



Department of
Education

Shaping the future

Student Census System User Guide

Non-government schools

February 2022

The purpose of this user guide is to assist you to check, correct and submit your school's census data in the Student Census system.

For Student Census Support

Please log a call with the Department's Customer Service Centre (CSC)
(08) 9264 5555 (metro schools)
1800 012 828 (regional schools)
or email customer.servicecentre@education.wa.edu.au

This user guide is available from the Census website:

<http://det.wa.edu.au/schoolinformation/detcms/navigation/census/non-government-schools/>

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1 Background

The semester one census is mandatory for all schools, including Catholic and independent. The data obtained from the student census is used for a variety of purposes including national and state planning, reporting and resource allocations.

A link to the School Information website and the Student Census system are available at:

[School Information Website](#)

2 Steps and Checklist

Steps 1 should be completed <u>before</u> Census day.		
<input type="checkbox"/>	Step 1	<p>Update, check and correct the enrolment information in your school's student administration system to make sure data are correct on census day.</p> <p>Important Note: Schools should not include in the student census any children under 3 years of age as stated in the Standards for Non-government schools 13.1 <i>Unless the Director General provides prior approval, the school does not permit any child to be enrolled at the school before the final year of their early education period and the child has turned 3 years of age.</i></p>
The following steps are for <u>all</u> schools unless specified otherwise		
The following steps should be completed <u>on or shortly after</u> Census day: Friday 11 February 2022		
<input type="checkbox"/>	Step 2	See Section 3 of this user guide for instructions on how to login to the Student Census system. Use the login code issued via email from System Performance dated 31 January 2022.
<input type="checkbox"/>	Step 3	Check your school's contact details and amend incorrect information see Section 4 of this user guide.
<input type="checkbox"/>	Step 4	<p>Producing and uploading a CSV enrolment file will save considerable manual data entry. If your school does not usually produce a CSV enrolment file and would like to this semester, raise a request with the student census support team using contact details see page 2.</p> <p>Skip Step 4 if your school did not produce a CSV enrolment file and proceed to Step 7.</p> <p>If your school does produce a CSV enrolment file, upload the file into the Student Census system using the instructions in Section 5. The data will display in the Student Census system immediately after upload. If you experience any difficulties, raise a support request with the Department's ICT Customer Service Centre see page 2.</p> <p>Proceed to Step 5 over page.</p> <p style="text-align: right;"><i>Continues over page</i></p>

<input type="checkbox"/>	Step 5	<p>Skip Step 5 if your school did not produce a csv enrolment file in Step 4.</p> <p>Check uploaded CSV enrolment file is loaded correctly. To view data, select each link on the left menu. If errors are noticed, adjust data in your student administration system, reproduce an updated CSV enrolment file and re-upload. Continue this process until data are accurate.</p>
<input type="checkbox"/>	Step 6	<p>Skip Step 6 if your school did not produce a csv enrolment file in Step 4.</p> <p>Check OVERSEAS STUDENTS have been counted in your school total. Indicate overseas students by completing the columns required see Section 5 of this user guide.</p>
<input type="checkbox"/>	Step 7	<p>Schools without a CSV enrolment file are to manually enter enrolment information see Section 6.</p> <p>All other schools proceed to Step 8.</p>
<input type="checkbox"/>	Step 8	<p>Skip Step 8 if your school does not have students in Years 7 or 11.</p> <p>Schools with students in Years 7 or 11 are to enter previous school data for students. If your school has uploaded a CSV enrolment file, check previous school details are correct. If correct, proceed to Step 9.</p> <p>Schools with students in Years 7 or 11 without a CSV enrolment file should see Section 6.6.</p>
<input type="checkbox"/>	Step 9	<p>Principal is to select the Census Acceptance link and certify the accuracy of data submitted see Section 9.</p> <p>To fix errors after signing off, raise a support request with the Department's ICT Customer Service Centre see page 2. Changes can only be made for a limited time see Section 10.</p> <p>All schools proceed to Step 10.</p>
<input type="checkbox"/>	Step 10	<p>Select the Per Capita Funding Application link, print and complete see Section 9. If your school is not required to complete a Per Capita Funding Application, please email a completed NIL form.</p>
<input type="checkbox"/>	Step 11	<p>Congratulations - the State Student Census is complete. Please retain copies of submissions refer to Section 8 of this user guide.</p>

3 Log on to the Student Census System

Go to: https://apps.det.wa.edu.au/SchoolCensus/nongov_school_census.html or follow the links for non-government schools located on the School Information website.

Enter access code received via email, click .



4 Contact Details

- Click to update your school contact details.

Address:	<input type="text"/>	<input type="button" value="EDIT"/>
Phone:	<input type="text"/>	
Fax:	<input type="text"/>	
Email:	<input type="text"/>	
URL:	<input type="text"/>	
Principal First Name:	<input type="text"/>	
Principal Last Name:	<input type="text"/>	
Principal Email:	<input type="text"/>	

Welcome

Please complete the 2022 Sem 1 State Student Census by navigating to the 'Non-government Schools' link found at <http://www.det.wa.edu.au/schoolinformation> and then by following the Non-government Student Census System User Guide in conjunction with the Guidelines for Non-Government School Funding 2022, the Explanatory Notes for Per Capita Funding - February 2022 and the WA Non-Government School Residency Status Guidance.

Complete Year Levels indicated on the left menu that are appropriate for your school.

Important Note

When finished, select 'Census Acceptance' located on the left menu to validate your data. Once accepted, click the Per Capita Funding Application link, complete and email as an attachment to NGSFunding@education.wa.edu.au

Postal Address:	<input type="text"/>
Suburb:	<input type="text"/>
Postcode:	<input type="text"/>
Phone:	<input type="text"/>
Fax:	<input type="text"/>
Email:	<input type="text"/>
URL:	<input type="text"/>
Principal First Name:	<input type="text"/>
Principal Last Name:	<input type="text"/>
Principal Email:	<input type="text"/>

- When correct, click .

5 Import data - schools with a student enrolment CSV file

- Use this section if your school imports a student enrolment CSV file.
- Schools manually entering data into the Student Census system should proceed to Section 6.

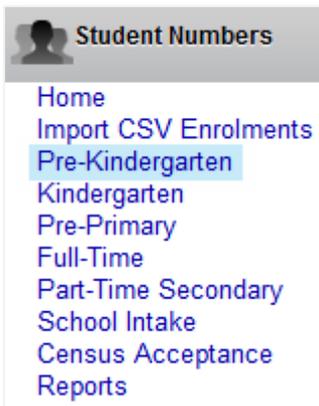


- **If pre-kindergarten or kindergarten students attend various sessions, manually** amend the CSV enrolment file (pre-compulsory sessions column L) before loading.
- To upload the student enrolment CSV file, please refer to the [CSV Upload Instructions](#) and can be located on the Student Census [website](#).
- Your school's data should now be populated throughout the various tables in the Student Census system.
- Confirm data are in correct tables, rows and columns and the **student total includes Overseas Full Fee Paying Students**.
- Refer to the Guidelines for Non-Government School Funding 2022, manually enter student numbers into the **Overseas Full Fee Paying Students, Dependents of FFOS Commonwealth Scholarship Holder and Other Temporary Residents not on International Secondary Exchange** columns.

Overseas Full Fee Paying	Dependents of FFOS Commonwealth Scholarship Holder	Other Temporary Residents not on International Secondary Exchange
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6 Manual data entry - schools without a student enrolment CSV file

6.1 Pre-Kindergarten



- Select the appropriate sessions (eg. 1 session = ½ day, 2 sessions = 1 day) and click on the row.
- The second data entry box appears to enter in your student details by age.
- Click .

PRE-KINDERGARTEN STUDENTS																						
Sessions attended Per Week by each student	Overseas Full Fee Paying			Dependents of FFOS Commonwealth Scholarship Holder			Other Temporary Residents not on International Secondary Exchange			Repeating (Same year as previously attended)			Non-Aboriginal Students			Aboriginal Students			All Students			Total Students
	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	
1 Session																						
2 Sessions													1	1	1	1	1	1	2	2	2	6
3 Sessions																						
4 Sessions																						
5 Sessions																						
6 Sessions																						
7 Sessions																						
8 Sessions																						
9 Sessions																						
10 Sessions																						
TOTAL	-	-	-	-	-	-	-	-	-	-	-	-	1	1	1	1	1	1	2	2	2	6





ENTER '2 SESSIONS' DETAILS BY YEAR OF BIRTH										
2 SESSIONS DETAILS	Non-Aboriginal Students			Aboriginal Students			All Students			Total Students
	Male	Female	Other	Male	Female	Other	Male	Female	Other	
Born on or after 1 July 2019										
Born 1 July 2018 to 30 June 2019 (3 yrs - PKG age)	1	1	1	1	1	1	2	2	2	6
Born 1 Jan 2018 to 30 June 2018 (3-4 yrs - K age)										
Born 1 July 2017 to 31 Dec 2017 (4 yrs - K age)										
Born 1 July 2016 to 30 June 2017 (5 yrs - PPR age)										
Born 30 June 2016 & earlier (6 years)										
TOTAL	1	1	1	1	1	1	2	2	2	6

- **Manually** complete the **Overseas Full Fee-Paying Students, Dependents of FFOS Commonwealth Scholarship Holder** and **Other Temporary Residents not on International Secondary Exchange** columns in accordance with the Guidelines for Non-Government School Funding 2022.

Overseas Full Fee Paying	Dependents of FFOS Commonwealth Scholarship Holder	Other Temporary Residents not on International Secondary Exchange

- Click .

6.2 Kindergarten

 **Student Numbers**

- Home
- Import CSV Enrolments
- Pre-Kindergarten
- Kindergarten
- Pre-Primary
- Full-Time
- Part-Time Secondary
- School Intake
- Census Acceptance
- Reports

KINDERGARTEN STUDENTS																						
Sessions attended Per Week by each student	Overseas Full Fee Paying			Dependents of FFOS Commonwealth Scholarship Holder			Other Temporary Residents not on International Secondary Exchange			Repeating (Same year as previously attended)			Non-Aboriginal Students			Aboriginal Students			All Students			Total Students
	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	
1 Session																						
2 Sessions																						
3 Sessions																						
4 Sessions													1	1	1	1	1	1	2	2	2	6
5 Sessions																						
6 Sessions																						
7 Sessions																						
8 Sessions																						
9 Sessions																						
10 Sessions																						
TOTAL	-	-	-	-	-	-	-	-	-	-	-	-	1	1	1	1	1	1	2	2	2	6

ENTER '4 SESSIONS' DETAILS BY YEAR OF BIRTH										
4 SESSIONS DETAILS	Non-Aboriginal Students			Aboriginal Students			All Students			Total Students
	Male	Female	Other	Male	Female	Other	Male	Female	Other	
Born on or after 1 July 2019										
Born 1 July 2018 to 30 June 2019 (3 yrs - PKG age)										
Born 1 Jan 2018 to 30 June 2018 (3-4 yrs - K age)	1	1	1	1	1	1	2	2	2	6
Born 1 July 2017 to 31 Dec 2017 (4 yrs - K age)										
Born 1 July 2016 to 30 June 2017 (5 yrs - PPR age)										
Born 30 June 2016 & earlier (6 years)										
TOTAL	1	1	1	1	1	1	2	2	2	6

- Click to select session row (eg. 4 sessions = 2 full days, 6 sessions = 3 full days).
- A second data entry box displays to enter student details by age.
- Click .
- **Manually** complete the **Overseas Full Fee-Paying Students, Dependents of FFOS Commonwealth Scholarship Holder** and **Other Temporary Residents not on International Secondary Exchange** columns in accordance with the Guidelines for Non-Government School Funding 2022.

Overseas Full Fee Paying	Dependents of FFOS Commonwealth Scholarship Holder	Other Temporary Residents not on International Secondary Exchange
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- Click .

6.3 Pre-Primary

 **Student Numbers**

- Home
- Import CSV Enrolments
- Pre-Kindergarten
- Kindergarten
- Pre-Primary
- Full-Time
- Part-Time Secondary
- School Intake
- Census Acceptance Reports

PRE-PRIMARY STUDENTS																							
Sessions attended Per Week by each student	Overseas Full Fee Paying			Dependents of FFOS Commonwealth Scholarship Holder			Other Temporary Residents not on International Secondary Exchange			Repeating (Same year as previously attended)			Non-Aboriginal Students			Aboriginal Students			All Students			Total Students	
	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other		
1 Session																							
2 Sessions																							
3 Sessions																							
4 Sessions																							
5 Sessions																							
6 Sessions																							
7 Sessions																							
8 Sessions																							
9 Sessions																							
10 Sessions																							
TOTAL	-	-	-	-	-	-	-	-	-	-	-	-	1	1	1	1	1	1	1	2	2	2	6

ENTER '10 SESSIONS' DETAILS BY YEAR OF BIRTH										
10 SESSIONS DETAILS	Non-Aboriginal Students			Aboriginal Students			All Students			Total Students
	Male	Female	Other	Male	Female	Other	Male	Female	Other	
Born on or after 1 July 2019										
Born 1 July 2018 to 30 June 2019 (3 yrs - PKG age)										
Born 1 Jan 2018 to 30 June 2018 (3-4 yrs - K age)										
Born 1 July 2017 to 31 Dec 2017 (4 yrs - K age)										
Born 1 July 2016 to 30 June 2017 (5 yrs - PPR age)	1	1	1	1	1	1	2	2	2	6
Born 30 June 2016 & earlier (6 years)										
TOTAL	1	1	1	1	1	1	2	2	2	6

- Click to select session row (eg. 10 sessions = 5 full days).
- A second data entry box displays to enter student details by age.
- Click .
- **Manually** complete the **Overseas Full Fee-Paying Students, Dependents of FFOS Commonwealth Scholarship Holder** and **Other Temporary Residents not on International Secondary Exchange** columns in accordance with the Guidelines for Non-Government School Funding 2022.

Overseas Full Fee Paying	Dependents of FFOS Commonwealth Scholarship Holder	Other Temporary Residents not on International Secondary Exchange
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- Click .

6.4 Full-Time

Student Numbers

- [Home](#)
- [Import CSV Enrolments](#)
- [Pre-Kindergarten](#)
- [Kindergarten](#)
- [Pre-Primary](#)
- [Full-Time](#)
- [Part-Time Secondary](#)
- [School Intake](#)
- [Census Acceptance Reports](#)

FULL-TIME PRIMARY SECONDARY STUDENTS ONLY																						
Education Level	Overseas Full Fee Paying			Dependents of FFOS Commonwealth Scholarship Holder			Other Temporary Residents not on International Secondary Exchange			Repeating (Same year as previously attended)			Non-Aboriginal Students			Aboriginal Students			All Students			Total Students
	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	
Pre-Kindy	-	-	-	-	-	-	-	-	-	-	-	-	1	1	1	1	1	1	2	2	2	6
Kindergarten	-	-	-	-	-	-	-	-	-	-	-	-	1	1	1	1	1	1	2	2	2	6
Pre-Primary	-	-	-	-	-	-	-	-	-	-	-	-	1	1	1	1	1	1	2	2	2	6
Year 1																						
Year 2																						
Year 3																						
Year 4																						
Year 5																						
Year 6																						
Ungraded Primary																						
Primary	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Year 7																						
Year 8																						
Year 9																						
Year 10																						
Year 11																						
Year 12																						
Ungraded Secondary																						
Secondary	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-	-	-	-	-	-	-	3	3	3	3	3	3	6	6	6	18

SAVE
REFRESH
PRINT

- Select year level to enter student totals by gender.
- Click SAVE .
- **Manually** complete the **Overseas Full Fee-Paying Students, Dependents of FFOS Commonwealth Scholarship Holder** and **Other Temporary Residents not on International Secondary Exchange** columns in accordance with the Guidelines for Non-Government School Funding 2022.

Overseas Full Fee Paying	Dependents of FFOS Commonwealth Scholarship Holder	Other Temporary Residents not on International Secondary Exchange
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- Click SAVE .

6.5 Part-Time Secondary

 **Student Numbers**

- Home
- Import CSV Enrolments
- Pre-Kindergarten
- Kindergarten
- Pre-Primary
- Full-Time
- Part-Time Secondary**
- School Intake
- Census Acceptance Reports

PART-TIME SECONDARY STUDENTS ONLY																			
Education Level	Non-Aboriginal Students						Aboriginal Students						All Students						Total Students
	Male		Female		Other		Male		Female		Other		Male		Female		Other		
	Total	FTE	Total	FTE	Total	FTE	Total	FTE	Total	FTE	Total	FTE	Total	FTE	Total	FTE	Total	FTE	
Year 7																			
Year 8																			
Year 9	1	0.5											1	0.5					1
Year 10			1	0.5											1	0.5			1
Year 11					1	0.8											1	0.8	1
Year 12																			
Ungraded Secondary																			
TOTAL	1	0.5	1	0.5	1	0.8	-	-	-	-	-	-	1	0.5	1	0.5	1	0.8	3

- Select year level to enter student totals by gender.
- Click .

6.6 School Intake

- If your school does not have Year 7 or 11 students, go to **Section 7**.
- If your school has Year 7 and 11 students, select **School Intake** link.

 **Student Numbers**

- Home
- Import CSV Enrolments
- Pre-Kindergarten
- Kindergarten
- Pre-Primary
- Full-Time
- Part-Time Secondary
- School Intake**
- Census Acceptance Reports

- This table is used to enter intake schools for students:
 - Year 7 → intake school where student attended Year 6 in 2021.
 - Year 11 → intake school where student attended Year 10 in 2021.

7 Census Acceptance

- Once data are accurate, click Census Acceptance.
- Confirm Principal details are correct, click 

Confirm

Are these details correct?

Principal First Name:	First Name Here
Principal Last Name:	Last Name Here
Principal Email:	emailaddress@xxx.xxx.xxx

YES 
NO 
CANCEL 

- If Principal details are incorrect, click  then update as required.

Principal First Name:	<input type="text" value="Enter First Name"/>
Principal Last Name:	<input type="text" value="Enter Last Name"/>
Principal Email:	<input type="text" value="Enter Principal email address"/>

CANCEL 
SAVE 

- When details are correct, click .
- If errors are displayed, update data and restart the census acceptance process.

Please correct the following conflicting enrolment details before proceeding.

Full-Time Students - School Intake Differences			
Gender	Year Group	Number of Students	
		Full-Time	Intake
Male	Y07	2	1

- If validation is successful a **Certification of Data** screen will display.

The Session Information below is a summary of your school's Pre-Kindergarten, Kindergarten and Pre-Primary year levels. Please ensure the sessions are correct before clicking on the 'I accept the Enrolments presented in this census' button.

Session Information			
Census	Year Group	Detail	Days Per Week
2022 Test Semester 1	PKG	6 students attend 2 sessions	1.0 day per week
2022 Test Semester 1	KIN	6 students attend 4 sessions	2.0 days per week
2022 Test Semester 1	PPR	6 students attend 10 sessions	5.0 days per week

CERTIFICATION OF DATA

I certify that the information provided by this school is, to the best of my knowledge and belief, true and correct in every particular.

Notes

Accepted by:

I ACCEPT THE ENROLMENTS PRESENTED IN THIS CENSUS

- For pre-kindergarten, kindergarten or pre-primary students, confirm **Detail** column is correct (eg. 1 session = ½ day) and **year group is displaying correct sessions**.
- For any error in sessions, go back to the pre-kindergarten, kindergarten or pre-primary links to correct data. If a CSV enrolment file was uploaded, amend data in school administration system, produce an updated CSV enrolment file and reload.
- If session information is correct continue the census acceptance process.
- Enter name of staff member or delegate into the **Accepted by:**
- Click **I ACCEPT THE ENROLMENTS PRESENTED IN THIS CENSUS**
- Click **OK** to complete the census acceptance process

Are you sure you want to accept these enrolments?

8 Reports

- Click Reports to generate a 'PDF' document for each year level (Pre-Kindergarten, Kindergarten, Pre-Primary, Full-Time, Part-Time Secondary and Enrolment Summary), print and keep for your records. **Note: Ensure pop-ups are enabled to view the file.**

Semester 1, 2022

PRE-KINDERGARTEN STUDENTS																						
Education Level	Overseas Full Fee Paying			Dependents of FFOS Commonwealth Scholarship Holder			Other Temporary Residents not on International Secondary Exchange			Repeating (Same year as previously attended)			Non-Aboriginal Students			Aboriginal Students			All Students			Total Students
	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	
1 Session																						
2 Sessions													1	1	1	1	1	1	2	2	2	6
3 Sessions																						
4 Sessions																						
5 Sessions																						
6 Sessions																						
7 Sessions																						
8 Sessions																						
9 Sessions																						
10 Sessions																						
TOTAL	-	-	-	-	-	-	-	-	-	-	-	-	1	1	1	1	1	1	2	2	2	6

2 SESSIONS STUDENTS DETAILS BY YEAR OF BIRTH										
Age	Non-Aboriginal Students			Aboriginal Students			All Students			Total Students
	Male	Female	Other	Male	Female	Other	Male	Female	Other	
Born 1 July 2018 to 30 June 2019 (3 yrs - PKG age)	1	1	1	1	1	1	2	2	2	6
TOTAL	1	1	1	1	1	1	2	2	2	6

9 Per-Capita Funding Application

Once the student census is accepted, click the Per-Capita Funding Application link.

- Ensure pop-ups are enabled in your browser to view the PDF.
- Click **PROCEED** to generate the Per-Capita Funding Application.
- Before producing the Per-Capita Funding Application pdf, a dialogue box will display.

Confirm

Please note that the **Per Capita Funding Application (PCFA)** requires your school to:

- Exclude students who do not meet the enrolment, attendance, residency or other requirements as outlined in the *Guidelines for Non-Government School Funding*.
- Ensure that the person signing the PCFA on behalf of the school is a *Nominated Certification Officer*.

- To acknowledge click to generate the pdf or .



Department of
Education

**NON-GOVERNMENT SCHOOLS PER-CAPITA FUNDING APPLICATION
FIRST SEMESTER 2022**

STUDENTS ELIGIBLE FOR PER-CAPITA FUNDING AS AT 11 FEBRUARY 2022

DON'T FORGET TO SIGN

School Name

Postal Address

Person Completing Form

Telephone

E-mail

REFER TO 'EXPLANATORY NOTES' DOCUMENT FIRST

	CENSUS NUMBERS	ADJUSTED FTEs/ INELIGIBLE STUDENTS	TOTAL ELIGIBLE STUDENTS FOR FUNDING ONLY
KINDERGARTEN FULL-TIME EQUIVALENT*	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
PRE-PRIMARY to YEAR 6 (PRIMARY) FULL-TIME EQUIVALENT	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
YEAR 7 TO YEAR 10 (MIDDLE SCHOOL) FULL-TIME EQUIVALENT	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
YEAR 11 TO YEAR 12 (UPPER SECONDARY) FULL-TIME EQUIVALENT	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

* Kindergarten students attending four or more sessions are counted as 1.0 FTE in the "Census Numbers" column.

CERTIFICATION

I certify that the information contained in this spreadsheet is correct and the students for whom per-capita funding is claimed meet the conditions set out in the *Guidelines for Non-Government School Funding 2022*. All compulsory age students being claimed are adhering to the full time attendance policy, unless approval has been granted from the Minister for Education, for an alternative arrangement (e.g. part-time).

(To be completed by Certification Officer)

Signature of Certifying Officer

Name (BLOCK LETTERS PLEASE)

Position

Date

REMINDER: All students claimed in final column must meet enrolment, attendance & residency requirements.

EMAIL TO NGSFunding@education.wa.edu.au

- School details and Census Numbers column will auto populate.
- Complete **Adjusted FTEs** and **Total Eligible** columns in accordance with the Guidelines for Non-Government School Funding 2022.
- Ensure full fee-paying overseas students are excluded.
- Schools having trouble producing the form can access a [blank PCFA Application](#) from the School Information website.

10 Frequently Asked Questions

For support completing the student census, raise a request with the Department's ICT Customer Service Centre (CSC) on 9264 5555 for metro callers, 1800 012 828 for regional callers or email customer.servicecentre@education.wa.edu.au. When calling, advise Customer Service Representatives your name, phone number and email address along with your school's name and suburb.

Q Where will I find our school's login code?

A The unique login code will be emailed on the 31 January 2022 to the email address provided to the Department during the previous student census (August 2021). If you have not received this email raise a request with the Department's CSC using details above.

Q What happens if I can't access the Student Census system?

A Make a note of any error messages and raise a request with the CSC using details above.

Q Can I re-upload my CSV enrolment file more than one time?

A Yes, provided the student census is not accepted. Note: if a CSV enrolment file is reloaded *every cell containing data* will be overwritten.

Tip:

If the first CSV enrolment file upload contains Year 12 students and the second CSV enrolment file upload does not, the Year 12 data will remain and is to be manually removed.

Q Is CSV save the same as certifying the data?

A No. Certifying data or Census Acceptance will lock the census as final, CSV save imports data into corresponding cells awaiting certification.

Q Can I continue with my student census over more than one day, logging off overnight?

A Yes. Provided you have not selected Census Acceptance and completed the process.

Q Can I do a partial CSV enrolment upload of only certain year levels eg. pre-primary?

A Yes. You can then manually enter aggregate data for the rest of the year levels at your school.

Q What do I do if I have errors with my uploaded CSV enrolment file?

A Attempt to identify errors, amend in administration system, produce a new CSV enrolment file and try again. Refer to CSV Upload Instructions available on the School Information website or raise a request with the Department's CSC using details above.

Q I have selected Census Acceptance and completed the process. I have made an error, what do I do?

A Raise a request with the Department's CSC using details above and request to have your data unlocked.