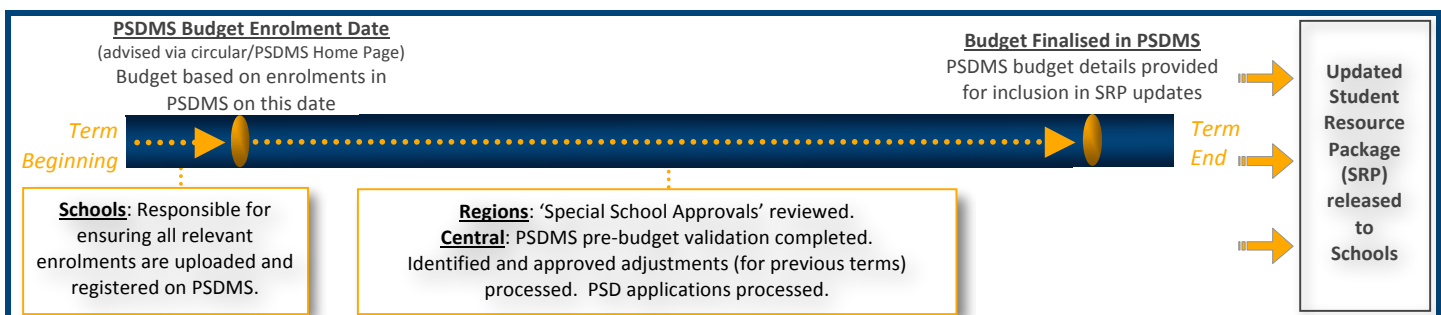


General Notes:

- This guide details [PSDMS budget processes](#).
- PSD funding is allocated based on up-to-date enrolment information provided by schools via uploading and registering enrolments in PSDMS.
 - For students not listed on PSDMS (that are enrolled and in receipt of PSD support), refer to: [Quick Reference Guide - Adding Student Details to PSDMS](#).
- PSD funding is updated once a term, and these updates are reflected in Student Resource Package at the end of each term.
- All Quick Reference Guides are obtainable from the DEECD Health and Wellbeing website: <http://www.education.vic.gov.au/healthwellbeing/wellbeing/disability/systems.htm>
- PSDMS registered users can log into the system using their Edumail ID and password at: <https://www.eduweb.vic.gov.au/psdms>



PSDMS Budget Allocations

- PSD funding is updated each term based on enrolments in PSDMS as of the 'PSDMS Budget Enrolment Date'.
- Each budget identifies changes only for the current term - previous 'locked' budgets are not automatically updated.
- Throughout the term, special school approvals, pre-budget checks and identified budget adjustments are completed (for new, changed and backdated funding as required).
- The term's funding is then consolidated when the budget is finalised in PSDMS and included in the SRP.
Budget Date Enrolments + PSDMS Changes/Updates ⇒ PSDMS Term Budget for inclusion in SRP (at end of term)
- Enrolment changes that occur during the term (after the budget date) must be managed locally between schools.

PSDMS – SRP Comparison

- The Student Resource Package is updated for PSD changes once a term.
- The SRP reflects average annual funding, according to the last 'locked' (completed) PSD budget.

Where to view PSD entitlements on PSDMS

- Individual student allocations ('locked' and 'indicative') can be viewed in **Student/School Entitlements**
Click 'Student' from the top menu. Press 'Search' to show all listed students, and select a student. Then select 'Student/School Entitlements' from the left menu. Click 'Search' to reveal current year allocations.
- School allocations can be viewed in **School Entitlements** or **Student Projections**
Click 'School' from the top menu and select your school. Press 'School Finance' from the left menu. Then select 'School Entitlements' (to view whole year entitlements) or 'Student Projections' (to view indicative student listings).
* Entitlement and Student Projection screens display funding level and disability category information.
- Details of the last locked budget (reflecting the last SRP update) can be accessed through the school's **Resource Allocation List**
Click 'Reports' from the top menu and select 'Resource Allocation List' from the left menu. Select term of the last SRP update (that occurred at the end of the most recent term), school name, and report format (PDF or Excel) then 'Download Report'.

If assistance is required, please contact the DEECD Service Gateway:

P) 1800 641 943 or **W**) <https://www.eduweb.vic.gov.au/servicedesk/infraEnterprise.aspx?Form=Lite>