



Australian Government

Department of Education,
Science and Training

SES Student Address Collection - School User Manual





Australian Government

Department of Education,
Science and Training

Australian Government
Funding Arrangements for
Non-government Schools
2009-2012

SES STUDENT ADDRESS COLLECTION

CONTENTS

1. REGISTERING FOR SSP	1
WHAT IS REGISTRATION?	2
WHO CAN REGISTER TO USE THE SES APPLICATION IN SSP?	2
HOW TO REGISTER	2
THE REGISTRATION PROCESS	3
2. WORKING THROUGH THE SES WEBSITE.....	5
GUIDE TO USING THE SES WEBSITE FOR ADDRESS SUBMISSION	6
SIGN ON TO SSP	7
SELECT THE SES FUNDING APPLICATION.....	8
WELCOME PAGE	9
VIEW SCHOOL.....	10
VIEW SCHOOL – MULTIPLE CAMPUSES OR SYSTEM	11
UPLOAD STUDENT ADDRESSES	12
UPLOAD STUDENT ADDRESSES – PART 2.....	13
UPLOAD STUDENT ADDRESSES – FEEDBACK SUCCESSFUL	14
UPLOAD STUDENT ADDRESSES – FEEDBACK UNSUCCESSFUL.....	15
UPLOAD STUDENT ADDRESSES – FEEDBACK SUCCESSFUL BUT WITH QUERIES.....	16
DATA ENTRY PAGE	17
DATA ENTRY – ADDRESS WITH QUERIES	18
SRN SEARCH PAGE.....	19
VIEW STUDENT ADDRESSES PAGE.....	20
STATUTORY DECLARATION – STEP 1.....	21
STATUTORY DECLARATION – SELECT A SIGNATORY – STEP 2	22
STATUTORY DECLARATION – STEP 3.....	23
STATUTORY DECLARATION FORM	24
VIEW SCHOOL PAGE – ‘LOCKED’	25
3. PREPARING YOUR STUDENT ADDRESS RECORDS IF USING EXCEL	27
SELECTING COLUMNS	27
INSERTING COLUMNS	28
CONVERTING TEXT TO COLUMNS	29
BEST FITTING DATA	31
DELETING ROWS AND COLUMNS	32
SAVING THE DATA IN THE CORRECT FORMAT	33
OPENING THE DATA IN NOTEPAD	34
DISPLAYING THE DATA IN NOTEPAD	34
4. HANDY HINTS	35
INTERNET BROWSER	35
BROWSERS SUPPORTED	35
ACCESS TO SES WEBSITE	36
SES WEBSITE	37
SES WEBSITE WELCOME PAGE	38
VIEW SCHOOL PAGE	39
HINTS AND TIPS	40
Do’s	40
DON’TS.....	40
TROUBLESHOOTING	40
5. FORMATTING AND FIELD SPECIFICATIONS FOR THE STUDENT ADDRESSES	41
FIELD NAMES AND SPECIFICATIONS	42
EXAMPLE OF HOW ADDRESS DATA MAY LOOK IN A SPREADSHEET PROGRAMME SUCH AS MICROSOFT EXCEL.....	45

Having problems accessing the Internet or submitting your data?

Call us: 1800 677 027

Email us: grantsanddata.help@dest.gov.au

1. REGISTERING FOR SSP

What is Registration?

Registration is the process whereby:

- You identify yourself;
- You identify the School or system that you represent;
- You request access to the SSP applications you need to use;
- Your registration details are checked in the SSP System; and
- You are sent a logon and password for SSP via email that will allow you to logon to SSP.

Who can Register to use the SES application in SSP?

Registration is limited to:

- staff members who will be processing the school's student addresses; and
- approved signatories of the Approved Authority for your school or system

If you already use other applications within SSP (Financial Questionnaire, Financial Accountability, Census on the Internet), then you are already registered as a SSP user and you should **not** attempt to register again. Instead, please refer to the Help Section on *Requesting Additional Access in SSP*. Please note, however, that if you want additional access and you already have access in respect of more than one school or system, you won't be able to use the Request Additional Access facility. Please contact the HelpDesk on **1800 677 027** or ssp@dest.gov.au to arrange access.

How to Register

To register, you must fill in the Online Registration Form.

You can find the online registration form by clicking on the 'register' button located in the top left corner of SSP's logon page (see diagram below).

For information on filling out the Online Registration Form, please refer to the Help Section ('*Filling out the Online Registration Form*').

If you are attempting to re-register because you have forgotten your Logon ID and/or Password, please refer to the Help Sections ('*Forgot Your Logon?*' or '*Forgot your Password?*') for information on how to be reminded of your password or your logon.



The Registration Process

The registration process involves several steps.

Step 1 – Register for Access to SSP

The first step of registration involves you, or someone on your behalf, going to the online registration page and entering your personal details into the Online Registration Form. This information will be used to create your user account and to determine what type of access you require. SSP will guide you through the process and will return appropriate messages. These messages will be displayed at the top of the online registration form when you click on the 'Save Registration' button located at the bottom of the screen.

SSP will then check to see if you are already a registered user. If you are, it will advise you to use SSP's '*Forgotten your Logon*' facility.

If you are a new SSP user, a new user account will be created. SSP will send you an email confirming that the registration process was successful and advise you of your logon ID.

Step 2 – Validation of Your Request

All new registrations are validated by SSP Security Administrators. When a new registration request has been received, DEST may contact your school or system to confirm the registration request.

Step 3 – Approval or Rejection of Your Request

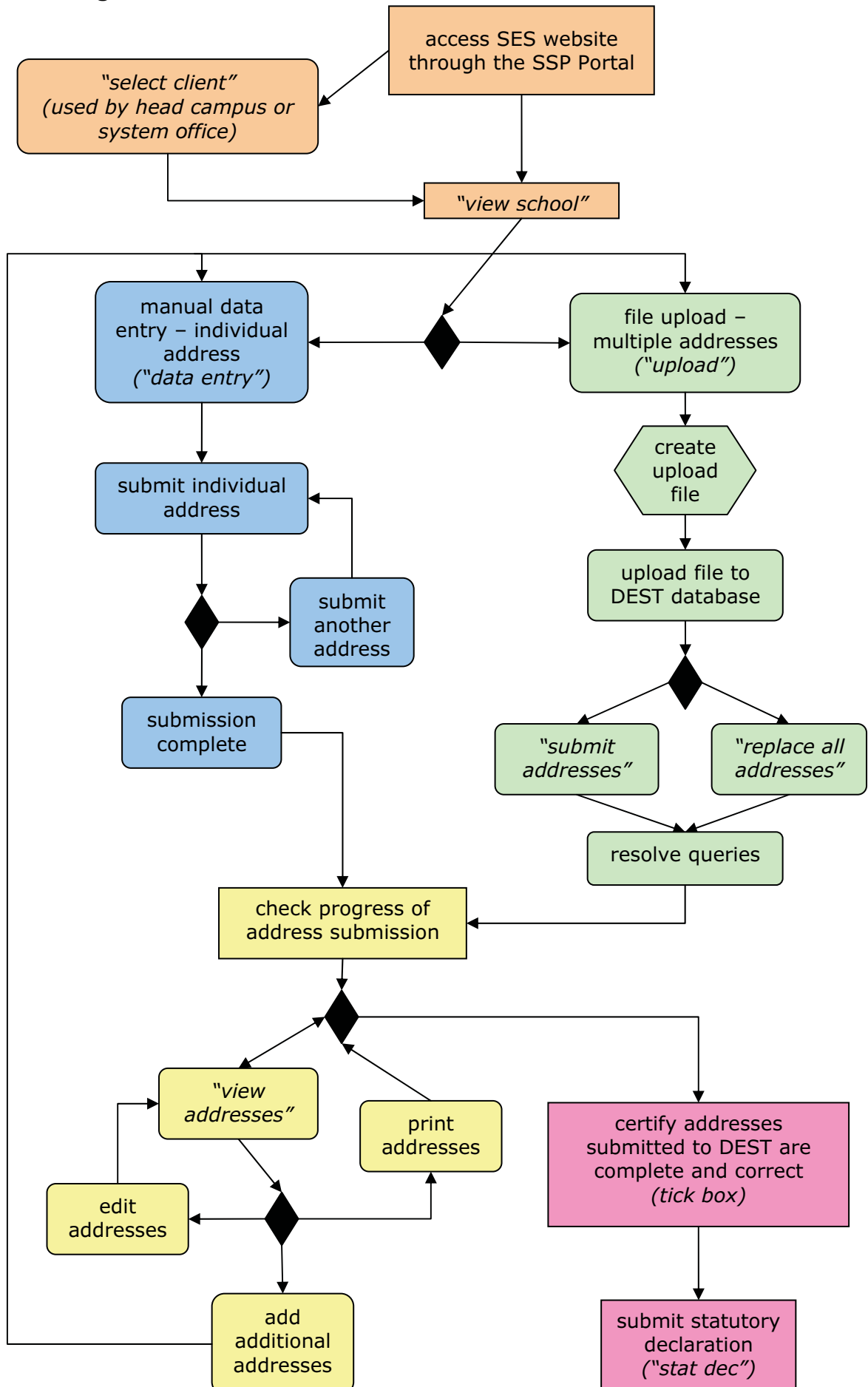
If your registration is approved, SSP will send you an email advising you that your registration request has been approved and will provide you with a password.

If rejected, SSP will send you an email advising you that your request was rejected. In this instance, you should contact the HelpDesk on **1800 677 027** or ssp@dest.gov.au.

Once you have received a password, you can log on to SSP to access the services you requested. For more information on logging on to SSP, refer to the Help Section, '*Logging On to SSP for the First Time*'.

2. WORKING THROUGH THE SES WEBSITE

Guide to using the SES Website for address submission



Sign On to SSP

Australian Government
Department of Education, Science and Training

Schools Service Point

register
contact DEST
help

DEST home page
DEST privacy statement
disclaimer
DEST copyright

SSP Logon

In order to access any of the functionality that is provided under Schools Service Point, eg. Census, Financial Questionnaire and Financial Accountability, you must be a registered user. If you aren't a registered user and require access you must [register for Schools Service Point](#).

Registered users can logon here...

Logon Id:
Password:

☒ [Forgotten your Password?](#)
[Forgotten your Logon?](#)

Latest News

30-October-2006 Compliance Certificates

FIRST COMPLIANCE CERTIFICATE DUE IN MARCH 2007 Register now to fill out and submit your system's or school's first Compliance Certificate for 2006. If you already have access to SSP, log on, go to "My Details" (in the left hand side menu), select "Request New Access" and update "Additional Access Details". Further details are in our October letter to all systems and non-systemic schools. Call our freecall help line on 1800 677 027 if you need assistance.

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Version 3.0.2567

- The address for the Schools Service Point (SSP) portal is <https://schools.dest.gov.au/SSP/>
- Full Screen (F11) recommended
- Hyperlinks eg [contact DEST](#) or click [here](#) appear throughout the SES website
- Security – Logons and Passwords are unique and are issued to individual schools and Systems by DEST (see Section 1)
- Change Password recommended

Select the SES Funding Application



- School Systems and multi-campus schools will be able to access all their schools and campuses
- Please keep a record of the time spent preparing and submitting address data. A Time Box is available at the end of the process
- The text only version of the website is faster to download and can be used if your connection is slow

Welcome Page

The screenshot shows the SES Funding website interface. At the top, the Australian Government logo and 'Department of Education, Science and Training' are on the left, and 'SES Funding' is on the right. Below the header, the page is divided into a left sidebar and a main content area. The sidebar contains links: 'SES Home', 'SES Home', 'view school', 'upload', 'data entry', 'pin search', 'data dec', 'view addresses', 'contact DEST', 'help', 'SES privacy notice', 'log off', 'text only', 'DEST home page', 'DEST privacy statement', 'disclaimer', 'DEST copyright', and 'Logon> User'. The main content area has a header with '25930 SES Test School 8, DIRRAIBANDI Incomplete Data Entry (Unlocked)' and '2009-2012 Funding Quadrennium'. Below this is a 'Socioeconomic Status Home' section. It includes a 'Welcome to the SES Website' message, a brief description of the funding arrangements, and a 'Users' section with two bullet points. A 'Note' section follows, advising users to keep a record of time spent on data entry. Below the note, there are three links for different funding quadrenniums: '2001-2004 Funding Quadrennium (locked for data entry)', '2005-2008 Funding Quadrennium', and '2009-2012 Funding Quadrennium (currently selected)'. A final 'Note' states that information is given and received in confidence. The Australian Government logo is at the bottom center.

Australian Government
Department of Education, Science and Training

SES Funding

25930 SES Test School 8, DIRRAIBANDI
Incomplete Data Entry (Unlocked)

2009-2012 Funding Quadrennium

Socioeconomic Status Home

Welcome to the SES Website

Australian Government funding arrangements for non-government schools are based on the Socioeconomic Status (SES) of a school's community.

This application has been designed to be interactive and intuitive, enabling clients to submit their students' residential addresses to the Department of Education, Science and Training (DEST).

Users

- Non-government schools and systems are required to submit the residential addresses of all students for whom the school receives Australian Government General Recurrent Grants funding, other than full-time Distance Education students. Full fee paying overseas students and pre-school students are not eligible for Australian Government funding and should not be included in the collection.
- The Schools Resourcing Group of DEST manages the collection of student addresses and uses this information to calculate an SES score for each non-government school.

Note: Please keep a **record of the time** you spend preparing and submitting address data. This is part of an Australian Government commitment to reduce the burden of form completion. The Time Box is available at the end of the submission process.

To access data for a different quadrennium, select the quadrennium below:

- [2001-2004 Funding Quadrennium](#) (locked for data entry)
- [2005-2008 Funding Quadrennium](#)
- [2009-2012 Funding Quadrennium](#) (currently selected)

Note: Information provided through this site is given and received in confidence.

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- School identified by client number and name in top left corner
- Selected Quadrennium shown in top right corner
- Options for working with data;
 - 2001-04 Funding Quadrennium (view address data only, no changes)
 - 2005-08 Funding Quadrennium
 - 2009-12 Funding Quadrennium
- **Note:** Information provided through this site is given and received in confidence

View School

Australian Government
Department of Education, Science and Training

SES Funding

25930 SES Test School 8, DIRRANBANDI
Incomplete Data Entry (Unlocked)

2009-2012 Funding Quadrennium

View School

This page provides an overview of the school details and the school's status in SES.

- To upload a text file containing multiple student addresses, click on [upload](#).
- To manually enter student addresses one at a time, click on [data entry](#).
- To view or download all student addresses, click on [view addresses](#).
- To complete the data collection process, complete the statutory declaration using [stat dec](#). This is only possible once all address queries have been resolved.

School Details

DEST Number	25930
School Name	SES Test School 8
Location Address	School Ave DIRRANBANDI QLD 4496
Affiliation	Non-Denominational
Signatories	
CD	
Latitude	0
Longitude	0

School SES Details

SES Score	Not yet allocated
SES Status	Incomplete Data Entry (Unlocked)
Number of Student Records	0
Number of Addresses	0
Number of Addresses with Queries	0
Number of Unusual Circumstances	0

Logon: User

Australian Government

- View School page provides an overview of the selected client in SES
- View System page provides an overview of the system
- School / system identified by client number and name
- Options available:
 - Upload
 - Data Entry
 - View Addresses
 - SRN Search
 - Statutory Declaration
 - Help

View School – Multiple Campuses or System

The left screenshot shows the 'View School' page for client 00000000000000000000. The page title is 'View School'. The main content area displays the following information:

- School Details:**
 - School Name: 00000000000000000000
 - School Address: 00000000000000000000
 - School Phone: 00000000000000000000
 - School Email: 00000000000000000000
 - School Website: 00000000000000000000
- School Details (continued):**
 - School Type: 00000000000000000000
 - School Status: 00000000000000000000
 - School Address: 00000000000000000000
 - School Phone: 00000000000000000000
 - School Email: 00000000000000000000
 - School Website: 00000000000000000000

The right screenshot shows the 'View System' page for client 00000000000000000000. The page title is 'View System'. The main content area displays the following information:

- System Details:**
 - System Name: 00000000000000000000
 - System Address: 00000000000000000000
 - System Phone: 00000000000000000000
 - System Email: 00000000000000000000
 - System Website: 00000000000000000000
- System Details (continued):**
 - System Type: 00000000000000000000
 - System Status: 00000000000000000000
 - System Address: 00000000000000000000
 - System Phone: 00000000000000000000
 - System Email: 00000000000000000000
 - System Website: 00000000000000000000

- View School page provides an overview of the selected client in SES
- View System page provides an overview of the system
- School / system identified by client number and name
- Options available to Head School or System:
 - Select Head School or Campus
 - Return to Head School or System

Upload Student Addresses

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Department of Education, Science and Training

SES Funding

25930 SES Test School 8, DIRRANBANDI
Incomplete Data Entry (Unlocked)

2009-2012 Funding Quadrennium

Upload Student Addresses

This facility allows you to submit address data to DEST. Data will only be loaded for the selected quadrennium. This process consists of the following steps:

1. Transfer file to DEST. This includes a step to validate the file structure.
2. Load the file's data into SES.

You can download a copy of the [Comma Separated Variable \(.csv\)](#) or [Text \(.txt\)](#) templates to use for entering your data. The File Format Requirement Specification can also be accessed via the following link: [Format Requirement Specification \(PDF\)](#).

Step 1.

Note: It is recommended that you save the file to a csv or txt format and remove the header row.

Type the path and file name in the box below, or select the address file by using the **Browse** button. Transfer the address file to DEST by clicking on the **send file to DEST** button.

Note: If a button labelled "Browse..." does not appear below, then your browser does not support File Uploading.

Selected file:

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- Submitting a file containing multiple addresses
- Accessed from View School or left side bar
- Transfer file to DEST:
 - Step 1 – type the path and name of the file to be submitted or use the feature
 - Step 2 -

Upload Student Addresses – Part 2

The screenshot shows a web browser window displaying the Australian Government Department of Education, Science and Training SES Funding portal. The page title is 'Upload Student Addresses'. It shows a file upload summary table and a 'submit addresses' button.

Return to Previous Page

25930 SES Test School 8, DIRRANBANDI
Incomplete Data Entry (Unlocked)

2009-2012 Funding Quadrrennum

Upload Student Addresses			
Your file contains the following details:			
Number of Schools in File	Number of Addresses in File	Number of Addresses Already on DEST System	Number of Duplicate Addresses
1	18	0	0

Step 2.

1. To complete the upload processes and add the addresses to the DEST database, click on **submit addresses**.

submit addresses

Logon: User

Australian Government
Department of Education, Science and Training

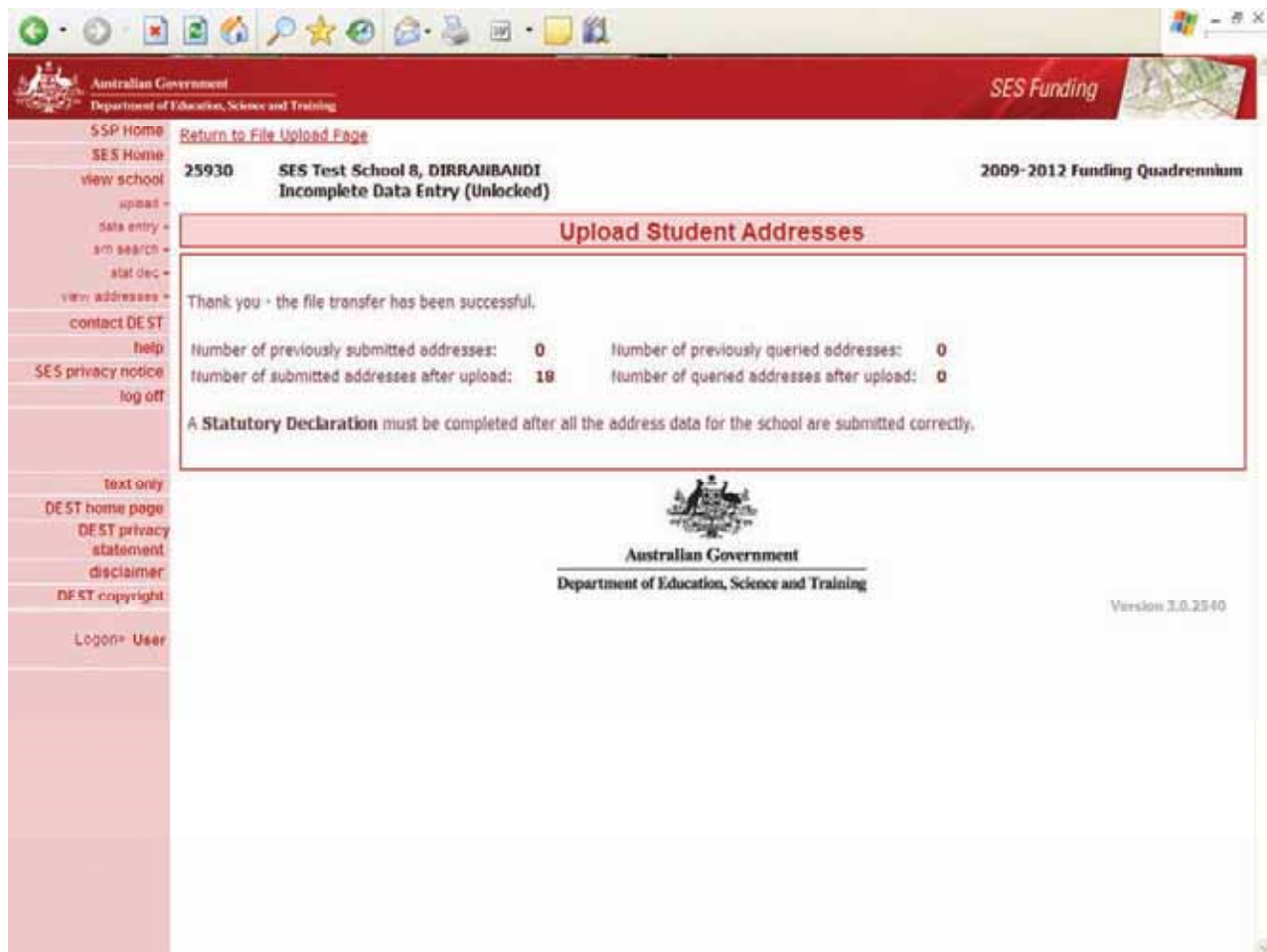
Version 3.0.2546

- Part 2 of the address Upload process
- Notifies that the file has arrived at DEST
- When file arrives at DEST you may submit your file to the database by selecting **submit addresses**
- If you have previously submitted an address file successfully to the DEST database, you may replace all your previously submitted addresses by selecting

replace addresses

(Note: This will delete all of your previously submitted addresses)

Upload Student Addresses – Feedback Successful




- Part 3 of File Transfer (Feedback Successful)
- Notifies that the file transfer has been successful
- Options available:
 - Submit another address file using the 'upload' function
 - Add, edit or delete single addresses using the 'data entry' function
 - Complete the submission with a Statutory Declaration by selecting the 'stat dec' function

Upload Student Addresses – Feedback Unsuccessful

The screenshot shows a web browser window displaying the Australian Government Department of Education, Science and Training SES Funding portal. The page title is 'Upload Student Addresses'. The user is logged in as '25930 SES Test School 8, DIRRANBANDI' and the funding period is '2009-2012 Funding Quadrrennium'. The page indicates that the upload was unsuccessful due to errors. A table titled 'Download Errors' lists the errors. The first error is for the 'Student Record Number (SRN)' field, which contains the value '12345##ABCDE'. The error description states: 'The Student Record Number (SRN) can only contains alpha characters (a-z, A-Z), numeric characters (0-9) or a mixture of both characters.' The table also shows '1 records found'.

Line Number	DEST Number	Campus Number	SRI	Field Name	Query Description
1	25930		12345##ABCDE	Student Record Number (SRN)	The Student Record Number (SRN) can only contains alpha characters (a-z, A-Z), numeric characters (0-9) or a mixture of both characters.

Please consult the [Format Requirement Specification \(PDF\)](#) to assist you with the cause of the error.

- Part 3 of File Transfer (Feedback Unsuccessful)
- Notifies that the file transfer has been unsuccessful
- Notifies you of the error responsible for the unsuccessful transfer
- There may be more errors than the initial one identified. It is essential that you consult the Field Names and Specifications to determine the cause of the error (see page 42). If there are multiple errors, select the 'Download Errors' link to download a file containing a description of all errors
- Amend the error(s) in your address data on the Excel spreadsheet
- Save again as comma or tab delimited text file
- Resubmit amended file through the File Transfer Process by selecting the  option on the Upload Student Addresses page

Upload Student Addresses – Feedback Successful but with Queries

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SES Funding

25930 SES Test School 8, DIRRANBANDI
Incomplete Data Entry (Unlocked)

2009-2012 Funding Quadrennium

Upload Student Addresses

Thank you - the file transfer has been successful.

Number of previously submitted addresses: 0
Number of submitted addresses after upload: 18

Number of previously queried addresses: 0
Number of queried addresses after upload: 2

Address Queries:

There are queries in your address submission. Click on the SRN next to the student address you wish to view, edit or delete.

Line Number	DEST Number	Campus Number	SRN	Field Name	Query Description
1	25930		1	House Number or Lot, Section, Portion, or RMB Number	You have entered a Street Name. Please enter either a House Number or Lot, Section, Portion, or RMB Number (or both) for this address.
2	25930		2	House Number or Lot, Section, Portion, or RMB Number	You have entered a Street Name. Please enter either a House Number or Lot, Section, Portion, or RMB Number (or both) for this address.

2 records found

A Statutory Declaration must be completed after all the address data for the school are submitted correctly.

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- Part 3 of File Transfer (Feedback Successful, but with Queries)
- Notifies that the file has been successfully added to the database (or has successfully replaced all addresses previously submitted)
- Notifies the number of submitted addresses after transfer
- Queries with your data are identified, eg
 - Postcode may be incorrect; or
 - No street or lot number is attached to a Street Name
- These queries should be checked and, if necessary, corrected, before moving to the View Student Addresses page or completing the data submission process with a Statutory Declaration

Data Entry Page

Australian Government
Department of Education, Science and Training

SES Funding

25930 SES Test School 8, DIRRAIBANDI
Incomplete Data Entry (Unlocked)

2009-2012 Funding Quadrrennium

Data Entry

- This page is designed for maintaining details of a student's address.
- Please ensure you press the save button when adding or editing any information.
- To view all address data held by DEST click on [view addresses](#).
- To enter an address of a student with unusual circumstances, click [here](#).

Student Record Number

Education Level ☐ Primary ☐ Secondary *

Boarding ☐ Yes ☐ No *

Lot, Section, Portion or RMB No

Unit or Flat No

House No

Property or Community Name

Street Name

Street Type


Suburb/Locality

State

Postcode

Nearest Cross Road or Comments

save **reset**

- Add or edit individual addresses
- Accessed from View School or the left side bar **data entry +**
- All mandatory fields (*****) must be entered for successful submission of addresses to the database
- Interactive messages occur if mandatory fields are not completed
- Additional rules also apply – if a street name is provided, then a *House Number* or *Lot, Section, Portion or RMB Number* are also mandatory
- You must click on **save**  after each address for it to be added to the DEST database

Data Entry – Address with Queries

Australian Government
Department of Education, Science and Training

SES Funding

25930 SES Test School 8, DIRRAIBANDI
Incomplete Data Entry (Unlocked)

2009-2012 Funding Quadrrennium

Data Entry

- This page is designed for maintaining details of a student's address.
- Please ensure you press the save button when adding or editing any information.
- To view all address data held by DEST click on [view addresses](#).
- To enter an address of a student with unusual circumstances, click [here](#).

Student Record Number: 19 *

Education Level: ☐ Primary ☒ Secondary *

Boarding: ☐ Yes ☒ No *

Lot, Section, Portion or RMB No: [empty] *

Unit or Flat No: [empty]

House No: [empty] *

Property or Community Name: [empty]

Street Name: Long

Street Type: St

Suburb/Locality: Braddon *

State: ACT *

Postcode: 2612 *

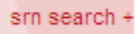

Nearest Cross Road or Comments: [empty]

save ✓

- Data Entry page for entering, editing or deleting individual addresses
- Accessed from View School, left side bar [data entry +](#), SRN Search Page or View Addresses Page
- highlights the field with a query
- Addresses with queries can be changed before re-submitting

SRN Search Page

The screenshot shows a web browser window displaying the 'SRN Search' page. The page header includes the Australian Government logo, 'Department of Education, Science and Training', 'SES Funding', and a map. The left sidebar contains a list of links: 'SSP Home', 'SES Home', 'view school', 'upload', 'data entry', 'srn search', 'stat dec', 'view addresses', 'contact DEST', 'help', 'SES privacy notice', 'log off', 'text only', 'DEST home page', 'DEST privacy statement', 'disclaimer', 'DEST copyright', and 'Logon> User'. The main content area has a title 'SRN Search' and a description: 'This screen allows you to search for the address of a particular student. To search for a student address enter their Student Record Number (SRN), then click the Search button or press Enter.' Below this is a text input field labeled 'Student Record Number' and a red 'search' button with a magnifying glass icon. The footer of the page displays the Australian Government logo, 'Department of Education, Science and Training', and 'Version 3.0.2340'.

- Search for the address of a particular student
- Accessed from the left side bar 
- To search for a student address enter the student SRN
- When entered, click 

Having problems accessing the Internet or submitting your data?

Call us: 1800 677 027

Email us: grantsanddata.help@dest.gov.au

View Student Addresses Page

Australian Government
Department of Education, Science and Training

SES Funding

25930 SES Test School 8, DIRRAIBANDI
Incomplete Data Entry (Unlocked)

2009-2012 Funding Quadrant

View Student Addresses

You may need to use the scrollbar to view all the addresses on the page. To print a report, select File and Print from the menu bar of the browser. When you print this report be sure to choose the **landscape** orientation for your paper in Page Setup.

To download the student addresses click [here](#).

Total number of addresses: 18
Total number of Unusual Circumstances: 0
Number of addresses with queries: 2

Query	SRN	Lot No	Unit No	House No	Property Name	Street Name	Street Type	Suburb	Postcode	State	Comments	Primary or Secondary	Boarding Student	Unusual Circumstances
1						Batman	St	BRADDON	2612	ACT		S	N	
10			98			Coolac	Pl	BRADDON	2612	ACT		S	N	
11			45			Limestone	Av	BRADDON	2612	ACT		S	N	
12			27			Farrer	St	BRADDON	2612	ACT		S	N	
13			12			Ijong	St	Braddon	2612	ACT		S	N	
14			15			Farrer	St	Braddon	2601	ACT		S	N	
15			6			Lowanna	St	BRADDON	2601	ACT		S	N	
16			56			Elder	St	BRADDON	2612	ACT		S	N	
17			34			Torrens	St	BRADDON	2612	ACT		S	N	
18			34			Torrens	St	BRADDON	2612	ACT		S	N	
2						Burra	Pl	BRADDON	2612	ACT		S	N	
3			12			Helemun	St	BRADDON	2612	ACT		S	N	
4			54			Doonkuna	St	BRADDON	2612	ACT		S	N	
5			23			Elder	St	Braddon	2612	ACT		S	N	
6			5			FARRER	St	BRADDON	2612	ACT		S	N	

- View all addresses submitted to DEST
- Accessed by selecting **view addresses +** from the left side bar
 - highlights addresses with queries
- By clicking on the SRN (hyperlinked) for the student address you can view, edit or delete the address as it is linked to the Data Entry Page
- You can download the student addresses by selecting the [click here](#) link
- You can also print the addresses shown on the screen by selecting File and Print from the menu bar of the browser
 - Before printing your report make sure you have chosen LANDSCAPE orientation for your paper in Page Set Up

Statutory Declaration – Step 1

The screenshot shows a web browser window displaying the Australian Government Department of Education, Science and Training's SES Funding portal. The page is titled "Statutory Declaration" and is for "SES Test School 8, DIRRANBANDI" during the "2009-2012 Funding Quadrennium". The status is "Incomplete Data Entry (Unlocked)".

The left sidebar contains a navigation menu with the following items: SSP Home, SES Home, view school, upload, data entry, am search, stat dec, view addresses, contact DEST, help, SES privacy notice, log off, text only, DEST home page, DEST privacy statement, disclaimer, DEST copyright, and Logon: User.

The main content area is titled "Statutory Declaration" and contains the following text:

The Statutory Declaration must be completed only after all the address data for a school are submitted correctly.


Please confirm that all addresses have been entered for the school. To enter more addresses, you may choose to upload another file or enter addresses manually through the data entry feature.

Total number of addresses: 18
Total number of Unusual Circumstances: 0
Number of addresses with queries: 0

To proceed with the Statutory Declaration, please click on the **next** button.

A red "next" button with a right-pointing arrow is located on the right side of the page.

The footer of the page includes the Australian Government logo, the text "Australian Government Department of Education, Science and Training", and the version number "Version 3.0.2540".

- A Statutory Declaration is required to complete the data submission process
- Accessed from the link on the View School page [stat dec.](#) or the left side bar [stat dec +](#) when there are no queries associated with any of the addresses submitted
- To continue the Stat Dec process, click on the  button

Statutory Declaration – Select a Signatory – Step 2

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SES Funding

25930 SES Test School 8, DIRRANBANDI
Incomplete Data Entry (Unlocked)

2009-2012 Funding Quadrennium

Statutory Declaration - Select a Signatory

The Statutory Declaration will be completed for the following school(s):

DEST Number	School Name	Location	State	Total Number of Addresses	Unusual Circumstances
25930	SES Test School 8	DIRRANBANDI	QLD	18	-

1 records found

An authorised signatory must be authorised to act on behalf of the Approved Authority (by the Approved Authority and by DEST) in matters relating to the school. This person must be listed with the Department as an approved signatory. The Department can only accept a Statutory Declaration signed by an approved signatory.

Please select a signatory (Please [contact DEST](#) if this list is incorrect)

OR

If the signatories have changed and you wish to add a new person's name to the current list to act on behalf of the Approved Authority of the school, please add the name in the box below. An [Approved Authority Form](#) should also be printed, completed, and the original sent to DEST with the original Statutory Declaration.

New Signatory Name

Australian Government
Department of Education, Science and Training

- Accessed from Step 1 of the Statutory Declaration process
- Select an authorised person from the list. Please note that the names of authorised persons listed on this page have been approved by DEST
- If the names listed on this page are not up-to-date, an updated Approved Authority form, signed by the current Approved Signatory, must be attached to the Statutory Declaration that you post to DEST.
- The Approved Authority form can be accessed by selecting the [Approved Authority Form](#) link
- To complete the Stat Dec process, click on the button

Statutory Declaration – Step 3

Australian Government
Department of Education, Science and Training

SES Funding

25930 **SES Test School 8, DIRRANBANDI**
Incomplete Data Entry (Unlocked)

2009-2012 Funding Quadrennium

Submit Declaration

Name: **Approved Authority**

A person authorised to sign on behalf of the Approved Authority of the school is required to declare by Statutory Declaration that:

- The number of records submitted to DEST corresponds with the number of students enrolled at the school at this date (excluding Distance Education students and overseas students who are not eligible for Australian Government General Recurrent funding);
- The addresses submitted are the residential addresses of the students enrolled at the school; and
- A Privacy Notice has been provided to the parent or legal guardian of each student for whom a residential address has been submitted.

☒ Please click in this box to certify that you are satisfied that the addresses submitted to DEST are complete and correct. Your data will be "locked" immediately once you click on the **submit declaration** button. Your access will then be restricted to viewing your data only. No further editing will be possible unless you submit an Unlock Request to DEST.

Note: It is recommended that you print a report of all addresses submitted to DEST before certifying.

Please provide an estimate of the time taken to complete the SES address data collection process.

Include the total time spent on the following tasks:

- reading instructions
- obtaining information
- collecting your student addresses
- submitting your addresses
- finalising the procedures required to complete the student address data process
- the time spent in collecting and providing the required information

hrs mins

- Accessed from the 'Statutory Declaration – Select a Signatory' step of the Statutory Declaration process
- The authorised person signing the Statutory Declaration is declaring that all three requirements have been met
- To access the Statutory Declaration, the certification box ☒ must be ticked. This certifies that the data collection process is complete and correct and that a Privacy Notice has been provided to the parent or caregiver of each student for whom a residential address has been submitted
- To complete the Statutory Declaration form, click on the **submit declaration** button
- Please record an estimate of the time taken by all your staff to complete the data collection process. Include in your estimate, the time spent reading instructions, obtaining information, collecting, submitting and finalising your data submission.

Statutory Declaration Form

Australian Government
Department of Education, Science and Training

SES Funding

25930 SES Test School 8, DIRRAIBANDI
Completed Data Entry (Locked)

2009-2012 Funding Quadrrennium

print

SES Statutory Declaration Form

Statutory Declaration Number: 25930-200912-1.1
DEST School Number: 25930

COMMONWEALTH OF AUSTRALIA
Statutory Declaration

I, _____
(Full name)
of _____
(Private address)

make the following declaration under the *Statutory Declarations Act 1959*:

- I am the _____
(Position at school)
- I am authorised by the Approved Authority of
SES Test School 8
at School Ave
DIRRAIBANDI QLD 4496
- To the best of my knowledge and belief the number of addresses shown below corresponds with the number of students enrolled at this date, excluding Distance Education students, overseas students who are not eligible for Australian Government General Recurrent funding, and the addresses submitted are the residential addresses of the students at the school.
Total Number of Addresses: 18
Number of Unusual Circumstances: 0 22/12/2006 8:44:15 AM, AUS Eastern Standard Time
- A copy of the Privacy Notice sent to the School by the Department of Education, Science and Training (DEST) has been provided to the parent/legal guardian of each student for whom a residential address has been submitted to DEST.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

- The Statutory Declaration can only be accessed when you certify ☒ that your address data submission is complete and correct. Scroll down to view the entire form
- The Statutory Declaration will be identified by your school / system DEST Number
- The address of your school will also appear
- When certified, the number of addresses submitted (including unusual circumstances) and the date and time will be shown
- You must POST the original signed Statutory Declaration to DEST (LCN 1M1, GPO Box 9880, CANBERRA ACT 2601)

View School Page – ‘Locked’

The screenshot shows a web browser window displaying the Australian Government Department of Education, Science and Training's SES Funding portal. The page is titled 'View School' and is for school 25930, 'SES Test School 8, DIRRAIBANDI'. The status is 'Completed Data Entry (Locked)'. The page is for the 2009-2012 Funding Quadrennium. A red banner at the top right says 'SES Funding'. The left sidebar contains links like 'SSP Home', 'SES Home', 'view school', 'upload', 'data entry', 'am search', 'stat dec', 'view addresses', 'contact DEST', 'help', 'SES privacy notice', 'log off', 'text only', 'DEST home page', 'DEST privacy statement', 'disclaimer', 'DEST copyright', and 'Login User'. The main content area has a 'View School' button and an 'Important' notice: 'This school is locked from making any further changes to its address data. The data can be unlocked for further editing by sending an [Unlock Request to DEST](#). To view or download all student addresses, click on [view addresses](#).' Below this is a 'School Details' section with fields: DEST Number (25930), School Name (SES Test School 8), Location Address (School Ave DIRRAIBANDI QLD 4486), Affiliation (Non-Denominational), Signatories (CD), Latitude (0), and Longitude (0). Below that is a 'School SES Details' section with fields: SES Score (Not yet allocated), SES Status (Completed Data Entry (Locked)), Number of Student Records (18), Number of Addresses (18), and Number of Unusual Circumstances (0). The footer includes the Australian Government logo and the text 'Department of Education, Science and Training' and 'Version 3.0.2540'.

View School

Important:
This school is locked from making any further changes to its address data. The data can be unlocked for further editing by sending an [Unlock Request to DEST](#).
To view or download all student addresses, click on [view addresses](#).

School Details

DEST Number	25930
School Name	SES Test School 8
Location Address	School Ave DIRRAIBANDI QLD 4486
Affiliation	Non-Denominational
Signatories	CD
Latitude	0
Longitude	0

School SES Details

SES Score	Not yet allocated
SES Status	Completed Data Entry (Locked)
Number of Student Records	18
Number of Addresses	18
Number of Unusual Circumstances	0

Australian Government
Department of Education, Science and Training
Version 3.0.2540

- When the Statutory Declaration has been submitted, the data are locked and restricted to viewing only
- Locking the data prevents any further changes to addresses and ensures the integrity of the Statutory Declaration
- If you wish to have your data unlocked for further editing, please send an email (link provided on the 'Welcome Page') to DEST
- In this event, another Statutory Declaration will need to be completed and posted to DEST

Having problems accessing the Internet or submitting your data?

Call us: 1800 677 027

Email us: grantsanddata.help@dest.gov.au

3. PREPARING YOUR STUDENT ADDRESS RECORDS IF USING EXCEL

The data in Excel need to be formatted in a particular way for the DEST SES Website to be able to read it and store it correctly. By having the data in the correct format, it will enable the information to be submitted successfully to this site. The table on page 45 provides an example of how address data may look in a spreadsheet programme such as Microsoft Excel.

Figure 1 is an example of how your data may currently be displayed in Excel.

	A	B	C	D	E	F
1	SRN	Name	Address	Suburb	Postcode	State
2	2001	Joe Bloggs	55 / 60 Giffe Street	Nakara	810	NT
3	2002	Mary Smith	PO BOX 6	Anula	812	NT
4	2003	John Citizen	3/75 Dinah Beach Road	Darwin	800	NT
5	2004	Sue Brown	Lot 9 Farrar Rd	Berrimah	828	NT
6	2101	Steve Green	Daly River Mission	Daly River	822	NT
7	2102	Jane White	Mount Nancy Community	Alice Springs	870	NT
8	2103	Tim Jones	Section 34 Stuart Close	Katherine	850	NT
9	2104	Jenny Black	RSD 622 Ross Highway	Alice Springs	870	NT

Figure 1

Selecting Columns

Being able to select columns or rows allows for quick formatting, deleting or moving of data.

To select a column:

1. Move the mouse onto the **column heading** to be selected
2. **Click** on the mouse

(The whole column will become selected, see Figure 2)

	A	B	C	D	E	F
1	SRN	Name	Address	Suburb	Postcode	State
2	2001	Joe Bloggs	55 / 60 Giffe Street	Nakara	810	NT
3	2002	Mary Smith	PO BOX 6	Anula	812	NT
4	2003	John Citizen	3/ 75 Dinah Beach Road	Darwin	800	NT
5	2004	Sue Brown	Lot 9 Farrar Rd	Berrimah	828	NT
6	2101	Steve Green	Daly River Mission	Daly River	822	NT
7	2102	Jane White	Mount Nancy Community	Alice Springs	870	NT
8	2103	Tim Jones	Section 34 Stuart Close	Katherine	850	NT
9	2104	Jenny Black	RSD 622 Ross Highway	Alice Springs	870	NT

Figure 2

Inserting Columns

It may be necessary to insert extra columns to allow for the way the data will be broken up. It is suggested that an extra five columns be inserted for the break up of the address.

To insert extra columns:

1. Select the column to the **right** of where the new column will be positioned
(For example if column D is selected, a new column D will be created and the original column D will become column E)
2. Choose the **Insert** menu, then **Columns**
(See Figure 3)
3. **Continue** this process until enough columns are inserted
(See Figure 4)

TIP: If more than one column is selected when inserting columns, the number of columns selected will be inserted.

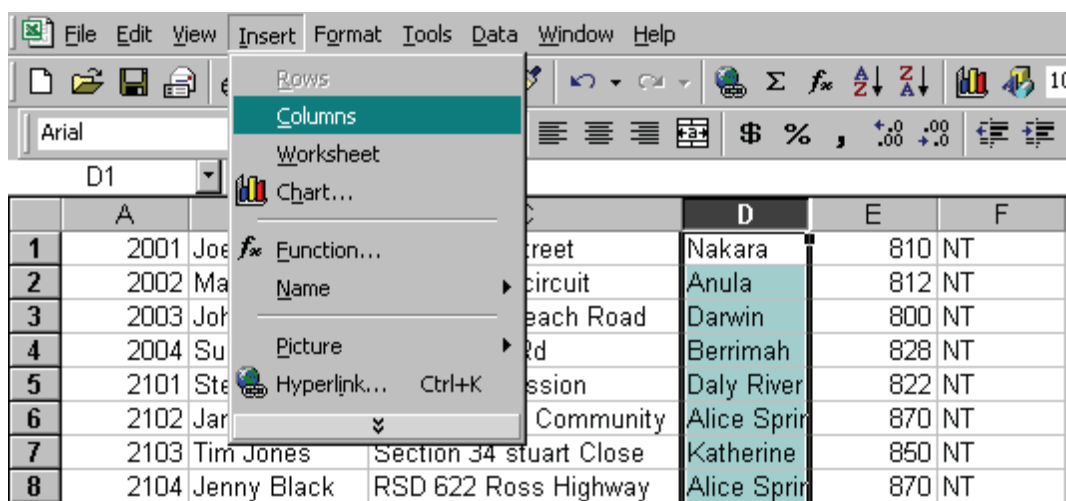


Figure 3

	A	B	C	D	E	F	G	H	I	J	K
1	SRN	Name	Address						Suburb	Postcode	State
2	2001	Joe Bloggs	55 / 60 Giffe Street						Nakara	810	NT
3	2002	Mary Smith	PO BOX 6						Anula	812	NT
4	2003	John Citizen	3/ 75 Dinah Beach Road						Darwin	800	NT
5	2004	Sue Brown	Lot 9 Farrar Rd						Berrimah	828	NT
6	2101	Steve Green	Daly River Mission						Daly River	822	NT
7	2102	Jane White	Mount Nancy Community						Alice Springs	870	NT
8	2103	Tim Jones	Section 34 Stuart Close						Katherine	850	NT
9	2104	Jenny Black	RSD 622 Ross Highway						Alice Springs	870	NT

Figure 4

Converting Text to Columns

If the address is in one column, it can be split into separate columns by using a feature called Text to Columns.

To convert text to columns:

1. Select the **column** to be converted
(See Figure 5)
2. Choose the **Data** menu, then **Text to Columns**
(See Figure 6)
3. Click on the **Delimited** option
(See Figure 7)
4. Choose **Next**
5. Click in the box next to the **Space** Delimiter
(See Figure 8)
6. Choose **Next**
7. Observe how the data changes, choose **Finish**
(See Figure 9)

	A	B	C	D	E	F	G	H	I	J	K
1	SRN	Name	Address						Suburb	Postcode	State
2	2001	Joe Bloggs	55 / 60 Giffe Street						Nakara	810	NT
3	2002	Mary Smith	PO BOX 6						Anula	812	NT
4	2003	John Citizen	3/ 75 Dinah Beach Road						Darwin	800	NT
5	2004	Sue Brown	Lot 9 Farrar Rd						Berrimah	828	NT
6	2101	Steve Green	Daly River Mission						Daly River	822	NT
7	2102	Jane White	Mount Nancy Community						Alice Springs	870	NT
8	2103	Tim Jones	Section 34 Stuart Close						Katherine	850	NT
9	2104	Jenny Black	RSD 622 Ross Highway						Alice Springs	870	NT
10											

Figure 5

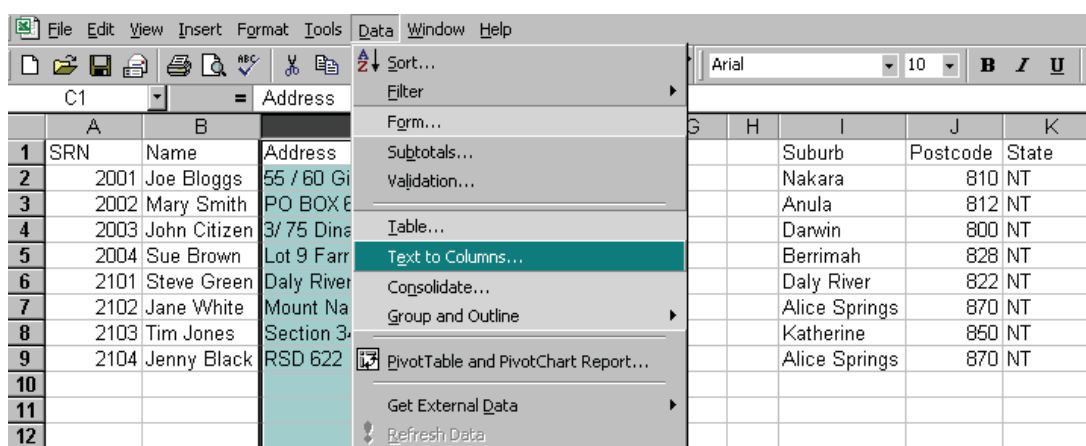


Figure 6

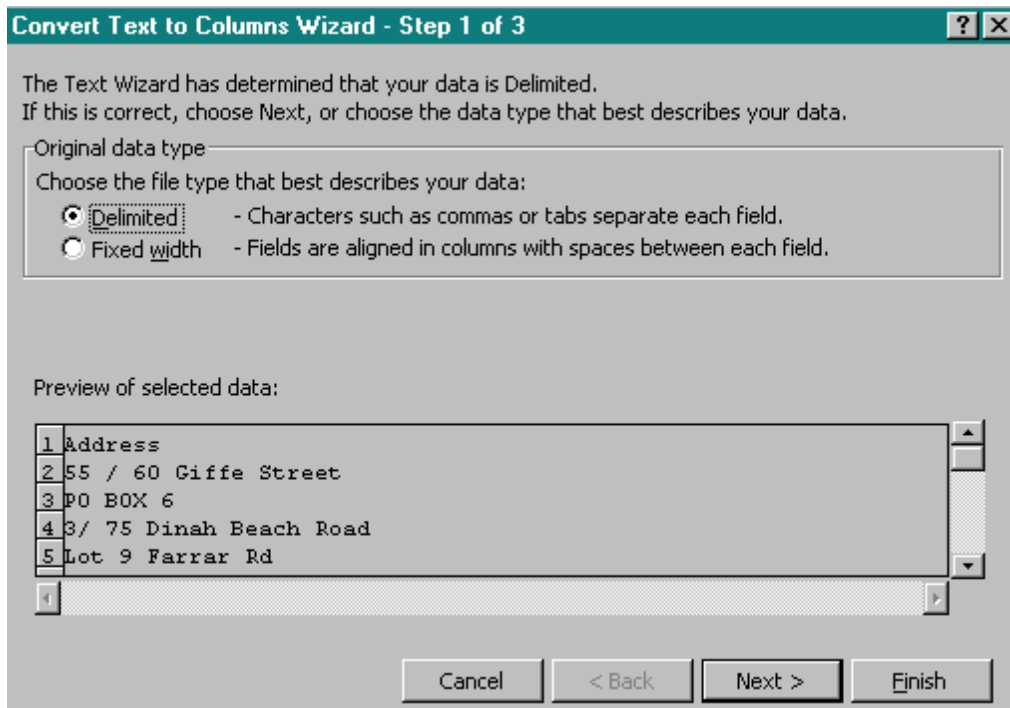


Figure 7

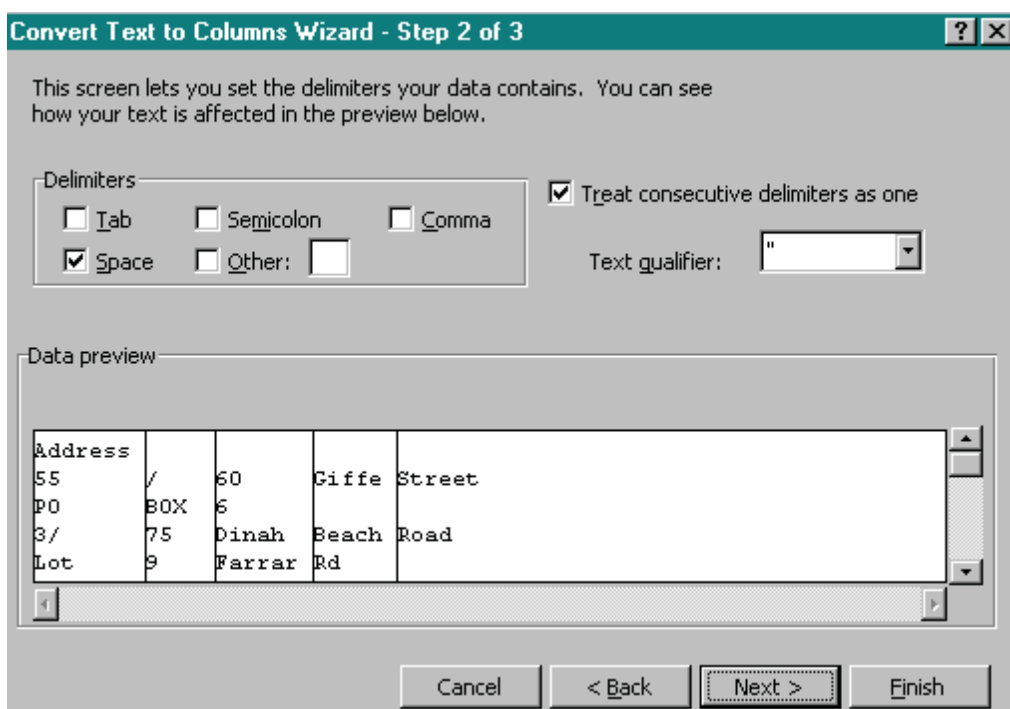


Figure 8

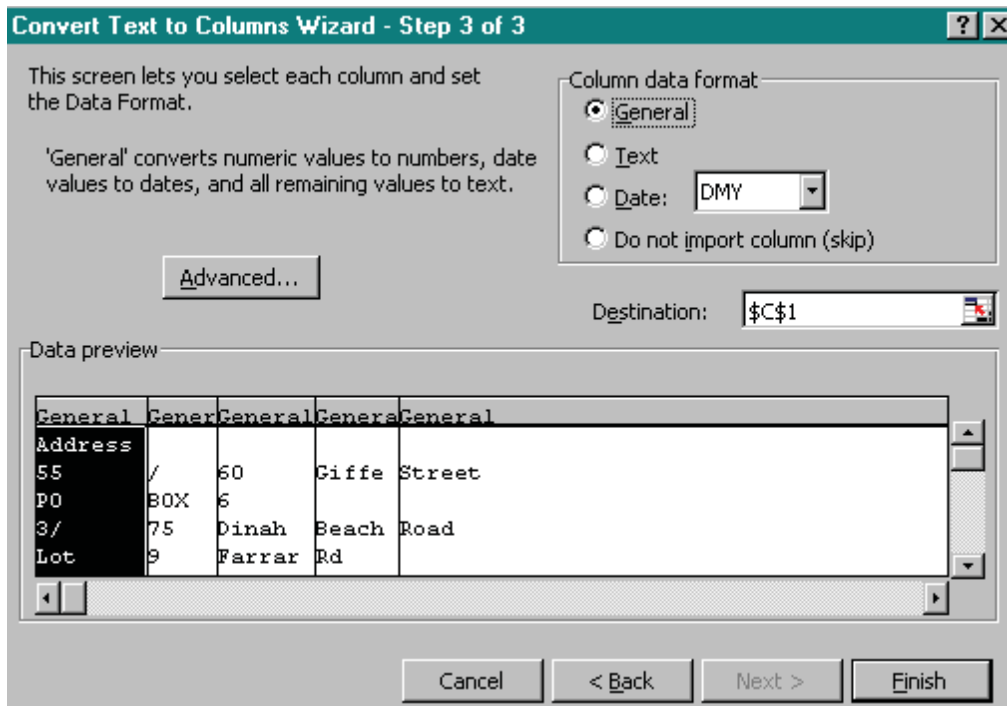


Figure 9

Best Fitting Data

Some of the columns may not be wide enough to display all of the data in the column. The columns can be best fitted to display the widest piece of information.

To best fit the columns:

1. Select the **column(s)**
2. Rest the mouse on the on the **right hand side** of the selected column heading(s). (A double headed arrow appears)
3. **Double click**
(All of the data in the columns is now visible, see *Figure 10*)

	A	B	C	D	E	F	G	H	I	J	K
1	SRN	Name	Address						Suburb	Postcode	State
2	2001	Joe Bloggs	55 /		60 Giffe	Street			Nakara	810	NT
3	2002	Mary Smith	PO	BOX	6				Anula	812	NT
4	2003	John Citizen	3/	75 Dinah	Beach	Road			Darwin	800	NT
5	2004	Sue Brown	Lot	9 Farrar	Rd				Berrimah	828	NT
6	2101	Steve Green	Daly	River	Mission				Daly River	822	NT
7	2102	Jane White	Mount	Nancy	Community				Alice Springs	870	NT
8	2103	Tim Jones	Section	34	Stuart	Close			Katherine	850	NT
9	2104	Jenny Black	RSD	622	Ross	Highway			Alice Springs	870	NT
10											

Figure 10

Deleting Rows and Columns

The data may contain column headings, such as name and address. This row will need to be removed as will any extra rows or columns.

It is preferable to delete all column headings before saving.

To delete a row or column:

1. Select the **column** or **row**
2. Choose the **Edit** menu, then **Delete**

(See Figure 11)

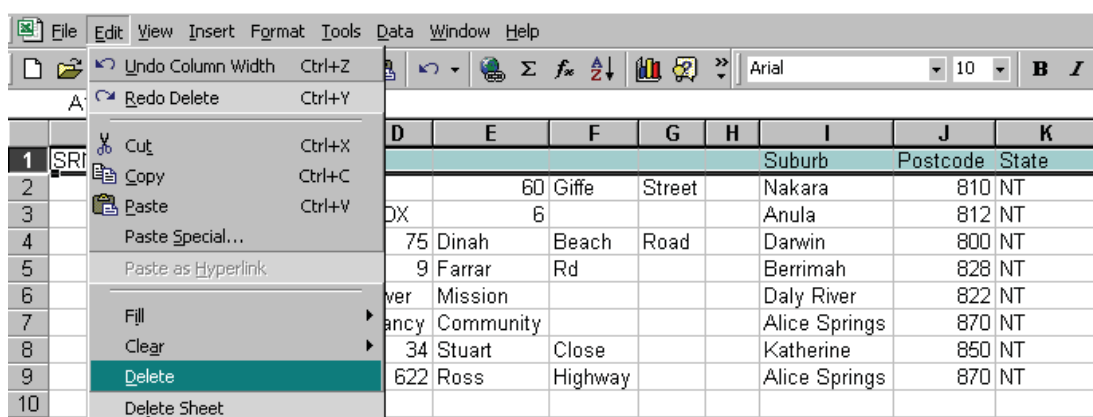


Figure 11

Any data that is in the incorrect column will then need to be moved to the correct position. In Figure 12 below, notice that the second record, which is invalid because it contains a PO Box number, has been corrected and replaced with the street number and address. The student names have been deleted and several other pieces of information have been included, such as the DEST number.

(See Figure 12)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	14279		2001		55	60		Griffe	Street	Nakara	810	NT		P	N
2	14279		2002			21		Exmouth	Circuit	Anula	812	NT		P	N
3	14279		2003		3	75		Dinah Beach	Road	Darwin	800	NT		P	N
4	14279		2004	Lot 9				Farrar	Rd	Berrimah	828	NT	Farrar Rd & Secrett Rd	S	Y
5	14279		2101				Daly River Mission			Daly River	822	NT	Lat [-13 45] Long [130 41]	S	N
6	14279		2102				Mount Nancy Community			Alice Springs	870	NT	Cnr Stuart Hwy & Basso Road	P	N
7	14279		2103	Section 34				Stuart	Close	Katherine	8500	NT	Stott Terrace	S	N
8	14279		2104	RSD 622				Ross	Highway	Alice Springs	8700	NT	Undoolya Road	P	N

Figure 12

Saving the Data in the Correct Format

The spreadsheet needs to be saved as a tab delimited file or a comma delimited file.

To Save the Excel data in the correct format:

1. Choose the **File** menu, then **Save As**
2. Click on the drop down arrow next to **Save in** to navigate to the correct drive and folder
3. Click on the drop down arrow next to **Save as type**
4. Choose **txt (tab delimited)** or **csv (comma delimited)**
5. Type in a **name**
(See Figure 13)
6. Choose **Save**

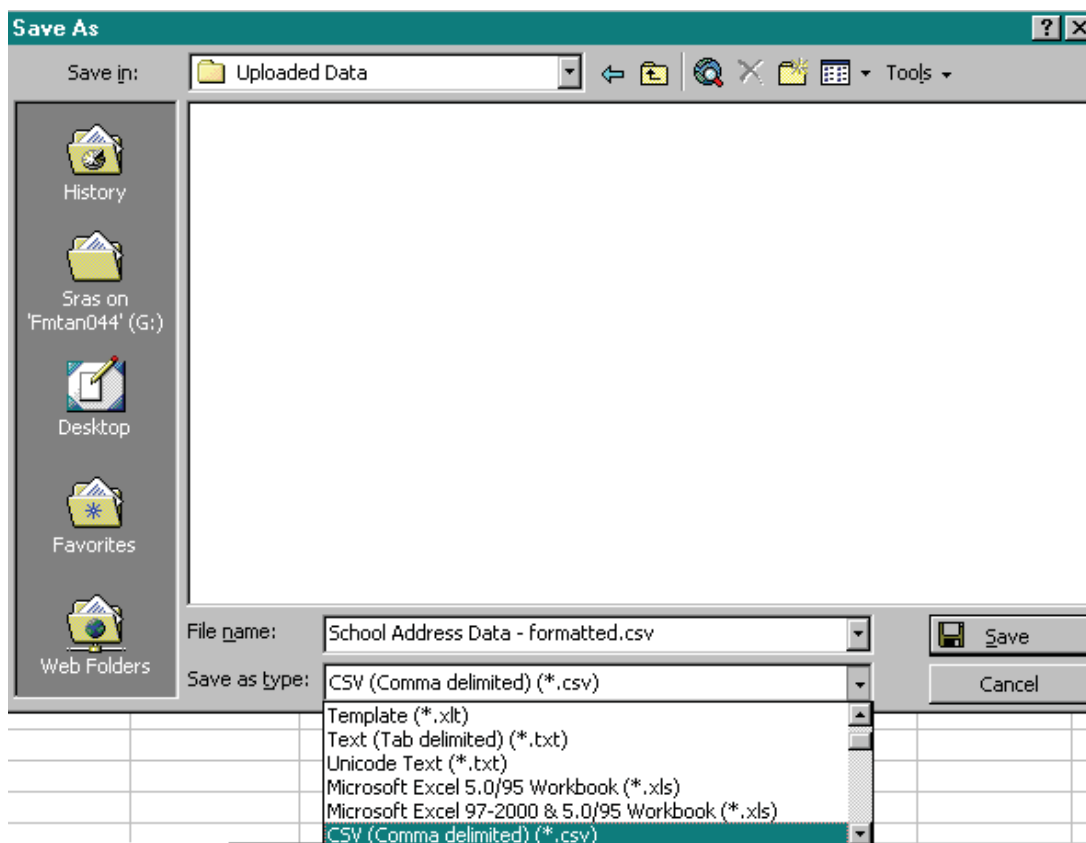


Figure 13

Opening the Data in Notepad

Once the data has been formatted as txt or csv, it can then be opened in Notepad if you wish to view the data.

To open the data in Notepad:

1. Open **Notepad**
2. From the **File** menu, choose **Open**
3. Click on the drop down arrow next to **Look in** to navigate to the correct drive and folder
4. Click on the drop down arrow next to **Files of type** and choose **All files**
(See Figure 14)
5. Select the **file**
6. Choose **Open**

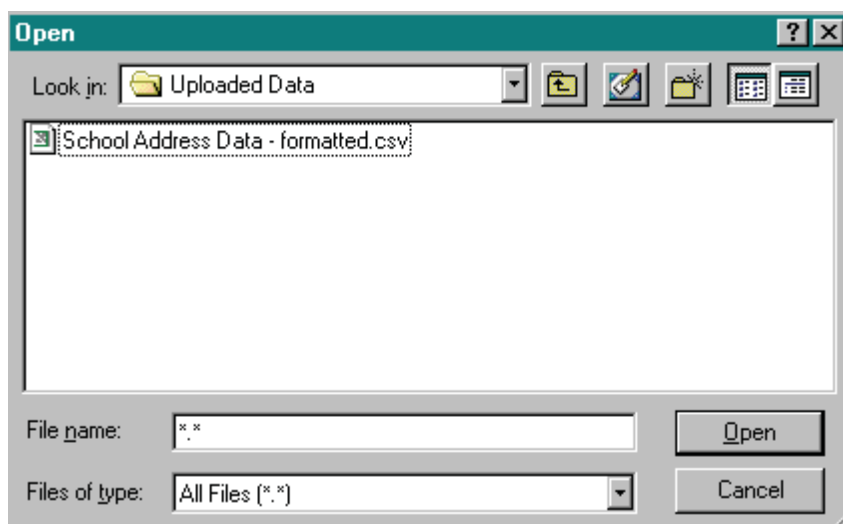


Figure 14

Displaying the Data in Notepad

Figure 15 shows how the data looks when saved as a csv file.

NOTE: The extra commas in Figure 15 depict the fields that do not contain information. Do not delete them as it will put the remaining information into the incorrect fields.

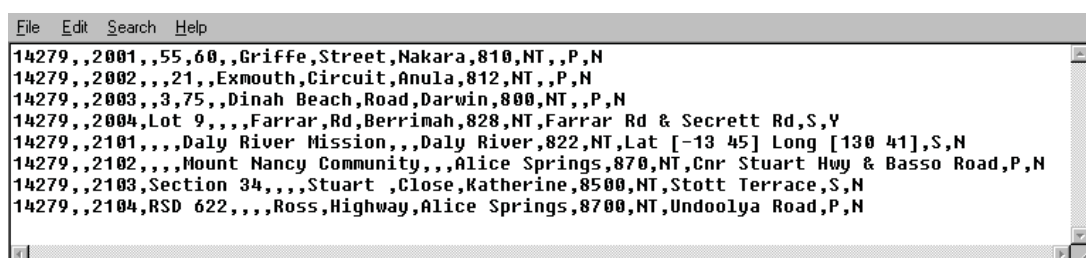


Figure 15

4. HANDY HINTS

Internet Browser

The Internet browser is the software used to view the SES Website. To open it you can either double click on the 'Internet' Icon on your desktop; or go through your Start menu.

Browsers Supported

The minimum browser versions supported in the Schools Service Point (SSP) are:

- Microsoft Internet Explorer v5.01 and above;
- Netscape v7.0 and above; and
- Safari 2.01.

DEST recommends that you use the most recent browser version your equipment will support and that schools seek independent advice about the loading of new browsers. DEST takes no responsibility for the impact of new browsers on the school's computing environment.

Access to SES Website

The SES Website can be accessed through the Schools Service Point portal:

<https://schools.dest.gov.au/SSP/>

The first screen you will see when you access the site is:

Australian Government
Department of Education, Science and Training

Schools Service Point

register
contact DEST
help

DEST home page
DEST privacy statement
disclaimer
DEST copyright

SSP Ligon

In order to access any of the functionality that is provided under Schools Service Point, eg. Census, Financial Questionnaire and Financial Accountability, you must be a registered user. If you aren't a registered user and require access you must [register for Schools Service Point](#).

Registered users can login here...

Ligon Id:

Password:

☒ [Forgotten your Password?](#)
[Forgotten your Ligon?](#)

Latest News

30-October-2006 Compliance Certificates

FIRST COMPLIANCE CERTIFICATE DUE IN MARCH 2007 Register now to fill out and submit your system's or school's first Compliance Certificate for 2006. If you already have access to SSP, log on, go to "My Details" (in the left hand side menu), select "Request New Access" and update "Additional Access Details". Further details are in our October letter to all systems and non-systemic schools. Call our freecall help line on 1800 677 027 if you need assistance.

Australian Government
Department of Education, Science and Training

Links to Other Services

CGDEP
Capital Grants Data Exchange Program

SES funding Info
General recurrent grants funding for non-government schools

IOSP
Investing in Our Schools Programme

Version 3.0.2567

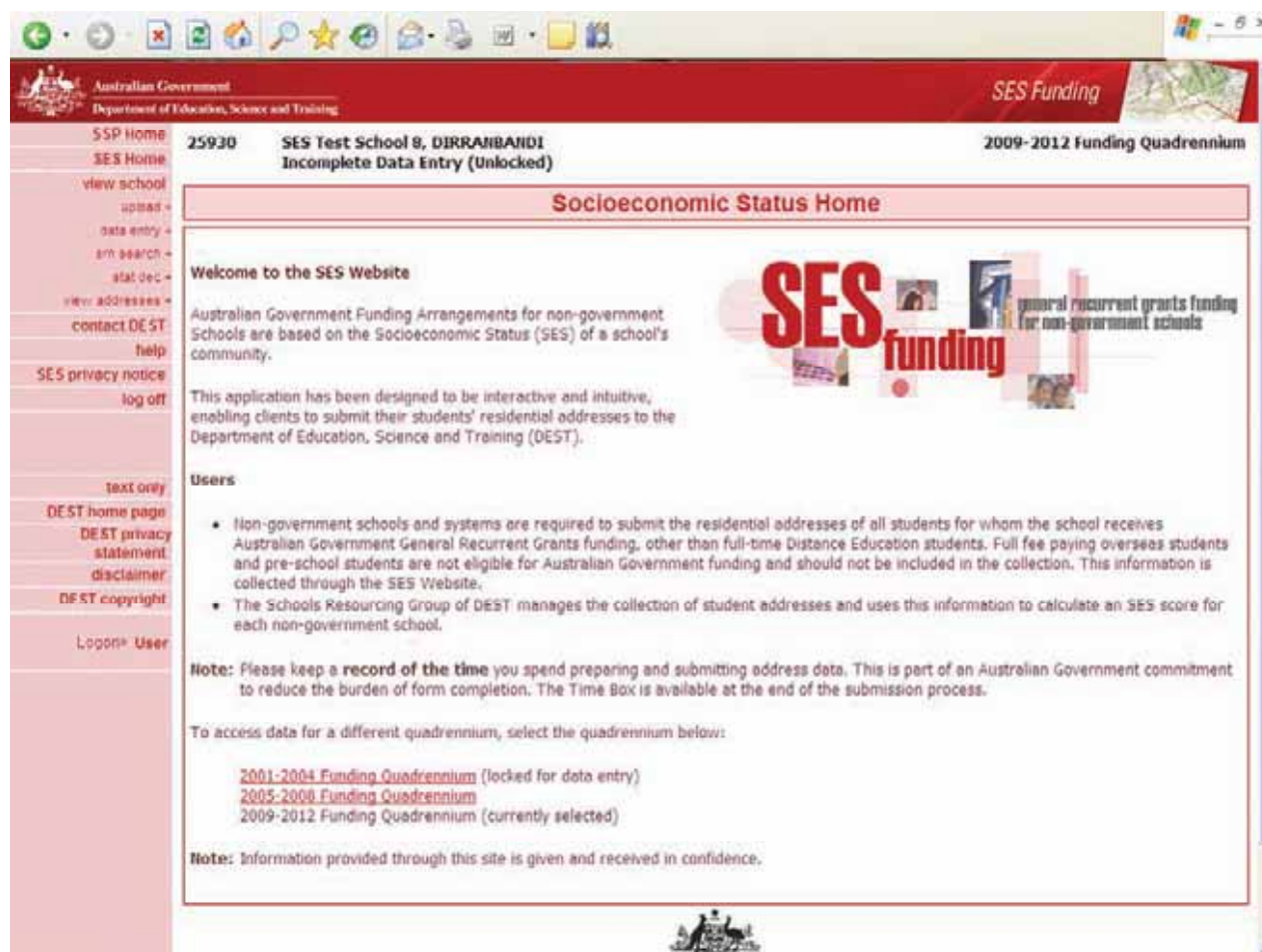
SES Website

When you select the SES Funding application the Welcome Page will appear with a series of hyperlinked buttons on the left side bar menu. Where these take you is explained below.

Sign On Page	
SSP Home	Allows you to navigate back to the Schools Service Point Homepage
SES Home	Allows you to navigate to the SES Welcome Page
select quadrennium	Allows you to select a quadrennium to work with (Note: The 2001-2004 quadrennium is restricted to viewing only, if data is available)
select client	Available to systems and multicampus schools. Allows you to select a school or campus to work with
contact DEST	Provides you with contact details for the Schools Grants and Data Section, for example the Schools Grants and Data Help Desk, Facsimile, Email and Post details
help	Provides you with on-line help and useful information about the SES funding arrangements, including all publicly released documents
SES privacy notice	Provides you with a copy of the SES Privacy Notice which must be sent to all parents / legal guardians of eligible students attending your school/s at the time of the address submission
log off	Allows you to log off and end your session in SES or SSP
text only	The text only option allows you to view pages without downloading images
DEST home page	Takes you to the Department's homepage
DEST privacy statement	Provides you with DEST's website Privacy Statement (Note: this is not the Privacy Notice that must be sent to all parents / legal guardians of eligible students attending your school/s at the time of the address submission)
contact DEST	Provides contact details for General Recurrent Grants Funding, for example the Schools Grants and Data Help Desk, Facsimile, Email and Post details

SES Website Welcome Page

When you Sign On, the Welcome Page will appear. From this page you will be able to access the student residential addresses and SES scores used to calculate your school's SES score for the **2001-2004** or **2005-2008** funding quadrennium, and submit student residential addresses that will be used by DEST to calculate your school's SES score for the **2009-2012** funding quadrennium:



The screenshot shows the SES Website Welcome Page in a web browser. The browser's address bar displays "25930 SES Test School 9, DIRRAIBANDI Incomplete Data Entry (Unlocked)". The page header includes the Australian Government logo, the Department of Education, Science and Training, and the "SES Funding" logo. The main content area is titled "Socioeconomic Status Home" and features a "Welcome to the SES Website" section. This section explains that Australian Government Funding Arrangements for non-government schools are based on the Socioeconomic Status (SES) of a school's community. It also states that the application is designed to be interactive and intuitive, enabling clients to submit their students' residential addresses to the Department of Education, Science and Training (DEST). A "Users" section lists two bullet points: "Non-government schools and systems are required to submit the residential addresses of all students for whom the school receives Australian Government General Recurrent Grants funding, other than full-time Distance Education students. Full fee paying overseas students and pre-school students are not eligible for Australian Government funding and should not be included in the collection. This information is collected through the SES Website." and "The Schools Resourcing Group of DEST manages the collection of student addresses and uses this information to calculate an SES score for each non-government school." A "Note" section states: "Please keep a record of the time you spend preparing and submitting address data. This is part of an Australian Government commitment to reduce the burden of form completion. The Time Box is available at the end of the submission process." Below this, a section titled "To access data for a different quadrennium, select the quadrennium below:" lists three options: "2001-2004 Funding Quadrennium (locked for data entry)", "2005-2008 Funding Quadrennium", and "2009-2012 Funding Quadrennium (currently selected)". A final "Note" states: "Information provided through this site is given and received in confidence." The left sidebar contains a navigation menu with links such as "SSP Home", "SES Home", "view school", "upload", "data entry", "arm search", "stat dec", "view addresses", "contact DEST", "help", "SES privacy notice", "log off", "text only", "DEST home page", "DEST privacy statement", "disclaimer", "DEST copyright", and "Logon User". The bottom of the page features the Australian Government crest.

View School Page

Once you have selected a funding quadrennium to work with, a series of hyperlinked buttons will be available on the side bar menu. Where these menu options take you is explained below.

View School Page Buttons	
SSP Home	Will return you to the SSP Home Page
SES Home	Will return you to the SES Home Page
view school	Allows you to access an overview of your school or system details relevant to SES
upload +	Will allow you to submit a file(s) containing multiple addresses to DEST by file upload
data entry +	Will allow you to manually enter addresses one at a time to the DEST database
stat dec +	Will allow you to complete the data collection
srn search +	Will allow you to search for the address of a particular student by their Student Record Number (SRN)
view addresses +	Allows you to view all addresses submitted for the currently selected school or campus
help	Will allow you to find out more about the online facilities accessible through the SES Website
log off	Will return you to the SSP Logon page

An additional hyperlinked button will appear if you Logon as a Head Campus or as a School System.

select client	Will allow a Head Campus or School System to select and view data for individual schools or campuses
select campus +	

Hints and Tips

- Full Screen feature of the browser (F11) recommended for viewing SES Website
- The Toolbar should always be displayed
- Screen resolution – 800 x 600 pixels – is recommended
- If you notice colour changes or white patches, minimise then maximise window or scroll down and back
- Window size – use maximised
- Use **text only** mode which provides faster performance for users with a slow internet connection

Do's

- Use the mouse to scroll up and down and to select buttons
- Use the keyboard to enter data
- Printing reports – click in the part of the screen you want to print then click on the printer icon in the toolbar of the browser
- Always log off and shut down the browser
- Preferably use higher speed modem
- Read all message windows carefully

Don'ts

- Disclose your Sign On or Password to unauthorised personnel
- Use Back and Forward icons on your toolbar
- Use non-Frame supported browsers
- Hide Toolbar of your browser

Troubleshooting

- You can't get started
 - Check your Internet connection and browser are working
 - Check your platform and browser version
- Internet connection failure or Internet connection busy
 - Wait 2-3 minutes until message disappears, or shut down browser and retry
- You lose the buttons on the left hand side
 - Minimise then maximise the window to restore
- You selected SEShelp but the page did not come up
 - Some features, such as SES Info and Help, open in a second window. Minimise the current window to view the second window

Having problems accessing the Internet or submitting your data?

Call us: 1800 677 027

Email us: grantsanddata.help@dest.gov.au

5. FORMATTING AND FIELD SPECIFICATIONS FOR THE STUDENT ADDRESSES

Field Names and Specifications

Field Order	Field Name	Explanation	Allowed Character types	Maximum length
1	Client Number (DEST No)	A unique one to five-digit number allocated by DEST to identify a school, also referred to as School Number or DEST Number.	numeric	5 digits
2	Campus Number	A unique five-digit number allocated by DEST to identify a campus school. This number starts with '77' followed by 3 other digits (eg. 77999). This field only applies to campus schools.	numeric	5 digits
3	Student Record Number (SRN)	Student Record Number (SRN) assigned by the school or campus. It must be unique to a student in the school or campus.	only alpha characters (a-z), numeric characters (1-0) or a mixture of both characters.	25 characters
4	Lot, Section, Portion or RMB Number	Denotes land parcel details or additional street numbering details when there is an absence of house number associated with an address. These include Lot, Block, Section, Portion, RMB (Roadside Mail Box) or RSD (Road Side Delivery).	any characters except for full-stops (.), commas (,), single quotes ('), double quotes (") and tabs	25 characters
5	Unit or Flat Number	Denotes the unique number of a unit or flat.	any characters except for full-stops (.), commas (,), single quotes ('), double quotes (") and tabs	25 characters
6	House Number	Denotes the unique number of a house or dwelling.	any characters except for full-stops (.), commas (,), single quotes ('), double quotes (") and tabs	25 characters
7	Property or Community Name	Denotes the name of a community, property, camp, station or farm. This field is necessary when there is an absence of street name associated with an address.	any characters except for full-stops (.), commas (,), single quotes ('), double quotes (") and tabs	50 characters
8	Street Name	Denotes the name of a street or road.	any characters except for full-stops (.), commas (,), single quotes ('), double quotes (") and tabs	50 characters
9	Street Type	Denotes the type of a street or road (eg. Crescent, Close, Highway).	any characters except for full-stops (.), commas (,), single quotes ('), double quotes (") and tabs	15 characters
10	Suburb or Locality	Denotes the suburb, locality, township, shire or county.	any characters except for full-stops (.), commas (,), single quotes ('), double quotes (") and tabs	50 characters

Field Order	Field Name	Explanation	Allowed Character types	Maximum length
11	Postcode	This field is a four-digit number, although NT postcodes do not require the preceding zero (eg. 810).	numeric	4 digits
12	State	Denotes an Australian State or Territory.	any characters except for full-stops (.), commas (,), single quotes ('), double quotes (") and tabs	25 characters
13	Nearest Cross Road or Comments	This field can be used by schools to enter additional address information such as nearest cross roads, latitude and longitude co-ordinates, or any general comments to assist in locating an address.	any characters except for full-stops (.), commas (,), single quotes ('), double quotes (") and tabs	250 characters
14	Primary (P) or Secondary (S)	A single character of P or S. Denotes whether a student attends Primary (P) or Secondary (S) level.	P or S	1 character
15	Boarding Student (Y or N)	A single character of Y or N. Denotes whether a student is a boarding student (Y) or a non-boarding student (N).	Y or N	1 character

Example of how address data may look in a spreadsheet programme such as Microsoft Excel

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Client Number (DEST No.)	Campus Number	Student Record Number (SRN)	Lot, Section, Portion or RMB Number	Unit or Flat Number	House Number	Property or Community Name	Street Name	Street Type	Suburb or Locality	Postcode	State	Nearest Cross Road or Comments	Primary (P) or Secondary (S)	Boarding Student (Y or N)
Main Campus – collection of student addresses for main campus only														
9999		2001		55	60		Griffe	Street	Nakara	810	NT		P	N
9999		2002			21		Exmouth	Circuit	Anula	812	NT		P	N
9999		2003		3	75		Dinah Beach	Road	Darwin	800	NT		P	N
9999		2004	Lot 9				Farrar	Rd	Berrimah	828	NT	Farrar Rd & Secrett Rd	S	Y
Subsidiary Campus – collection of student addresses for subsidiary campus only														
77999		2101				Daly River Mission			Daly River	822	NT	Lat[-13 45] Long[130 41]	S	N
77999		2102				Mount Nancy Community			Alice Springs	870	NT	Cnr Stuart Hwy & Basso Rd	P	N
77999		2103	Section 34				Stuart	Close	Katherine	850	NT	Stott Terrace	S	N
77999		2104	RSD 622				Ross	Highway	Alice Springs	870	NT	Undoolya Rd	P	N
Main Campus – collection of student addresses for both main campus and subsidiary campus														
9999		2001		55	60		Griffe	Street	Nakara	810	NT		P	N
9999		2002			21		Exmouth	Circuit	Anula	812	NT		P	N
9999		2003		3	75		Dinah Beach	Road	Darwin	800	NT		P	N
9999		2004	Lot 9				Farrar	Rd	Berrimah	828	NT	Farrar Rd & Secrett Rd	S	Y
9999	77999	2101				Daly River Mission			Daly River	822	NT	Lat[-13 45] Long[130 41]	S	N
9999	77999	2102				Mount Nancy Community			Alice Springs	870	NT	Cnr Stuart Hwy & Basso Rd	P	N
9999	77999	2103	Section 34				Stuart	Close	Katherine	850	NT	Stott Terrace	S	N
9999	77999	2104	RSD 622				Ross	Highway	Alice Springs	870	NT	Undoolya Rd	P	N

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