February and Mid-Year (August) Student Enrolment Census

Task and Timeline Summary

For full instructions refer to the CASES21 Enrolment Census Process Guide

Task	Description	Census	Timeline
1. Prepare for Census	- Ensure all students who have left the school have been exited using CASES21 program **ST11020** (*Exit a Student from the School).* - Update Student details using CASES21 formats such as **ST11001/ ST1100T** and **STRE11001**. - Run report **ST21068** (*Students Marked as Deleted*), located under Students / Individual Enrol to ensure that listed students are those you wish to delete. - Run the CASES21 task, "**Delete any student with DEL status**", located under *Students	Start of Year |Students & Expired Group Deletion.*	**Both**	Prior to census day.
2. Create a Census Return	*Multi campus schools should run the Census Application at the main administration campus.* - Go to CASES21, *Students |Census	Processes*, and click on the **Enrolment Census** task. Ensure the window is maximized. - Click on the **Continue** button on the Welcome window. - Click on the **Load Census Data** button to populate the Census Return Details windows with Student Data and Warning/Error details.	**Both**	Prior to census day.
3. Resolve Errors & Acknowledge Warnings for the Student Data	- Students with errors/warnings are identified by an exclamation mark (**!**) and appear at the top of the Student Data window. - Click on the **Validation Report** button to view the report. - Click on the *printer icon* to print the report. - Verify and correct any data errors in CASES21. - Click on the **Refresh Student Data** button after all the changes have been made to student details in CASES21. - Acknowledge warnings by clicking on the "Acknowledge" box in the Warning/Error window. Warnings must be investigated as they may arise from incorrect data. Place cursor on the individual student to see their associated errors/warnings in the Warning/Error window.	**Both**	ASAP to allow time to fix errors. Prior to census day.
4. Create Class Size Data, Resolve Error & Acknowledge Warnings for Classes	- Click on the **Class** tab next to the **Student** tab in the Census Return Details. *Note that the Class tab will only appear for Primary, Pri/Sec and Secondary schools as they are required to provide class size data.* - Click on the **Generate Classes** button (if appropriate) to automatically create classes based on home group for year levels Prep to Year 10. Otherwise, click on the **Add Class** button to manually enter each class. - Secondary and Pri/Sec schools with Year 11 and 12 students must enter these classes manually. If Year 11 and 12 classes have not been entered then an error will be displayed in the Warning/Error window preventing the **Lodge Census Return** process from being selected. - Click on the **Import Classes** button to retrieve manually entered classes from the last submitted census return for the current February school census (*useful option when resubmitting a February census return*). - Acknowledge warnings by clicking on the "acknowledge" box in the Warning/Error window. A warning will appear for each class below 15 or greater than 30 students and/or if the total class head count is not within 5 per cent of the head count of students in the census return.	**February only**	Prior to February census day.
5. Run Draft Reports	- Click on the **Draft Report** button to print reports in draft format. - Ensure SRP Funded totals are correct. Check current guidelines to ensure students are counted correctly. Check all draft reports and amend student details in CASES21 as required. - Click on **Refresh Student Data** button to include amended details.	**Both**	Prior to census day.
6. Lodge Census Return	Once all errors/warnings have been resolved, click on the **Lodge Census Return** button to invoke the lodgement wizard. Ensure that all of the 6 steps are followed and successfully completed. Schools must certify whether the information contained in the return is correct. **Final reports** are archived electronically in a default directory, E:\cases\Census_Reports\ Principal to **sign**, **certify** and **retain** printed version of Final reports.	**Both**	**By 3.30 pm on census day**. Contact the Census Hotline if unable to supply return in time.
7. Resubmit (if necessary)	In the week following census day, check whether all students were counted correctly. If not, amend student details then resubmit a correct census return in the week after census day (re-do steps 2 to 6).	**Both**	**By no later than one week after census day.**

VICTORIA State Government | Education and Training

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Contact Details

Census related issues:	CASES21 / CASES system related issues:
Problems related to the:	*Problems related to the operation of CASES21 / CASES software programs, other software issues and hardware (eg. PC, server, printer).*
- Student Enrolment Census;	
- Teacher Recruitment Census; and	**Service Gateway**
- Issues related to the census process, the counting of students, student details, and the current census guidelines.	
Please contact the Census Hotline on:	**DET Service Desk on:**
Telephone: (03) 7022 0359	Telephone: 1800 641 943
Fax: (03) 9637 2830	Fax: 1800 672 148
Email: census@edumail.vic.gov.au	Email: servicedesk@edumail.vic.gov.au
Website: School Census Data	