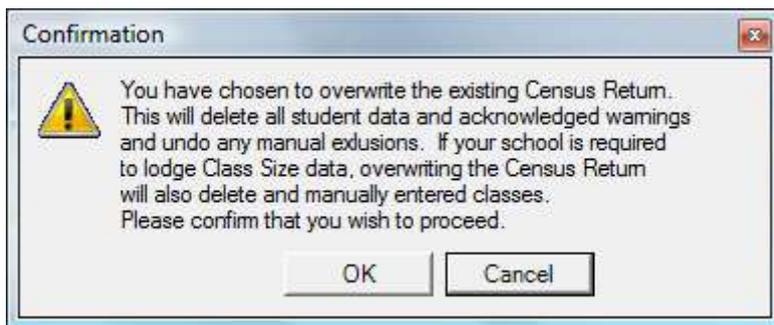


Figure 4. Existing open return message

Click on **OK** to create a new return. This will delete the existing open return but not load the census data automatically. User should then click on the **Load Census Data** button to load the census.

Click on **Cancel** to continue with the existing open return.

4.2 LOAD CENSUS DATA

The **Load Census Data** function populates the **Student Data** window with individual student information shown in column and row format. Each row identifies an individual student. The process also validates individual student information and populates the **Warning/Error** window with any identified errors/warnings.

If this process fails to complete in 3 minutes, the application will display an error message asking the user to contact the administrator. Users should contact the DET Service Desk for assistance as this is a critical error.

The **Census Return Summary Data** window in the bottom left hand corner of the screen is also populated based on the student data and the detected errors/warnings produced by the **Load Census Data** function.

Please refer to [Section 11 Census Return Summary Data](#) for more detail on the **Census Return Summary Data** window.

For the February School Census only, there is an additional Tab and process based on class data for Primary, Pri/Sec and Secondary schools only.

Refer to [Section 8 Class Size Data \(**February School Census only**\)](#) for a detailed process on preparing and submitting class size data.

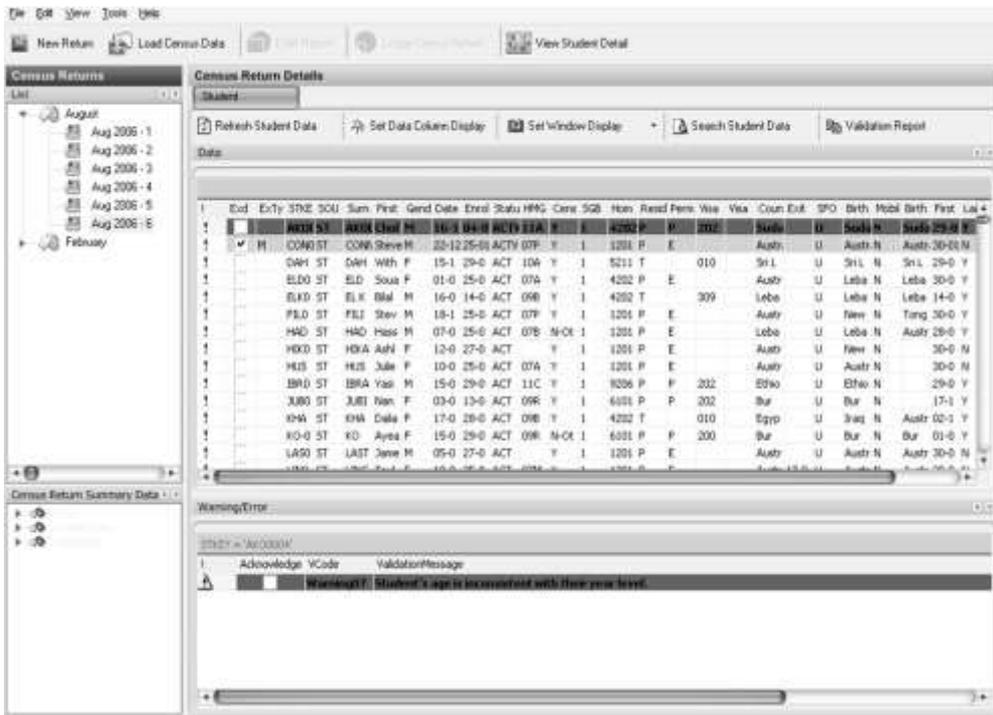


Figure 5. Main Application with populated windows

NOTE: You can click on the **Load Census Data** button when there is an existing open return for the current census when you want to start again. This will reset any warnings that were acknowledged or students who were manually excluded.

4.3 CENSUS RETURN DETAILS

The Census Return Details generally contains two windows: Student Data and Warning/ Error.

For the February census only, an extra tab named Class is present for Primary, Pri/Sec and Secondary schools only (see Figure 6 below).

For detailed information relating to the Class tab see [Section 8 Class Size Data \(**February School Census only**\)](#).

Figure 6. Census Return Details (February School Census)

Student Data window

The Student Data window of the **Census Return Details** lists all of the individual student information captured and validated by the **Load Census Data** process.

The default screen order in which the individual students are displayed is as follows:

- **Top** of the list are student records that have an associated error/warning (if any) and are identified with an exclamation mark (!);
- **Next** shown are all of the student records that are included in the census count and have no associated error/warning.
- **Bottom** of the list are any students excluded from census count and are shown with a dark grey colour.

The columns of student details are displayed in a default order. The user can change this order by using the **Set Data Column Display** option. Refer [Section 5.1 Set Data Column Display](#).

The Student section has the following functions available:

| Function | Description |
|--------------------------------|--|
| Refresh Student Data | Updates all of the individual student information with the latest CASES21 details and validates the information. |
| Set Data Column Display | Allows the user to change which columns are displayed and in what order. Any changes are kept and shown when the user exits and re-enters the application. |

| Function | Description |
|----------------------------|---|
| Set Window Display | Allows the user to select two options: Student Data Only or Student Data + Validation (default). Selecting the Student Data Only option removes the Validation window from the display. |
| Search Student Data | Allows the user to search to display records that match the search criteria in a nominated column of the individual student records. The Reset button returns all student records. |
| Validation Report | Allows the user to view and print the Data Validation Report which lists any student with associated errors/warnings. |

Warning/Error window

The **Warning/Error** window provides the user with a view of any errors/ warnings identified for students in the Census Student Data set that have associated errors/warnings.

Students with errors/warnings are identified by an exclamation mark (!) and appear at the top of list of the **Student Data** window.

A set of errors/warnings for a particular student (if present) are displayed when the student record is selected. Note that the Student Key, Surname and First Name appear at the top left corner of the Warnings/Error Window and is linked to the student record that is highlighted.

The “Acknowledge” box, error/warning number and Validation Message are displayed for each error/warning identified.

The **Warning/Error** window allows the user to acknowledge any warning identified for a student by clicking on the box under the Acknowledge column. Only warnings can be acknowledged. Once acknowledged, the exclamation mark (!) is no longer displayed in the top window.

IMPORTANT NOTE: All Warnings should be investigated before acknowledgement as they may be a result of incorrect or out of date information.

It is also important to note that clicking on the **Refresh Student Data** button does not undo the acknowledgement of warnings. That is, the application keeps track of acknowledged warnings. Only by clicking on the **Load Census Data** button will warnings and manual exclusions be undone.

5 VIEW STUDENT INFORMATION

The **Student Data** window within the **Census Return Details** provides several functions that allow the user to alter the view of individual student records, add/delete data columns in view, and search student records relevant to the current census. Use windows scroll bars to view remaining screen fields.

5.1 SET DATA COLUMN DISPLAY

The **Set Data Column Display** function allows the user to set the data columns they wish to have displayed in the **Census Return Details** Student data window.

The default set of data columns displayed are as follows:

| Data Column Heading | Description | Default Order |
|-----------------------------|--|---------------|
| ! | Exclamation mark is used as an error/warning indicator – appears for students who have associated errors/warnings. | 1 |
| Exd | Exclude box | 2 |
| ExType | Excluded type ('S' – system excluded or 'M' – manually excluded) | 3 |
| STKEY | Student Key (eg. SMI0001) | 4 |
| Source | Source of details, ST or STRE. Note that STRE indicates that the student has re-enrolled and that some of the census details have been sourced from a previous enrolment (use STRE11001 to modify erroneous details) | 5 |
| Surname | | 6 |
| First Name | | 7 |
| Gender | | 8 |
| Date of Birth | | 9 |
| Enrol Date | Enrolment date | 10 |
| Status | Enrolment Status (eg. ACTV, INACT, LEFT, FUT) | 11 |
| HMG | Home group | 12 |
| School Year | Year level | 13 |
| Census SRP Status | Funding status for census purposes (eg. Y, N-OFP or N-Oth) | 14 |
| SRP Time Fraction | Time fraction (must be >0 and <= 1) | 15 |
| Home Language | Main language spoken at home | 16 |
| Resident Status | | 17 |
| Permanent Basis | | 18 |
| Visa Subclass | | 19 |
| Visa Statistical Code | | 20 |
| Country Desc | Description of student's country of birth | 21 |
| Exit Date | | 22 |
| SFO | Student Family Occupation group | 23 |
| Birth Country Desc. Adult A | Description of Adult A's country of birth | 24 |
| Mobility | Mobility flag (Y or N) | 25 |
| Birth Country Desc. Adult B | Description of Adult B's country of birth | 26 |
| First Australian School | Date of first enrolment at an Australian school | 27 |
| LBOTE (MCEETYA) Flag | Language background other than English flag (Y or N) based on the new MCEETYA definition introduced in 2007 | 28 |

Please note that the data columns listed above are part of a much larger set of census data columns available for display. A complete list of the available data columns can be found in [Appendix B: Census Student Data Columns List](#)

To change the current display set, click on the **Set Data Column Display** button.

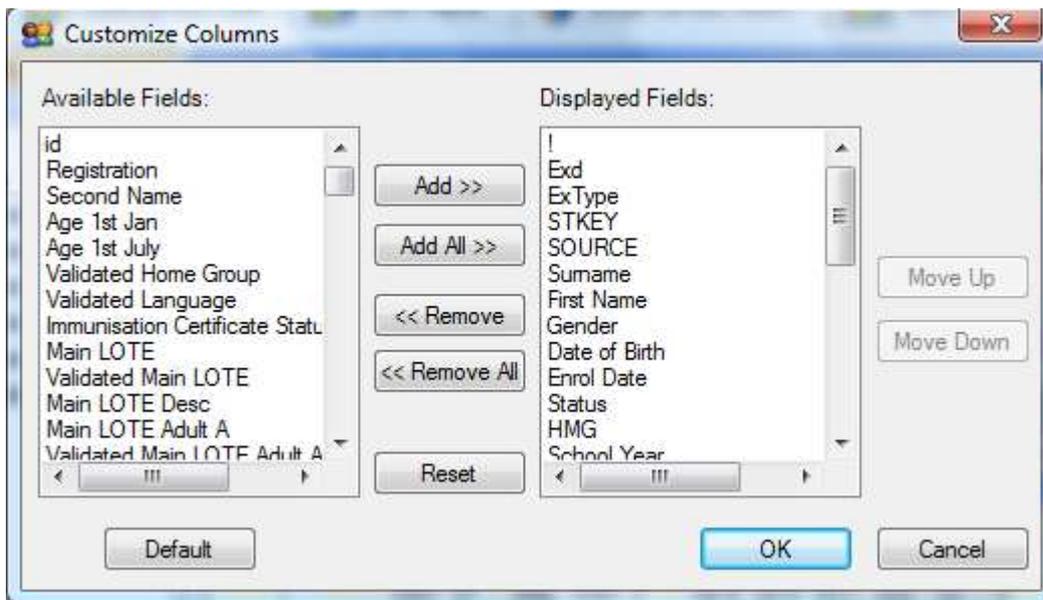


Figure 7. Set Data Column Display screen

Use the **Add** and **Remove** options to bring data columns (or fields) in or out of the display (see Figure 7). Click on **OK** to save the changes to data column display.

It is recommended that the first three columns: “!”, “Exd”, and “ExType”, **should not be removed or moved from their default location**. They allow the user to easily identify a student record with associated errors/warnings as well as being able to manually exclude the student.

Click on the **Default** button to revert to the default set of fields as listed above.

5.2 SEARCH STUDENT DATA

The **Search Student Data** function allows a user to search for the set of individual student data columns. To search for a student, click on the **Search Student Data** button.

The user must nominate the data column (“Look in column” section) the function will search in and the “word”, “phrase” or number to search for (see Figure 8).

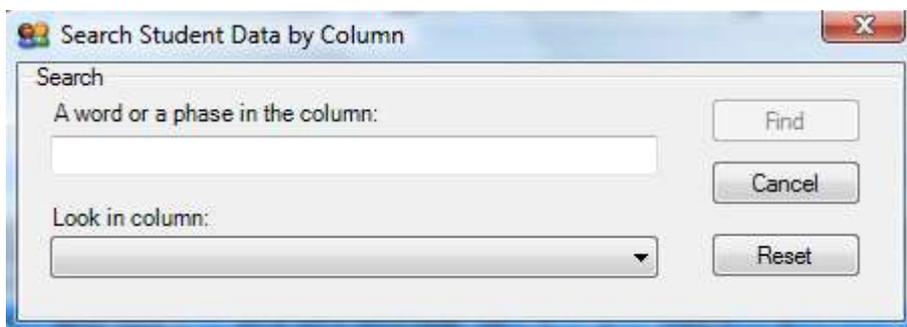


Figure 8. Search Student Data screen

Click on the **Find** button to see the results of the search in the main application window.

The **Cancel** button will return the user to the main application window.

Click on the **Reset** button to return all individual student records to the main application window after you have conducted a search.

5.3 SET WINDOW DISPLAY

Click on the down arrow to the right of the **Set Window Display** button to change the display of the **Census Return Details**. There are two options: “Student Data Only” or “Student Data + Validation” (which is the default). See Figure 9.

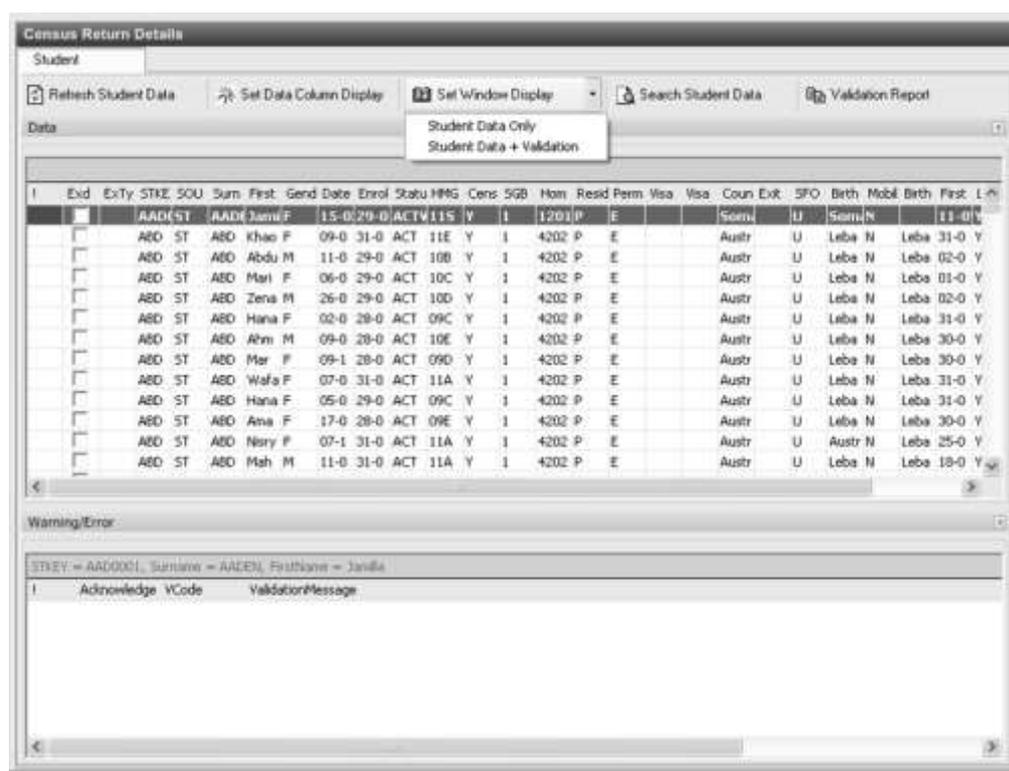


Figure 9. Set Window Display options

Select “Student Data Only” to remove the Validation window.

The “Student Data + Validation” option is the default which displays both Student Data and Validation windows.

5.4 VIEW STUDENT DETAIL

Click on the **View Student Detail** button to maximise the view of the **Census Return Details** by removing the **Census Returns** and **Census Return Summary Data** windows.

This will maximise the amount of columns and information on the screen.

Columns can also be resized by positioning the cursor between the column headings until the cursor changes to a doubled headed arrow ↔ then Click and drag to the desired width. To return column widths back to the original setting, select **Set Data Column Display** and click on **Default**.

Click on the **View Student Detail** button again to return the **Census Returns** and **Census Return Summary Data** windows to the original view.

6 RESOLVING STUDENT ERRORS AND ACKNOWLEDGING STUDENT WARNINGS

Error and warning information is displayed in the **Warning/Error** window of the **Census Return Details**.

Highlight a student with an exclamation mark (!) to see the associated errors/warnings detected for that student in the **Warning/Error** window.

Note that the student key, surname and first name are provided on the banner line above the list of errors/warnings (see Figure 9).

6.1 VALIDATION REPORT

Click on the **Validation Report** button to view and print the Data Validation Report. This will list all students and the type of error/warning that have been detected for their details.

Refer to [Appendix C](#) for information and hints on resolving each error/warning.

Errors should be fixed first prior to resolving or acknowledging warnings.

6.2 STUDENTS WITH ERRORS

Any error detected for a student **must** be resolved by correcting information stored on CASES21. Errors are generally caused by incorrect or missing information stored on CASES21.

Correcting data on CASES21 is typically done through the following CASES21 formats that contain items of information relevant to census.

- ST11001/ST11001T (Enter or Modify Student Enrolment Details)
- STRE11001 (Re-enrolled Student Information)
- ST11020 (Exit a Student from the School)
- ST11097 (Display & Update Past Students)

The CASES21 Students (**ST**) table is the main table which contains a **student's current (or last) enrolment at the school**. Students are enrolled and details maintained through CASES21 format **ST11001/ST11001T**. Most students appearing in the Student Data window of the Census Return Details will be sourced from the Students (**ST**) table.

The CASES21 Re-enrolled Students (**STRE**) table is the table which contains a **student's past enrolments at the school**. Students who appear in this table have been re-enrolled through the CASES21 format **ST11009**. The details relating to the past enrolments can be viewed through CASES21 format **STRE11001**. Their current (or last enrolment) at the school will appear in the Students (**ST**) table and can be viewed through CASES21 format **ST11001/ST11001T**.

If a student's details have been sourced from the main CASES21 table (ST), then use the formats highlighted above with an asterisk (*). If the student was re-enrolled and sourced from the CASES21 re-enrolled table (STRE), then use the STRE11001 format.

The user **cannot proceed** any further **until all of the errors have been resolved**. Note that when errors are present in the student data (and class data for the February School Census), the **Draft Report** and **Lodge Census Return** buttons are de-activated (i.e. "greyed-out").

6.3 REFRESH STUDENT DATA

After correcting the data on CASES21, click on the **Refresh Student Data** button to update the **Student Data** window.

This process updates the individual student information with the latest values directly from CASES21. It refreshes the individual student data but does not reset or revoke any acknowledged warnings or manual exclusions

The student data will also be validated as part of the refresh. The errors should have disappeared as a result of this process. If errors still exist then either the student data was not correctly changed and saved on CASES21 or the changes that were made have introduced new errors.

Repeat the process of correcting invalid data on CASES21 and refreshing the student data in the Census Application until all of the errors have disappeared.

6.4 STUDENTS WITH WARNINGS

Warnings must also be investigated in case they are a result of incorrect information stored on CASES21. Any incorrect information must be changed on CASES21 through the formats indicated previously.

Click on the **Refresh Student Data** button to update the individual student details with the new information. The refresh should remove those warnings that were caused by incorrect information.

Where the information is correct, the warning must be acknowledged.

Go to the **Warning/Error** window and click on the box under the **Acknowledge** column. This action will clear the warning.

It is important to note that clicking on the **Refresh Student Data** button does not undo the acknowledgement of warnings. That is, the warnings do not have to be acknowledged again as the application keeps track of acknowledged warnings. Only by clicking on the **Load Census Data** button will warnings and manual exclusions be undone.

It is suggested that users leave the task of acknowledging warnings just prior to running the **Lodge Census Return** process in case there is a need to reload the census student data.

7 EXCLUDE STUDENTS FROM THE CENSUS COUNT

Students tagged as **system excluded** are those that the Census Application automatically excludes from the census count on the following basis:

- Any student with the status of Inactive;
- Any student with the status of Future, if their enrolment date is on or prior to census day.
- Any student that is counted for mobility purposes but has “exited” prior to the current census day. Refer Mobility below.

These students are **system excluded** and the application will not allow them to be included on the basis of their CASES21 details.

Manually excluded students are those who are initially included in the census count but are subsequently tagged by the user for exclusion for the following reasons:

- They do not meet the attendance criteria as outlined in the current census guidelines;
- They are no longer attending at the school but the school has yet to receive a transfer note;
- They never arrived but the school was told they would be starting; or
- They were erroneously added to CASES21.

To **manually exclude** a student, simply click on the **Exclude** box (under the “**Exd**” column) on the left of the relevant student record that you want to exclude. A prompt will appear asking you to confirm that you intend to exclude this student.

Click **OK** to confirm or **Cancel** to not proceed with the exclusion.

To undo a manual exclusion, simply click on the **Exclude** box again to re-include the student in the census count.

7.1 MOBILITY

The Census process captures students who enrolled outside the census period for mobility reporting purposes only.

February School Census

Includes students who are flagged as SRP funded and who enrolled between (not inclusive) the previous February census day and 1 December in the previous calendar year.

August School Census

Includes students who are flagged as SRP funded and who enrolled between (not inclusive) the previous August census day and 1 December in the previous calendar year; and between (not inclusive) the February census day and the August census day (plus one day) in the current year.

For further information refer to the Guidelines for Counting Students for School Census.

8 CLASS SIZE DATA (**FEBRUARY SCHOOL CENSUS ONLY**)

8.1 BACKGROUND INFORMATION

Class size data are to be provided for regular classes conducted by **all Primary, Pri/Sec and Secondary schools** during the February School Census week.

Class size data are not required from special schools and language centres and should not include KODE campus classes.

Class size data are used to calculate class size statistics for regular primary classes and regular secondary English classes and their publication can attract much public interest.

If you alter home group details in CASES21, you will need to refresh the student data.

If home groups do not reflect classes, schools should enter all class details manually. Any class with students in years 11 or 12 must also be entered using the Add Class function.

Refer [Section 8.5 Creating Class Data](#)

8.2 DEFINITION OF A CLASS

A **class** is a group of students timetabled together regularly with at least one teacher assigned to it.

Exclude: Before school and after school classes.

Provide details for each regular class group. Include each student at the school in only one class. Students with an FTE less than 0.5 would generally not be included in the class size return.

Primary Classes

A number of primary schools have varied class structures during the school week, generally involving smaller classes for the teaching of literacy and numeracy. In such situations, the following definition should be used to identify the class size to be reported in the February Census:

Count the class size as that which exists for the majority of the time; and which includes the time spent teaching literacy and numeracy; and which the school community relates to as a class grouping.

Where the class size profile is different from the home groups stored on CASES21, schools will need to manually add their classes to ensure it is provided according to the above definition.

Examples of how to record primary classes:

- School A has 100 students in Prep–2 and breaks into 5 classes of 20 students for the first 4 hours of each day. During this time all literacy and numeracy teaching takes place. For the rest of the day, there are 4 classes of 25 students. Any school reports or contact with parents is through the morning classroom teacher who is the home group teacher. The school should provide details for each of the five morning classes as 5 separate classes each with 20 students and one teacher on their class size return.
- School B has 100 students in Prep–2 and has 4 classes of 25 students every day. An additional 0.8 FTE teacher assists the four classroom teachers by providing additional classroom support. His/her time is spread equally across all four classes. (0.2 FTE per class). In this case the school should provide details for each of the four classes as separate classes on their class size return but should indicate that each class has 1.2 FTE teachers

Secondary Classes

If your school has compulsory English classes, complete the details for each compulsory English class for secondary students held during the week of the census. Secondary students not studying English are NOT counted in the class size return.

If all English classes are elective, include all English classes. Only in exceptional circumstances (such as a secondary student taking two year levels of English concurrently) should a student be counted in more than one class.

Include classes (such as Remedial English or ESL) that a student attends instead of compulsory English. These classes should be coded as type SPE (see Class Type below).

Exclude classes such as English Literature, Remedial English or ESL that a student attends as well as “compulsory” English.

Part-time Students

Provide headcount rather than Full Time Equivalent (FTE) enrolment.

Generally primary students with time fractions less than 0.5 should be excluded from the class size return. Such students are excluded from classes created automatically from home groups.

Part time secondary students should only be included in class size returns if they attend the compulsory English (or alternative) class on which class sizes are based.

Additional Teaching Support

Where an individual class has regular additional teaching support (such as when a class has a main teacher with additional support for some part of the school week), include the additional teacher's Full Time Equivalent (FTE) in the total teacher FTE for that class on the electronic census class size return. Count the teaching support for a morning or afternoon as 0.1 FTE. For other time periods, estimate the total FTE assuming 3 hours is equivalent to 0.1 FTE.

For example, a class which has an additional teacher for two mornings per week should be recorded in the class size return as having 1.2 FTE teachers. A class which has one main teacher and an additional teacher for two hours each morning (10 hours per week) should be recorded as having 1.3 FTE.

For the purposes of calculating the average class size, these partial time fractions are disregarded. They do however provide an indication of extra support provided to the class.

8.3 CLASS TYPE

The application allows for the following class types:

HMG Home group Classes automatically generated by home group are assigned this class type

REG Regular Classes manually entered can be assigned this class type. HMG classes that are edited can also be assigned as this.

SPE Special Classes manually entered can be assigned this class type. An example would be a withdrawal class for Remedial English or ESL. HMG classes that are edited can also be assigned as this.

8.4 CLASS DATA WINDOW

The Class section has the following functions available:

| Function | Description |
|----------------------------------|---|
| Generate Classes | Automatically generates classes by home group for classes involving years Prep to 10. These classes will appear as Class Type "HMG". Any class involving years 11 and 12 students must be manually entered by using the Add Class function. For example, a composite class with years 10 and 11 students must be entered manually. |
| Refresh Generated Classes | Updates all of the classes of type "HMG" with the latest student information and validates the classes. |
| Import Classes | Allows the user to retrieve any manually entered classes from the most recently submitted February School Census return in the current census period. A useful function when resubmitting a February School Census return. |
| Add Class | Allows the user to manually add one or more classes. Manually entered classes can only be of type "REG" or "SPE". |

| Function | Description |
|---------------------------|---|
| Edit Class | Allows the user to edit details of a selected class. If the class is of type “HMG” then the user will be required to change the class type to either “REG” or “SPE”. |
| Delete | Allows the user to: Delete All Classes, Delete Generated Classes, and Delete Selected Classes. The user can delete one or more classes by highlighting the classes with the cursor and then selecting the specific Delete option. |
| Set Window Display | Allows the user to select two options: Class Data Only and Class Data + Validation (default). Selecting the Class Data Only option removes the Validation window from the display. |

The **Lodge Census Return** process will not be activated until class data have either been automatically generated or manually added to the Class data window and there are no errors/warnings remaining unresolved.

The Class Data window initially appears unpopulated as shown in Figure 10 below.

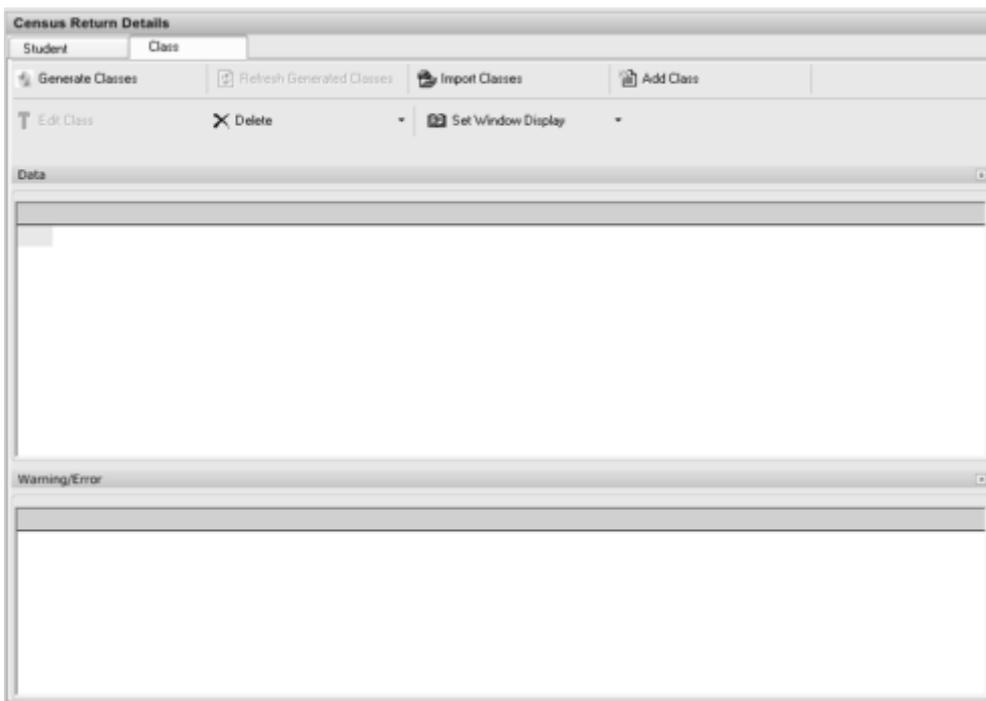


Figure 10. Class data - initial unpopulated window

8.5 CREATING CLASS DATA

There are generally two options available to create a set of classes:

1. Automatically generate classes from the home group; or
2. Manually enter each class.

To automatically generate classes from the home group, click on the **Generate Classes** button.

To manually enter each class, click on the **Add Class** button.

A third option exists only when resubmitting a February School Census return. The **Import Classes** button allows a user to import manually added classes from the most recently submitted February School Census return. These classes will usually be of type REG and/or SPE.

To perform this import, click on the **Import Classes** button. If the application does not find any classes to import then a message will be displayed alerting the user of this situation.

Generate Classes

Click on the **Generate Classes** button to generate classes based on home groups. The classes will only be produced from home groups excluding students in years 11 and 12. Default home group classes will also exclude students with time fractions less than 0.5. The home group code will be used as the Class Id. The campus number will also be populated automatically.

Generating classes from home groups is only appropriate if all students in a class are in the same home group. Schools with composite classes who use different home groups for each year level within a class (such as a 3/4 class where the Year 3 students are in home group 3A and the Year 4 students are in home group 4A) should not create these classes from home groups.

Ungraded students are allocated as Primary Ungraded (PriUG) if other students in the class are in Primary year levels (0 - 6).

Ungraded students are allocated as Senior Ungraded (SecUG) if the other students in their class are in Secondary year levels (7 - 10).

All classes created from home groups are assumed to have one FTE teacher. Manual amendment will be required if additional teaching support exists for a class. Refer [Section 8.7 Editing Class Data](#).

Creating classes from home groups ensures that the home group classes are automatically updated when any students in the class have their details changed on CASES21 and a **Refresh Student Data** is performed from the Student Data Section.

The user can also refresh the generated classes of type HMG by clicking on the **Refresh Generated Classes** button.

Note that any classes created from home groups having less than 15 or more than 30 students will be issued with a warning. The process for resolution of specific Class errors and warnings is described in [Section 8.10 Resolving Class Data Error and Acknowledging Class Data Warnings](#).

8.6 ADDING CLASS DATA

Click on the **Add Class** button to manually add a class record to the **Class** Data window. You will need to complete the following details.

| | |
|---------------------|---|
| Class Id | Enter a unique id for the class. |
| Class Type | Select either REG (Regular) or SPE (Special). Default is REG. |
| Campus | Must be greater than 0. Ensure that the correct campus is entered for the class record. |
| FTE Teachers | Enter the number of teachers usually with the class over the census week, expressed as Full Time Equivalent |

| | |
|---|---|
| | <p>(FTE). FTE Teachers can be recorded to 1 decimal place (e.g. 1.2). <i>If a teacher is only at the school on a part-time basis then please record them as 1 FTE. Please note that this detail is used to derive number of classes and <u>NOT</u> used for deriving teacher numbers.</i></p> <p><u>Additional Teaching Support:</u></p> <p>For a class with an additional teacher for two mornings each week (0.2 of the week), enter FTE teachers as 1.2 (1.0 + 0.2).</p> <p>If a class has an additional teacher for 2 hours each morning (10 hours per week), enter FTE teachers as 1.3 FTE. Assume 3 hours is equivalent to 0.1 FTE for such calculations.</p> |
| Year Level data Yr Prep to Senior UG | Enter the relevant number of students (head count) in each year level. |
| Head count | This is a calculated field for display purposes that shows the total student head count for the class for data that has been entered. |

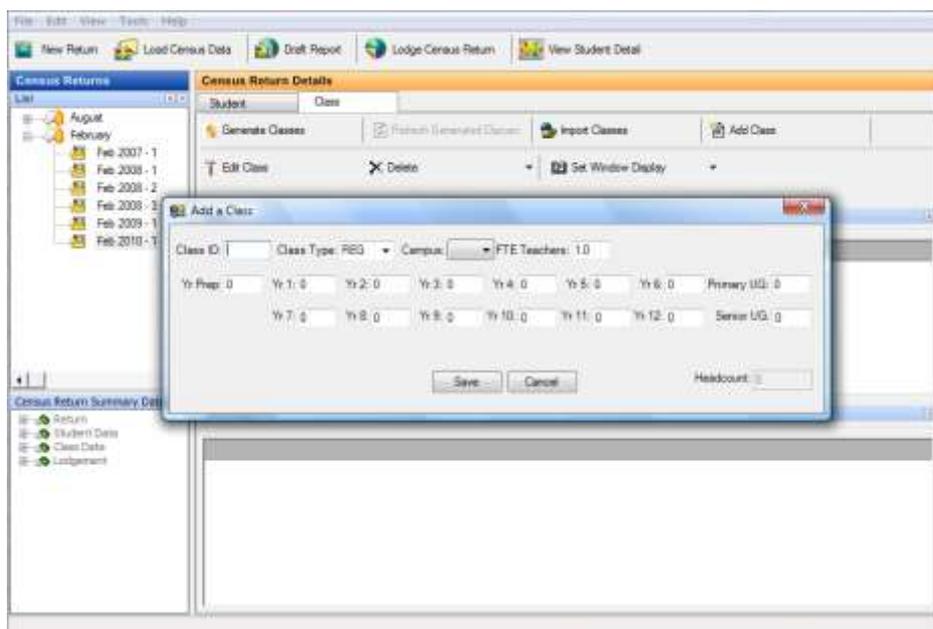


Figure 11. Class data – Add a Class

8.7 EDITING CLASS DATA

Select the class record you wish to edit by highlighting it with the cursor. Click on the **Edit Class** button to bring up the details for that class. The edit screen that appears is identical to the screen where you add classes.

If the class you are editing is of type HMG, you must change the type to REG (Regular) or SPE (Special) before saving as it now loses its status of a generated class from a home group.

Where you believe that your class size return requires further explanation or may not satisfactorily reflect your class arrangements, please mention this in the comments section of Step 3 of the lodgement wizard process when you are completing the Student Enrolment Census return.

8.8 DELETING CLASS DATA

There are three options available to the user to delete one or more classes from the existing set of classes. By clicking on the down arrow to the right of the Delete Button, the user is provided the following options:

| | |
|---------------------------------|---|
| Delete All Classes | Deletes all generated and manually entered classes. |
| Delete Generated Classes | Deletes only classes of type HMG which are classes generated by home group. Classes of type REG or SPE are not affected. |
| Delete Selected Classes | Deletes a class regardless of the class type. To delete a class highlight the class with the cursor and select this option. |

8.9 IMPORT CLASSES

The **Import Classes** button is a feature that assists schools when resubmitting their February School Census return.

It allows schools to retrieve classes that were manually added to the Class data return from the most recently lodged February School Census return in the year. If there are no lodged February school returns, the button will be grey.

8.10 RESOLVING CLASS DATA ERROR AND ACKNOWLEDGING CLASS DATA WARNINGS

The following error and warnings can be issued for the class data.

| | |
|---|---|
| <p>Error01</p> <p><i>You have students enrolled in years 11-12 but no class size data for them</i></p> | <p>Class data are expected for students in years 11 and 12 but have not yet been entered. The application will not allow lodgement of the census return until this information has been entered. The error will be removed automatically when year 11 and 12 classes have been entered. This error applies to the general construct of the class data and does not apply to an individual class. It will appear in the Warning/Error window for each class that you scroll through.</p> <p><i>This error will only be relevant to Pri/Sec and Secondary schools with year 11 and 12 students.</i></p> |
|---|---|

| | |
|--|---|
| <p>Warning01</p> <p><i>This class has less than 15 students per FTE teacher</i></p> | <p>This warning is issued for each class that has less than 15 students per FTE teacher in the class. Click on the Edit Class button to amend the data if it is incorrect. If the data is correct, place the cursor on each relevant class record and go to the Warning/Error window to acknowledge the warning. Click in the box under the Acknowledge column to acknowledge the warning.</p> |
| <p>Warning02</p> <p><i>This class has more than 30 students per FTE teacher</i></p> | <p>This warning is issued for each class that has more than 30 students per FTE teacher in the class. Click on the Edit Class button to amend the data if it is incorrect. If the data is correct, place the cursor on each relevant class record and go to the Warning/Error window to acknowledge the warning. Click in the box under the Acknowledge column to acknowledge the warning.</p> |
| <p>Warning03</p> <p><i>The total head count of students in the Class Data is not within 5% of the total head count of included students in the Student Data</i></p> | <p>This warning is issued when the overall student head count of all the classes is not within 5 percent of the total included student head count for the Census. For example, If the total head count of students included in the Census count is 100 but the total of all the classes is 90. This means that the total of all the classes is 10 percent below the total head count number of students in the Census count. In this instance Warning 03 would appear. This warning applies to the general construct of the class data and does not apply to an individual class. It will appear in the Warning/Error window for each class shown. Simply click on the box under the Acknowledge column to acknowledge this warning once. It will then be acknowledged for all classes.</p> |
| <p>Warning04</p> <p><i>The teacher FTE for this class is less than 1.0</i></p> | <p>This warning is issued when the teacher FTE entered is less than 1 FTE. Please ensure that the correct Full Time Equivalent Teacher Information is entered. Simply click on the box under the Acknowledge column to acknowledge the warning for each class where applicable.</p> |
| <p>Warning05</p> <p><i>Not all of the year levels at your school are represented in your school's class size data</i></p> | <p>This warning is issued when there is at least one year level from Prep to Year 10 that is not represented in the Class Size return data. Only the year levels relevant to your school's structure are checked.</p> |

9 RUN DRAFT REPORTS

Once all of the errors have been resolved, the **Draft Report** button will become activated.

The **Draft Report** function provides a facility for a user to view and/or print census reports in draft format (see Figure 12 August Census Reports and Figure 13 February Census Reports below).

These reports should be checked thoroughly and the information verified prior to running the **Lodge Census Return** function.

Please note that the **Draft Report** function is de-activated (“greyed-out”) if at least one error has been detected with the individual student information. The function will be available when there are no errors present. Whilst the Draft Report will print when there are still warnings present, the **Lodge Census Return** will not become active until all warnings are investigated, fixed or acknowledged.

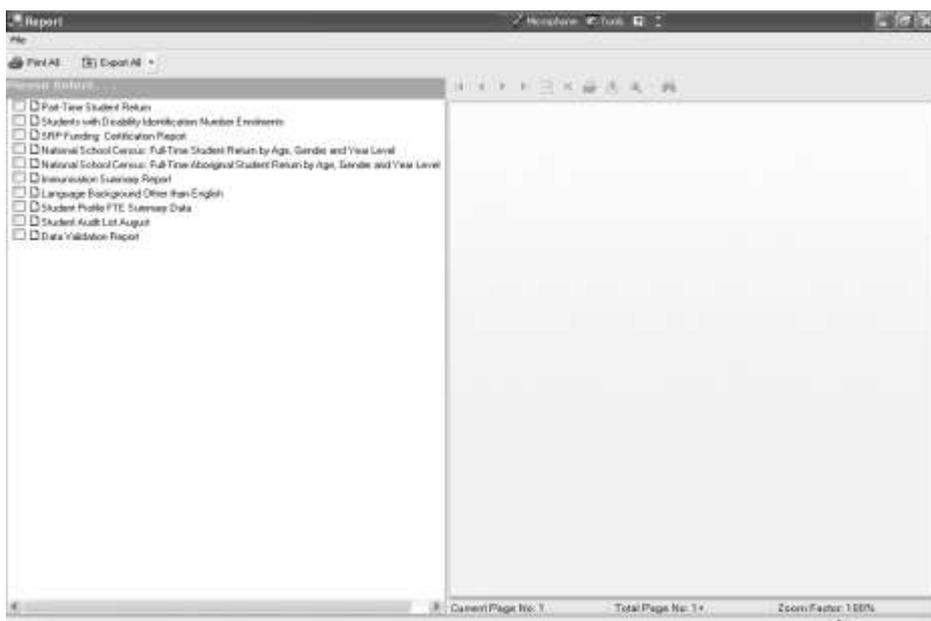


Figure 12. Draft Report screen – Mid-Year August School Census

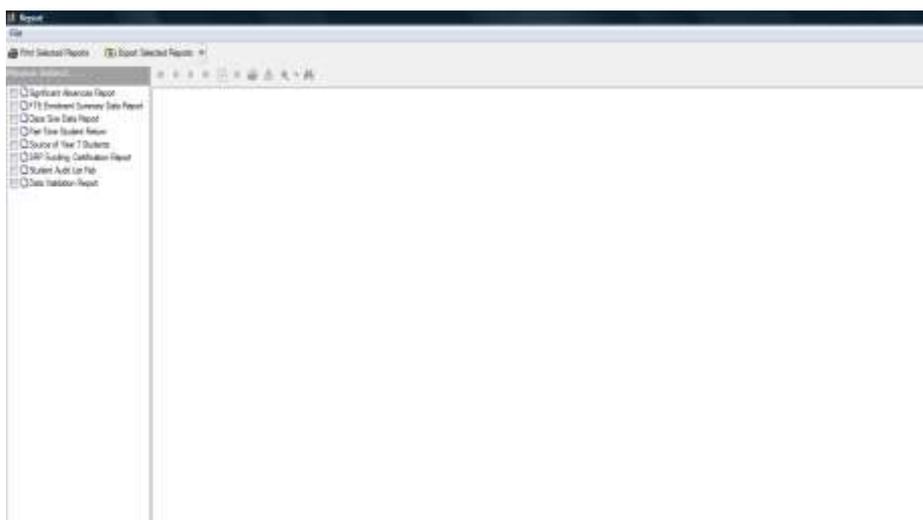


Figure 13. Draft Report screen – February School Census

The Class Size Data Report (as shown in Figure 13) will appear as a report option for Primary, Pri/Sec and Secondary schools only. For remaining schools, the Class Size Data Report will not appear.

9.1 PRINTING REPORTS

Select the report/s you wish to print by clicking on the tick box next to the desired report/s. For a detailed description of each report see [Section 9.4 Census Reports](#)

Click on the **Print Selected Reports** icon to print the selected reports.

9.2 VIEWING REPORTS ON SCREEN

To view the report, click on the report title (e.g. FTE Enrolment Summary Data Report). The report will appear to the right in the “MainReport” tab screen. See Figure 14 below:

| Year Level | Enrolment | | FTE | |
|--------------|-------------|-------------|------------|------------|
| | Enrolment | FTE | Male | Female |
| Year 1 | 100 | 100 | 50 | 50 |
| Year 2 | 100 | 100 | 50 | 50 |
| Year 3 | 100 | 100 | 50 | 50 |
| Year 4 | 100 | 100 | 50 | 50 |
| Year 5 | 100 | 100 | 50 | 50 |
| Year 6 | 100 | 100 | 50 | 50 |
| Year 7 | 100 | 100 | 50 | 50 |
| Year 8 | 100 | 100 | 50 | 50 |
| Year 9 | 100 | 100 | 50 | 50 |
| Year 10 | 100 | 100 | 50 | 50 |
| Year 11 | 100 | 100 | 50 | 50 |
| Year 12 | 100 | 100 | 50 | 50 |
| Total | 1000 | 1000 | 500 | 500 |

Figure 14. Draft Report screen – View on screen FTE Enrolment Summary Data

The following options are available when viewing a report:

- Scroll a multiple page report by using the go to first/previous/next/last page arrows that appear above the displayed report.
- Zoom in or out of a report.
- Text search of any report(s).

Known System Defect

There is a known defect with the Draft Report window for multi-page reports. If you click (or double click in some cases) the mouse pointer on any part of a page, you will generate a copy of the report in a new tab screen next to the “MainReport” tab. This copy of the report appears with incorrect formatting and should not be printed.

Suggested Workaround

Click on the close screen icon (x) which is to the left of the printer icon above the displayed report. You should only be viewing the report in the “MainReport” tab screen.

Restrict your use of the mouse to just the icons/functions that are active and available. To print reports, click on the selection box and click on the Print Selected Reports icon to print.

9.3 EXPORTING REPORTS

The **Export Selected Reports** icon allows the user to export the draft reports in RTF, PDF, DOC or XLS format.

To exit the Draft Report window, close the window or select “File” then “Exit”.

The main application window remains locked if you have left the Draft Report window either in an opened or minimised state.

9.4 CENSUS REPORTS

| Report | Description | Feb | Aug |
|-----------------------------------|--|-----|-----|
| Significant Absence Report | <p>Lists all students that have a significant number of absences (more than 20 per cent) recorded up to and including census day. Curriculum absences are considered attendance.</p> <p>This absence information is intended to assist schools to identify students who fail regular attendance criteria which could make them ineligible for inclusion in census counts unless the school maintains documentation supporting their continuing efforts to encourage the student's regular attendance.</p> | ✓ | x |
| FTE Enrolment Summary | <p>Shows the number of Full Time Equivalent (FTE) students by gender, year level and SRP Funding status included in the census counts. For multi campus schools, separate reports are provided for each campus together with a report providing the grand total for the school.</p> <p>This is probably one of the most important February census reports in that it provides the student counts upon which the school's Student Resource Package is based.</p> | ✓ | x |
| Part-time Students | <p>Lists all students recorded on CASES21 as part-time at the school and are included in the census count.</p> <p>It is important that students shared with other schools are recorded with the correct time fractions at both schools.</p> | ✓ | ✓ |

| Report | Description | Feb | Aug |
|---|--|-----|-----|
| Source of Year 7 Enrolments | Shows the number of FTE enrolments by the source school (or feeder school) and gender for schools that have Year 7 enrolments. | ✓ | × |
| Class Size Return | Shows the number of students (headcount) by year level for each class operating at the school. It is important that the class size return accurately reflects the class structure in operation at the school. Only English classes are required for secondary schools. Note the total on this report may not match the FTE Enrolment Summary total as it reflects headcount rather than FTE. . | ✓ | × |
| SRP Certification Report | Lists students included in the census count who are classified as SRP funded but whose age and visa details indicate they may not be eligible for SRP funding. It is important that the details for students appearing on this list have been verified and are accurate. | ✓ | ✓ |
| Student Audit List | Lists students in two sections: Excluded from the census count and Included in the census count. Students listed as included in the census count are grouped by home group. The Student Audit List report for the Mid-Year (August) School Census has slightly different data columns. | ✓ | ✓ |
| National School Census: Full-Time Student Return by Age, Gender and Year Level | Shows the number of full-time students by age, gender and year level that are included in the census count. | × | ✓ |
| National School Census: Full-Time Aboriginal Student Return by Age, Gender and Year Level | Shows the number of full-time aboriginal students by age, gender and year level that are included in the census count. | × | ✓ |

| Report | Description | Feb | Aug |
|---|--|-----|-----|
| Immunisation Summary Report | Shows the number of primary year level students included in the census count by immunisation status. | x | ✓ |
| Language Background Other Than English | Lists students who match the latest definition of students with a language background other than English. | x | ✓ |
| Student Profile FTE Summary | Shows various summary counts of students who count for mobility purposes, recorded as Aboriginal/Torres Strait Islander, Student Family Occupation (SFO) groups, non-SRP funded and total (SRP and non-SRP funded) by gender. It is important that the school has collected the SFO and Student Family Education (SFE) details from all students. The SFO and SFE details are the main inputs to the equity funding model. | x | ✓ |
| Data Validation Report | Lists details of students with errors/warnings. | ✓ | ✓ |

9.5 OTHER CENSUS REPORTS (SECONDARY SCHOOLS ONLY)

To produce a **VASS Student Program Summary** report, select **VCE Reports** Select **Student Level Program by Block** Enter the **Year Level** required (eg 12)

It is recommended that a separate report be produced for each year level.

Select **Semester 1**. Leave **Form Group** field **blank**

| Report | Description | Feb | Aug |
|---|---|-----|-----|
| VASS Student Level Program by Block Report | Lists, per semester, the senior students by year level This report is printed via the VASS application using the menu. <i>Student Programs → VCE Reports → Student Level Program by Block Report</i> This report is required for the enrolment verification and should be printed for semester 1 for each relevant year level, leaving the form group blank. A similar report for semester 2 should also be printed if enrolments for the year have been finalised. | ✓ | x |

To produce **VET Certificate Enrolment List**, select **VET in Schools Reports** Select **Certificate Enrolments Lists** then Select **All Certificate Details**.

To produce a **Students Assessed Elsewhere report**, select **VCE Reports** then Select **Students Assessed Elsewhere**. Leave the **Unit Code** field **blank**

To produce a list of names of **VCAL students**

Select **VCAL** Select **Enrolments**, select **VCAL Certificate** and click on **Find**, Click on the **Print** button at the top right corner of the screen to print the screen.

To find a student's actual **VCAL** enrolment the only option is to produce an **Individual Student Full Details Report**

Go to the **Student Admin** menu then select **Student Full Details** Report

Click on the button **VCA Student Only** and **VCAL Details Only**

Click on **Run Student Full Details Report**

The details of the VCAL student will be displayed

Click on **Print this Student** or **Print ALL Students** (This will print one student per page showing the student's VCAL Units and certificate level)

10 LODGE CENSUS RETURN

The **Lodge Census Return** function is the final step to completing a census return.

Click on the **Lodge Census Return** button. This causes the application to refresh the individual student information and validate the data before proceeding any further. For the February School Census, the class size information will also be refreshed for Primary, Pri/Sec and Secondary schools.

The application warns the user that the refresh and validation will be performed and advises them that this may produce new errors/warnings as a consequence of any changes to CASES21 since the last refresh (see Figure 15). Click **OK**.



Figure 15. Lodgement refresh and revalidation user prompt

If any new errors/warnings are detected the lodgement process will cease and the user will be required to resolve them before restarting the lodgement process.

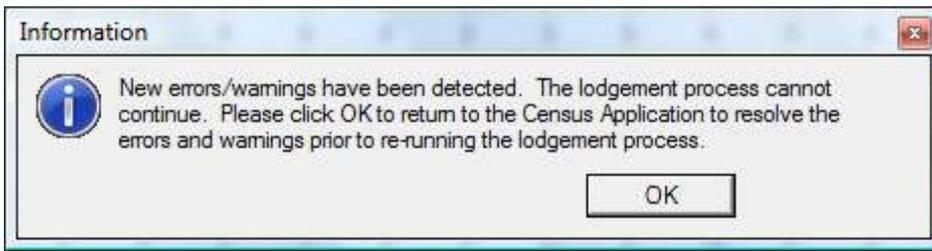


Figure 16. Refresh and validation user prompt

If no new errors/warnings are detected then the process locks the census return from further updates and invokes the **Lodgement Wizard** which is a 6 step process to completing the census return. This process cannot be interrupted while in progress.

Click on **Cancel** at the beginning of every step if you wish to cancel the lodgement process and return to the main application window.

10.1 LODGEMENT WIZARD

The 6 steps of the Lodgement Wizard are:

1. Welcome Screen
2. Confirm Summary Information
3. Enter Contact details and comments
4. Confirm Report Information
5. Confirm Report printing progress
6. Confirm Backup and Message writing process

Step 1 Welcome Screen

The first step produces a welcome screen advising users that the wizard will take them through the steps required to produce final reports, the electronic message file and archiving of the data. Click on **Next** to continue to the next step. See Figure 17 below.

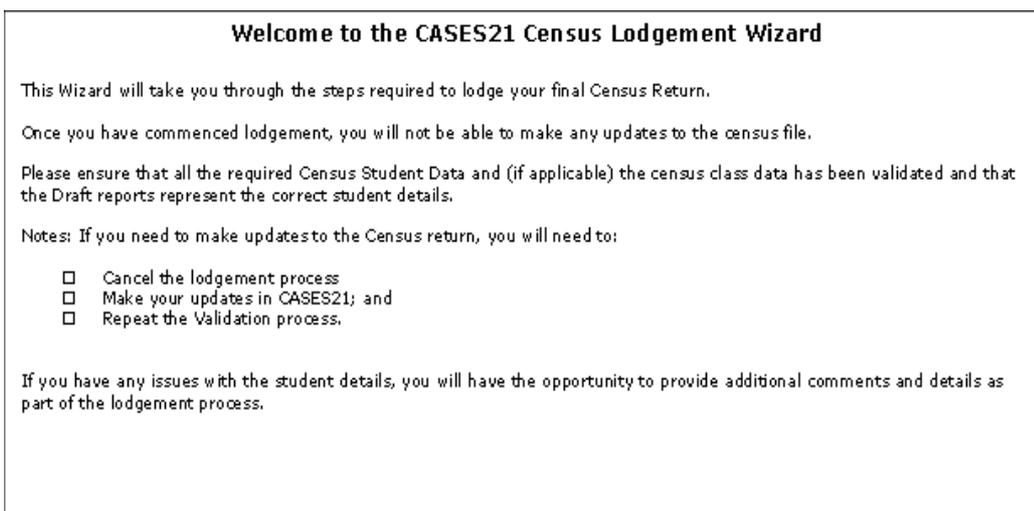


Figure 17. Lodgement Wizard - Step 1 (Confirm Welcome message)

Step 2 Confirm Summary Information

This step allows the user a final view of census counts and other information through the Return, Student Data and Lodgement sections of the Census Return Summary Data window.

The additional section for Class Data will appear for Primary, Pri/Sec and Secondary schools during the February School Census. Click on **Next** to continue to the next step. See Figure 18 and Figure 19.

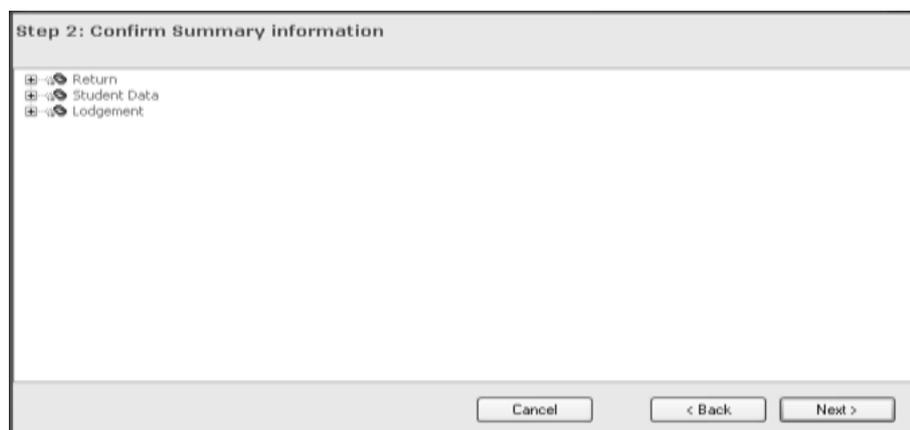


Figure 18. Lodgement Wizard - Step 2 (Confirm Summary information) – Mid-Year (August) School Census

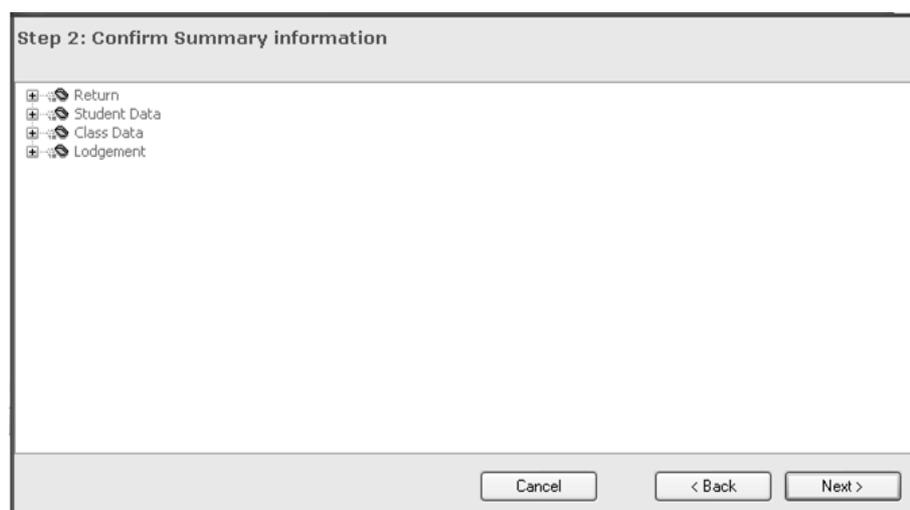


Figure 19. Lodgement Wizard - Step 2 (Confirm Summary information) – February School Census

Step 3 Enter contact details and comments

This step requires the user to: enter contact details, a message to highlight any issues with the return, certify whether the census return is correct.

Where you believe that your class size return requires further explanation or may not satisfactorily reflect your class arrangements, please mention this in the comments section.

Contact telephone numbers **should** be specified as (03) 91234567.

Click on **Next** to continue to the next step. See Figure 20.

Step 3: Enter contact details and comments

Contact Name:

Contact Phone:

Comments:

I certify that the information contained in this return is correct. I have ensured that it has been compiled in accordance with the census guidelines and that appropriate processes have been undertaken by the school to ensure that the data is accurate.

Yes No

Principal Name:

Principal Phone:

Figure 20. Lodgement Wizard - Step 3 (Enter contact details and comments)

Step 4 Confirm Report Information

Lists the reports to be generated and printed in final format. There is no input required from the user. Click on **Next** to continue to the next step. See Figure 21 and Figure 22.

Step 4: Confirm Report information

- Part-Time Student Return
- Students with Disability Identification Number Enrolments
- SRP Funding Certification Report
- National School Census: Full-Time Student Return by Age, Gender and Yea...
- National School Census: Full-Time Aboriginal Student Return by Age, Gend...
- Immunisation Summary Report
- Language Background Other than English
- Student Profile FTE Summary Data
- Student Audit List August
- Data Validation Report

All Reports sent to print queue All reports saved to default locations

Figure 21. Lodgement Wizard - Step 4 (Confirm Report information) – Mid-Year (August) School Census

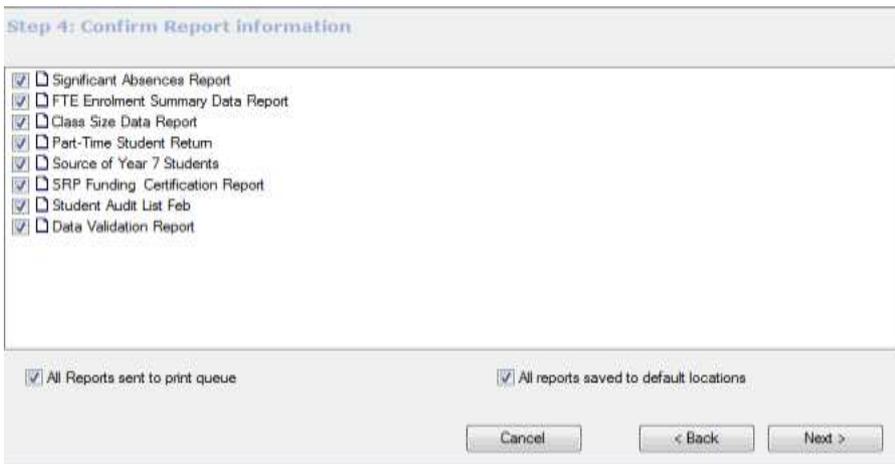


Figure 22. Lodgement Wizard - Step 4 (Confirm Report information) – February School Census

Step 5 Confirm Report printing progress

Displays messages indicating when each report generated and printed along with a status bar. The greyed out checkbox at the bottom of the screen will enable at the end asking whether all the reports have been printed.

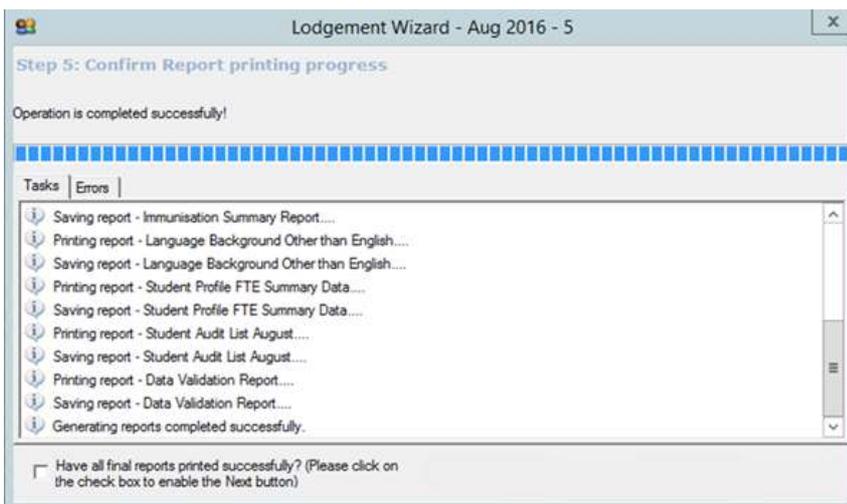


Figure 23. Lodgement Wizard - Step 5 (Confirm Report printing progress) – (shown above are reports relating to the February Census)

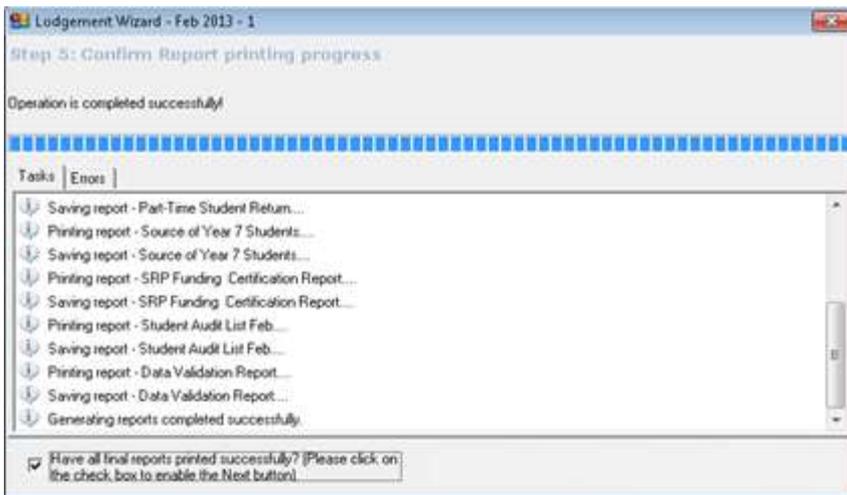
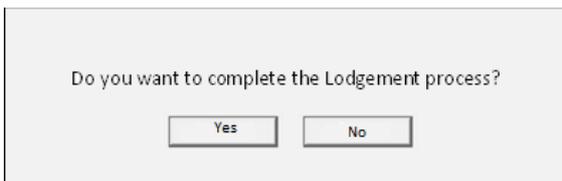


Figure 24. Confirmation checkbox for Step 5

Respond by clicking the checkbox if the reports have been printed. The following pop up window will appear asking whether to complete the Lodgement process.



Clicking “Yes” takes the process to the final step (Step 6), as shown below. Clicking “No” will cancel the Lodgement process.

Step 6 Confirm Backup and Message writing process

Click on the **Close** button to exit the lodgement process. See Figure 25.



Figure 25. Lodgement Wizard - Step 6 (Confirm Backup and Message writing progress)

At the beginning of every step, the user can cancel the lodgement process and return to the Main Application window.

The lodgement process fails if any one of the steps fails. You will need to click on **Lodge Census Return** to commence the lodgement process again.

If the reports have printed successfully and you have responded by clicking the checkbox, the electronic message file will be automatically created and the census data archived

PLEASE NOTE: Final printed reports are archived in PDF format to the “Census_Report” folder on your school’s P drive. To view this folder from CASES you need to go to Utilities | Applications | Windows Explorer and click on the “Explorer (Windows)” task.

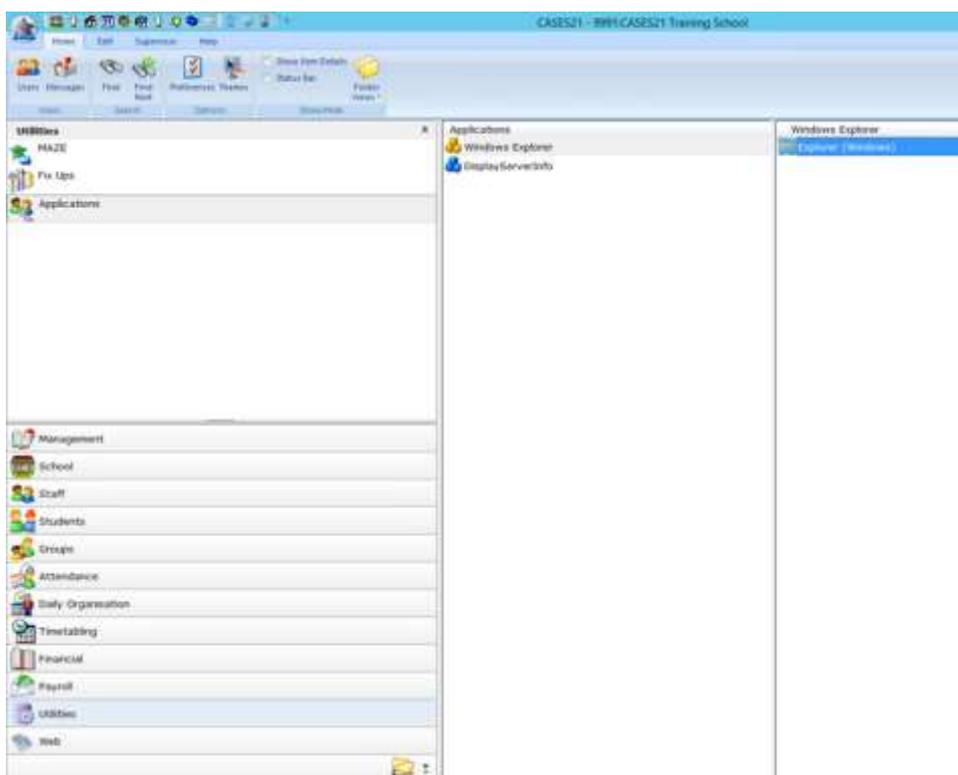


Figure 26. Access to the P Drive from CASES21

Endorse Final Census Report

The final Census Report should be checked thoroughly to ensure all details are accurate. The reports must be signed and dated by the Principal and filed for Enrolment verification.

11 CENSUS RETURN SUMMARY DATA

The Census Return Summary window provides a set of summary information that describes each census return lodged, including the latest existing un-lodged return (if loaded).

For any **February** School Census, the summary window will generally provide four sections:

- Return
- Student Data
- Lodgement
- Class Data

The Class Data Summary will only appear for Primary, Pri/Sec and Secondary schools.

For any **August** School Census, the summary window will provide three sections:

- Return
- Student Data
- Lodgement

Click on each heading (or beside each heading) to expand the folder and see the list of information items available (see Figure 27, Figure 28, Figure 29 and Figure 30).

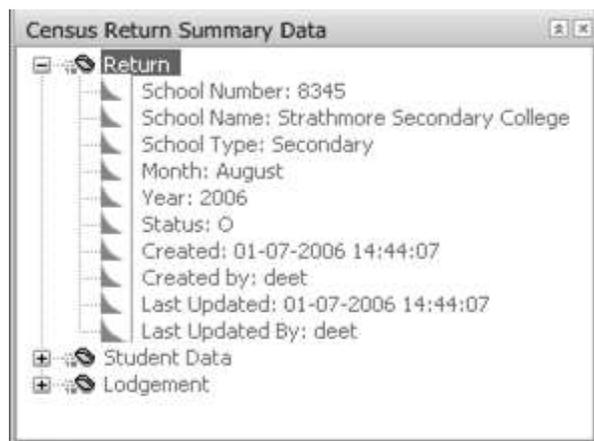


Figure 27. Census Return Summary Data – *Return* information items

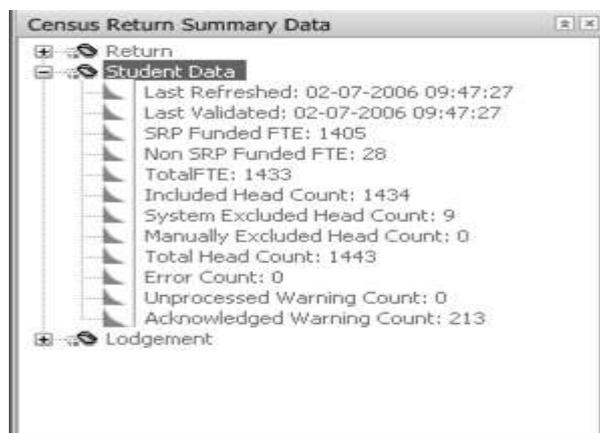


Figure 28. Census Return Summary Data – *Student Data* information items



Figure 29. Census Return Summary Data – Lodgement information items

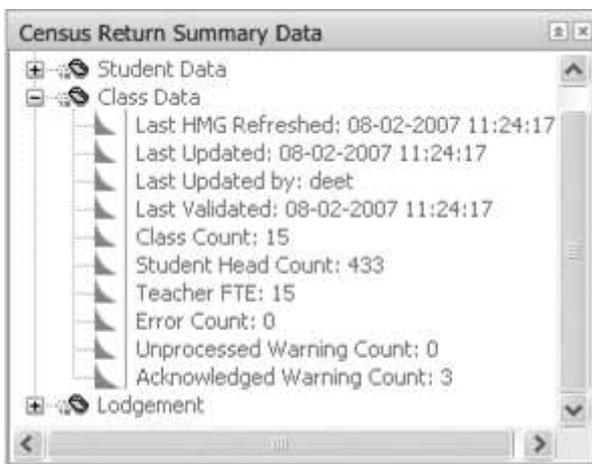


Figure 30. Census Return Summary Data – Class Data information items

For an open un-lodged census return, the Census Return Summary is updated each time the following events occur:

- a refresh of student data that brings in changes from CASES21;
- warnings are acknowledged; and
- students are manually excluded or included.

Please note that each time you perform a refresh or a new load, any previously expanded Census Return Summary Data folder will be collapsed and the individual information items won't be displayed. You will need to click on the respective folder to expand it and view the information items.

12 BASIC STEPS IN COMPLETING A CENSUS RETURN

The following steps are a basic set of instructions for producing the Student Enrolment Census return with the Census Application once your student details are up to date. This section should be **used in conjunction** with the relevant **Checklist** for a comprehensive list of tasks when completing a census return.

Step 1 Go to *Students | Census | Processes* and click on **Enrolment Census**. Click on the **Continue** button on the **Welcome** screen.

Ensure that the census day shown refers to the correct census you are about to start.

Step 2 Click on the **New Return** button

The New Return function creates a new census return folder under Census Returns using the date and number naming convention as detailed in Figure 4

Step 3 Click on the **Load Census Data** button on the **Main Application** window.

This will create a census return folder, load and validate the individual student data, and load (if any) error/warning information into the respective windows under **Census Return Details** for the current census. Refer [Section 4.2 Load Census Data](#)

Students with errors/ warnings will be shown by default at the top of the list of students and highlighted by an exclamation mark (!).

The generated list will include students flagged in CASES21 as Inactive or Future. These students are always system excluded from the census count. Students excluded from the census count will appear at the bottom of the student list.

Step 4 Click on the **Validation Report** button on the **Census Return Details** window.

The Validation report lists all the students that have either errors and/or warnings. Use this list to resolve any of the errors/ warnings. Incorrect data **must** be corrected on CASES21. The report can be viewed on screen or printed.

Once the initial errors/warnings have been acknowledged, then the **Lodge Census Return** button will remain activated. If there are any unresolved/unacknowledged CLASS errors/warnings when the Lodge Census Return button is clicked, then a user prompt appears, preventing any further continuation of the lodgement process until the errors/warnings are resolved.

Proceed to Step 7 if only warnings have been detected.

Step 5 **Resolve all errors first** then warnings. Amend CASES21 student records that have incorrect or out of date details.

Ensure that all errors are fixed first before looking at warnings. Any unresolved error will prevent you from printing draft reports. Generally, the following CASES21 formats will be used to amend student details: ST11001/ST11001T, STRE11001, ST11009, and ST11097.

Step 6 Click on the **Refresh Student Data** button on the **Census Return Details** window.

This process will update the individual student information from CASES21 with the corrected latest information. Please note that any manually excluded students will remain excluded after a refresh is performed. The status of students that were previously system

excluded may also change depending on the data changes. For example, a student who was changed from “Inactive” to “Active” would usually result in the student being included in the census count, when previously they were excluded.

Check the Validation report and ensure no errors before proceeding to Step 7.

Step 7 Click the **Acknowledge** box to resolve warnings in the Warnings/ Error window (if the relevant individual student data are correct).

Acknowledging the warnings means that the user is satisfied the information in question is correct and that no further follow up is required. Acknowledged warnings are not reset when a Refresh Student Data is performed. Acknowledged warnings are reset when a new Load Census Data is performed.

Step 8 Click the **Excluded** box to manually exclude a student from the census count.

Move the cursor to where the student appears on the list in the **Census Return Details** Data window and click the Excluded box. A prompt will then appear asking you to confirm that you intend to exclude the student. An example for using this feature would be to exclude a student who did not meet the attendance criteria for census.

Step 9 Click on the **Class** tab and begin building the class size data for a February census return. ***This step is only required for Primary, Pri/Sec and Secondary schools for the February School Census.***

Click on the **Generate Classes** button to create classes for students in years Prep to Year 10 based on the home group (if appropriate).

Click on the **Add Class** button to manually enter each class when home group is not appropriate for auto generating. You must ensure that the Class Id is unique when adding classes. Pri/Sec and Secondary schools will need to use the **Add Class** function to add their Year 11 and 12 classes.

Click on the **Edit Class** button to modify any details of a selected class.

When resubmitting a February School Census return, the **Import Classes** button can be used to populate the Class data window with classes that had been manually added in the last submitted census return. It is a useful option for schools to reduce the time to re-enter such classes.

Click on the **Delete** button to view and select the available delete options for deleting classes: **Delete All Generated Classes**, **Delete All Classes** and **Delete Selected Classes**.

Step 10 Click on **Draft Report** button to view and print the census reports in draft mode.

Click on the selection box for each report in the list to view or click on the Print icon to print all of the selected reports. It is important that the reports are scrutinised for accuracy to ensure the census return reflects the school’s level of enrolments on census day. Pay particular attention to the information displayed on the following reports:

February: Significant Absences Report, FTE Enrolment Summary, Part-time Students Report, SRP Certification Report, Class Size Return and Student Audit List

August: Student Profile FTE Summary, Part-time Students Report and Student Audit List

After viewing and printing the draft reports, close the window to return to the main application. The main application window remains locked if you have left the Draft Report window open/minimised.

Step 11 Click on the **Lodge Census Return** button to start the lodgement process after checking that all draft reports are correct.

A final refresh and validation of the **Census Return Details** will be carried out before the lodgement wizard appears. This may produce new errors/warnings that were not previously detected if CASES21 has been updated since the last refresh. Staff members who are responsible for preparing the census return need to be aware of changes being made to CASES21 as they may impact on their census return. The **Lodge Census Return** process will not begin if any new errors/warnings have been detected. When the lodgement wizard appears, simply complete each step successfully to complete the process.

Step 12 Endorse Final Census Reports

Final reports will be printed as part of the Lodge Census Return process. The reports should be checked thoroughly to ensure all details are accurate, signed and dated by the Principal and filed for Enrolment verification.

The electronic message file will also be created and the Census Student Data archived.

Electronic copies, in PDF format, will be saved to the default location, "P:\CASES\Census_Reports\".

Step 13 Follow steps 1-12 to resubmit a census return (if required).

A school may choose to resubmit if more up to date information has been received that affects a student's eligibility to be counted for census purposes. Any resubmission must be forwarded to the Central office **by no later than midday one week after census day.**

APPENDIX A: CENSUS STUDENT DATA SELECTION RULES

Students are counted for the census if they are enrolled on or before census day and are “active” in the school or have exited on or after census day.

The selection rules are complex but they are outlined below for the users’ information.

Rule 1

All students in the CASES21 Students (**ST**) table who have:

- a valid status of ACTIVE, LEAVING and LEFT;
- an enrolment date less than or equal to the census day; and
- an exit date greater than or equal to the census day (if the student has a status of LEFT).

These students are included in the census count.

Rule 2

All students in the CASES21 Re-enrolled Students (**STRE**) table who were NOT selected by rule 1 and have:

- a status of other than DEL for their current enrolment in the CASES21 Students (**ST**) table; and
- a previous enrolment in the CASES21 Re-enrolled Students (**STRE**) table with:
 - o an enrolment date less than or equal to the census day; and
 - o an exit date greater than or equal to the census day.

These students are included in the census count unless they have been manually excluded.

Rule 3

Students in the CASES21 Students (**ST**) table that were not selected by rule 1 or 2 that satisfy the **Mobility** condition. These students are generally excluded from the census count.

Rule 4

Students in the CASES21 Re-enrolled Students (**STRE**) table that were not selected by rule 1, 2 or 3 that satisfy the **Mobility** condition. These students are generally excluded from the census count.

Rule 5

Students in the CASES21 Students (**ST**) table with the status of INACTIVE or FUTURE but have an enrolment date less than or equal to census day.

These students are excluded from the census count.

APPENDIX B: CENSUS STUDENT DATA COLUMNS LIST

| Id | Column Heading | Table Column Name | Default Display |
|-----------|--------------------------|-----------------------------|------------------------|
| 1 | ! | | Y |
| 2 | Exd | | Y |
| 3 | Exclude_Type | | Y |
| 4 | Return Id | CENSUSRETURN | N |
| 5 | Source | C_SOURCE | Y |
| 6 | STKEY | STKEY | Y |
| 7 | Registration | REGISTRAION | N |
| 8 | Surname | SURNAME | Y |
| 9 | First Name | FIRST_NAME | Y |
| 10 | Second name | SECOND_NAME | N |
| 11 | Gender | GENDER | Y |
| 12 | Age 1 st Jan | C_AGE_1 st _JAN | N |
| 13 | Age 1 st July | C_AGE_1 st _JULY | N |
| 14 | First Australian School | AUSSIE_SCHOOL | Y |
| 15 | Date of Birth | BIRTHDATE | Y |
| 16 | Disability | DISABILITY | N |
| 17 | Disability Id | DISABILITY_ID | N |
| 18 | Enrol Date | ENTRY | Y |
| 19 | Status | STATUS | Y |
| 20 | HMG | HOME_GROUP | Y |
| 21 | Validated Home Group | KGC_HOME_GROUP | N |
| 22 | Home Language | HOME_LANG | Y |
| 23 | Validated Language | KGL_ASCL | N |
| 24 | Immunised | IMMUNIZE | N |
| 25 | Koorie | KOORIE | N |
| 26 | Mobility | C_MOBILITY | Y |
| 27 | SRP Funded | SGB_FUNDED | N |
| 28 | Birth Country | BIRTH_COUNTRY | N |
| 29 | Country Code | KGT_SACC | N |
| 30 | Country Desc | KGT_DESCRIPTION | Y |
| 31 | English Speaking | KGT_ENGLISH_SPEAKING | N |

| Id | Column Heading | Table Column Name | Default Display |
|-----------|---|---------------------------------|------------------------|
| 32 | Resident Status | RESIDENT_STATUS | Y |
| 33 | Permanent Basis | PERMANENT_BASIS | Y |
| 34 | Visa Subclass | VISA_SUBCLASS | Y |
| 35 | Visa Statistical Code | VISA_STAT_CODE | Y |
| 36 | Validated Visa Subclass | KCV_VISA_SUBCLASS | N |
| 37 | Visa SRP Funded | KCV_SGB_FUNDED | N |
| 38 | Visa Check Stat Code | KCV_CHECK_STAT_CODE | N |
| 39 | Visa Residency Status | KCV_VISA_RESIDENCY | N |
| 40 | Census SRP Status | C_SRP_STATUS | Y |
| 41 | Exit Date | EXIT_DATE | Y |
| 42 | School Year Number | KCY_NUM_EQVT | N |
| 43 | School Year | SCHOOL_YEAR | Y |
| 44 | Validated School Year | KCY_KCYKEY | N |
| 45 | Living Arrangements | LIVING_ARR | N |
| 46 | Arranged Care | C_LIVING_ARR | N |
| 47 | Previous School | PREVIOUS_SCHOOL | N |
| 48 | Previous School Entity | SKGS_PREVIOUS_SCHOOL_ENTI TY | N |
| 49 | Previous School ID | SKGS_PREVIOUS_SCHOOL_ID | N |
| 50 | Feeder Entity | C_FEEDER_ENTITY | N |
| 51 | Feeder ID | C_FEEDER_SCHOOL_NUMBER | N |
| 52 | Feeder name | C_FEEDER_SCHOOL_NAME | N |
| 53 | Campus | CAMPUS | N |
| 54 | Campus Name | SCI_CAMPUS_NAME | N |
| 55 | School Type | SCI_SCHOOL_TYPE | N |
| 56 | Family | FAMILY | N |
| 57 | Relation Adult A | RELATION_A01 | N |
| 58 | Sex Adult A | DF_GENDER_A | N |
| 59 | Surname Adult A | DF_SURNAME_A | N |
| 60 | Title Adult A | DF_TITLE_A | N |
| 61 | Name Adult A | DF_NAME_A | N |
| 62 | Birth Country Adult A | DF_BIRTH_COUNTRY_A | N |
| 63 | SACC Code Adult A | DF_KGT_SACC_A | N |
| 64 | Birth Country Desc. Adult A | DF_KGT_DESCRIPTION_A | Y |
| 65 | Birth Country English Speak. Adult A | DF_KGT_ENGLISH_SPEAKING_A | N |

| Id | Column Heading | Table Column Name | Default Display |
|-----------|---|---------------------------|------------------------|
| 66 | Occupation Status Group Adult A | DF_OCCUP_STATUS_A | N |
| 67 | Gender Adult B | DF_GENDER_B | N |
| 68 | Surname Adult B | DF_SURNAME_B | N |
| 69 | Title Adult B | DF_TITLE_B | N |
| 70 | Name Adult B | DF_NAME_B | N |
| 71 | Birth Country Adult B | DF_BIRTH_COUNTRY_B | N |
| 72 | Birth Country English Speak. Adult B | DF_KGT_ENGLISH_SPEAKING_B | N |
| 73 | SACC Code Adult B | DF_KGT_SACC_B | N |
| 74 | Birth Country Desc. Adult B | DF_KGT_DESCRIPTION_B | Y |
| 75 | Occupation Status Adult B | DF_OCCUP_STATUS_B | N |
| 76 | SFO | C_FAM_OCCUPATION | Y |
| 77 | Language Background not English | C_LBOTE | N |
| 78 | Year to date absence days | C_YTD_ABSENCE | N |
| 79 | Census Day Attend | C_CENSUSDAY | N |
| 80 | Year to date approved absence days | C_YTD_APPROVED | N |
| 81 | Last absence date | C_LAST_ABS_DAY | N |
| 82 | Start of school year | C_START_SCHOOL_YEAR | N |
| 83 | Eligible school days | C_ELIGIBLE_S_DAYS | N |
| 84 | Fulltime status | FULLTIME | N |
| 85 | SGB Time Fraction | SGB_TIME_FRACTION | Y |
| 86 | 1 st PTSchool | STPT_SCHL_NUM01 | N |
| 87 | 1 st PT School Entity | SKGS_STPT_ENTITY01 | N |
| 88 | 1 st PT School ID | SKGS_STPT_SCHOOL_ID01 | N |
| 89 | 1 st PT School Name | SKGS_STPT_SCHOOL_NAME01 | N |
| 90 | 1 st PT School Time Fraction | STPT_SGB_TIME_FRACTION01 | N |
| 91 | 2 nd PTSchool | STPT_SCHL_NUM02 | N |
| 92 | 2 nd PT School Entity | SKGS_STPT_ENTITY02 | N |
| 93 | 2 nd PT School ID | SKGS_STPT_SCHOOL_ID02 | N |
| 94 | 2 nd PT School Name | SKGS_STPT_SCHOOL_NAME02 | N |
| 95 | 2 nd PT School Time Fraction | STPT_SGB_TIME_FRACTION02 | N |
| 96 | 3 rd PTSchool | STPT_SCHL_NUM03 | N |
| 97 | 3 rd PT School Entity | SKGS_STPT_ENTITY03 | N |
| 98 | 3 rd PT School ID | SKGS_STPT_SCHOOL_ID03 | N |
| 99 | 3 rd PT School Name | SKGS_STPT_SCHOOL_NAME03 | N |

| Id | Column Heading | Table Column Name | Default Display |
|-----------|---|---------------------------|------------------------|
| 100 | 3 rd PT School Time Fraction | STPT_SGB_TIME_FRACTION03 | N |
| 101 | 4 th PTSchool | STPT_SCHL_NUM04 | N |
| 102 | 4 th PT School Entity | SKGS_STPT_ENTITY04 | N |
| 103 | 4 th PT School ID | SKGS_STPT_SCHOOL_ID04 | N |
| 104 | 4 th PT School Name | SKGS_STPT_SCHOOL_NAME04 | N |
| 105 | 4 th PT School Time Fraction | STPT_SGB_TIME_FRACTION04 | N |
| 106 | Postcode | POSTCODE | N |
| 107 | International ID | INTERNATIONAL_ST_ID | N |
| 108 | Repeat | REPEAT | N |
| 109 | Immunisation Certificate Status | IMMUNIZE_CERT_STATUS | N |
| 110 | Main LOTE Student | LOTE_HOME_CODE | N |
| 111 | Main LOTE Adult A | DF_LOTE_HOME_CODE_A | N |
| 112 | Validated Main LOTE Adult A | DF_KGL_LOTE_HOME_ASCL_A | N |
| 113 | Main LOTE Desc Adult A | DF_KGL_LOTE_DESCRIPTION_A | N |
| 114 | Main LOTE Adult B | DF_LOTE_HOME_CODE_B | N |
| 115 | Validated Main LOTE Adult B | DF_KGL_LOTE_HOME_ASCL_B | N |
| 116 | Main LOTE Desc Adult B | DF_KGL_LOTE_DESCRIPTION_B | N |
| 117 | LBOTE (MCEETYA) Flag | C_LBOTE_MCEETYA | Y |
| 118 | VSN | VSN | N |
| 119 | DF_SCH_ED_A | DF_SCH_ED_A | N |
| 120 | DF_SCH_ED_B | DF_SCH_ED_B | N |
| 121 | DF_NON_SCH_ED_A | DF_NON_SCH_ED_A | N |
| 122 | DF_NON_SCH_ED_B | DF_NON_SCH_ED_B | N |
| 123 | ADDRESS_B | ADDRESS_B | N |
| 124 | ADDRESS_C | ADDRESS_C | N |

APPENDIX C: HINTS FOR RESOLVING STUDENT ERRORS & WARNINGS

Please note that any error shown with an asterisk (e.g. *Error01) indicates that the error is unlikely to occur given that the current CASES21 schema prevents them from occurring. If such an error is detected by the CASES21 Census Application, then it could be due to corrupt data. Initially, try the suggested hint in the table below to resolve the error.

Please use the [Service Gateway](#) as the preferred option for seeking assistance if you are unable to update a screen field in CASES21 to resolve this error.

| Error/Warning | Short Description | Detailed Description | Suggested Hint |
|---------------|--|--|--|
| *Error01 | Student must be recorded against a valid campus. | Please ensure that the student is recorded against a valid campus in CASES21. | If source of student data is ST use CASES21 format ST11001/ ST11001T and assign the student to a valid home group. Note that CASES21 assigns the campus when the student is allocated to a valid home group. If source of student data is STRE use CASES21 format STRE11001 and go to the Details tab screen. |
| *Error02 | Student must have a surname entered. | Please enter the student's surname in CASES21. | Use CASES21 format ST11001/ ST11001T. |
| *Error03 | Student must have a first name entered. | Please enter the student's first name in CASES21. | Use CASES21 format ST11001/ ST11001T and go to the Details tab screen. Enter the student's first name and save the record. |
| *Error04 | Student's gender must be M or F. | Please enter a valid gender for the student in CASES21. Valid gender codes are M and F. | Use CASES21 format ST11001/ ST11001T and go to the Details tab screen. Select the correct gender from the drop down list. |
| *Error05 | Student must have a date of birth entered. | Please enter the correct date of birth for the student in CASES21. | Use CASES21 format ST11001/ ST11001T. |
| *Error06 | Student must have an enrolment date entered. | Please enter the student's enrolment date in CASES21. | If source of student data is ST use CASES21 format ST11001/ ST11001T or ST11097 (Past Student) and go to the Details tab screen. If source of student data is STRE use CASES21 format STRE11001 and go to Details tab screen. |
| *Error07 | Student must have a date of first enrolment in an Australian school entered. | Please enter the student's date of first enrolment in an Australian school in CASES21. | Use CASES21 format ST11001/ ST11001T and go to the School tab screen. |
| *Error08 | Date of first enrolment in an Australian School must be after student's date of birth. | The student has a date of first enrolment in an Australian School before their date of birth. The date of first enrolment in an Australian school must be after the student's date of birth. | Use CASES21 format ST11001/ ST11001T and go to the Details and/or the School tab screen depending which date is in error. |

| Error/Warning | Short Description | Detailed Description | Suggested Hint |
|---------------|---|--|--|
| | | Please check and correct the relevant dates in CASES21. | |
| *Error09 | Date of first enrolment in an Australian School must be on or prior to the student's enrolment date at this school. | The student has a date of first enrolment in an Australian School that is after the enrolment date at this school. The date of first enrolment in an Australian school must be on or before the enrolment date at this school. Please check and correct the relevant dates in CASES21. | Use CASES21 format ST11001/ ST11001T and go to the Details and/or the School tab screen depending which date is in error. |
| *Error10 | Student must have a valid status entered. | Please ensure that a valid status for the student is recorded in CASES21. Valid student status codes are ACTV, FUT, INAC, LVNG and LEFT. Students whose data is retrieved from STRE, have their status defaulted to LEFT. | Use CASES21 format ST11001/ ST11001T and go to the Details tab screen and select the correct status from the drop down list. |
| *Error11 | Student has a status of LEFT but does not have an exit date. | The student has a status of LEFT but no exit date has been entered. Please enter an exit date for the student in CASES21. If the source column indicates STRE then use the CASES21 format STRE11001, otherwise if the source is ST then use format ST11097. | If the source column indicates STRE then use the CASES21 format STRE11001 and go to the Details tab screen. Otherwise, if the source is ST then use format ST11097 and go to the Student Exit Details tab screen. |
| *Error12 | Exit date is not expected as the student does not have a status of LEFT. | Only students that have a status of LEFT have an exit date. Try to exit the student using CASES21 format ST11020. Set the status of the student to LEFT to see if the exit date value appears. If so, change the status back to ACTV which should then delete the exit date. Please contact the DET Service Desk to resolve this problem if it persists. | Try to exit the student using CASES21 format ST11020. Set the status of the student to LEFT to see if the exit date value appears. If so, change the status back to ACTV which should then delete the exit date. |
| *Error13 | Exit date must be after enrolment date. | Student has been exited but the exit and enrolment dates recorded in CASES21 are inconsistent. The student's exit date must be on or after their enrolment date. Please check and correct the student's enrolment date and/or exit details. | If the source is STRE then use CASES21 format STRE11001 and go to the Details tab screen to correct dates. If the source is ST then try to change the exit date by using format ST11020 or ST11097 (Student Exit Details tab screen). |

| Error/ Warning | Short Description | Detailed Description | Suggested Hint |
|---------------------------|--|---|--|
| Error14 | Student is recorded as a future student but their enrolment date has passed. | The student has an enrolment date in the past and or on the current census day, but their status is still set as 'FUT' in CASES21. Please set the student status to 'ACTV' or correct the enrolment date to a future date in CASES21. | Use CASES21 format ST11001/ ST11001T and go to the Details tab screen. If the student has attended then select the status of ACTIVE from the drop down list OR update the enrolment date if the student has yet to commence. If the student is no longer expected to attend the school then the student should be deleted. |
| *Error15 | Student must have a valid year level entered. | Please select a valid year level for the student in CASES21. Valid year levels are defined in CASES21 KCY11001. | Use CASES21 format ST11001/ ST11001T or St11097 and go to the Details tab screen. Select the correct year level from the drop down list. |
| Error16 | Student is enrolled in Year 7 and must have valid previous school information entered. | The student is indicated as being a Year 7 student at your school. Feeder school details for Year 7 students are required for reporting purposes. Please ensure that the previous school information is selected via the previous school drop down list in CASES21. | Use CASES21 format ST11001/ ST11001T and go to the School tab screen. For the screen field "Previous school", select the correct school from the drop down list. If the previous school is unknown then select "UNKNOWN" from the drop down list. |
| *Error17 | Student's full time status must be Y or N. | The student has an invalid value recorded for full time status. Valid settings for full time status are Y or N. Please correct the student's full time status in CASES21. | Use CASES21 format ST11001/ ST11001T and go to the School tab screen. If the student has exited then use CASES21 format ST11097 and go to the Details tab screen. Enter Y or N for the Full time status and save the record. |
| *Error18 | Student is recorded as part-time but has one or more invalid time fractions. | The student's full time status is set to N but one or more of their time fractions are outside the accepted range of > 0 and < 1. Please correct the student's time fraction details in CASES21. | Use CASES21 format ST11001/ ST11001T and go to the School tab screen. If the student has exited then use CASES21 format ST11097 and go to the Details tab screen. Click on the "Part-time details" daisy chain to go to the Part Time Enrolment tab screen. Check and correct the SRP Fraction values recorded against each shared school and the home school. |
| *Error19 | Student is recorded as being shared across other schools but the time fractions add up to more than 1. | Please check the student's time fractions at each school and ensure that together they add up to no more than 1. | Use CASES21 format ST11001/ ST11001T and go to the School tab screen. If the student has exited then use CASES21 format ST11097 and go to the Details tab screen. Click on the "Part-time details" daisy chain to go to the Part Time Enrolment tab screen. Check and correct the SRP Fraction values recorded against each shared school and the home school. |
| *Error20 | Student must have a valid disability status of Y, N or blank. | An invalid disability status has been entered for this student. Please ensure that the student's disability status is set to a valid value in CASES21. | Use CASES21 format ST11001/ ST11001T and go to the Medical tab screen. Select a valid value for the screen field Disability from the drop down list. |

| Error/ Warning | Short Description | Detailed Description | Suggested Hint |
|-------------------|---|--|--|
| *Error21 | Student has a disability id recorded but is not indicated as having a disability. | This student is not indicated as having a disability, but a disability id has been entered. Please indicate that this student is disabled, or alternatively, remove the disability id in CASES21. To erase the disability id you will need to set the disability field to Y and then to N. | Use CASES21 format ST11001/ ST11001T and go to the Medical tab screen. Set the screen field Disability to Y and then to N to erase the Disability Id. Contact your Regional Student Wellbeing Manager for questions regarding disability identification numbers. |
| *Error22 | Student must have a valid immunisation status. | Students in Primary, Pri/Sec or Special schools must have valid immunisation details recorded in CASES21. Please select a valid immunisation status for the student in CASES21. Valid immunisation status codes are (P)artial, (C)omplete, (U)ncertain or blank. | Use CASES21 format ST11001/ ST11001T and go to the Medical tab screen. Select a valid value for the screen field Immunisation status from the drop down list. |
| *Error23 | Student must have a valid country of birth. | The student's country of birth does not appear in the selection list of valid countries. Please select a valid country of birth for the student from the selection list in CASES21. The system will assign the selected country's SACC (Standard Australian Classification of Countries) code to the student. Valid countries are defined in CASES21 KGT11001. | Use CASES21 format ST11001/ ST11001T and go to the Demographics tab screen. If the student has exited then use CASES21 format ST11097 and go to the Details tab screen. Select a valid value for the student's Country of Birth from the drop down list. CASES21 will assign the selected country's SACC (Standard Australian Classification of Countries) code to the student. |
| *Error24 | Student must have a valid home language. | The student's home language does not appear in the selection list of valid languages. Please select a valid home language for the student from the selection list in CASES21. The system will assign the selected language ASCL (Australian Standard Classification of languages) code to the student. Valid languages are defined in CASES21 KGL11001. | Use CASES21 format ST11001/ ST11001T and go to the Family tab screen. Click on the "Primary family" daisy chain and go to the screen field "Main language spoken at home" which appears near the bottom of the screen. Select a valid value from the drop down list of languages. CASES21 will assign the selected language ASCL (Australian Standard Classification of Languages) code to the student's primary family. |
| Error25 | Details are incomplete for Adult A in the student's primary family. | Please ensure that the Title, Name, Surname and Gender are entered for Adult A (primary family) in CASES21. If the student is an independent student, then the student's details must be recorded for Adult A (primary family). | Use CASES21 format ST11001/ ST11001T and go to the Family tab screen. If the student has exited then use CASES21 format ST11097 and go to the Family tab screen. Click on the "Primary family" daisy chain. Check and complete the details of Adult A. If the student is an independent student, then the student's details must be recorded for Adult A. |

| Error/ Warning | Short Description | Detailed Description | Suggested Hint |
|-------------------|---|---|--|
| *Error26 | Country of birth must be valid for Adult A in the student's primary family. | The country of birth for Adult A (primary family) does not appear in the selection list of valid countries in CASES21. Please select a valid country of birth for Adult A (primary family) from the selection list in CASES21. The system will assign the selected country's SACC (Standard Australian Classification of Countries) code. Valid countries are defined in CASES21 KGT11001. If you do not know Adult A's country of birth, please select UNKNOWN. | <p>Use CASES21 format ST11001/ ST11001T and go to the Family tab screen.</p> <p>If the student has exited then use CASES21 format ST11097 and go to the Family tab screen.</p> <p>Click on the "Primary family" daisy chain and go to the screen field "Country of birth" for Adult A. Select a valid value from the drop down list of countries. CASES21 will assign the selected country's SACC (Standard Australian Classification of Countries) code to Adult A.</p> |
| Error27 | Details are incomplete for Adult B in the student's primary family. | Adult B in the student's primary family has incomplete details. One or more of the following details are missing: Gender, Surname, Name and Title. Please check the details for Adult B (primary family) and make any necessary updates in CASES21. | <p>Use CASES21 format ST11001/ ST11001T and go to the Family tab screen.</p> <p>If the student has exited then use CASES21 format ST11097 and go to the Family tab screen.</p> <p>Click on the "Primary family" daisy chain. If Adult B is part of the primary family, then complete the missing details including Title, First Name, Surname and Gender. Otherwise, remove Adult B by deleting the existing details.</p> |
| Error28 | Country of birth is not expected for Adult B in the student's primary family. | Personal details have not been entered for Adult B in the student's primary family but the country of birth has been entered in CASES21. Please remove the country of birth or ensure completed Adult B (primary family) information is entered in CASES21, including Title, Name, Surname and Gender. | <p>Use CASES21 format ST11001/ ST11001T and go to the Family tab screen.</p> <p>If the student has exited then use CASES21 format ST11097 and go to the Family tab screen.</p> <p>Click on the "Primary family" daisy chain. If Adult B is part of the primary family, then complete the missing details including Title, First Name, Surname and Gender. Otherwise, remove Adult B by deleting the existing details.</p> |
| *Error29 | Country of Birth must be valid for Adult B in the student's primary family. | Personal details have been entered for Adult B in the student's primary family but the country of birth does not appear in the selection list of valid countries in CASES21. Please select a valid birth country for Adult B from the selection list of valid countries in CASES21. The system will assign the selected country's SACC (Standard Australian Classification of Countries) code. Valid countries are defined in CASES21 KGT11001. Select UNKNOWN if you do not know Adult B's country of birth. | <p>Use CASES21 format ST11001/ ST11001T and go to the Family tab screen.</p> <p>If the student has exited then use CASES21 format ST11097 and go to the Family tab screen.</p> <p>Click on the "Primary family" daisy chain and go to the screen field "Country of birth" for Adult B. Select a valid value from the drop down list of countries. CASES21 will assign the selected country's SACC (Standard Australian Classification of Countries) code to Adult B. Select UNKNOWN if you do not know Adult B's country of birth.</p> |

| Error/Warning | Short Description | Detailed Description | Suggested Hint |
|---------------|--|--|--|
| Error30 | Occupation status group is not expected for Adult B in the student's primary family. | Personal details have not been entered for Adult B (primary family) but the occupation status group has been entered in CASES21. Please remove the occupation status group for Adult B or ensure completed Adult B information is entered including Title, First Name, Surname and Gender in CASES21. | Use CASES21 format ST11001/ ST11001T and go to the Family tab screen. If the student has exited then use CASES21 format ST11097 and go to the Family tab screen. Click on the "Primary family" daisy chain. Please log a call with the Service Desk via the Service Gateway |
| *Error31 | Student's resident status must be P or T. | Please select a valid resident status for this student in CASES21. Valid resident status must be (P)ermanent or (T)emporary. | Use CASES21 format ST11001/ ST11001T and go to the Demographics tab screen. Select a valid resident status from the drop down list. |
| *Error32 | Student's basis of Australian residency must be P, A or E. | The student is indicated as having a resident status of permanent in CASES21 but has an invalid basis of Australian residency. Please enter a valid basis of Australian residency in CASES21. Valid values for basis of Australian residency are (E)ligible for Australian Passport, hold an (A)ustralian Passport or (P)ermanent Visa. | Use CASES21 format ST11001/ ST11001T and go to the Demographics tab screen. Select a valid basis of Australian residency from the drop down list. Save the record. |
| *Error33 | Basis of Australian residency information was not expected as student is a temporary resident. | This student is recorded as being a temporary resident in CASES21 with basis of Australian residency details also recorded. Please remove any details entered for basis of Australian residency in CASES21. | Use CASES21 format ST11001/ ST11001T and go to the Demographics tab screen. Try changing the resident status from T to P and then back to T. Remember to note the visa details as you will have to re-enter them. The visa details will disappear when the resident status is changed from T to P. |
| *Error34 | Student must have valid permanent visa details entered. | The student requires a valid permanent visa subclass to be entered in CASES21 because their resident status is permanent and their basis of Australian residency is a permanent visa. Please ensure that a valid permanent visa subclass is selected in CASES21. Valid permanent visa subclasses can be selected from the drop down list in CASES21. | Use CASES21 format ST11001/ ST11001T and go to the Demographics tab screen. Ensure that the resident status is P and the basis of Australian residency is also P. Select the correct visa subclass from the drop down list and save the record. |
| *Error35 | Student must have a valid temporary visa subclass. | The student is recorded as a temporary resident in CASES21, but either no visa subclass has been entered, or the temporary visa subclass is not valid. Please select a valid temporary visa subclass in CASES21. Valid temporary visa subclasses can be selected from the drop down list in CASES21. | Use CASES21 format ST11001/ ST11001T and go to the Demographics tab screen. Ensure that the resident status is T. Select the correct visa subclass from the drop down list, and if required, enter a statistical code and expiry date then save the record. |

| Error/ Warning | Short Description | Detailed Description | Suggested Hint |
|-----------------------|---|--|---|
| *Error36 | Student has a visa subclass entered that is not required. | The student has a visa subclass entered in CASES21, but does not require one as they are a permanent resident that holds or is eligible to hold an Australian passport. To resolve this you may need to set the student to a temporary resident and then reset them back to a permanent resident in CASES21. | Use CASES21 format ST11001/ ST11001T and go to the Demographics tab screen. Try changing the resident status from P to T then back to P. This should delete the visa subclass. |
| *Error37 | Student on this temporary residency visa requires a visa statistical code. | The student's temporary visa details indicate that a statistical code is required. Please enter the visa statistical code of the student in CASES21. The statistical code can be found on the actual visa. | Use CASES21 format ST11001/ ST11001T and go to the Demographics tab screen. Try changing the resident status from T to P then back to T. Select the correct visa subclass from the drop down list. If the visa statistical code field is present, then enter the required statistical code and expiry date. Save the record. |
| *Error38 | Student does not require a visa statistical code. | This student has a visa statistical code entered in CASES21 but according to the visa subclass it is not required. Please remove the visa statistical code in CASES21. | Use CASES21 format ST11001/ ST11001T and go to the Demographics tab screen. Try changing the resident status from T to P then back to T. Select the correct visa subclass from the drop down list. Save the record. |
| *Error39 | Student has a temporary residency visa subclass that makes them ineligible for SRP funding. | This student is set as "Eligible for SRP funding" = Y but their temporary residency visa subclass indicates that they are not eligible for SRP funding. Please confirm the visa details and amend the SRP funding status in CASES21. | Use CASES21 format ST11001/ ST11001T and go to the Demographics tab screen. Check that the visa details are correct. If visa details are correct then go to the Finance tab screen and change the "eligible for SRP funding" screen field to N. If the visa details are incorrect then amend them accordingly. Please ensure that the funding status is correctly set, and where necessary, reflects advice received from the International Division. |
| *Error40 | Student has a visa subclass and statistical code that makes them ineligible for SRP funding. | Student is a temporary resident with a visa subclass and statistical code combination entered in CASES21 that makes them ineligible for SRP funding. The second digit of the visa statistical code contains a 4 or 9 (eg. S043), which identifies this student as a fee paying overseas student. Please ensure the visa details are correct and/or amend the SRP funding status to N in CASES21. | Use CASES21 format ST11001/ ST11001T and go to the Demographics tab screen. Check that the visa details are correct. If visa details are correct then go to the Finance tab screen and change the "eligible for SRP funding" screen field to N. If the visa details are incorrect then amend them accordingly. Please ensure that the funding status is correctly set, and where necessary, reflects advice received from the International Division. |
| *Error41 | Student's SRP funding status is invalid but should be N as visa details entered make them ineligible for SRP funding. | This student's visa details indicate that their SRP funding status must be set to N. Please amend the SRP funding status or visa details in CASES21. | Use CASES21 format ST11001/ ST11001T, go to the Finance tab screen. Check the "Eligible for SRP funding" screen field, set it to N and save the record. |
| *Error42 | Student's SRP funding status must be Y or N. | This student has visa details recorded but their SRP funding status is invalid. Please amend | Use CASES21 format ST11001/ ST11001T, go to the Demographics tab screen to check the visa details. If the visa details are correct then go to the Finance tab screen. Check the "Eligible for SRP |

| Error/Warning | Short Description | Detailed Description | Suggested Hint |
|---------------|--|---|--|
| | | the SRP funding status or visa details in CASES21. | funding" screen field and try to set it to Y or N (whichever is the correct status for the particular student). |
| *Error43 | Student must have a valid indigenous background. | Please select a valid value for indigenous background from the drop down list in CASES21. Valid values for indigenous background are (N)no Indigenous Background, (K)Aboriginal, (T) Torres Strait Islander, (B) Other Aboriginal/TSI, or (U) unknown/Not Stated. | Use CASES21 format ST11001/ ST11001T, go to the Demographics tab screen to check the Indigenous Background screen field. Select a valid value from the drop down list and save the record. |
| Error44 | Student's Main LOTE spoken at home is invalid | The student requires a valid value to be entered on CASES21 for the Main LOTE spoken at home. Please ensure you select a valid language for the Main LOTE spoken at home from the drop down list in CASES21. | Use CASES21 format ST11001/ ST11001T and go to the Demographics tab screen. If the student has exited then use CASES21 format ST11097 and go to the Details tab screen. Go to the screen field "Main LOTE Spoken at Home". If only English is spoken at home then select N. Otherwise, if a LOTE is spoken at home then select Y and then select a valid value from the drop down list of languages. CASES21 will assign the selected language ASCL (Australian Standard Classification of Languages) code to Adult A. Select UNKNOWN if you do not know the LOTE for the student. |
| Error45 | Main LOTE spoken at home must be valid for Adult A in the student's primary family | The Main LOTE spoken at home for Adult A (primary family) does not appear in the selection list of valid languages in CASES21. Please select a valid language for Adult A (primary family) from the selection list in CASES21. The system will assign the selected language ASCL (Australian Standard Classification of Languages) code. Valid languages are defined in CASES21 KGL11001. | Use CASES21 format ST11001/ ST11001T and go to the Family tab screen. If the student has exited then use CASES21 format ST11097 and go to the Family tab screen. Click on the "Primary family" daisy chain and go to the screen field "Main LOTE Spoken at Home" for Adult A. If only English is spoken at home then select N. Otherwise, if a LOTE is spoken at home then select Y and then select a valid value from the drop down list of languages. CASES21 will assign the selected language ASCL (Australian Standard Classification of Languages) code to Adult A. Select UNKNOWN if you do not know the LOTE for Adult A. |
| Error46 | Main LOTE spoken at home is not expected for Adult B in the student's primary family | Personal details have not been entered for Adult B in the student's primary family but the Main LOTE spoken at home has been entered in CASES21. Please remove the Main LOTE spoken at home or ensure completed Adult B (primary family) information is entered in CASES21, including Title, Name, Surname and Gender. | Use CASES21 format ST11001/ ST11001T and go to the Family tab screen. If the student has exited then use CASES21 format ST11097 and go to the Family tab screen. Click on the "Primary family" daisy chain. It is unclear whether Adult B is part of the primary family as not all of their details have been entered. If the primary family has an Adult B then complete the missing information such as Title, Surname, First Name, Gender etc. |

| Error/ Warning | Short Description | Detailed Description | Suggested Hint |
|-------------------|--|---|---|
| Error47 | Main LOTE spoken at home must be valid for Adult B in the student's primary family | The Main LOTE spoken at home for Adult B (primary family) does not appear in the selection list of valid languages in CASES21. Please select a valid language for Adult B (primary family) from the selection list in CASES21. The system will assign the selected language ASCL (Australian Standard Classification of Languages) code. Valid languages are defined in CASES21 KGL11001. | <p>Use CASES21 format ST11001/ ST11001T and go to the Family tab screen.</p> <p>If the student has exited then use CASES21 format ST11097 and go to the Family tab screen.</p> <p>Click on the "Primary family" daisy chain and go to the screen field "Main LOTE Spoken at Home" for Adult B. If only English is spoken at home then select N. Otherwise, if a LOTE is spoken at home then select Y and then select a valid value from the drop down list of languages. CASES21 will assign the selected language ASCL (Australian Standard Classification of Languages) code to Adult B.</p> <p>Select UNKNOWN if you do not know the LOTE for Adult B.</p> |
| Warning01 | Student's age at 1st January is less than 4 years and 8 months. | A date of birth has been entered for the student which indicates that the student is outside the age range that is funded through the SRP. Students must be 4 years and 8 months old to be eligible for enrolment unless approval has been granted by the Regional Director. Please check and correct the student's date of birth or SRP funding status in CASES21. Otherwise, you may acknowledge this warning if you have received authorisation from the Regional Director to enrol this student. | Acknowledge the warning if the age is correct and approval has been granted by the Regional Director. If the age is incorrect then amend the date of birth using CASES21 format ST11001/ ST11001T and the Details tab screen. |
| Warning02 | Student is indicated as having a disability but does not have a valid disability id. | Student is indicated as having a disability and should have a valid disability id in CASES21. Please confirm whether the student has a disability and, if so, enter a valid disability id in CASES21. If the student does not have a disability, then amend the disability flag to N in CASES21. Otherwise, you can acknowledge this warning if you have not yet obtained a disability id in time for this census. If you choose to acknowledge this warning, please note that the student will not appear on the Disability Report. Contact your Regional Student Wellbeing Manager for questions regarding disability id numbers. | Use CASES21 format ST11001/ ST11001T, go to the Medical tab screen to check the Disability Id screen field. Enter a valid 5 digit for the Disability Id screen field. Check with your Regional Student Wellbeing Manager for questions regarding disability identification numbers. |

| Error/ Warning | Short Description | Detailed Description | Suggested Hint |
|-------------------|--|--|--|
| Warning03 | Occupation Status group is not valid for Adult A in the student's primary family. | Adult A in the student's primary family does not have a valid occupation status group entered in CASES21 and the student is not indicated as being independent. Valid occupation status groups can be selected via the drop down list in CASES21. You may acknowledge this warning to continue. If you choose to continue, the occupation status group of (A) will be assigned to Adult A when calculating the Student Family Occupation Status group. | Use CASES21 format ST11001/ ST11001T and go to the Family tab screen. Click on the "primary family" daisy-chain and check the occupation status group screen field for Adult A. Select the correct occupation status group from the drop down list. Select "U" for unknown if you do not know the occupation status group for Adult A. Otherwise, you may choose to acknowledge the warning to continue. |
| Warning04 | Occupation Status group is not valid for Adult B in the student's primary family. | Adult B in the student's primary family has details entered in CASES21, but Adult B does not have a valid occupation status group entered. Valid occupation status groups can be selected via the drop down list in CASES21. You may acknowledge this warning to continue. If you choose to continue, the occupation status group of (A) will be assigned to Adult B when calculating the Student Family Occupation Status group. | Use CASES21 format ST11001/ ST11001T and go to the Family tab screen. Click on the "primary family" daisy-chain and check the occupation status group screen field for Adult B. Select the correct occupation status group from the drop down list. Select "U" for unknown if you do not know the occupation status group for Adult B. Otherwise, you may choose to acknowledge the warning to continue. |
| Warning05 | Student is not allocated to a valid home group. | Please check the student's home group details and allocate student to a valid home group in CASES21. Valid home group details are required for class size return generation for students in year levels up to and including Year 10. Class size information is only relevant for the February School Census. Valid home groups are defined in KGC11001. You may acknowledge this warning to continue. | This is more relevant to the class size return of the February School Census, in particular, students in Prep to Year 10. Schools have the option to automatically create classes based on home groups. Use CASES21 format ST11001/ ST11001T and go to the Details tab screen. Select a valid home group from the drop down list to which the student belongs in. |
| Warning06 | Student and primary family members are born in an English speaking country but home language is not English or Aboriginal. | The countries of birth of the student and primary family members are English speaking but the home language is not English or Aboriginal. Please check the country of birth for the student and primary family members and their home language to ensure they are correct. You may acknowledge this warning to continue if the information is correct. | Use CASES21 format ST11001/ ST11001T and go to the Demographics and Family tab screens. Check the country of birth for the student and the adults in the primary family. If the details are correct acknowledge the warning, otherwise correct the information. |

| Error/ Warning | Short Description | Detailed Description | Suggested Hint |
|-------------------|--|---|--|
| Warning07 | Student's age is inconsistent with their year level. | The year level and age as of 1st January this year are inconsistent. The age is outside the standard age range for this year level. Please ensure that the student's year level and date of birth are correct in CASES21. You may acknowledge this warning and continue if the information is correct. | Use CASES21 format ST11001/ ST11001T and go to the Details tab screen. Check the date of birth and year level details. If the details are correct, acknowledge the warning, otherwise amend the details. |
| Warning08 | Student is recorded as SRP funded but their visa details indicate that the funding status requires confirmation by the International Division. | The student is entered as a temporary resident with visa details that requires their SRP funding status to be confirmed by the International Division. Please contact the International Division on (03) 9637 2990 if you are unsure of this student's SRP funding status. If the SRP funding status is correct then please acknowledge the warning and continue, otherwise amend the SRP funding status according to the advice received from the International Division. Note that Overseas Exchange students who have come through a Registered Exchange Organisation and have an AASES form are eligible for SRP funding. | <p>If advice received from the International Division indicates that the overseas student is to be funded then acknowledge the warning.</p> <p>If advice received from the International Division indicates that the overseas student is a fee-paying student then go to the Finance tab screen of CASES21 format ST11001/ST11001T. Change the "Eligible for SRP funding" screen field to N.</p> <p>Re-run the census to execute the change</p> <p>If the student is an Exchange student from a Registered Exchange Organisation then acknowledge the warning.</p> <p>If a change is made to the funding status of a student, re-run the census to execute the change.</p> |
| Warning09 | Student is aged 21 or over at 1st January and cannot be SRP funded. | The date of birth entered for this student indicates that they are 21 or over as at 1st January of the current year. According to the current census guidelines, students aged 21 or over cannot be SRP funded. Please check the student's date of birth and amend if incorrect in CASES21, otherwise change the SRP funding status to N. You may acknowledge the warning to continue but understand that the Statistical Information and Analysis Unit will investigate instances where schools have submitted students aged 21 or over as SRP funded. | Use CASES21 format ST11001/ ST11001T and check the date of birth. If the details are correct then go to the Finance tab screen and change the "Eligible for SRP funding" screen field to N. |

| Error/ Warning | Short Description | Detailed Description | Suggested Hint |
|-------------------|--|---|--|
| Warning10 | Student's SRP funding status may be incorrectly set to N. | This student's SRP funding status may be incorrectly set to N. Existing details may indicate that they are either: (i) a valid permanent residence visa and aged under 21; or (ii) holds or is eligible to hold an Australian passport and aged under 21; or (iii) a temporary resident, aged under 21 with a valid visa subclass that allows for SRP funding. Overseas Exchange students who have come through Registered Exchange Organisation and have an AASES form are also eligible for SRP funding. Please investigate this student's details in CASES21. You may acknowledge the warning to continue but understand that this may affect your school's funding if left unchecked. | Use CASES21 format ST11001/ ST11001T, check the student's age, permanent residence status, or visa details. If the details are correct then go to the Finance tab screen of format ST11001/ ST11001T and change the "Eligible for SRP funding" screen field to Y. |
| Warning11 | Student and Family do not speak LOTE at home, but have a LOTE as the home language | The student and adults in the primary family are indicated as speaking only English at home but the home language is not English. Please confirm that the Main LOTE spoken at home and home language for the student and the adults in the primary family. If necessary, amend the details in CASES21. You may acknowledge this warning and continue if the information is correct. | <p>There appears to be an inconsistency between the "Home Language" field and the "Main LOTE spoken at home" field for the student, Adult A and Adult B (from the primary family).</p> <p>The "Home Language" field indicates that the main language spoken at home is not English. However, the "Main LOTE spoken at home" field for the student, Adult A and Adult B (if applicable) indicates that they speak English at home (or the value is missing).</p> <p><u>For the student:</u></p> <p>Use CASES21 format ST11001/ ST11001T and go to the Demographics tab screen.</p> <p>If the student has exited then use CASES21 format ST11097 and go to the Details tab screen.</p> <p><u>For adults in the primary family:</u></p> <p>Use CASES21 format ST11001/ ST11001T and go to the Family tab screen.</p> <p>If the student has exited then use CASES21 format ST11097 and go to the Family tab screen.</p> <p>Click on the "Primary family" daisy chain and go to the screen field "Main LOTE Spoken at Home" for Adult A and Adult B (if applicable).</p> <p><u>General Instruction:</u></p> <p>Go to the screen field "Main LOTE Spoken at Home". If only English is spoken at home then select N. Otherwise, if a LOTE is spoken at home then select Y and then select a valid value from the drop down list of languages. CASES21 will assign the selected language ASCL (Australian Standard Classification of Languages) code to Adult A.</p> |

| Error/ Warning | Short Description | Detailed Description | Suggested Hint |
|-------------------|----------------------|----------------------|---|
| | | | <p>Select UNKNOWN if you do not know the LOTE for the student, Adult A or Adult B.</p> <p>If you are unable to resolve the conflict then a final course of action would be to acknowledge the warning and proceed further. Please note that this course of action would result in students not being classified as LBOTE which will impact on ESL Index funding entitlements and whole school student achievement data.</p> |

APPENDIX D: KNOWN SYSTEM AND REPORT DEFECTS

There are some known system and report defect(s) with the Census Application that users should be aware of, which are detailed in the table below.

Please note that these defect(s) will not prevent users from successfully completing a census return.

| Item | Defect Description | Suggested Workaround |
|---------------------|---|--|
| Draft Report window | <p>There is a known defect with the Draft Report window for multi-page reports.</p> <p>If you click (or double click in some cases) the mouse pointer on any part of a page you will generate a copy of the report in a new tab screen next to the "MainReport" tab. This copy of the report appears with incorrect formatting and should not be printed.</p> | <p>Click on the close screen icon (x) which is to the left of the printer icon above the displayed report. You should only be viewing the report in the "MainReport" tab screen.</p> <p>Restrict your use of the mouse to the icons/functions that are active and available.</p> <p>To print reports, click on the selection box and click on the Print Selected Reports icon to print.</p> <p>Remember to close the Draft Report window to return to the main application window.</p> |

APPENDIX E: COMMON CASES21 CENSUS APPLICATION QUESTIONS AND ANSWERS

CENSUS PROCESSING

Q1 What programs should I run for census?

Use the CASES21 Census Application to produce the entire electronic file for the February school census. Go to Students | Census | Processes and click on the Enrolment Census task. The *CASES21 Enrolment Census Process Guide* has detailed instructions on how to produce the student enrolment census return. Once the file has been created it will be automatically transmitted by the message handling system, SDLS.

Q2 We're having a curriculum day or sports day on census day. What should I do?

If no one can submit the census return on census day, please prepare and submit the return on the latest possible date **before** census day. If subsequent student attendance requires a revision of census counts, resubmit a revised return immediately after census day.

You can submit accurate census counts regardless of the date on which the census programs are run. This is because census programs count students as at census day based on student enrolment and transfer dates.

To assist with your planning of curriculum days, the Mid Year census day is the first Friday in August and the February census day is the last school day in February.

Schools who have a curriculum day (or other day where an above average absence rate may be expected) on census day run the risk that a student who would have attended on census day (had it not been a curriculum day) transfers without returning to the school after census day. Such students become ineligible to be included in your census counts because they last attended your school prior to census day.

Q3 What is the difference between errors and warnings on the validation report?

Errors require action to amend details before census processing can proceed. Warnings are given when data may be incorrect - either amend details on CASES21 if there are data errors, or accept that the details are indeed correct, by acknowledging the warning through the Warning/Error window of the CASES21 Census Application.

Schools can produce draft reports if there are no identified errors, even if warnings exist. Remember to refresh the student data after making changes in CASES21 to amend incorrect information.

Q4 I have a student with warnings but their details are all correct. How do I tell the system that the details are correct?

You only have to acknowledge the warning in the Warning/Error window of the CASES21 Census Application. Ensure that the cursor is on the correct student record in the Student data window. Go to the Warning/Error window and click on box under the Acknowledge column. Acknowledged warnings may be reset to unacknowledged if the student data is reloaded by running the Load Census Data function again. However, acknowledged warnings remain acknowledged if the student data is refreshed through the Refresh Student Data function.

Student and class data are refreshed and revalidated when the Lodge Census Return process is started. This may identify new errors or warnings as new updated student details are loaded into the Student data. The Lodge Census Return process will not proceed any further until any new error or warning has been resolved.

Q5 Why did I get a message saying that I wish to exclude a student when I thought I was acknowledging the warning?

To acknowledge a warning, you must be in the Warning/Error window just below the Student data window. The message asking you to confirm that you wish to exclude a student from the census count can only be displayed if you clicked in the box under the “Exd” column. You should respond by clicking on the Cancel button to cancel the exclude operation. Also, be sure that the cursor is not positioned near the box under the “Exd” column as you are scrolling.

Q6 Warnings that I had previously acknowledged appear again after each time I load new student data in the CASES21 Census Application. Why is this occurring?

Each time you run the Load Census Data function, all student data is brought in and revalidated from the beginning. Any warnings previously acknowledged are reset and reappear. Use the Refresh Student Data function to update the student details as it does not reset any acknowledged warnings or manual exclusions.

Q7 I amended student details on CASES21 but they do not appear to be reflected in my census data?

Any changes made to CASES21 that affect your census return will not be reflected until you refresh the student data. An automatic refresh of student data will be done before the lodgement process commences. This process is important to maintain up to date information for your census return.

Q8 A student is transferring to another school. How do I send information to the other school?

You can provide student details electronically using CASES21 Student Data Transfer for students transferring to Victorian Government Schools. See [CASES21 Administration User Guide Chapter 2: Enrolment OR Chapter 12: Exiting Students and Year 9-12 Exit Destinations](#) for further instructions.

Q9 What checks should I do before signing off on my student enrolment return?

Data from the student enrolment census return is used for resource allocation. It is essential that the school principal checks all printed reports to ensure that the reports display correct and up to date information. In particular, schools should check the FTE Enrolment Summary report to ensure FTE totals and part time information are correct. Where necessary, contact other schools also attended by your part time students to ensure the time fraction for individual students is agreed to by both schools and does not add to more than 1.

Schools can use the Census Process Checklist (available for download from School Census Data) to ensure appropriate processes have been followed.

Q10 I can't get the counts right. What can I do?

Carefully check the Student Audit List, refer to the *CASES21 Enrolment Census Process Guide* then call the Census Hotline on 7022 0359. For further census related information, visit the website [School Census Data](#)

COUNTING STUDENTS CORRECTLY IN THE CENSUS

Q11 Which students are to be included in the census?

Enrolment and attendance criteria are outlined in the *Guidelines for Counting Students for School Census*. Students who have not attended before census day must not be included in the census. Students with irregular attendance (more than one day a week of unexplained or unapproved absence) can be included only if there is documentary evidence of a school's continued efforts to encourage attendance. Approved absences count as regular attendance. Regular attendance after census day will be considered as evidence of continuing enrolment and will be taken into account in any review of decisions regarding the counting of students.

Q12 How do I identify if I have a student counting as non-SRP funded?

Scan the Student Audit List - SRP Fund column to find students for which the SRP funded status is not blank. Non-SRP funded students are not included in the per capita funding calculations for the SRP. Only students such as Full Fee Paying Overseas Students or students who do not meet criteria for SRP funding such as all adult students should be coded as non-SRP funded.

Q13 How do I decide whether to set a student to Inactive or Non-SRP Funded? How does this affect census counts and reports?

If the student is attending at census time they should be set to ACTIVE on CASES21 and be included in census counts regardless of whether they are eligible for SRP funding.

Set a student who is ineligible for SRP funding to Non-SRP funded. Non-SRP funded students are to be included in most census counts providing they meet census regular attendance criteria as outlined in *Guidelines for Counting Students for School Census*.

Students not meeting census regular attendance criteria should NOT be counted. Use format **ST11001** or **ST11001T** to change their enrolment status to INACTIVE or exclude them from census counts by clicking on the box under the "Exd" column in the CASES21 Census Application. Refer to the CASES21 Enrolment Census Process Guide (Section 9) for more detail.

All ACTIVE students meeting attendance criteria should be counted in the Total FTE at the school at their appropriate time fraction.

For ACTIVE students, the census then considers the SRP Funded field (as entered on the Finance tab screen in format **ST11001** or **ST11001T**). Only those with "Eligible for SRP funding" set to Y (yes) are included in counts, which assist in determining SRP funding.

The Student Audit List can be used to identify which students are counted in census returns and which students are counted as SRP funded (or non-SRP funded). Refer to the SRP Fund column.

Q14 I have accidentally exited the wrong student. How do I undo the exit so the student can be included in census counts?

If a student has been exited they are given the status of "Left". You need to reinstate the student through program **ST11009** (Re-enrol Left Student). Check the "Return enrolment date" and ensure the correct date (usually the original enrolment date) for the student is recorded. Save the record to effect the reinstatement to set the status to "Active".

UPDATING STUDENT DETAILS

Q15 Some census reports are showing students who never attended the school. How do I get rid of these student details?

To delete a current (or active) student from CASES21, you need to:

- Set the student's enrolment date to a future date using format **ST11001** or **ST11001T** (Enter or Modify Student Enrolment Details).
- Run format **ST11099** (Flag Individual Student for Deletion) under Future Students to set their status to Delete
- Run report format **ST21068** (Students Marked as Deleted) under Individual Enrol to get a list of students about to be deleted. Check list to ensure it lists only students to be deleted
- Run task 'Delete any Students with DEL Status' to physically remove these records. This task is located under the Start of Year module (Student and Expired Group Deletion).

To delete a past student from CASES21, you need to:

- Firstly, ensure that there is no current student record by using format **ST11001** or **ST11001T** (Enter or Modify Student Enrolment Details).

- Search the Past Student detail using format **ST11097**.
- Run format **ST11020** (Exit a Student from the School) and change the status from “Left” to “Active”
- Run format **ST11001** or **ST11001T** to go to the Details screen to change the enrolment date to a date in the future. This will change the status from “Active” to “Future”.
- Run format **ST11099** (Flag Individual Student for Deletion) under Future Students to set their status to Delete
- Run report format **ST21068** (Students Marked as Deleted) under Individual Enrol to get a list of students about to be deleted. Check list to ensure it lists only students to be deleted
- Run task ‘Delete any Students with DEL Status’ to physically remove these records. This task is located under the Start of Year module (Student and Expired Group Deletion).

Such past students will usually be listed on the Excluded from Census Counts page of the Student Audit List.

Q16 How do I ensure the student and parent information transferred to my school is current?

As detailed in the Student Enrolment Information Form (SEIF), the transferring school must check the currency of the information before transferring it to the new school. At the point of enrolment, the new school should also provide the SEIF to parents to review and update any information that may have changed.

Q17 How can I change details for past students?

Details for Past students who have only enrolled once at your school are modified using format **ST11097** (Display and Update of Past Students) under Past Students.

Details on students who have left and re-enrolled again at the same school may have to be modified using format **STRE11001** (Re-enrolled Student Information) under Individual Enrol. This program is to be used in situations where the student’s previous enrolment details have been selected for inclusion in the Census return and need to be modified.

If the student has a transfer date (i.e. an exit date in CASES21) on the validate report then use format **ST11097** to first check that the date is the same. If it is the same then modify details through format **ST11097** as required. If the exit date is different you will need to use format **STRE11001** to confirm which of the past enrolment periods has the relevant exit date.

Whenever current or past student details are changed, you must refresh the student data in the CASES21 Census Application.

Q18 A student who is NOT a fee paying overseas student is showing as N-OFP. What should I do?

Check residency and visa details have been entered correctly on CASES21. If details are correct, contact International Student Program Unit (03) 9637 2990 to check eligibility for SRP funding. If the student is eligible then go to the Demographics tab screen of CASES21 program **ST11001** or **ST11001T** (Enter or Modify Student Enrolment Detail) and amend visa details. Set the “Eligible for SRP Funding” screen field to Y through the Finance tab screen of program **ST11001** or **ST11001T**. Remember to refresh the student data in the CASES21 Census Application to update the student’s details.

Q19 I can’t find a visa code on the system. What should I do?

You may not have the most up to date visa code table. Continue to add the visa details on CASES21 as the system will allow you to enter the new codes in the student data entry screens if you follow the instructions below. Contact the International Students Services Unit on (03) 9637 2990 to confirm the SRP funding status of students with these new codes.

When you enter a visa subclass code that is not present, CASES21 displays the list of available visa codes. Select the Add button to record the visa subclass code to allow you to continue. Confirm the SRP funding status and set the “Eligible for SRP funding” field through the Finance tab screen in format **ST11001** or **ST11001T**. If the “Eligible for SRP funding” field is set to [Y]es, a warning will be appear on the screen. You will also receive a Warning 08 in this instance when in the CASES21 Census Application. You then need to simply acknowledge the warning.

Q20 I have an exchange student whose visa code indicates the student is full fee paying. What should I do?

Contact International Students Program Unit (03) 9637 2990 to confirm whether the student can be SRP Funded. Amend details as outlined in Q18.