

Update Instructions for the School Level Report

If, after comparing your School Level Report (SLR) with your own records, you deem your report to be incorrect or incomplete, please follow the directions below.

GENERAL UPDATE NOTES

School Level Report Webforms

School Level Report Webforms can be accessed from the School Performance Reports website (see page 4 for details).

Updates made via CASES21 or the School Level Report Webforms must be made by COB Thursday for the data to appear in the SLR the following Monday (note: there will also be mid-week updates in February and March).

If you are updating data using the School Level Report webforms, please note:

- even if only one number in any data set requires updating, ALL the data in the data set need to be entered. For example, if the 2008 VELs Reading data for year 6 students is incorrect, VELs Reading data for all year levels needs to be entered using the School Level Report Webforms (not just year 6).
- it is the last update in the week (ie. the last update prior to COB Thursday) that will overwrite your existing data. Eg, if you send data using the webforms on Tuesday, then re-submit changes on Wednesday, it is Wednesday's data that will appear in your SLR the following Monday.

SFO density

- email or call one of our staff (contact details on page 4)

Assessment of Reading Prep - Year 2

- email or call Kin Ip (contact details on page 4)

Teacher Assessments against the VELs

- this data can be transmitted by following either Method 1 or Method 2 below:

Method 1 - via CASES21:

Step 1: Go to Chapter 18 of the CASES21 Quick Guide (requires EduMail ID and password for access) by clicking on

[Chapter 18 of CASES21 QuickGuide](#)

Step 2: In that QuickGuide, go to page 17, start from "Aggregate VELs results for reporting to the Department" and follow the instructions through to half way down page 19, but read the IMPORTANT notes below first.

Important notes:

- a) The instructions in the QuickGuide tell you how to send 2006.2 data, but you want to send **2008.2** data. So wherever it says 2006.2, put in **2008.2**.
- b) If you cannot aggregate the 2008.2 VELs data, the VELs data may not have been transferred from your third-party reporting software (usually QuickVic) to CASES21. Instructions on how to transfer this data to CASES21 begin on page 13 of the above QuickGuide from the heading "Import VELs results into CASES21 and process results". To transfer VELs data to CASES21, you must have created an export file from CASES21 prior to rollover, as specified on page 11 of the above QuickGuide.

Method 2 - via School Level Report Webforms: (see next page)

Update Instructions for the School Level Report - cont'd

Method 2 - via School Level Report Webforms:

- If you need to use this method, your VELs data will most likely be stored in a third party software package that cannot import to CASES21, or recorded in paper records.

Step 1: Getting the data

- obtain your school's VELs summary data from your third party software package or your paper records

Step 2: Transmitting the data

- go to the School Level Report Webforms located at:
<http://www.eduweb.vic.gov.au/forms/school/annualreport/default.asp>
(requires Principal's edumail ID and password for access)
- select the desired VELs domain under the heading "VELs teacher assessments"
- enter the total number of students at each VELs level for each year level (obtained from Step 1). Note: data cannot be entered into the Webform cells that contain the number zero, these cells automatically tally the number of students in the group
- press 'Submit'

NAPLAN / AIM

- email or call one of our staff (contact details on page 4)

VCE, VET, VCAL

- email or call one of our staff (contact details on page 4)

Teacher Assessment of Student Progress (PSD students)

- this data can only be updated via the School Level Report Webforms. Data for both 2008 and pre-2008 can be entered and transmitted.

Step 1: Getting the data

- this data may be kept in the Excel file available from the School Performance Data site (<http://www.education.vic.gov.au/management/schoolimprovement/performance/data/curriculum.htm>) or from your own paper records.
- Only student aggregate numbers are required (not individual student-level data).

Step 2: Transmitting the data

- go to the School Level Report Webforms located at:
<http://www.eduweb.vic.gov.au/forms/school/annualreport/default.asp>
(requires Principal's edumail ID and password for access)
- select 'Teacher Assessment of Student Progress (PSD students)'
- select the desired year from the drop-down box at the top of the page
- enter the NUMBER of students (not the percentage) in each cell (obtained from Step 1) and press 'Submit'

Enrolment

- email or call one of our staff (contact details on page 4)

Apparent Retention (secondary schools only)

- email or call one of our staff (contact details on page 4)

Real Retention (secondary schools only)

- this method allows you to transmit 2008 data ONLY. Pre-2008 data CANNOT be transmitted using this method - this will result in the transmission of incorrect data.

Step 1: under the menu path Students/Start of Year/Promotion & Database Cleanup/ run the task "Aggregate and Send Benchmark Data to DoE"

Update Instructions for the School Level Report - cont'd

Exit Destination - Zero Month / Initial destinations (secondary schools only)

- this data is entered into CASES21 and transmitted to DEECD by schools after the February census. The data will therefore not appear in your School Level Report until at least 1-2 weeks after census. The 'Update Status' section on the School Performance Reports webpage (web address given at the end of this document) will highlight when the data has been included in your report.
- once the the data has become available, if your report contains incorrect or incomplete exit data, please follow the steps in either Method 1 or Method 2 below.

Method 1 - re-transmit from CASES21:

Step 1: Checking the data

- it is recommended that you check the data before re-transmitting to DEECD. To do this, follow the instructions in Step 1 Method 2 below

Step 2: Transmitting the data (these instructions are also in the Year 9-12 Student Exit Destinations Quickguide)

- in CASES21, go to menu path Students/Past Students/Year 9-12 Student Destinations
- run the program 'Send Year 9-12 Destination data to DoE'
- actively select '0 Return for Last Year 0 Month' in the top field. 0 Month refers to initial destinations. Note that once highlighted, the text '0 Return for Last Year 0 Month' should be highlighted in blue
- click the 'Get Message' button once it becomes enabled. This will start the message processing
- once processing has finished, the 'Send Message' button will become enabled. When this occurs, press the 'Send Message' button
- when the data has been successfully sent, the message 'Message sent for Zero Month' will appear

Method 2 - fax the data to DEECD:

- if this method is adopted, the fax containing the data must be sent to DEECD by midday Thursday to be included in the weekend's School Level Report update.

Step 1: Getting the data

- in CASES21, go to Students/Past Students/Year9-12 Student Destinations/ Year 9-12 Student Destinations by Year Level and Gender (ST21083)
- select from year level 10 to year level 12
- for 'Include records with no category or destination data,' select Y
- select Initial (0 Month) destination
- from category 01 to last category on list (ie. all categories)
- from destination 010776 to last destination on list (ie. all destinations)
- from exit date 1/1/2008 to 31/12/2008
- view and print the report, then check the data looks correct

Step 2: Faxing the data to DEECD

- fax the first page only (the summary page) of the CASES21 report obtained from Step 1 Method 2 above to a staff member (contact details on last page of this document)

Update Instructions for the School Level Report - cont'd

Student Absence (by FTE student)

SECTION A For schools that:

- have been recording student absence data in CASES21, or
- used a third party software package to record student absence and successfully imported this data into CASES21.

Method 1 - via CASES21:

- this method allows you to transmit 2008 data ONLY. Pre-2008 data CANNOT be transmitted using this method - this will result in the transmission of incorrect data.

Step 1: ensure that your students have been promoted from 2008

Step 2: under the menu path Students/Start of Year/Promotion & Database Cleanup/ run the task "Aggregate and Send Benchmark Data to DoE"

Method 2 - if transmission via CASES21 is not working:

- email or call one of our staff (contact details below)

SECTION B For schools that used a third party software package to record student absence and cannot successfully import this data into CASES21.

Method 3 - for schools using third party absence software:

Step 1: Getting the data

- obtain average absent days per student headcount data for each year level from the third party software package.

Step 2: Transmitting the data

- go to the School Level Report Webforms located at:

<http://www.eduweb.vic.gov.au/forms/school/annualreport/default.asp>

(requires Principal's edumail ID and password for access)

- select 'Student Absence'

- enter the Average Number of Absent Days per Student for each year level (obtained in Step 1) and press 'Submit'

Opinion Surveys - Parent Opinion, Staff Opinion

- email or call one of our staff (contact details below)

Staff Sick Leave

- 2008 staff sick leave data will be available in April / May of 2009.

- details on how staff sick leave data is calculated can be found on our FAQ page at:

<http://www.education.vic.gov.au/management/schoolimprovement/performance/performancefaq.htm> (question 10).

- for all other queries email or call one of our staff (contact details below)

Teaching Staff Retention

- email or call one of our staff (contact details below)

Bank Balances

- email or call one of our staff (contact details below)

CONTACT DETAILS

School Level Report Hotline: (03) 9637 3257

Danny Kovacic email: kovacic.danny.a@edumail.vic.gov.au

Kin Ip email: ip.kin.c@edumail.vic.gov.au

Anne O'Connell email: o'connell.anne.p@edumail.vic.gov.au

Stephen Fraser email: fraser.stephen.a@edumail.vic.gov.au

School Performance Reports website address:

<http://www.education.vic.gov.au/management/schoolimprovement/performance/performancereports.htm>

Fax details: Attention to: **School Performance Data Unit**

Fax Number: **(03) 9637 2830**