CASES21 School Profile and Contact Information

Process Guide

Introduction

All schools are required to keep their school contact details in CASES21 up-to-date, including Principal name (both Substantive and/or Acting), school address, school phone, school fax, School Council President, emergency and vacation contact information.

The release of the CASES21 End of Year 2007 Upgrade (V42) includes a new facility that has significantly changed the way in which schools can maintain and transmit up to date School Profile and Contact information. This new facility means there is less imposition on schools to provide such information than was previously the case.

For the first time School Contact and Profile information can now be maintained and transmitted to the Department directly from CASES21. The Modify Home School Details Format (SCI11001) has been extensively modified to capture changes in school profile and contact details.

The onerous task of having to duplicate School Profile and Contact details in “old” CASES in order to transmit the information to the Department is no longer necessary. As part of the release, the “old” CASES Administration [6,6,5] has been removed.

Modify Home School Details Format (SCI11001)

The Modify Home School Details Format (SCI11001) will include fields that are marked with an asterisk. At the end of the day, CASES21 will detect if any changes have been made to the fields designated with an asterisk and create and send a message file to the Department. The user does not need to initiate this process as it is automatic.

CASES21 will automatically send a new message to the Department after subsequent changes to the profile data have been saved.

Text will be displayed at the bottom of the screen with the date/time when the details were last sent to the Department.

School and Campus Level Information

The Modify Home School Details Format (SCI11001) now allows for School and Campus level details. School level details can only be changed in the Administration site record. For single campus schools, most campus level details cannot be changed.

Multi-campus schools should ensure to update details for each of their campuses.
School Profile

Please check all details displayed on the School Profile screen (refer to sample screen as shown below). Note only those fields highlighted with an asterisk will be sent to the Department.

School Principal / OIC

Details relevant to the School Principal / OIC position should be entered when a School Principal / OIC is appointed to the school. Those details should remain there until the occupant has vacated the position. A delay often occurs between an incumbent leaving the school and a new person being appointed. During this time the School Principal / OIC details should be made blank.

Acting Officer In Charge

The Acting Officer in Charge details should only be entered when the School Principal / OIC position is vacant or the substantive occupant will be away from duty for a substantial period of time.

Departmental mail will generally be sent to the Acting Officer in Charge if these details are entered on CASES21 and transmitted to the Department.
**General Rule**

You **must not** have the same person recorded against the School Principal / OIC and Acting Officer in Charge areas.

The **only** situation where entries should be made in both areas is where a substantive School Principal is away from duty for a substantial period and someone else is acting in that position.

The Acting Officer in Charge details must be removed when the School Principal returns to that position.

Failure to follow this general rule will cause problems when the information is being loaded onto EMIS.

**School Emergency Contact**

The name supplied should be in addition to the names already provided as vacation and school contacts. Ideally this should be someone who lives close to the school, is available all the time and has a complete set of school keys including a panel key. This person will only be contacted if an after hours response is required and no other nominated person is available.

**School Vacation Contact**

This will usually be the principal, but it can be a nominee if the principal is unavailable for the holidays. This information is used for Emergency and Security Management, staffing, facilities and regional purposes during vacations.

The school vacation contact should be aware of contact names and details to assist in resolving such issues as broken windows, vandalism, graffiti and any other minor damage that may occur.
## Campus Details

Ensure that all details shown on the Campus Details screen are correct (refer to the sample screen as shown below). Note only those fields highlighted with an asterisk will be sent to the Department.

For single campus schools, most campus level details cannot be changed.

Multi campus schools can select each campus to see and verify the details held against each one. In most cases, closed campuses will still be visible.

<table>
<thead>
<tr>
<th>School Profile</th>
<th>Campus Details</th>
<th>Addresses &amp; Map</th>
<th>School Information</th>
<th>Operator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus number: 1</td>
<td>Campus name: Census Primary School</td>
<td></td>
<td></td>
<td>Edit Record</td>
</tr>
<tr>
<td><strong>Campus Type:</strong> Primary</td>
<td><strong>Campus open:</strong> Y</td>
<td><strong>Admin site:</strong> Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Work</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus principal / DICT: DO</td>
<td>Mr John DO</td>
<td>9888 8888</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acting principal: LAM</td>
<td>Ms Mary LAMB</td>
<td>9777 6868</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus assistant principal: LAM</td>
<td>Ms Mary LAMB</td>
<td>9777 6868</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus 2nd Assistant principal:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus 3rd Assistant principal:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus business manager: NIV</td>
<td>Mr Dave NIVEN</td>
<td>9555 4444</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus school council: 2</td>
<td>Mr John CITIZEN</td>
<td>9333 2222</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus emergency contact: NIV</td>
<td>Mr Dave NIVEN</td>
<td>9055 4444</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus vacation contact: DO</td>
<td>Mr John DO</td>
<td>9000 8888</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus master key:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus email contact:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Profile data last sent to Dep’t: Wednesday 30 November 2007 4:00pm
Profile Updated: N
Address & Map Information

Ensure that school and mailing address details are correct as well and telephone and facsimile numbers (refer to sample screen as shown below).

Map references should also be checked for accuracy.

Note only those fields highlighted with an asterisk will be sent to the Department.

Save Changes

Ensure that all changes are saved in CASES21 so that the automatic trigger can send the updated information to the Department.
**Queries**

**EMIS**
Queries regarding school contact details on EMIS should be directed to the Census Hotline.

Telephone:  (03) 9637 3225  
Fax:  (03) 9637 2830

**CASES21 / Hardware**
Queries relating to:

- problems with operating CASES21 software
- hardware issues (printer, server, etc.) or
- if the campus structure shown on CASES21 *Modify Home School Details format (SCI11001)* is not correct

should be directed to the Service Gateway at http://servicedesk.education.vic.gov.au (preferred first option) or the DEECD Service Desk for assistance:

Telephone:  1800 641 943  
Fax:  1800 672 148  
Email:  servicedesk@edumail.vic.gov.au