

DATA ENTRY INSTRUCTIONS FOR SCHOOLS

The instructions below specify which fields within CASES21 will be used to enter the information collected from the supplementary enrolment form. It should be noted that these fields in CASES21 will not be available until the release of Version 32 in November/December 2004.

Supplementary Enrolment Form - Details of students in 2005

Please list each member of your family who is/will be attending this school in 2005.

Student No	Surname/ Family Name	First Name	Year Level in 2005	Home Group in 2005	Q1. Does the student speak a language other than English <i>at home</i>? <small>(If more than one language, indicate the one that is spoken most often.)</small>
1					No, English only <input type="checkbox"/> Yes, Other - please specify... <input style="width: 150px; height: 20px;" type="text"/>

Data Entry Instructions:

- Within CASES21 open program **ST11001** or **ST11001T**.
- Use the above details (Surname, First Name, Year Level and Home Group) to select the student record
- Go to the ***Demographics*** tab
- Enter Q 1 details in the field “*Main LOTE spoken at home*” (See Page 2)

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Edit Record

Student ID:

Country of birth: Cook Islands
 Date of arrival to Australia:

Resident status: Permanent
 Basis of Australian residency: Holds permanent residency visa
 Visa subclass: Sri Lankan - special assistance

Map type:
 Map number:
 Reference X:
 Reference Y:
 Usual transport: Walking

Distance to school: Km GEDAL
 Religion: FAMILY
 Religious instruction: BEMSG
SCHOOL
RESTRICT
MEDICAL
BMSRG
FINANCE

Main LOTE spoken at home:
 Speaks English:
 Indigenous Background: No indigenous background MEDICAL
 Living arrangement: Home with TWO parents/guardians BMSRG
 Main language spoken at home: Samoan FINANCE

General notes:

Enter Q 1 details in the field
 “Main LOTE spoken at home”



SUPPLEMENTARY ENROLMENT FORM - Parent/Guardian Details

	Mother/Parent 1 /Guardian 1	Father/Parent 2 /Guardian 2
Surname		
First Name		

- Go to the *Primary Family details* tab
- Check that the Names on the supplementary form match the names on the *family details* tab.
If the details match, ensure that the information for Q2 to Q5 for Parent 1/Parent 2 is entered against the appropriate person in CASES21.
If the names do not match, your school may need to check if the persons currently listed as Primary Family need to be updated to match those on the Supplementary Enrolment Form. For example, you may need to swap the Primary and Alternative families if appropriate.

Q2 Does the mother/guardian or father/guardian speak a language other than English at home? <i>(If more than one language, indicate the one that is spoken most often.)</i>	No, English only..... Yes, Other - please specify.....	<input type="checkbox"/> <input style="width: 100%; height: 20px;" type="text"/>	<input type="checkbox"/> <input style="width: 100%; height: 20px;" type="text"/>
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- Enter Q 2 details in the field “*Main LOTE spoken at home*” for each adult. (See Page 5)

Q3. What is the highest year of primary or secondary school the parent/guardian has completed? Tick one box only in each column <i>(For persons who have never attended school, mark ‘Year 9 or equivalent or below’.)</i>	Year 12 or equivalent..... Year 11 or equivalent..... Year 10 or equivalent..... Year 9 or equivalent or below.....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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- Enter Q 3 details in the field “*School education*” for each adult. (See Page 5)

Q4. What is the level of the <i>highest</i> qualification the parent/guardian has completed? Tick one box only in each column	Bachelor degree or above.....	<input type="checkbox"/>	<input type="checkbox"/>
	Advanced diploma/Diploma.....	<input type="checkbox"/>	<input type="checkbox"/>
	Certificate I to IV (including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>
	No non-school qualification.....	<input type="checkbox"/>	<input type="checkbox"/>

➤ Enter Question 4 details in the field “*Non-school education*” for each adult. (See Page 5)

Q5. What is the occupation of the parent/guardian? <ul style="list-style-type: none"> If person is not currently in <u>paid</u> work but has had a job in the last 12 months or has retired in the last 12 months, please use the person’s last occupation. If the person has not been in <u>paid</u> work in the last 12 months, enter ‘N’. 	Occupation Group Letter <i>(Please select the appropriate occupation group letter from the attached list.)</i>	Group <input type="text"/>	Group <input type="text"/>

➤ Enter Question 5 details in the field “*Occupation Status Group*” for each adult. (See Page 5)

Q 2 - Parent 1
"Main LOTE spoken at home"

Q 3 - Parent 1
"School education"

Q 4 - Parent 1
"Non-school education"

Q 5 - Parent 1
"Occupation status group"

Family ID: [] Adult A: [] Edit Record
Adult B: []

Adult A	Adult B
Gender: <input type="text" value="F"/>	Gender: <input type="text" value="M"/>
Title: <input type="text" value="Mrs"/>	Title: <input type="text" value="Mr"/>
Surname: []	Surname: []
First name: []	First name: []
Occupation: []	Occupation: []
Employer: []	Employer: []
Country of birth: <input type="text" value="1505"/> Samoa	Country of birth: <input type="text" value="1505"/> Samoa
Main LOTE spoken at home: <input checked="" type="checkbox"/> <input type="text" value="9308"/> Samoan	Main LOTE spoken at home: <input type="checkbox"/> []
Other language: <input type="text" value="1201"/> English	Other language: <input type="text" value="1201"/> English
Interpreter required: <input type="text" value="N"/> Interpreter not required	Interpreter required: <input type="text" value="N"/> Interpreter not required
School education: <input type="text" value="2"/> Year 10 or equivalent	School education: <input type="text" value="2"/> Year 10 or equivalent
Non-school education: <input type="text" value="7"/> Bachelor degree or above	Non-school education: <input type="text" value="6"/> Advanced diploma/Diploma
Occupation status group: <input type="text" value="B"/> Group B	Occupation status group: <input type="text" value="A"/> Group A
Main language spoken at home: <input type="text" value="9308"/> Samoan	
Language of notices: <input type="text" value="1201"/> English	
Group participation: <input type="text" value="A"/> Adult A	

[Change Adult A surname](#)

Q 2 - Parent 2
"Main LOTE spoken at home"

Q 3 - Parent 2
"School education"

Q 4 - Parent 2
"Non-school education"

Q 5 - Parent 2
"Occupation status group"