

## ATTACHMENT 1A: CHECKLIST FOR EXISTING USERS

This attachment is for use by schools and schools systems which have already collected student information from parents according to the agreed questions and have enrolment forms or special data collection forms in place.

Task	Notes
<input type="checkbox"/> For information collected from students for the first time in 2007, ensure that the responses to main language spoken at home are coded to the coding index specified in Attachment 6 of this manual.	The 2007 manual contains the link to ABS' updated Australian Standard Classification of Languages. Need to ensure that this listing is used to code responses and not the version referred to in the 2005–06 manual.

## ATTACHMENT 1B: IMPLEMENTATION CHECKLIST FOR NEW USERS

This attachment is for use by schools and schools systems (or parts of school systems) which are implementing collections of student information from parents according to the agreed questions for the first time.

These users might include new independent schools and secondary schools (in all sectors) which have not previously implemented revised enrolment forms etc, but who wish to collect information in 2007 so that it will be available on Year 9 students in 2008.

Task	Notes
<input type="checkbox"/> Inform school community of information required from parents.	
<input type="checkbox"/> Modify the enrolment form and where necessary develop special data collection forms to include the required questions from Section 3 (Technical Specifications).	This may require amendment of existing questions and the addition of new questions.
<input type="checkbox"/> Check privacy requirements and notices provided to parents regarding provision of information to testing agents.	
<input type="checkbox"/> Confirm the format for providing information to testing agents.	This will usually be done at the system or central level (for example by Associations of Independent Schools in the independent sector). The purpose is to establish the format in which the information on students' background characteristics is to be transmitted to testing agents.
<input type="checkbox"/> Modify the system for student records to include responses to the questions added to the enrolment form.	For manual records this will mean including the necessary fields on record cards. For electronic data storage and retrieval, this will mean customising the software to amend existing fields or include new fields. Attention will also need to be paid to advice from testing agents on the format in which the information will be transmitted to them.
<input type="checkbox"/> Review procedures for completion of the enrolment form or special data collection form. These may include: <ul style="list-style-type: none"> <li>• distribution and collection of forms</li> <li>• handling queries from parents</li> <li>• interviewing parents</li> <li>• checking for completeness and accuracy</li> <li>• entering data to storage and retrieval systems.</li> </ul>	Modifications to existing procedures may be required.
<input type="checkbox"/> Train personnel involved in enrolment or data collection procedures.	Relevant personnel include those responsible for such processes as: <ul style="list-style-type: none"> <li>• interviews</li> <li>• answering questions</li> <li>• handling complaints</li> <li>• checking</li> <li>• data entry.</li> </ul>
<input type="checkbox"/> Implement the revised enrolment system .	

<input type="checkbox"/> If necessary, use special data collection forms to collect background information from parents on students in Years 3, 5, 7 and 9, as well as students participating in Year 6 national sample testing.	This will require special forms (See Section 2.1.2).
<input type="checkbox"/> Prepare processes for providing the background information in the format required by the testing agent.	Subject to advice from the testing agent. This may require the preparation of tables to send to the testing agent.