Principal’s Projections Data Collection

# User Guide

## Introduction

Principals' enrolment projections submitted in August each year are used in calculating each school’s indicative SRP for the following school year.

Principals are specifically being asked to estimate the likely SRP funded enrolments for each year level and campus for the upcoming school year. Principals are also required to provide a total estimate of the non-SRP funded enrolments that are anticipated for the upcoming school year. Principals must not include non-SRP funded enrolments in their SRP funded year level enrolments.

Schools are required to forward their Principal’s projected enrolments for the following school year by the first Friday in August.

If a return is not received by the due date, the school’s latest confirmed February School Census enrolment will be used.

## Getting Started

Schools can use either;

• School

• Principal or

• Business Manager

EduMail account to login to the Principal’s Projections data collection webpage: https://www.eduweb.vic.gov.au/ppsosy/Collection.aspx

## Steps to Complete Data Submission

1. The web page is pre-populated with the finalised 2016 February School Census enrolment data (shown as default values).
2. If you choose to submit the default set of values that are displayed without change, the following user prompt will be displayed,

“You have chosen to submit the data unchanged. Do you wish to continue?”

For multi-campus schools, the above user prompt will appear if one of the campuses has not had the default set of values changed.

Press OK to continue with the submission.

1. To override any of the default set of values (February enrolments), simply enter your school’s estimated number of full-time equivalent (FTE) SRP funded students in the respective year level box. For multi-campus schools, each campus will be presented on the web page horizontally.
2. Enter the estimated total number (FTE) of non-SRP funded students (if your school has any) in the required box. Please ensure that non-SRP funded students are excluded in the year level estimates.
3. Check that your year level estimates and “Total FTE” counts reflect your expectation of FTE student enrolments for the 2017 school year.
4. Please enter contact name and phone details of the person who should be contacted for queries relating to the data provided (usually the Principal).
5. If necessary, add relevant comments in the comments box on issues affecting the data you have provided.
6. Press the submit button to submit the data as final.
7. In case of technical problems, you can contact the Census Hotline (Tel: 9637 3225 or Fax: 9637 2830) and provide the data which will then be entered centrally.
8. If you revisit the web page after telephoning or faxing the data centrally then you should see “Last Data Entry: Centrally Adjusted (August YYYY)” displayed on the web page.

## SAMPLE DATA ENTRY WEB PAGE

See over the page.

## Sample Data Entry Web Page