CENSUS PROCESS CHECKLIST

Principal (ALL SCHOOLS)

Before the census ensure that:

- Relevant staff and I are familiar with the latest census guidelines and CASES21 Enrolment Census Process Guide
- The office has adequate staff and opportunity to keep student data bases and absences up to date
- Student files contain evidence of eligibility for enrolment and SRP funding including age and residential status (particularly for new enrolments and recent arrivals) - birth certificates and residency/travel documents.
- The school has a reliable system for reporting, recording and following up absences
- The school (coordinators or teachers) retains copies of any temporary rolls
- Responsibility for the census return is delegated as appropriate to a coordinating AP or teacher.

On Census day:

- Check census FTE student total against knowledge of enrolments
- Sign off census after assurance from coordinator as to accuracy

In the week following Census day:

- Check whether census resubmission is required, and if required:
- Sign off and resubmit revised census return.
- Prepare Teacher Recruitment Difficulties Census (all schools) at the following website: www.eduweb.vic.gov.au/forms/school/trd by Friday 7 March 2014
- Start work on the Exit Destination Data using CASES21 which is due by Friday 14 March 2014.
CENSUS PROCESS CHECKLIST

Census Coordinator (or Principal if small school and coordinating role not delegated)

Before the census ensure that:

- Relevant administrative and teaching staff are familiar with the Guidelines
- The Census Hotline is contacted (phone 9637 3225 or email census@edumail.vic.gov.au) to seek advice as required
- The census process is started early enough to allow sufficient time to obtain any missing information, process any census errors and warnings and to update time consuming details
- The office regularly updates the student database including absences and approval of absences
- CASES21 or other electronic rolls up to census day are returned to Level Coordinators or teachers several times during February for verification of attendance data against class (particularly English classes for Secondary schools) or home group rolls or teacher records
- Amendments to student attendance records arising as the result of the roll verification process are entered on CASES21 by the office as required
- Level Coordinators and teachers retain absence notes or other records
- Students whose attendance patterns are likely to be queried during the enrolment audit are identified and eligibility for counting (and, for students aged 16+, the census time fraction) is determined
- Year Level Coordinators and/or teachers and/or SWC retain records and documentation regarding efforts to encourage regular attendance
- Students are correctly classified as SRP funded or non-SRP funded
- None of the students listed on the first pages of the draft Student Audit List as being excluded from census counts should really be counted – for example, check that all students listed as inactive students are still inactive
- Time fractions for part time students and VCE/VCAL students are correct. VASS21 reports have been checked and confirm that VCE/VCAL time fractions are in accordance with the census guidelines
- Documentation supporting the counting of enrolments shared with other schools is available
- Changes to class groups occurring around census day are carried through to the census class size collection, particularly for senior English classes.

On Census day check that:

- No student has been counted if he/she is yet to attend school this year (unless sick)
- No student has been counted if he/she has left the school by census day
- Students counted meet the criteria for regular attendance
- The office has updated student databases, particularly for all new enrolments and transfers before census reports are run
- Where possible, the office has processed all absences prior to census day and census day absences
- All draft census reports are checked, especially the Significant Absence Report
- The census SRP FTE student total was checked against expectations
- Students counted as non-SRP funded are identified and funding eligibility is checked to ensure that students eligible for SRP funding haven't accidentally been set to non-SRP funded
- The principal was briefed on draft census reports before final reports were sent to DEECD
- The FTE on the final census report matches that on the draft report agreed with the principal.
In the week following Census day:

- Review rolls for the week following census day to check that the inclusion of any student absent on census day or having irregular attendance is supported by his/her attendance after census day.
- Advise the principal as to whether resubmission was required.
- Coordinate resubmission as required.
- In secondary schools, prepare VASS21 Student Level Program by Block report in form group order for enrolment audit. The report can be found on the VASS21 menu under Student Program and then VCE Reports. Print a report for semester 1 for each relevant year level, leaving the form group blank. Print a similar report for semester 2 if enrolments for the year have been finalised.

Ongoing:

- Ensure documentation supporting the counting of students whose attendance patterns required ongoing support from the school in order to be counted is collected and maintained for provision during enrolment audit.
CENSUS PROCESS CHECKLIST

Teachers / Year Level Coordinators / Student Welfare Coordinators

Before the census:
- Check CASES21 rolls against class or home group records and absence notes and other explanations to verify CASES21 attendance records.

On Census day:
- Mark rolls and collect absence notes.

After the census:
- File documentation relating to absences
- File documentation regarding efforts to encourage regular attendance
- Update and retain manual or temporary rolls (if applicable).
CENSUS PROCESS CHECKLIST

In small schools, the Principal may prepare census returns with assistance from teachers as required.

In larger schools, the Principal may delegate most census duties to an Assistant Principal who, with assistance from teachers, will prepare the census returns for the Principal's approval.

In very large schools, the Principal would delegate census coordination to an Assistant Principal who would further delegate tasks such as checking rolls and verifying student attendance to senior staff including Year Level Coordinators and Student Welfare Coordinators. Assistance from teachers would also be required. The census coordinator would prepare the census returns for the Principal's approval.

Assistance from census coordinators in several schools in ensuring that the checklists provide practical, helpful guidance to schools is appreciated.