Mid Year (August) School Census
Frequently Asked Questions

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Re-enrolling Left Students

Q1: I have accidentally exited the wrong student. How do I undo the exit so the student can be included in census counts?
A: If a student is exited they are given the status of “Left”. You need to change the student’s status from “Left” to “Active” using the CASES21 format ST11020 (Exit a Student from the School) found under Enrolment | Transfer | Individual Exit.

Previous advice involved reinstating the student through the CASES21 format ST11009 (Re-Enrol Left Students). However this advice was inappropriate as it results in “dummy” records being created and stored in the STRE table.

Q2: How do I enrol a student who had previously left the school?
A: You need to use CASES21 format ST11009 (Re-Enrol Left Students) found under Enrolment | Transfer | Individual Exit.

Click on the “Return status” field shown on the screen and select the “Active” status. Also, check the “Return enrolment date” and ensure the correct date for the student is recorded. Save the record to effect the reinstatement of the student to set the student’s status to “Active”. The student should appear in the census file the next time you build the census file.

Incomplete parent details

Q3: I have received an Error 25 – (Details are incomplete for Adult A) but the student has no parents. What should I do?
A: CASES21 requires each student to have a parent record. In situations where an Error 25 has been generated and the student has no parents, you will probably find that the primary adult record in CASES21 has no details other than gender, which defaults to M.

If the student lives alone you must record the first “Relationship to student” field on the Family panel tab screen in CASES21 format ST11001 (Enter of Modify Student Enrolment Details) as “Self” for Adult A. You will then have to click on the primary family daisy chain and enter the student’s own details for Adult A in the Primary Family.

Incomplete visa details

Q4: A student shows up on CASES21 as a Temporary Resident, has no visa subclass but has a visa expiry date. What should I do?
A: This problem is not very common but has been detected in a few schools that have recently migrated to CASES21. Such students often show on census validation reports with Error 6B.

Sometimes the CASES visa subclass number has been migrated to CASES21 but because the visa number was not on the CASES21 visa table, it does not show on the Demographics panel tab screen of CASES21 format ST11001 (Enter of Modify Student Enrolment Details).
Strange as it may seem, a solution is to change the “Resident status” field on this screen to “Permanent” then change it back to “Temporary”. This brings up the “Visa subclass” field in which you should enter the correct visa number and, if required, the “Visa statistical code” and/or the “Visa expiry date” fields.

If the visa subclass is not in the CASES21 visa table, you will have to enter it onto the table. The CASES21 visa table is updated when required with future CASES21 releases.

### Curriculum day on census day

**Q5:** We’re having a curriculum day on census day. What should I do about the census?

**A:**
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 including a message explaining why the census was revised.

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.

Record the enrolment date as the date the student first attends classes at your school.

Record the transfer date as the date the student last attends classes at your school.

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 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.

### CASES21 and the Census Process

**Q6:** What CASES21 version should I be using to produce my school’s census return?

**A:**
All Schools have now crossed over to the CHESS Platform whereby all CASES21 versions are automatically kept up-to-date. Schools are reminded that Principal’s Projections must be supplied through the new website at [https://www.eduweb.vic.gov.au/ppsosy/Collection.aspx](https://www.eduweb.vic.gov.au/ppsosy/Collection.aspx). Schools will need to use the School, Principal or Business Manager EduMail account to login to the website.

**Q7:** How do I produce a census return with the CASES21 Census Application?

**A:**
Go to CASES21 and click on the CASES21 task “Enrolment Census” found under Students | Census | Processes. This will bring up the new CASES21 Census Application. At the Welcome screen, press Continue. Click on the Load Census Data button to create the census student data and identify any errors/warnings with the student data. Resolve all errors and confirm whether the student data generating warnings are correct. Refer to the

Q8: How do I refresh the census student data if I have made changes to student details in CASES21?
A: Click on the Refresh Student Data button on the Census Return Details window. This will update any details changed in CASES21 that are needed for census purposes. Any warnings previously acknowledged will remain as acknowledged. Also, any students manually excluded will remain excluded. Another option would be to click on the Load Census Data button. However, this will set all acknowledged warnings to unprocessed and undo any manual exclusion of students.

Processing Errors and/or Warnings

Q9: What is the difference between errors and warnings on the validation report?
A: Errors require action to amend details before census processing can proceed. Warnings are given when data may be incorrect - either amend details in CASES21, if there is a data problem or acknowledge the warning if the details are indeed correct.


Q10: I have a student with warnings but their details are all correct. How do I tell the system that the details are correct?

Student Details

Past students

Q11: Some of my past students are shown on the Student Audit List but other ex-students who left on the same day are not. Is this a problem?
A: No. The only past students listed on the Student Audit List should be exited students who count for mobility (those who first enrolled between the previous August census and 1 December last year OR between 1 March this year and the current August census day.

*Note that the transfer date is to be entered as the date the student last attended classes at the school.*

Q12: Some census reports are showing students who never attended the school. How do I remove them from my census reports?
A: The simplest way would be to manually exclude the student from the census count within the CASES21 Census Application. You do this by clicking on the box under the “Exd” (Exclude) column. Students who are excluded from the census count appear on the first “excluded” page(s) of the Student Audit List but will not appear elsewhere on census reports.

**Immunisation**

Q13: My school is a secondary school and the immunisation report says "There are no immunisation students at this school". How do I prepare the return?
A: An Immunisation return is only required from schools with primary-aged students. You need take no further action.

Q14: Do I have to worry about Certificate Not Sighted immunisation codes for all students?
A: Concentrate on getting complete immunisation information for Preps.

Q15: Which Prep students are causing the “Certificate Not Sighted” total on the immunisation report?
A: Check the Student Audit List column headed “Imm”. Look for all Year 0 students with code N.

Q16: How should we code homoeopathic immunisation?
A: Not immunised, as advised by the Department of Human Services.

Q17: Can I accept a certificate from the Australian Childhood Immunisation Register or does it have to be from the local council?
A: It is a legal requirement that parents/guardians provide an approved school entry immunisation certificate on enrolling their primary aged child in a Victorian school. There are now two ways parents can obtain a school entry immunisation certificate:

- **Australian Childhood Immunisation Register Certificates**
  
  Parents will automatically receive a history statement from the Australian Childhood Immunisation Register (ACIR) after their child has completed the 4-year-old vaccine schedule and has completed all childhood immunisations required. On the bottom of the page it should state: “This child has received all vaccines required by 5 years of age.” If it does, this is now accepted as a school entry immunisation certificate in Victoria.

- **Local Council Certificates**
Parents whose child’s immunisations are incomplete or missing, or who have never been vaccinated, should contact the local council immunisation service which will be able to assist them in obtaining a school entry immunisation certificate.

*For more information about obtaining a school entry immunisation certificate contact the local council immunisation service or visit [http://www.health.vic.gov.au/immunisation](http://www.health.vic.gov.au/immunisation) and look under the heading ‘Frequently Asked Questions’.*

**Disability ID students**

**Q18:** How will the new Program for Students with Disabilities Management System affect how I record students with disabilities on CASES21 and the Disability ID census report?

**A:** Disability IDs are no longer entered on CASES21. The PSDMS application is now the system of record for students with a Disability ID and their funding status. Some details from the PSDMS application are sent back to CASES21 for display only. Contact your Regional Wellbeing Officer for information on Disability IDs.

**SRP Funded status**

**Q19:** I have a student counted as non-SRP funded. What does this mean? Which student is it?

**A:** Non-SRP funded students are not included in the funding calculations for the Student Resource Package (SRP). Non-SRP funded students are either Full Fee Paying Overseas Students or students who do not meet criteria for SRP funding such as adult students.

To find which students are non-SRP funded, look down the Student Audit List *SRP Funded* column. Non-SRP funded students have a code which isn't blank (*N-***

To check whether non-SRP funded students are set correctly, you need to confirm whether this student is eligible for SRP funding.


If the student is not eligible for SRP funding: you need do nothing further.

If the student is eligible for SRP funding: In the *Finance panel tab screen* of CASES21 program ST11001, ensure the “Eligible for SRP Funding” field is set to [Y]es.

If requested, confirm student is eligible for SRP funding. Go back to the CASES21 Census Application and click on the Refresh Student Data button found in the Census Return Details Student Data window.

Depending on the student’s residency status and visa details, you may find that when you refresh the student data you may produce a warning relating to the student’s funding status. All you need to do is acknowledge the warning. Refer to the CASES21 Enrolment Census Process Guide for detailed instructions on how to proceed. The Process Guide can be found...
on the census website at

Please note that you will still be able to view and print draft reports if you only have warnings. Any errors detected by the application must be resolved before proceeding to the Draft Report stage.

Q20: A student who I believe is not a Fee Paying Overseas Student is showing as N-OFP. What should I do?
A: Check that residency and visa details have been entered correctly in the CASES21 program ST11001 Demographics tab screen. If the details are correct, contact International Students Unit (ISU) (03) 9651 3700 to confirm eligibility for SRP funding. If the student is eligible, set the “Eligible for SRP Funding” field in the ST11001 Finance tab screen to “Y”. Remember to refresh the student data in the CASES21 Census Application.

Q21: I have an exchange student whose visa code indicates the student is full fee paying. What should I do?
A: Contact International Students Unit (03) 9637 2990 to confirm whether the visa code is correct and, if not, whether the student may be able to be SRP Funded. Amend CASES21 accordingly. Remember to refresh the student data in the CASES21 Census Application.

Other Census returns

Locally Paid Staff Collection

Q22: How do I logon to the website?
A: Open your Internet browser program and type the web address:

Enter the address exactly as above as some Internet browsers are case sensitive. You will be prompted to logon to the website. You must logon as with School EduMail account (not the Principal or any other EduMail account). You must type the User Name for your School’s EduMail account (e.g. S999901), and the associated password.

Further information is available at the census web address,
Getting it right

Attendance

Q25: What attendance criteria apply to the Mid-Year census?
A: Attendance criteria are outlined in the current census guidelines and require the student to have 80% regular attendance in order to be included in census counts. The ongoing nature of student enrolment and attendance is usually quite clear by the Mid-Year census. Students absent over the Mid-Year census day should be included in census counts based on the previous attendance and an expectation that they will return to school.

Equity Funding

Q26: The total in my Student Profile FTE Summary report for Student Family Occupation does not look correct. What should I look for?
A: Check the Student Audit List columns headed “Fam Occup” to confirm the correct information has been entered on CASES21 for each student. Identify which student details need to be changed. Each parent/guardian belonging to the student’s primary family needs to have a Family Occupation Group code recorded in their details. Go the Family tab screen of CASES21 format ST11001 and select the “primary family” daisy-chain to view and update parent/guardian details. After any changes, you will need to refresh the student data when you return to the Census Application.

The Student Family Occupation Group Status is derived from the values of each parent/guardian and is ultimately used in determining equity-funding for the school.

Setting Status

Q27: How do I decide whether to set someone to Inactive or Non-SRP Funded? How does this affect census counts and reports?
A: 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.

Students ineligible for SRP funding should be set 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 Executive Memorandum 2002/060.

Students not meeting census regular attendance criteria should NOT be counted. Either use CASES21 format ST11001 to change their enrolment status to Inactive if they are expected to be absent from school for a long period or exclude them from census counts by clicking on the box under the “Exd” (Exclude) column against the respective student.

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 “Eligible for SRP Funding” field (as entered through CASES21 Finance tab screen). Only those set to Y(’es) 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).
Finalising Census Return

Q28: **What checks should I do before running the Lodge Census Return process?**

A: It is essential that the school principal looks at all printed draft reports to ensure that the reports are correct prior to running the Lodge Census Return process. In particular, schools should check that the total FTE enrolment shown on the Student Profile FTE Summary report is accurate. Ensure time fractions for students at your school are correct. Where necessary, contact other schools also attended by your part time students to ensure the time fraction for individual students is agreed by both schools and does not add up to more than 1.0. The age by grade (Full Time) report should also be examined to check for any age-grade anomalies, which may be due to incorrect entry of date of birth.

Q29: **How can I check that appropriate processes have been followed in preparing my census return?**

A: While primarily designed for the February census, try using the Census Process Checklist (available for download from this website) to ensure appropriate processes have been followed.

Q30: **I’ve tried everything I can think of but the reports still don’t look correct. What should I do now?**

A: Check student details and home-group totals shown on the Student Audit List to find which home-groups and subsequently which student details are incorrect, correct them save changes and run reports again.

If all else fails:
Email the census hotline on census@edumail.vic.gov.au or call on (03) 9637 3225 for further advice.