## Task and Timeline Summary

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Census</th>
<th>Timeline</th>
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</thead>
</table>
| **1. Prepare for Census**  
Refer to page 9 of CASES21 Enrolment Census Process Guide | - Ensure all students who have left the school have been exited using CASES21 program ST11020 (Exit a Student from the School).  
- Update Student details using CASES21 formats such as ST11001/ST1100T and STRE11001.  
- Run report ST21068 (Students Marked as Deleted), located under Students / Individual Enrol to ensure that listed students are those you wish to delete.  
- Run the CASES21 task, “Delete any student with DEL status”, located under Students / Start of Year /Students & Expired Group Deletion. | Both | Prior to census day. |
| **2. Create a Census Return**  
Refer to page 11 of CASES21 Enrolment Census Process Guide | Multi campus schools should run the Census Application at the main administration campus.  
- Go to CASES21, Students /Census / Processes, and click on the Enrolment Census task. Ensure the window is maximized.  
- Click on the Continue button on the Welcome window.  
- Click on the Load Census Data button to populate the Census Return Details windows with Student Data and Warning/Error details. | Both | Prior to census day. |
| **3. Resolve Errors & Acknowledge Warnings for the Student Data**  
Refer to page 21 of CASES21 Enrolment Census Process Guide | - Students with errors/warnings are identified by an exclamation mark (!) and appear at the top of the Student Data window.  
- Click on the Validation Report button to view the report.  
- Click on the printer icon to print the report.  
- Verify and correct any data errors in CASES21.  
- Click on the Refresh Student Data button after all the changes have been made to student details in CASES21.  
- Acknowledge warnings by clicking on the “Acknowledge” box in the Warning/Error window. Warnings must be investigated as they may arise from incorrect data. Place cursor on the individual student to see their associated errors/warnings in the Warning/Error window. | Both | ASAP to allow time to fix errors. |
| **4. Create Class Size Data, Resolve Error & Acknowledge Warnings for Classes**  
Refer to page 27 of CASES21 Enrolment Census Process Guide | - Click on the Class tab next to the Student tab in the Census Return Details. Note that the Class tab will only appear for Primary, Pri/Sec and Secondary schools as they are required to provide class size data.  
- Click on the Generate Classes button (if appropriate) to automatically create classes based on home group for year levels Prep to Year 10. Otherwise, click on the Add Class button to manually enter each class.  
- Secondary and Pri/Sec schools with Year 11 and 12 students must enter these classes manually. If Year 11 and 12 classes have not been entered then an error will be displayed in the Warning/Error window preventing the Lodge Census Return process from being selected.  
- Click on the Import Classes button to retrieve manually entered classes from the last submitted census return for the current February school census (useful option when resubmitting a February census return).  
- Acknowledge warnings by clicking on the “acknowledge” box in the Warning/Error window. A warning will appear for each class below 15 or greater than 30 students and/or if the total class head count is not within 5 per cent of the head count of students in the census return. | February only | Prior to February census day. |
| **5. Run Draft Reports**  
Refer to page 31 of CASES21 Enrolment Census Process Guide | - Click on the Draft Report button to print reports in draft format.  
- Ensure SRP Funded totals are correct. Check current guidelines to ensure students are counted correctly. Check all draft reports and amend student details in CASES21 as required.  
- Click on the Refresh Student Data button to include amended details. | Both | Prior to census day. |
| **6. Lodge Census Return**  
Refer to page 36 of CASES21 Enrolment Census Process Guide | Once all errors/warnings have been resolved, click on the Lodge Census Return button to invoke the lodgement wizard. Ensure that all of the 6 steps are followed and successfully completed.  
Schools must certify whether the information contained in the return is correct.  
**Final reports** are archived electronically in a default directory, E:\cases\Census_Reports\Principal to sign, certify and retain printed version of Final reports. | Both | By 3.30 pm on census day. |
| **7. Resubmit (if necessary)** | In the week following census day, check whether all students were counted correctly. If not, amend student details then resubmit a correct census return in the week after census day (re-do steps 2 to 6). | Both | By no later than one week after census day. |
## Contact Information

<table>
<thead>
<tr>
<th>Census related issues:</th>
<th>CASES21 / CASES system related issues:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problems related to the:</td>
<td>Problems related to the operation of CASES21 / CASES software programs, other software issues and hardware (e.g. PC, server, printer).</td>
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<tr>
<td>- Student Enrolment Census;</td>
<td></td>
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<tr>
<td>- Teacher Recruitment Census; and</td>
<td></td>
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<tr>
<td>- Issues related to the census process, the counting of students, student details, and the current census guidelines.</td>
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</tbody>
</table>

Please contact the Census Hotline on:

- **Telephone:** (03) 9637 3225
- **Fax:** (03) 9637 2830
- **Email:** census@edumail.vic.gov.au


### CASES21 / CASES system related issues:

**Service Gateway**


**DEECD Service Desk on:**

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