

Start of School Year Enrolment Collection

User Guide

INTRODUCTION

The Start of School Year Enrolment Collection is run annually on the second day that students attend school. Schools will be advised of the due date at the beginning of each year.

The indicative data supplied for the Start of School Year Enrolment collection are used for reporting, facilities and resourcing purposes.

Principals are specifically asked for preliminary student SRP funded enrolments for each year level and campus for the current school year. Principals are also required to provide preliminary non-SRP funded enrolments for the current school year. Principals must not include non-SRP funded enrolments in their SRP funded year level enrolments.

GETTING STARTED

Schools will need to use either:

- School,
- Principal or
- Business Manager

EduMail account to login to the [Principal's Projections data collection](https://www.eduweb.vic.gov.au/ppsosy/Collection.aspx) webpage:
<https://www.eduweb.vic.gov.au/ppsosy/Collection.aspx>

STEPS TO COMPLETE DATA SUBMISSION

1. The web page is pre-populated with the Principal's projections for the current year collected in August of the previous year (shown as default values).
2. If you believe that the Principal's projected numbers are close enough to your school's current level of enrolments then please press submit. You will then receive the following user prompt,

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

Note that for multi-campus schools, the above user prompt will appear if the default set of values have not been updated for at least one of the campuses.

Press OK to continue with the submission.

3. If you do not see any default values then please enter a value in each data input box shown on the screen. Enter 0 for year levels where there are no enrolments. The web page will not save properly if some boxes are left blank.
4. To override any of the default set of values, simply enter your school's preliminary 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.
5. Enter the preliminary 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 numbers.
6. Check that your year level numbers and "Total FTE" counts reflect your current FTE student enrolments for the current school year.
7. Please enter contact name and phone details of the person who should be contacted for queries relating to the data provided (usually the Principal).
8. If necessary, add relevant comments in the comments box on issues affecting the data you have provided.
9. Press the submit button to submit the data as final.

FURTHER ASSISTANCE

A sample data entry page is shown overleaf.

In case of technical problems, you can contact the Census Hotline and provide the data which will be entered centrally.

If you revisit the web page after telephoning or faxing the data centrally then you should see "Last Data Entry: Centrally Adjusted (February [YYYY])" displayed on the web page.

For all queries regarding the Start of School Year Enrolment Collection, contact the **Census Hotline:**

Telephone: (03) 7022 0359

Email: census@edumail.vic.gov.au

SAMPLE DATA ENTRY WEB PAGE

John Citizen - Primary School

Start of School Year data collection - 2011

Principals are asked to preliminary SRP funded enrolments for each year level and campus for the 2011 school year. Also required is the total preliminary number of non-SRP funded enrolments for the 2011 school year. Please ensure that non-SRP funded enrolments are not included in SRP funded year level enrolments. Data is required by 10am Monday, 7 February 2011.

School No:	Primary School (9999)
Campus No:	Primary School (1)
Last Data Entry:	Default Value (from August 2010 Principal Projections)
Level	Number of Students (FTE)
Prep	<input type="text" value="0.0"/>
Year 1	<input type="text" value="1.0"/>
Year 2	<input type="text" value="2.0"/>
Year 3	<input type="text" value="3.0"/>
Year 4	<input type="text" value="4.0"/>
Year 5	<input type="text" value="5.0"/>
Year 6	<input type="text" value="6.0"/>
Year 7	<input type="text" value="0.0"/>
Year 8	<input type="text" value="0.0"/>
Year 9	<input type="text" value="0.0"/>
Year 10	<input type="text" value="0.0"/>
Year 11	<input type="text" value="0.0"/>
Year 12	<input type="text" value="0.0"/>
Ungraded	<input type="text" value="0.0"/>
Total Funded	21.0
Total non-funded students	<input type="text" value="1.0"/>
Total FTE	22.0

Contact name:

Contact phone:

Comment:

SUPPORT

Queries regarding the Start of School Year Enrolment collection should be directed to the Census Hotline:

- Telephone: (03) 7022 0359
- Fax: (03) 9637 2830
- Email: census@edumail.vic.gov.au