



Australian Government
**Department of Education,
Skills and Employment**

Dear Principal/Business Manager

Notice of 2020 Student Residential Address and Other Information Collection

The new look 2020 Student Residential Address and Other Information Collection (Address Collection) opens in SchoolsHUB on **Monday 17 February 2020** and will close **COB Friday 13 March 2020**.

Key changes to the Address collection in 2020

The changes include:

- The Address Collection will be done in SchoolsHUB. Users will notice some changes to the look and feel of the IT system
- Help and support information is available through the [Address Collection help page](#). This includes the Upload Data File Template (for reporting large numbers of students), Upload Data File Technical Specifications and Guide to Reporting Students and Parents for the purposes of the collection.
- The Upload Data File Template is in excel format and converts data to XML format for upload

Prepare for the Address Collection

Before the collection opens:

- send parents/guardians of students the attached *2020 Student Residential Address and Other Information collection notice* advising them about the address collection
- check the student enrolment information for your school(s) is up to date
- check your SchoolsHUB access. Approved authority representatives or SchoolsHUB users with a data declarer role can declare the data.
- schools using the Upload Data File Template should ensure macros are enabled (see the Address Collection Upload Data File Technical Specifications for further information).
- schools using software to extract your data to copy into the bulk upload template should check whether your software puts all the required data fields into the correct order and format (please refer to the Upload Data File Technical Specifications).

How to submitting Address Collection data

1. Sign in to SchoolsHUB and enter or upload student residential addresses, and names and addresses for parents or guardians. Submit information for two parents/guardians where you hold this information. If you only hold information for one parent/guardian then you only need to report this parent/guardian (please refer to the Guide to Reporting Students and Parents).
2. Check your data. It is important you review the data before it is declared to check it contains all required information and is correct.
3. Declare the data is correct. This includes a declaration that the *2020 Student Residential Address and Other Information collection notice* has been distributed to parents and/or guardians of students.

Further information

Support materials will be made available on the SchoolsHUB Address Collection [help page](#) before the collection opens on Monday 17 February 2020.

You can also contact us directly by email at seshelpdesk@dese.gov.au, or call [1800 677 027](tel:1800677027) (option 4).

For assistance with the bulk upload template, please contact the SES helpdesk for assistance. For privacy reasons, do not email your bulk upload template to the helpdesk.

Yours sincerely

A handwritten signature in black ink, appearing to be 'John Baker', with a long horizontal stroke extending to the right.

John Baker

Assistant Secretary, School Funding Branch

7 February 2010