

DEEWR Tech Tip



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DEEWR 2015

The Department of Education, Employment and Workplace Relations (DEEWR) requires that schools report on student attendance for a set collection period. DEEWR allows schools to enter the student enrolment and attendance information using a simple file upload facility.

A report is available to extract the attendance data as a csv file into Excel this will enable an electronic upload.

You will also need to download the **new 2015 DEEWR** reports from;

- SQL; www.pcschool.net/download/AttDEEWRSQL.zip extract the report to PCSchool/ Reports/ SQL on the server
- Non SQL; www.pcschool.net/download/AttDEEWRNonSQL.zip extract the report to PCSchool/ Reports on the server

In 2015 there will be 2 reporting Periods these will be at the end of the First Semester and the Third Term;

- More information will be sent to the schools in February 2015 regarding the required dates

Incoming Students and Leavers within the period will be included providing at the time they were at the school they attended on a full time level this is classified as 90% or more and includes year levels 1 to 10.

Prerequisites

Prerequisites for DEEWR are;

- **Absences**; must be entered through PCSchool
- **Student Ethnicity**; Aboriginal and Torres Strait Islander must be recorded
- **DEEWR Year Level**; needs to be created
- **Period ID's**; need to be correct
- **Calendar**; must be propagated
- **Full Time**; This field needs to be entered in Student View

Absences

Path: Administration → Absence Lates and Behaviour - Student

To use this report you will need to have recorded student absence through PCSchool for the period of time involved, this can be manual entries via Absence Lates and Behaviour or rolls marked through Roll Marking.

The screenshot shows the PCSchool software interface. On the left, a menu is open with 'Absence Lates and Behaviour - Student' selected. The main window displays a student's profile for 'ALLEN K M'. The profile includes fields for Name, Surname, Year, Sex, Barcode, Teacher Responsible, Home Room, and Phone. Below the profile, there are tabs for 'Late/Early', 'Detention-Discipline-Notes', and 'Merits'. A table shows absence records for the student:

Date To ...	Statu...	Days	Reason >>
13/02/2015	?	1.00	
25/02/2015	?	1.00	
04/03/2015	?	1.00	
12/03/2015	?	1.00	

At the bottom of the window, there are buttons for '+Add Day Absence', 'By Period Absenc', 'Clear Absence', 'Save Absence', and 'Delete Absence'. The status is set to '? - Unexpl'.

Student Ethnicity

Path: Administration → Student View → Enrolment → Enrolment

Student Ethnicities must be recorded for Aboriginal and Torres Strait Islanders, in Student View → Enrolment tab. The report is sensitive to ethnicity codes of ABOR for Aboriginal and TORSTR for Torres Strait Islander.

ID#=7655 Family TESTING ALERT Student TESTING WHERE THIS IS
 Student Key: ALLEN K M Regn: 7655 Gender: Female
 Pref. Surname: Allen Given: Kate Middle: Maree
 Legal Surname: Allen Pref. Giv: Kirsty Photo: Allow to publish
 Current Year: 12 Birth Date: 11/02/1997 Age Today: 17.11 Age As at: 01/01/2015 17.10

1 Care Givers | 2 Address | 3 Family Misc. | **4 Enrolment** | 5 Scholastic | 6 Personal | 7 Medical | 8 Med History | 9 Comments | 0 Misc.

Enrolment | User Defined | Boarding/International

Application Date: 31/07/2001 Date Arrival: 28/01/2002 Initial Year: 12 Enrolment Status: Regular student Acceptance Date: 25/11/2001 Priority: 0
 Start of Schooling: 28/01/2000 Years at School: 12 Years Repeated: Full Time Equiv: 0.80 Date of Departure: Final Year Level:

Origins - Ethnic and Scholastic Ethnic Grp. Year Next: 13 Form Class Next: Core Class Next: Zoning Status: Not Applicable
 ALL OTHER Doc Sighted: Select from list Doc#: 7655.bmp Attendance History
 Ty... Code... Desc Prior... Eligibility Cut Off Date: VSR Cancel Enrol

Ty...	Code...	Desc	Prior...
E	EUR	European	0
N	NZL	New Zealand	0

Part Time Re-Entry Repeating This Year
 Language other than English Exclude Next Year
 Tertiary Release Repeating Next Year

Restrict by Year: All Current Stud Restrict by Campus: All Link to New Family L Save F2 Save Retain Clear All F5 Exit ViewEsc

DEEWR Year Level

Path: System Functions → Year Level Descriptions

The DEEWR Student Attendance Report requires that you submit data for year levels 1 through to 10. If you do not have an appropriate Year Level available you will need to create one.

Year >>	Description	Year Follows	Name	Includes	Cur Yr.	Borr...	Excl T/...
9	Year 9	10		9		0	<input type="checkbox"/>
*C	All Current Studen	0		0 P R P S 1 2 3 4 5 6 7 8 9 10 11 12		0	<input type="checkbox"/>
*D	DEEWR	0		0 1 2 3 4 5 6 7 8 9 10		0	<input type="checkbox"/>
*I	Intermediate(7-8)	0		0 7 8		0	<input type="checkbox"/>
*M	MCEETYA	0		0 3 5 7 9		0	<input type="checkbox"/>
*N	NSN Import	0		0 1 1 2 3 4 5 6 7 8 9 10		0	<input type="checkbox"/>

- | | |
|----|--|
| 1. | Type in a new Year eg. *D (composite years must begin with an *). |
| 2. | Type in a Description. |
| 3. | Enter in the Year Levels to be included. <ul style="list-style-type: none"> • Each year level must have two characters for example space 8, space 9, 10. • Each year level must be bracketed with pipes " " (shift key + backslash \) • Enter all the year levels applicable to your school. • Tab off the line to save. |

Period Id's

Path: Timetable → Timetable Period Descriptions

When creating the Periods for use with the DEEWR report you must have a Duration recorded. The Duration is automatically calculated when the Start and End times are entered.

A **full day's** attendance is recorded if the Student attends for;

- 240 minutes or more

A **half day** attendance is recorded if the Student attends for;

- 120 minutes or more and less than 240 minutes

If only using Am and PM make sure each Duration is 120 minutes or more but less than 240 minutes.

Code >>	Day	Yea...	Heading >>	Type >>	Roll	Start	End	Duration	Trigger Int...	Sort Order	Absence Int	Time of D...
AM	0 *P		Morning	F	<input checked="" type="checkbox"/>	9.00	12.00	180	0	1	0.50 AM	
PM	0 *P		Afternoon	H	<input checked="" type="checkbox"/>	13.00	15.00	120	0	2	0.50 PM	

If using Subject Periods the total Duration must be more than 240 minutes;

Code >>	Day	Yea...	Heading >>	Type >>	Roll	Start	End	Duration	Trigger Int...	Sort Order	Absence Int	Time of D...
1	0 *S		1 Pd	T	<input checked="" type="checkbox"/>	8.50	9.40	50	15	3	0.17 1	
2	0 *S		2 Pd	T	<input checked="" type="checkbox"/>	9.40	10.30	50	0	4	0.17 2	
3	0 *S		3 Pd	T	<input checked="" type="checkbox"/>	10.50	11.40	50	0	5	0.17 3	
4	0 *S		4 Pd	T	<input checked="" type="checkbox"/>	11.40	12.30	50	0	6	0.17 4	
5	0 *S		5 Pd	T	<input checked="" type="checkbox"/>	13.30	14.20	50	0	7	0.16 5	
6	0 *S		6 Pd	T	<input checked="" type="checkbox"/>	14.20	15.10	50	0	8	0.16 6	

Calendar

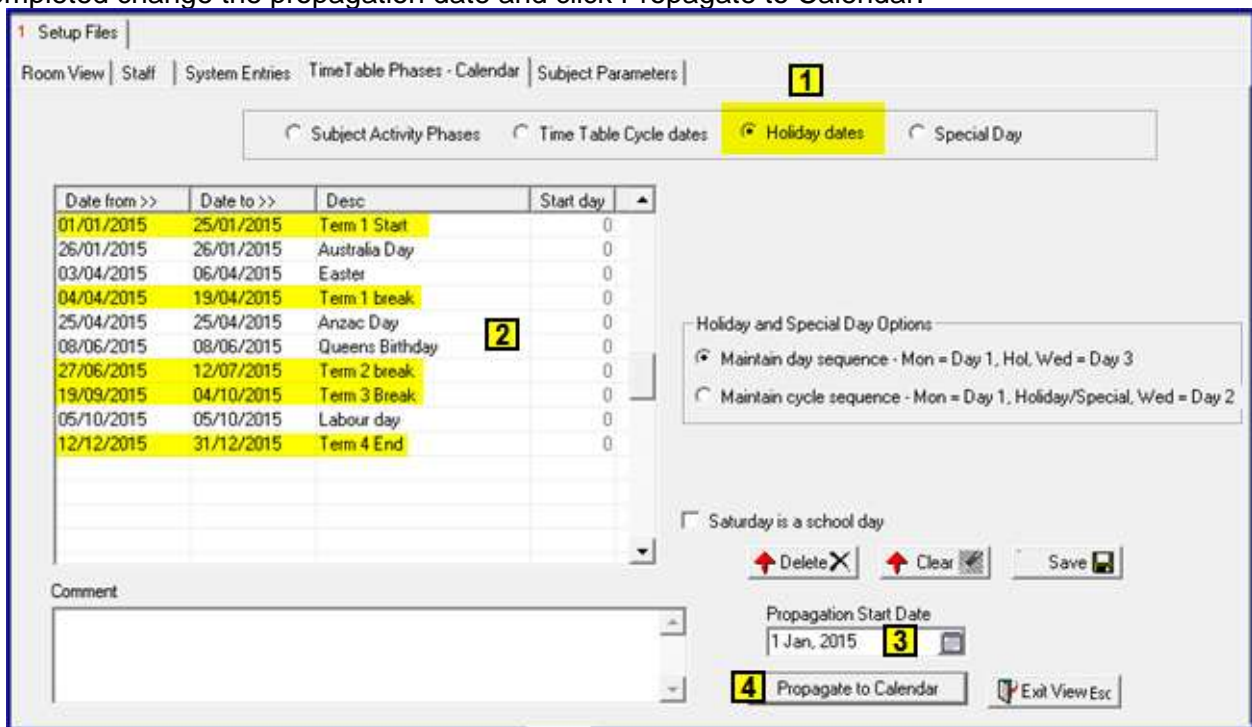
Path: Timetable → Timetable/Calendar Setup → TimeTable Phases - Calendar

The calendar must be propagated so the system knows what are school holidays or student free days;

- You do not need to enter weekends
- Public Holiday Dates must be entered in Holiday Dates
- Term Dates must be entered in Timetable Cycle Dates it is optional but advisable to enter the Term Holiday dates in Holiday Dates also
- Special Days entered will classify all Student as being Present this is used for such events as Sports days
- If the school is closed for other days such as a natural disaster, Student free day or Teachers strike then the day must be entered in the Holiday dates.

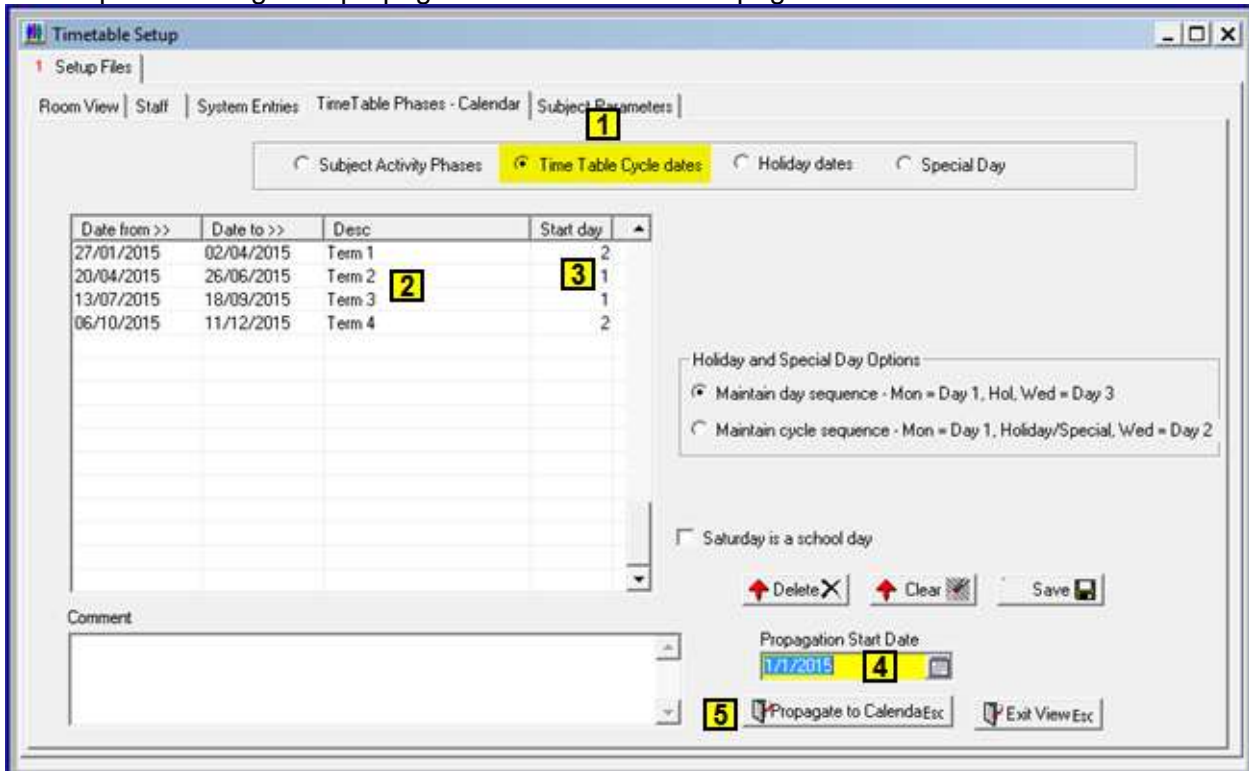
The calendar must be propagated after the last entry is made or after any changes are made.

Holiday Dates; You do not need to re-enter dates just overwrite the entries with new dates once completed change the propagation date and click Propagate to Calendar.



1.	Select Holiday Dates.
2.	Overwrite last year's entries with the current dates.
3.	Select the date of January 1 st .
4.	Click 'Propagate to Calendar'; <ul style="list-style-type: none"> • You will receive a Task Complete message when it's finished.

Timetable Cycle Dates; You do not need to re-enter dates just overtype the entries with new dates once completed change the propagation date and click Propagate to Calendar.

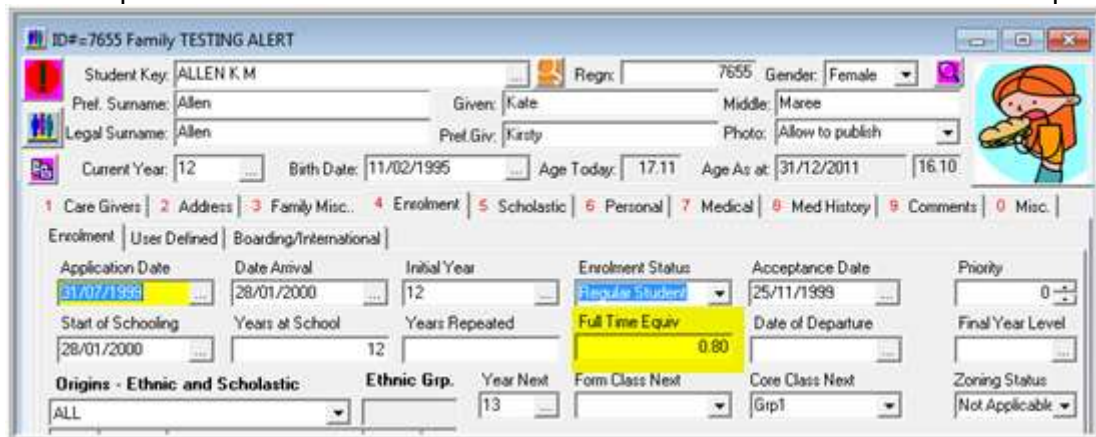


1. Select Timetable Cycle Dates.
2. Overwrite last year's entries with the current dates.
3. If the Timetable is in use select the first day for using the Timetable.
4. Select the date of January 1st.
5. Click 'Propagate to Calendar';
 - You will receive a Task Complete message when it's finished.

Full Time

Path: Administration → Student View → Enrolment Tab

If the Full time Equivalent is less than 1 the Student will not be included in the DEEWR report.



DEEWR Attendance Report

Path: Utilities → Report Alias Settings

This report should already be available and this step may not be needed.

The screenshot shows the 'Report Alias Settings' dialog box with the following fields and options:

- Report Name: ATTDEEWR.RPT (1)
- Exclude from Report Style choice lists:
- Publish in Student Based Reports:
- Module: Attendance
- Usedin: Absence Analysis (2)
- Heading: Absentee Analysis
- Display Order: 2
- Desc: DEEWR Attendance (3)
- Alias: ATTDEEWR.RPT
- Web Publish for:
 - Teachers:
 - Students:
 - Care Givers:
- Restrict by Country: Unrestricted
- Buttons: Save (4), Clear All, Exit View

1.	Type in the Report Name as above.
2.	Select the Module, Usedin and Heading as above.
3.	Type in the report Desc as above.
4.	Once all the fields have been typed or selected Save the settings.

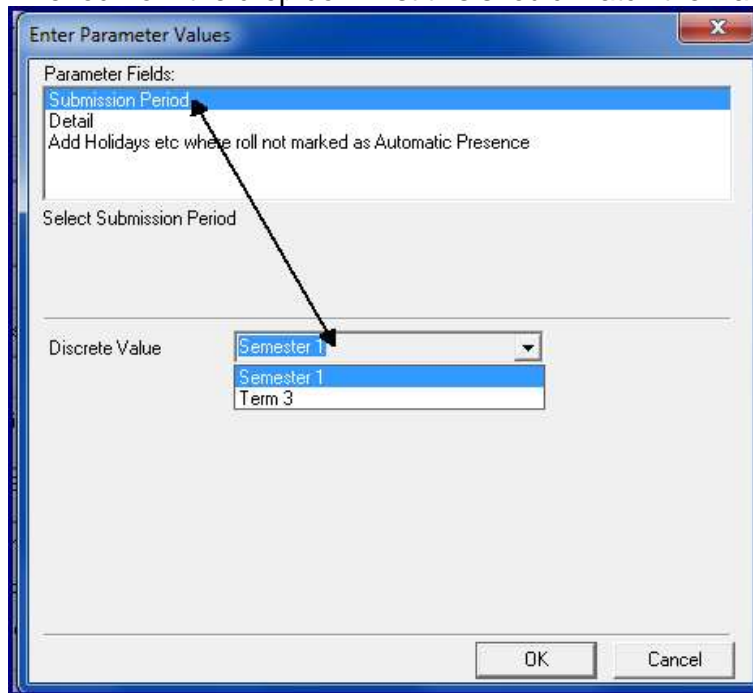
Run the DEEWR Attendance Report

Path: Administration → Attendance and Behaviour Reports

The report can be accessed through Attendance and Behaviour Reports when Analysis (Graphical) is selected.

1.	Select the correct Date Range .
2.	Select the correct Year Level .
3.	Select Analysis (Graphical) .
4.	Place a tick in Include Departed .
5.	Roll electronically - If you mark your rolls through Spider put a tick here
6.	Select the DEEWR Attendance Report
7.	Click Print . This will bring up a Parameter Value window

Select the Submission Period from the drop down list this should match the Date range entered.

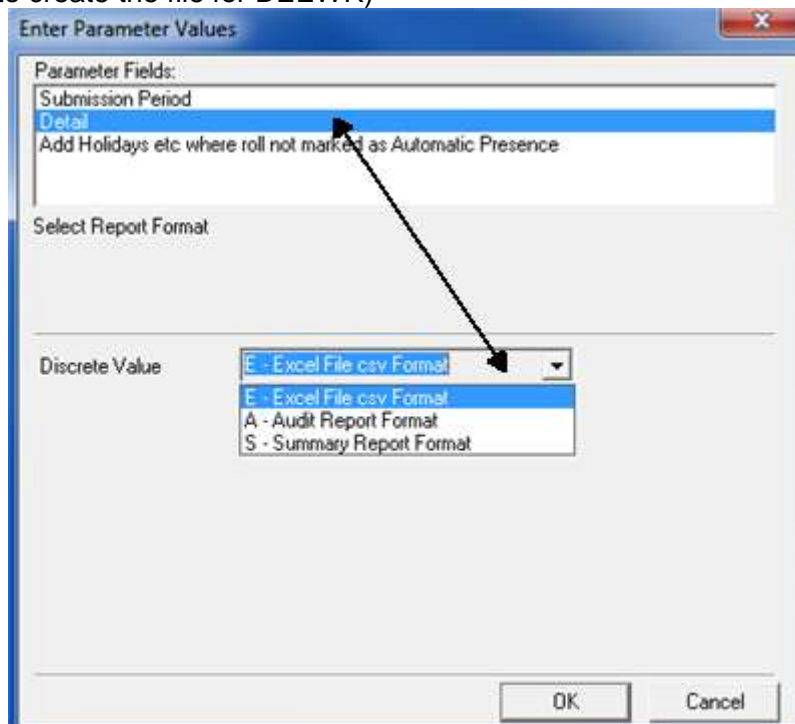


Select the format to print;

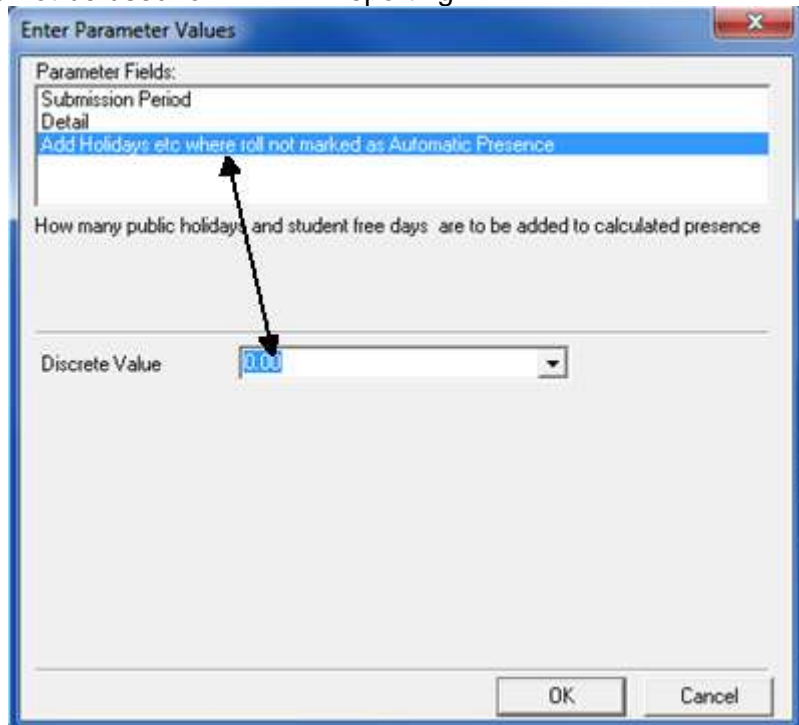
Available Formats are;

- E – Excel File csv Format – for electronic upload
- A – Audit Report Format – running a report and checking data
- S – Summary Report Format – summary only

(Note: It is advisable to print the Audit Report Format first to check if everything is in order before doing the option E to create the file for DEEWR)



Add Holidays would not be used for DEEWR reporting.



Report Format Options

E – Excel File csv Format

The Excel File csv Format allows you to export the attendance summary data into excel from the print preview screen, please read the instructions further on in this document under Export Excel File csv Format.

```
AGEID,Collect,Yr Level,Gender,Indig Status,Enrol Days,Attend Days,Attend Rate < 90%,Rate >= 90%
0111,Sem ester 1,Y1,M,T,321,321.00,0,3
0111,Sem ester 1,Y1,M,L,,
0111,Sem ester 1,Y1,F,T,107,107.00,0,1
0111,Sem ester 1,Y1,F,L,,
0111,Sem ester 1,Y2,M,T,535,535.00,0,5
0111,Sem ester 1,Y2,M,L,107,107.00,0,1
0111,Sem ester 1,Y2,F,T,321,321.00,0,3
0111,Sem ester 1,Y2,F,L,107,107.00,0,1
0111,Sem ester 1,Y3,M,T,428,428.00,0,4
0111,Sem ester 1,Y3,M,L,0,
0111,Sem ester 1,Y3,F,T,428,428.00,0,4
0111,Sem ester 1,Y3,F,L,0,
0111,Sem ester 1,Y4,M,T,642,642.00,0,6
0111,Sem ester 1,Y4,M,L,0,
```

A – Audit Report Format

The Audit Report Format allows you to view a full list of students by year level, with a summary at the end of each year listing.

Chris's School										
14/01/2013		Attendance Analysis								
School: 130		From: 01/01/2013 to 30/06/2013								
Gender	FTE	Ethnicity	Total Male Enrollment Days	Total Female Enrollment Days	Indigenous Male Enrollment Days	Indigenous Female Enrol. Days	Total Male Attendance Days	Total Female Attendance Days	Indigenous Male Attend Days	Indigenous Female Attend Days
Year: Year 10										
Brian Wilson	M	1	NOT_AB	91			89.50			
Bradshaw Davis	M	1	NOT_AB	91			91.00			
Carrie Dale	F	1	NOT_AB		91			91.00		
Cheryl Heather	F	1	NOT_AB		91			91.00		
Debra Randall	F	1	NOT_AB		91			91.00		
Heather Davis	F	1	NOT_AB		91			91.00		

S – Summary Report Format

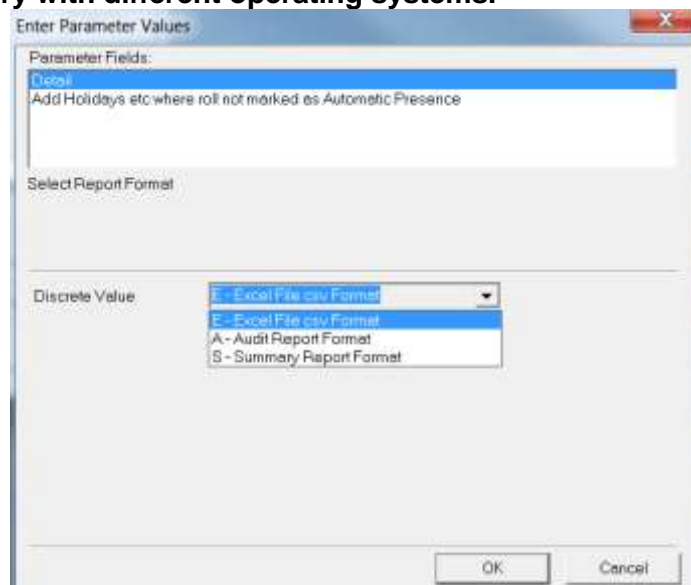
The Summary Report Format gives you a summary for each year level.

Chris's School										
18/01/2013		Attendance Analysis								
School: 130		From: 01/01/2013 to 30/06/2013								
Gender	FTE	Ethnicity	Total Male Enrollment Days	Total Female Enrollment Days	Indigenous Male Enrollment Days	Indigenous Female Enrol. Days	Total Male Attendance Days	Total Female Attendance Days	Indigenous Male Attend Days	Indigenous Female Attend Days
Year 1 Total Males: 2 Females: 1			182	91			182.00	91.00		
Attendance %							100.00	100.00		
Year 2 Total Males: 5 Females: 3			455	273	91	91	455.00	273.00	91.00	91.00
Attendance %							100.00	100.00	100.00	100.00
Year 3 Total Males: 4 Females: 4			364	364			364.00	364.00		
Attendance %							100.00	100.00		

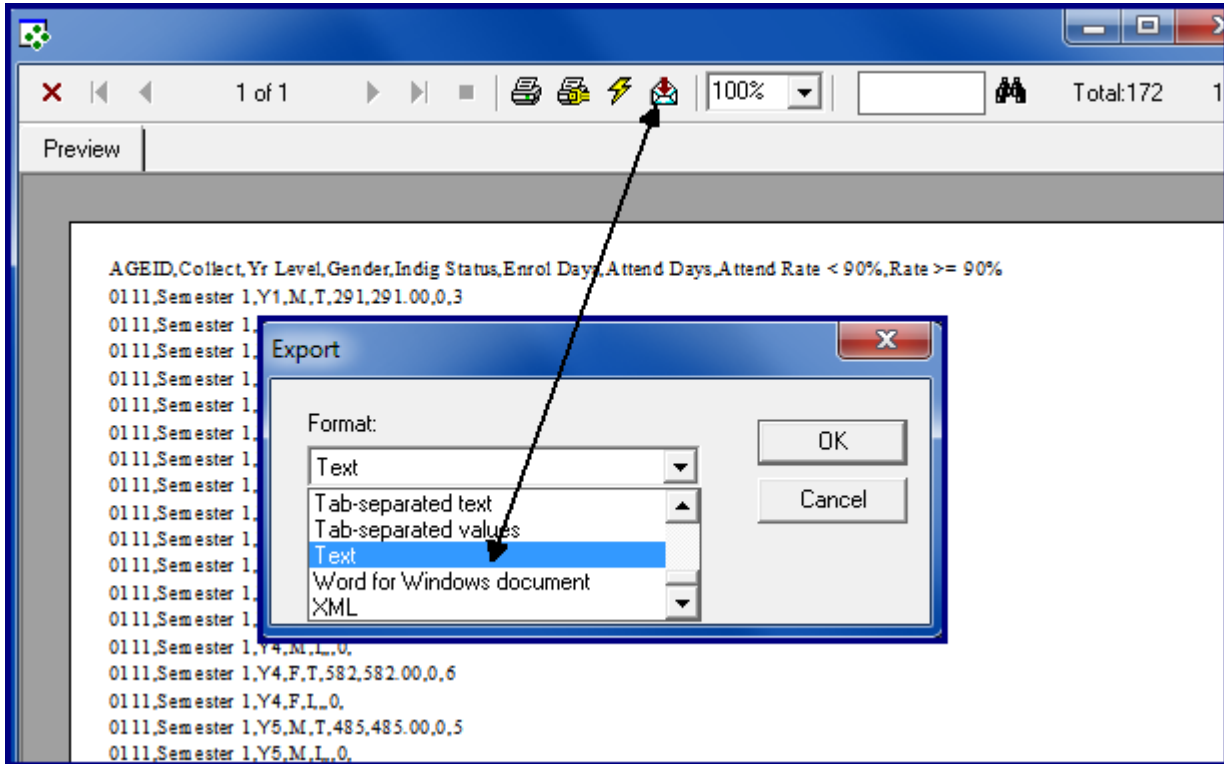
Export Excel File csv Format


Once you have printed the Excel File csv Format report to the screen you will need to follow these steps to export the data into excel and prepare if for submission to the DEEWR upload facility.

Note: These steps vary with different operating systems.



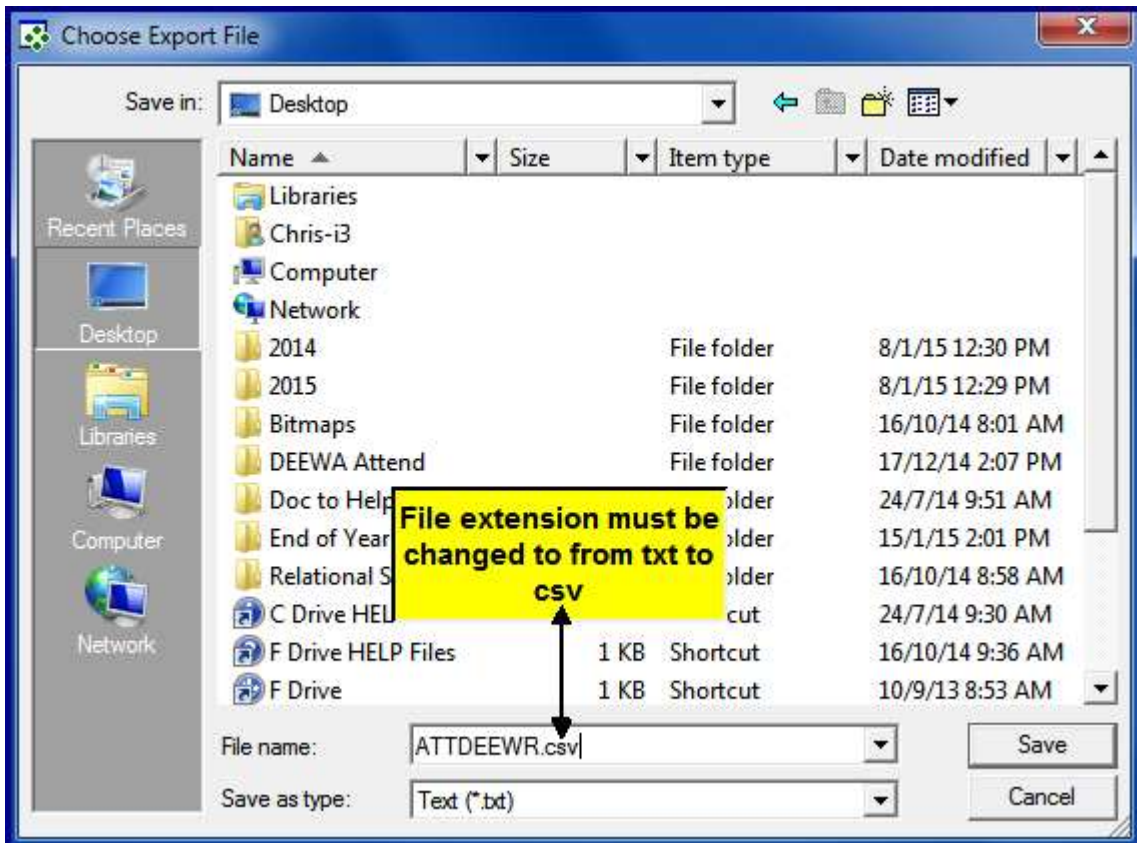
Select the Print the E – Excel File csv Format to a window.



- | | |
|----|---|
| 1. | From the Print Preview screen click the  , this is the Export icon. |
| 2. | Select Text as the Format from the drop down. |
| 3. | Select Disk File as the Destination. |
| 4. | Click OK . |

From this point on the instruction will differ with each operating system but the end result is the same you must;

- Save the file where you will be able to find it
- And change the file extension to CSV
- If you can't see the extension you may need this feature turned on by your IT staff.



1. Select where you wish to save the file.
2. Name the file or leave the default. The File Name must end with '.csv'.
3. Click Save. The file will be created.

Optional; Check the file for uploading; you do not need to save it when leaving the window.

	A	B	C	D	E	F	G	H	I
1	AGEID	Collect	Yr Level	Gender	Indig Stati	Enrol Day:	Attend Da	Attend Ra	Rate >= 90%
2	111	Semester Y1	M	T	291	291	0	3	
3	111	Semester Y1	M	I					
4	111	Semester Y1	F	T	97	97	0	1	
5	111	Semester Y1	F	I					
6	111	Semester Y2	M	T	485	485	0	5	
7	111	Semester Y2	M	I	97	97	0	1	
8	111	Semester Y2	F	T	291	291	0	3	
9	111	Semester Y2	F	I	97	97	0	1	
10	111	Semester Y3	M	T	388	385	0	4	