

## DATA COLLECTION SCHEDULE

Data Collection	Method	Information	Due By Close of business
1. Student Enrolment Census	CASES21	In CASES21, click on <b>Enrolment Census</b> which is found under Students   Census   Processes. <i>Schools must have upgraded CASES21 to V46 for schools using new equipment to access the up to date version of the CASES21 Census Application.</i>	Friday 7/8/2009
2. Principal's Projections for 2010	Internet	Schools will need to use either the School, Principal or Business Manager EduMail account to login to the website at: <a href="https://www.eduweb.vic.gov.au/ppsosy/Collection.aspx">https://www.eduweb.vic.gov.au/ppsosy/Collection.aspx</a>	Friday 7/8/2009
3. Online Supplementary Census	Internet	Previously distributed as a paper booklet, the Supplementary Census is an online collection. On Tuesday 4 August 2009 schools will be provided with a unique ID and password (by email) to login to the website at: <a href="https://deecd-census.websurvey.net.au">https://deecd-census.websurvey.net.au</a>	Friday 14/8/2009
4. School Supplementary Staffing Collection (SSSC)	Internet	Schools will need to use their School EduMail account to login to the website at: <a href="http://www.eduweb.vic.gov.au/forms/school/SSSC">http://www.eduweb.vic.gov.au/forms/school/SSSC</a>	Friday 14/8/2009
5. Casual Relief Teacher Recruitment Census	Internet	Schools will need to use either the School or Principal's EduMail account to login to the website at: <a href="http://www.eduweb.vic.gov.au/CRTCensus">http://www.eduweb.vic.gov.au/CRTCensus</a>	Friday 14/8/2009
6. Languages Other Than English (LOTE) collection	Internet	Schools will need to use their School EduMail account to login to the website at: <a href="http://www.eduweb.vic.gov.au/forms/school/LOTECensus">http://www.eduweb.vic.gov.au/forms/school/LOTECensus</a>	Friday 14/8/2009
7. English as a Second Language (ESL) collection	Paper	Only schools in receipt of ESL funding are required to complete a survey form (Yellow for Primary and Orange for Secondary).	Friday 14/8/2009

### Contact Details for Assistance

Contact Area	Type of Enquiry
<b>Census Hotline</b> Ph: (03) 9637 3225 Fax: (03) 9637 2830 Email: <a href="mailto:census@edumail.vic.gov.au">census@edumail.vic.gov.au</a>	Census related queries regarding the: <ul style="list-style-type: none"> <li>- Student Enrolment Census</li> <li>- Principal's Projections</li> <li>- Online Supplementary Census (<i>for technical issues schools should contact the Survey Administrators on (03) 9340 9014</i>)</li> <li>- SSSC internet collection</li> <li>- Issues related to the census process, counting students, student details, and the current census guidelines</li> </ul>
<b>Service Gateway</b> <a href="http://servicedesk.education.vic.gov.au">http://servicedesk.education.vic.gov.au</a> <b>DEECD Service Desk</b> Ph: 1800 641 943 Fax: 1800 672 148 Email: <a href="mailto:servicedesk@edumail.vic.gov.au">servicedesk@edumail.vic.gov.au</a>	<ul style="list-style-type: none"> <li>• CASES21 system or technical issues including:               <ul style="list-style-type: none"> <li>- problems related to the operation of CASES21 programs</li> <li>- other software and hardware (e.g. PC, server, printer) issues.</li> </ul> </li> <li>• Technical / software / hardware issues related to the LOTE Census data collection.</li> </ul> Please use the <b>Service Gateway</b> as the preferred option for enquiries.
<b>Workforce Analysis and Reporting Unit</b> Ph: (03) 9637 3448	Any queries regarding the Casual Relief Teacher Recruitment Census
<b>Language Other Than English Unit</b>	For assistance with the LOTE Census data collection process please contact: <ul style="list-style-type: none"> <li>• Content queries: <a href="mailto:lotecensus@edumail.vic.gov.au">lotecensus@edumail.vic.gov.au</a> or (03) 9637 2041</li> <li>• Technical/software/hardware issues:  <a href="https://www.eduweb.vic.gov.au/servicedesk/infraEnterprise.aspx?Form=Lite">https://www.eduweb.vic.gov.au/servicedesk/infraEnterprise.aspx?Form=Lite</a>                Choose School Technical - Software option</li> </ul> OR 1800 641 943 - Option 4 (School Technical), then choose software option
<b>English as a Second Language Unit</b> Ph: (03) 9637 2135	Any queries regarding the ESL Survey