**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 5 for details).

During February / March there will be updates every Monday and Thursday of the SLR. Data updates will be processed as follows:

<table>
<thead>
<tr>
<th>Data Source</th>
<th>Data Must Be Submitted By</th>
<th>Data Will Appear In SLR</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASES21 or SLR Web Form</td>
<td>COB Tuesday</td>
<td>Following Thursday</td>
</tr>
<tr>
<td>CASES21 or SLR Web Form</td>
<td>COB Thursday</td>
<td>Following Monday</td>
</tr>
</tbody>
</table>

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 2011 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 (contact details on page 5)

**English Online Interview**
- email or call (contact details on page 5)

**Teacher Assessments against the VELS**
- this data can be transmitted by following Method 1 below. Use Method 2 as a last resort if you experience technical problems in transmitting the data to DEECD.

**Method 1 - via CASES21:**

Step 1: Go to the Administration User Guide "Chapter 13: End of Year Administration Procedures" (requires EduMail ID and password for access) by clicking on [Administration User Guides](#).

Step 2: In that User Guide, go to page 13, start from "Aggregate VELS results for reporting to the Department" and follow the instructions through to the bottom of page 16, but read the IMPORTANT notes below first.

**Important notes:**
a) Ensure you are aggregating VELS data for 2011.2.
b) If you cannot aggregate the 2011.2 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 11 of the above User Guide 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 (last resort):** (see next page)
Update Instructions for the School Level Report - cont'd

Method 2 - via School Level Report Webforms (last resort):
- 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 be recorded on 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:
    (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 row labelled “Students in group”, these cells automatically tally the number of students
  - press 'Submit'

NAPLAN
- email or call (contact details on page 5)

VCE, VET, VCAL
- email or call (contact details on page 5)

Teacher Assessment of Student Progress (PSD students)
- this data can only be updated via the School Level Report Webforms. Data for both 2011 and pre-2011 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/performancedata/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:
    (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 (contact details on page 5)

Apparent Retention (secondary schools only)
- email or call (contact details on page 5)

Real Retention (secondary schools only)
- this method allows you to transmit 2011 data ONLY. Pre-2011 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

Real Retention (secondary schools only) - cont’d

SEAL schools only:
- do your real retention figures look wrong?
  Real retention is automatically calculated using the following formula (using the real retention rate for year 7Feb to 10Aug for school X in 2011 as an example), where the numerator comes from CASES21 and the denominator comes from the census:

\[
\text{(no. of students enrolled in Yr10 in school X as at August 2011 census and who enrolled prior to 1/3/2008, ie, enrolled in school X at beginning of Yr7)}
\]
\[
\text{(enrolments in Yr7 Feb in 2008 according to census)}
\]

Your real retention figures may not be a fair representation of your school because students in your SEAL program skip a year level. So according to the formula, in the above example, the students who skipped ahead one year and were in Year 11 instead of Year 10 will not be, but should be, included in the numerator.

To change the real retention figures in the SLR so that they are a more accurate representation of your school:

Step 1: Once the Real Retention page in the SLR contains data, print that page
Step 2: Taking into account the students who are still at your school but are a year ahead, write in the more accurate numerator with a pen - we will calculate the percentage
  eg. Year 7 (Feb) no. = 200, Year 10 (Aug) no. = 125, Year 7 (feb) - 10 (Aug) % = 62.5, cross out the 125 and write in what you believe to be the correct number.
Step 3: Fax the Real Retention page to DEECD (contact details on last page of this document)

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 Method 1 below. Use Method 2 as a last resort if you experience technical problems in transmitting the data to DEECD.

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 User Guide “Chapter 12: Exiting Students and Year 9 to 12 Exit Destinations” on page 36)
  - in CASES21, go to menu path Students/Past Students/Year 9-12 Student Destinations
  - run the program 'Send Year 9-12 Destination data to DEECD'
  - 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
Exit Destination - Zero Month / Initial destinations (secondary schools only) - cont’d

Method 2 - fax the data to DEECD (last resort):
- 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 (ST21082)
- select from year level 9 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 1/1/2011 to 31/12/2011
- 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)

Student Absence
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 2011 data ONLY. Pre-2011 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 2011
  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 on page 5)

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
  (requires Principal's edumail ID and password for access)
- select 'Student Absence'
- enter the Averge 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 (contact details on page 5)

Staff Sick Leave
- 2011 staff sick leave data will be available from late February 2012.
- for all other queries email or call (contact details on page 5)
Update Instructions for the School Level Report - cont'd

Bank Balances
- email or call (contact details on page 5)

CONTACT DETAILS
School Level Report Hotline: (03) 9637 3257
Email: School.Performance.Data@edumail.vic.gov.au
School Performance Reports website address:
Fax details: Attention to: School Performance Data Unit
Fax Number: (03) 9637 2830