DENBIGH
ADMINISTRATION

Compliance Module

Table of Contents

The Compliance Module brings together the reports for State and Federal Government reporting.
STATS, Census, Yearly Attendance Percentages, NCCD (Students with Disabilities), NAPLAN (MCEECDYA data) and Enrolment Reports. All reports are stored and are either export or printed reports depending on requirements.

Compliance Menu

Please note the Enrolment reports may differ per school.

STATS report

The STATS export process will automatically do the following:
- Exclude all Part Time students in Current Students file
- Generate the Attendance statistics for all Academic Years WITHIN the years specified below
- Export all statistics to a CSV file and place it on your desktop

What you'll need to do **after** the export:
1. Open Excel

2. Go to File menu and select Open file
3. Select the exported CSV file
4. Excel will pickup that it is a CSV file and bring up an import wizard. Step through the wizard specifying that its comma separated and text is wrapped in quotes and you should see that data being separated in columns in the lower window
5. Once you have confirmed that the figures look to be correct and in each column then simply save the file again using the exact same name and as CSV format. It should then be ready for you to upload to government website.

School DEEWR/AGEID Number   12345

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Should you encounter any issues then please contact Denbigh Support.

	Dates			Academic Years	
Start Date	30/1/2017	📅	Start Year	1	⌄
End Date	30/6/2017	📅	End Year	10	⌄
Report Title	Semester One 2017				Create New Report

Existing Reports
Report Title   Date Created

The Stats report is required to be exported twice yearly. (Semester 1 and Term 3). Enter the start and end dates required, the Academic Years and a report title. Reports can be saved and exported at any time.

● ● ●   Completed

The Export file is on your desktop and is called Semester One 2017 Export.csv

Cancel   OK
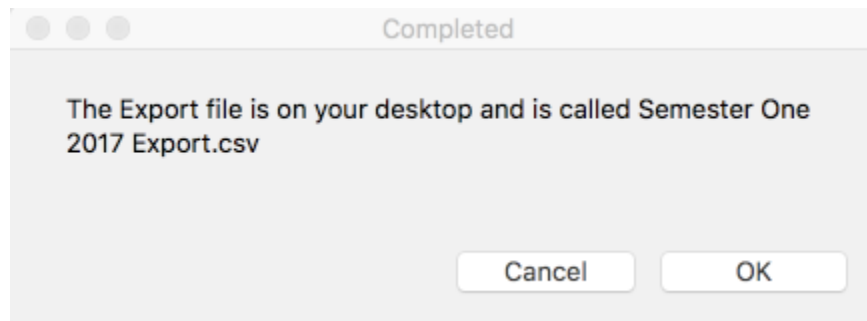
The file will be exported to the desktop with the name of the report title as entered.

	A	B	C	D	E	F	G	H	I	J	K	L
1	12345	Semester 1	Y1	M	T	480	480	0	5	480	96	
2	12345	Semester 1	Y1	F	T	849	849	0	9	849	96	
3	12345	Semester 1	Y1	M	I	96	96	0	1	96	96	
4	12345	Semester 1	Y2	M	T	672	672	0	7	672	96	
5	12345	Semester 1	Y2	F	T	672	672	0	7	672	96	
6	12345	Semester 1	Y3	M	T	480	480	0	5	480	96	
7	12345	Semester 1	Y3	F	T	1152	1152	0	12	1152	96	
8	12345	Semester 1	Y4	M	T	672	672	0	7	672	96	
9	12345	Semester 1	Y4	F	T	1536	1536	0	16	1536	96	
10	12345	Semester 1	Y5	M	T	960	960	0	10	960	96	
11	12345	Semester 1	Y5	F	T	1152	1152	0	12	1152	96	
12	12345	Semester 1	Y6	M	T	864	861.5	0	9	864	96	
13	12345	Semester 1	Y6	F	T	2400	2398	0	25	2400	96	
14	12345	Semester 1	Y6	M	I	96	95.5	0	1	96	96	
15	12345	Semester 1	Y6	F	I	96	96	0	1	96	96	
16	12345	Semester 1	Y7	M	T	2496	2496	0	26	2496	96	
17	12345	Semester 1	Y7	F	T	2880	2879	0	30	2880	96	
18	12345	Semester 1	Y7	M	I	192	192	0	2	192	96	
19	12345	Semester 1	Y7	F	I	96	96	0	1	96	96	
20	12345	Semester 1	Y8	M	T	2688	2686	0	28	2688	96	
21	12345	Semester 1	Y8	F	T	1824	1823	0	19	1824	96	
22	12345	Semester 1	Y8	F	I	96	96	0	1	96	96	
23	12345	Semester 1	Y9	M	T	2208	2205.5	0	21	2208	96	
24	12345	Semester 1	Y9	F	T	2304	2303	0	24	2304	96	
25	12345	Semester 1	Y9	M	I	288	288	0	3	288	96	
26	12345	Semester 1	Y10	M	T	2400	2399	0	25	2400	96	
27	12345	Semester 1	Y10	F	T	3151	3146	0	33	3151	96	
28	12345	Semester 1	Y10	M	I	192	191	0	2	192	96	
29	12345	Semester 1	Y10	F	I	192	192	0	2	192	96	
30												

Example of STATS export.

Census Report

Select the Academic years, enter a report title and the age reference date. If required there is a button to go to the Current students census data to check on any data.

Current Student - Census data

Main Menu | Compliance Menu | Census Menu | Find Student

106745	Bhargava	Rahul	Rahul	Rahul	Male	10 Jan 1999	12	12.3	Puce
Student ID	Surname	First Name	Second Names	Known As	Gender	Birthdate	Year	TGr	House

Census

_____ Fields required for the census report _____   Do not include in the Census ☐

Part Time Student	☐
Overseas students	☐
Students with disabilities	☐
Indigenous students	☒
Boarding students	☒
Distance Education students	☐
Indigenous Distance Education students	☐
Non-tuition Boarders	☐
Students on Visas	☐

View or edit the data if required.

Denbigh Demonstration School
Census Report - 30 August 2017

Age calculated on 4 August 2017

Year	0		Part Time Student Male	Part Time Student Female	Full Time Student Male	Full Time Student Female	Overseas Student Male	Overseas Student Female	Students with Disabilities Male	Students with Disabilities Female	Indigenous Students Male	Indigenous Students Female	Boarding Students Male	Boarding Students Female	Distance Education Students Male	Distance Education Students Female	Distance Education Indigenous Male	Distance Education Indigenous Female	Non Tuition Boarders Male	Non Tuition Boarders Female	Students on Visa Male	Students on Visa Female	Total
Age	Male	Female																					
5	6	7	0	0	6	7	0	0	0	0	0	0	5	4	0	0	0	0	0	0	0	0	13
6	4	7	0	0	4	7	0	0	0	0	0	0	3	4	0	0	0	0	0	0	0	0	11
Total:	10	14	0	0	10	14	0	0	0	0	0	0	8	8	0	0	0	0	0	0	0	0	24

Year	1		Part Time Student Male	Part Time Student Female	Full Time Student Male	Full Time Student Female	Overseas Student Male	Overseas Student Female	Students with Disabilities Male	Students with Disabilities Female	Indigenous Students Male	Indigenous Students Female	Boarding Students Male	Boarding Students Female	Distance Education Students Male	Distance Education Students Female	Distance Education Indigenous Male	Distance Education Indigenous Female	Non Tuition Boarders Male	Non Tuition Boarders Female	Students on Visa Male	Students on Visa Female	Total
Age	Male	Female																					
5	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
6	2	3	0	0	2	3	0	0	0	0	1	0	2	1	0	0	0	0	0	0	0	0	5
7	2	6	0	0	2	6	0	0	0	0	0	0	1	3	0	0	0	0	0	0	0	0	8
Total:	5	9	0	0	5	9	0	0	0	0	1	0	3	4	0	0	0	0	0	0	0	0	14

Year	2		Part Time Student Male	Part Time Student Female	Full Time Student Male	Full Time Student Female	Overseas Student Male	Overseas Student Female	Students with Disabilities Male	Students with Disabilities Female	Indigenous Students Male	Indigenous Students Female	Boarding Students Male	Boarding Students Female	Distance Education Students Male	Distance Education Students Female	Distance Education Indigenous Male	Distance Education Indigenous Female	Non Tuition Boarders Male	Non Tuition Boarders Female	Students on Visa Male	Students on Visa Female	Total
Age	Male	Female																					
7	2	2	0	0	2	2	0	0	0	0	0	0	1	2	0	0	0	0	0	0	0	0	4
8	5	5	0	0	5	5	0	0	0	0	0	0	4	2	0	0	0	0	0	0	0	0	10
Total:	7	7	0	0	7	7	0	0	0	0	0	0	5	4	0	0	0	0	0	0	0	0	14

Year	3		Part Time Student Male	Part Time Student Female	Full Time Student Male	Full Time Student Female	Overseas Student Male	Overseas Student Female	Students with Disabilities Male	Students with Disabilities Female	Indigenous Students Male	Indigenous Students Female	Boarding Students Male	Boarding Students Female	Distance Education Students Male	Distance Education Students Female	Distance Education Indigenous Male	Distance Education Indigenous Female	Non Tuition Boarders Male	Non Tuition Boarders Female	Students on Visa Male	Students on Visa Female	Total
Age	Male	Female																					
7	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
8	1	5	0	0	1	5	0	0	0	0	0	0	1	2	0	0	0	0	0	0	0	0	6
9	4	6	0	0	4	6	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	10
Total:	5	12	0	0	5	12	0	0	0	0	0	0	1	4	0	0	0	0	0	0	0	0	17

Year	4		Part Time Student Male	Part Time Student Female	Full Time Student Male	Full Time Student Female	Overseas Student Male	Overseas Student Female	Students with Disabilities Male	Students with Disabilities Female	Indigenous Students Male	Indigenous Students Female	Boarding Students Male	Boarding Students Female	Distance Education Students Male	Distance Education Students Female	Distance Education Indigenous Male	Distance Education Indigenous Female	Non Tuition Boarders Male	Non Tuition Boarders Female	Students on Visa Male	Students on Visa Female	Total
Age	Male	Female																					
9	1	6	0	0	1	6	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	7
10	5	10	0	0	5	10	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	15
Total:	6	16	0	0	6	16	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	22

Example of Census Report.

Enrolment Summary

Enrolment summary based on Status of Future Students and Current Students. This is dependent on all Enrolment dates have been entered for all students.

Enter the date range, report title. Check the Enrolment Status required to be in the data list. All reports are stored and can be printed and viewed at any time.

Denbigh Demonstration School
ENROLMENT SUMMARY
Analysis of Current Students as at Tuesday, 28 April 2015

	Total Students		Total
	Male	Female	
Year 9			
Accepted	0	0	0
Def'd Offer Accept	0	0	0
Offer	0	0	0
Total Enrolled	22	24	46
Total Enrolled & Accepted	22	24	46
Waiting	0	0	0
Year 10			
Accepted	1	0	1
Def'd Offer Accept	0	0	0
Offer	0	0	0
Total Enrolled	25	34	59
Total Enrolled & Accepted	26	34	60
Waiting	1	0	1
Year 11			
Accepted	0	0	0
Def'd Offer Accept	0	0	0
Offer	0	0	0
Total Enrolled	36	38	74
Total Enrolled & Accepted	36	38	74
Waiting	1	0	1
Year 12			
Accepted	0	0	0
Def'd Offer Accept	0	0	0
Offer	0	0	0
Total Enrolled	31	40	71
Total Enrolled & Accepted	31	40	71
Waiting	0	0	0
Primary School			
Primary			
	53	97	150
Secondary School			
Secondary			
	180	192	372
Total			

Example of enrolment summary.

Yearly Percentage Report

Yearly Percentage report required for the "My School report". This report **will not work retrospectively** only for current attendance data. The report should be run at the time the attendance data is live. Eg run the report at the end of the 2018 for reporting in 2019.

Denbigh Demonstration School
ATTENDANCE PERCENTAGES
Average of Attendance Percentage of Current Students per Year group
Generated on 7/12/2017 9:04:18 AM

	Percentage
Year -1	93.64%
Year 1	93.02%
Year 2	93.39%
Year 3	93.38%
Year 4	94.21%
Year 5	94.26%
Year 6	95.02%
Year 7	93.79%
Year 8	94.44%
Year 9	93.54%
Year 10	92.39%
Year 11	91.79%
Year 12	89.24%
Total Average	93.24%

Example of data from yearly Attendance Percentages report.
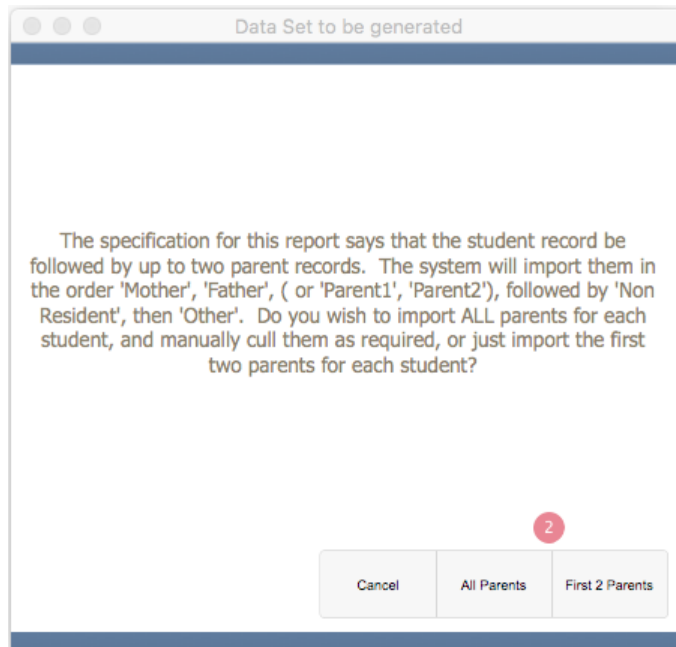
NCCD (Students with Disabilities)

Enter the Calendar year, Click Export CSV. Note: This report will only be available if you have the NCCD (Student with Disabilities) Module installed.
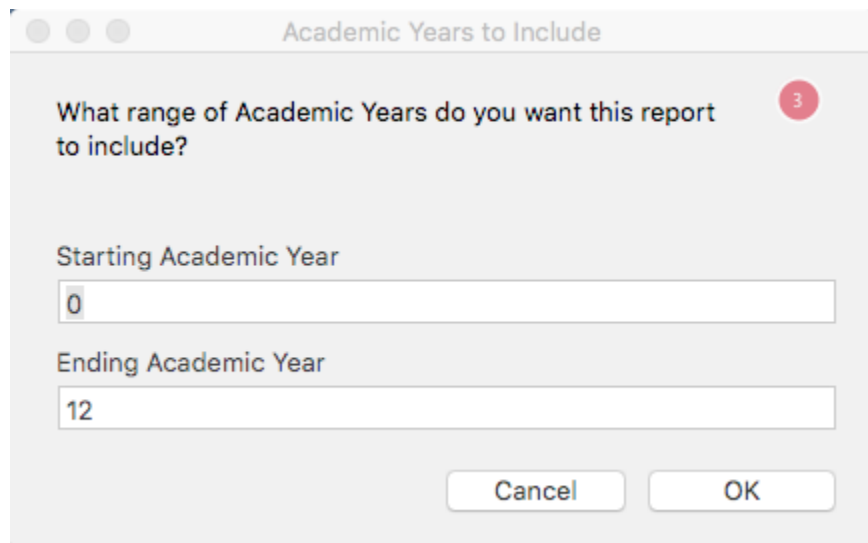
SES Address Collection

1 - Import Student Addresses

The specification for this report says that the student record be followed by up to two parent records. The system will import them in the order 'Mother', 'Father', (or 'Parent1', 'Parent2'), followed by 'Non Resident', then 'Other'. Do you wish to import ALL parents for each student, and manually cull them as required, or just import the first two parents for each student?

| Cancel | All Parents | First 2 Parents |

2 - Choose either All Parents or First 2 Parents

Academic Years to Include

What range of Academic Years do you want this report to include?

Starting Academic Year

0

Ending Academic Year

12
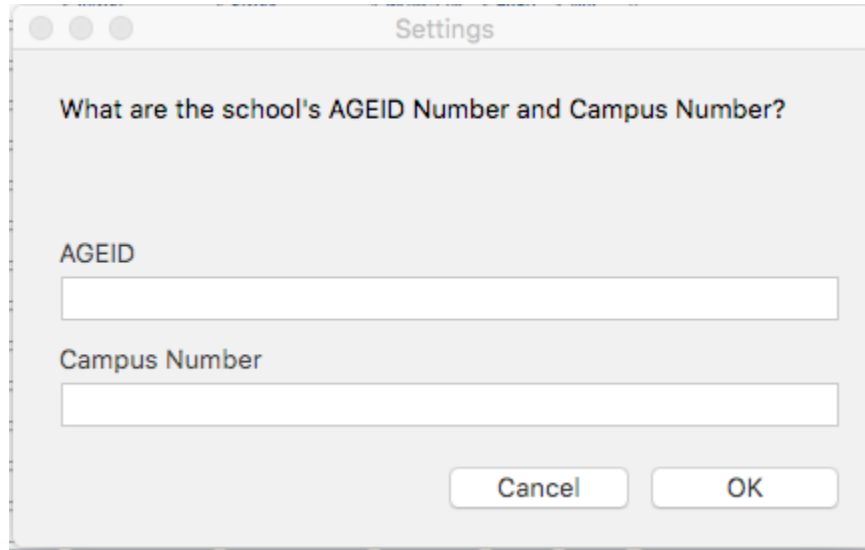
| Cancel | OK |

3 - Enter the Academic Years for this report.

Import option

Exclude overseas students? (they are not required for the compliance upload)

| Cancel | Include | Exclude |
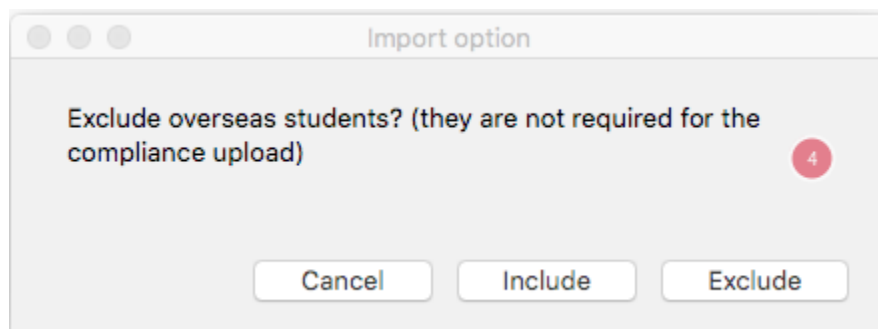
4- Choose to Include or Exclude Overseas Students (usually not included)
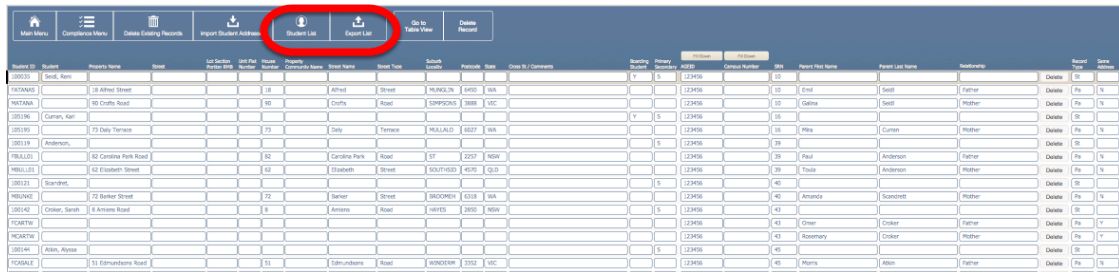
Enter the Schools AGEID number and Campus number if applicable

The data can now be checked or culled as required. Click the "Student List" to check the students in this data group.
Click the Export List.

The file will be on your desktop, Click Ok.

SES Address Export

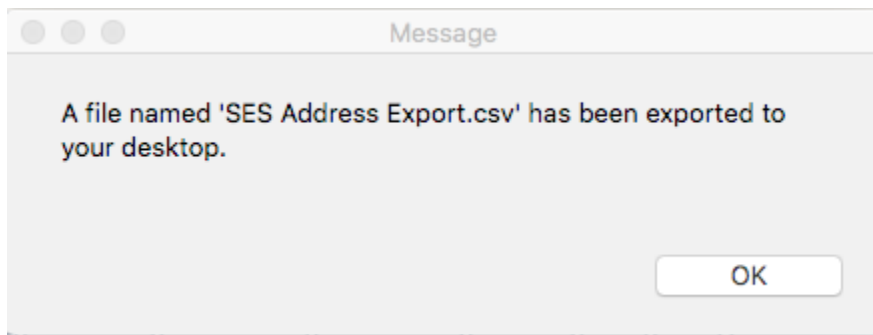| 123456		10									S	Y	St				
123456		10			18	Alfred	Street	MUNGLINUP	6450	WA				Pa	Emil	Seidl	N
123456		10			90	Crofts	Road	SIMPSONS CREEK	3888	VIC				Pa	Galina	Seidl	N
123456		16									S	Y	St				
123456		16			73	Daly	Terrace	MULLALOO	6027	WA				Pa	Mira	Curran	N
123456		39									S		St				
123456		39			82	Carolina Park	Road	ST HUBERTS ISLAND	2257	NSW				Pa	Paul	Anderson	N
123456		39			62	Elizabeth	Street	SOUTHSIDE	4570	QLD				Pa	Toula	Anderson	N
123456		40									S		St				
123456		40			72	Barker	Street	BROOMEHILL	6318	WA				Pa	Amanda	Scandrett	N
123456		43			8	Amiens	Road	HAYES GAP	2850	NSW	S		St				
123456		43												Pa	Omer	Croker	Y
123456		43												Pa	Rosemary	Croker	Y
123456		45									S		St				
123456		45			51	Edmundsons	Road	WINDERMERE	3352	VIC				Pa	Morris	Atkin	N
123456		45			66	Bailey	Street	TARRONE	3283	VIC				Pa	Debbie	Atkin	N
123456		46									S		St				
123456		46			51	Edmundsons	Road	WINDERMERE	3352	VIC				Pa	Morris	Atkin	N
123456		46			66	Bailey	Street	TARRONE	3283	VIC				Pa	Debbie	Atkin	N

Sample of data export.

NAPLAN data (MCEECDYA data collection)

The Yearly NAPLAN Export process will automatically do the following:
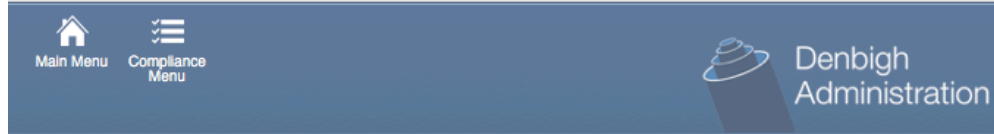
1. Select relevant year group of students and export the MCEECDYA/NAPLAN data.

Should you encounter any issues then please contact Denbigh Support.

Academic Years ○ 3 ○ 7 ○ 5 ○ 9

Process with years

AGEID 12345

Select the Academic year (only 1 year at a time can be exported).
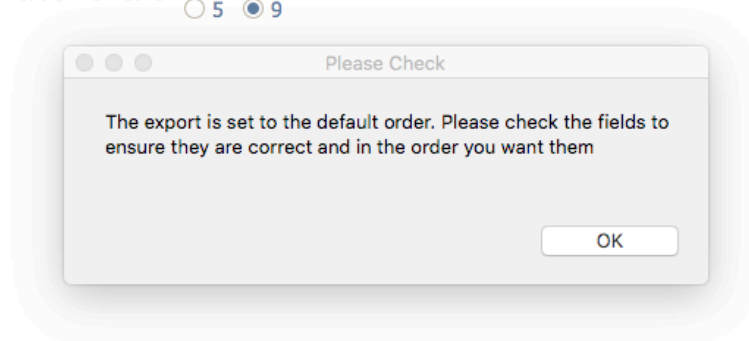
Name the file. It will go to the Export order function, as some states require different order of fields.

Specify Field Order for Export

Select and move the fields to be exported. If you want to group data, choose the 'Group by' fields before moving the other fields.

Current Table ("Student Current")

Aboriginality
Absence Codes Explanation
Absence Statistics
Absences for Current Report
Absences Statistics for Print
AbsentToday
Abstudy
Academic Year
Academic Year Count
Academic Year Forecast
Academic Year Text
Academic Yr_Y
Access
Access IT BuildTemp
Access IT DataToSend
Access IT Last Update
Access IT Last Update by
Access IT update Log
AccessRestriction
Adaptive Ed Educational Risk
Adaptive Ed Funding
Adaptive Ed Summary
AddOrRemoveReports
Address ID for Reports
Age on Reference Date

Move
Move All
Clear All

Group by

(Unsorted)

Field export order

⇕ Given Names
⇕ Surname
⇕ DateOfBirthDDMMYYYY
⇕ Community Student::MCEETYA_SexCode
⇕ Academic Year
⇕ Tutor Group
⇕ Community Student::MCEETYA_IndigenousCode
⇕ Student ID
⇕ Community Student::MCEETYA_LOBT
⇕ Family Details::MCEETYA_M_EducationCode
⇕ Family Details::MCEETYA_F_EducationCode
⇕ Family Details::MCEETYA_M_NonEducationCode
⇕ Family Details::MCEETYA_F_NonEducationCode
⇕ Family Details::MCEETYA_M_OccupationGroupCode
⇕ Family Details::MCEETYA_F_OccupationGroupCode
⇕ Community Student::MCEETYA_LanguageCode
⇕ Family Details::MCEETYA_M_LanguageCode
⇕ Family Details::MCEETYA_F_LanguageCode
⇕ Community Student::MCEETYA_CountryCode

Options

Output file character set: Windows (ANSI)

☐ Apply current layout's data formatting to exported data

Cancel   Export

If the fields are in the wrong order or other fields need to be used, this can be done at this point. Click "Export" when all is correct.

Sample of data export.