



Department of
Education
and Training

REPORTING REQUIREMENTS OF SCHOOLS

2009

Introduction

This document sets out schools' reporting requirements for 2009 in relation to the Department of Education and Training's strategic initiatives, Australian government programs, routine operational information and information collected on behalf of external agencies. *Reporting Requirements of Schools* has been used for several years as part of the monitoring undertaken to support the change management process referred to in Certified Agreements.

Reporting requirements have been listed into the following categories:

- Aboriginal Education
- Behaviour Standards and Wellbeing
- Census
- Curriculum
- Finance, Schools Resourcing and Internal Assurance
- Human Resources
- Inclusive Education Standards
- Other
- Post School Intentions Survey
- Reporting to External Agencies
- School Accountability
- Student Testing
- VET Teaching and Learning
- Western Australian Certificate of Education

Each reporting requirement generally consists of:

- a short description of the requirement and a contact for further information
- the schools to which the reporting requirement applies
- the method of meeting the reporting requirement
- who requires the information requested in the reporting requirement
- when the information requested in the reporting requirement is due

A number of requirements are moving away from the production of manual reports to the automated download of information from school information systems. The introduction of web based surveys is also changing the nature of some reporting. These items are still included in this document in order to assist in comprehensively monitoring the reporting requests made of schools.

The list of reporting requirements is also available online and is communicated to principals via an automated email on the first of each month. The site providing links to key forms, detailed documentation and support services for each of the reporting requirements. These are presented on a monthly basis based on their due date.

Aboriginal Education

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
Baseline report on the initial placement of students with Indigenous Tutorial Assistance Scheme funding. (Consultant, In School Tuition - 9264 5167)	Australian Government Indigenous Education Program	Indigenous Tutorial Assistance Scheme (ITAS) Schools	Report Consultant, In School Tuition	4 weeks after commencing program
Progress report on the outcomes achieved with Indigenous Tutorial Assistance Scheme (ITAS) funding programs. (Consultant, In School Tuition - 9264 5167)	Australian Government Indigenous Education Program	Indigenous Tutorial Assistance Scheme (ITAS) Schools	Report Consultant, In School Tuition	July
Standardised testing of the outcomes achieved with Indigenous Tutorial Assistance Scheme (ITAS) funding programs. (Consultant, In School Tuition - 9264 5167)	Australian Government Indigenous Education Program	Indigenous Tutorial Assistance Scheme (ITAS) Schools	Standardised Testing Consultant, In School Tuition	September
Final performance report on the outcomes achieved with Indigenous Tutorial Assistance Scheme (ITAS) funding programs. (Consultant, In School Tuition - 9264 5167)	Australian Government Indigenous Education Program	Indigenous Tutorial Assistance Scheme (ITAS) Schools	Report Consultant, In School Tuition	October
The number of staff undertaking cultural awareness courses. (Principal Consultant, Compliance/Reporting – 9264 4626)	Australian Government Indigenous Education Program	All Schools	Report Principal Consultant, Compliance/Reporting	August Census
Number of Aboriginal and non-Aboriginal students satisfying the Department's literacy and numeracy expectations (Literacy Net, Numeracy Net) for entry to pre-primary and primary schooling. This testing occurs in K and pre-primary at selected school sites. (Principal Consultant, Compliance/Reporting – 9264 4626)	Australian Government Indigenous Education Program	Remote Schools Aboriginal Education Specialist Teacher (AEST) Schools Aboriginal Education Specialist Teacher (AEST) Schools	Email Principal Consultant, Compliance/Reporting	November
Number of Aboriginal and Islander Education Officers undertaking professional development and other professional courses. (Principal Consultant, Compliance/Reporting – 9264 4626)	Australian Government Indigenous Education Program	Schools with Aboriginal and Islander Education Officers (AIEOs)	Report Principal Consultant, Compliance/Reporting	August Census

Behaviour Standards and Wellbeing (BS&W)

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
Student suspension details for each student who is suspended. (Principal Consultant, Behaviour, Retention and Participation - 9264 4400)	Behaviour Management in Schools Policy	All Schools	SIS/MAZE BS&W Directorate/Districts	At time of suspension
Report assessment of the Student Attendance Audit Improvement Targets for the current year. Submit Attendance Improvement Targets for the following year. (Principal Consultant, Attendance - 9264 5256)	School Education Act (Attendance Policy)	All Schools	Report to District Office Director Schools	November
Participate in the student attendance audit. (Principal Consultant, Attendance - 9264 5256)	School Education Act (Attendance Policy)	All Schools	Report Director, BS&WB	August
Complete Water-based Activities Acquittal Certificate and keep it on file in the school (Water-based activities funded schools only). (Principal Consultant, BS&W - 9264 4768)	Duty of Care Policy (Outdoor Education and Recreation Activities Procedures and Guidelines)	All Schools	Water-based Activities Acquittal Certificate To be kept on school file for audit	December

Census

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
Provide numbers of and details for ESL students via a centrally coordinated census collection process. (Curriculum Officer - 93831122)	Australian Government reporting	ESL Support and Cell Program Schools	SIS or MAZE extract Curriculum Officer, ESL	February and August
Provide various data by the centrally coordinated census collection process. (Information Officer, Census - 9264 4545)	Australian and State Government reporting	All Schools	Census Forms Manager, System Performance	February and August

Curriculum

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
English as a Second Language				
Enter new arrivals student details into SIS or MAZE. (Principal Curriculum Officer, ESL/ESD - 9264 4691)	Australian Government Funding	All Schools	Automated Download ESL Program	July, November
'ESL Program Schools' only - update data within SIS. (Principal Consultant - ESL/ESD - 9264 4691)	Department reporting requirement	ESL Support and Cell Program Schools	Electronic SIS Upload ESL Program schools	February and July
Provide information on Indigenous Language Speaking Students (ILSS) - number of students by gender. (Project Manager, Aboriginal Literacy Strategy - 9264 5308)	Australian Government Indigenous Education Program	Indigenous Language Speaking Students (ILSS) Schools	Report to local District Education Office Project Manager Aboriginal Literacy Strategy	July, November
Provide an Indigenous Language Speaking Students (ILSS) Program Report against the Performance Indicators. (Project Manager, Aboriginal Literacy Strategy – 9264 5308)	Australian Government Indigenous Education Program	Indigenous Language Speaking Students (ILSS) Schools	Report to local District Education Office Project Manager Aboriginal Literacy Strategy	November
Report Indigenous Language Speaking Students (ILSS) progress on the ESL/ESD Progress Map. (Project Manager, Aboriginal Literacy Strategy – 9264 5308)	Australian Government Indigenous Education Program	Indigenous Language Speaking Students (ILSS) Schools	SIS Report Project Manager, Aboriginal Literacy Strategy	End of first and second semesters
Report students progress on the ESL/ESD Progress Map. (Project Manager, Aboriginal Literacy Strategy & Principal Consultant, ESL/ESD - 9264 5308/9264 4691)	Department reporting requirement	Intensive English Centres Aboriginal Literacy Strategy (ALS) Schools ESL Support and Cell Program Schools	SIS Report Project Manager, Aboriginal Literacy Strategy & Principal Consultant, ESL/ESD	End of first and second semesters
Learning with ICT Project				
Learning with ICT (Phases 6 - 11) and Schools Learning with ICT to provide detail of salary/cash expended. (Manager Schools Online Curriculum Services – 9264 4769)	To meet project guidelines (funding accountability)	Learning with ICT Project Schools Schools Learning with ICT Project	Email (Report Template) Manager Schools Online Curriculum Services	End-of-Year

Finance, Schools Resourcing and Internal Assurance

Schools are required to meet all requirements in relation to financial management, as set out in the *Accounting Manual* and the *Financial Management in Schools* manuals. The following outline specific reporting requirements.

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
Financial Services and Support				
Report GST transactions. (Chief Policy Officer, Financial Services and Support - 9270 3127)	GST Act	All Schools	BAS Australian Tax Office	By twenty first day of each month
Provide kilometre age allowance information for inclusion on payment summaries. (General Ledger Accountant, ETSSC - 9264 8585)	Income Tax Assessment Act	All Schools	Form ETSSC	By mid January and mid June
Submit details of travel allowance payments made to employees for meals and incidentals during the financial year for inclusion on payment summaries. (Accounts Processing Officer, ETSSC - 9264 8550 or 9264 8547)	Income Tax Assessment Act	All Schools	Form ETSSC	Monthly (June return by mid-month)
Provide vehicle usage/return worksheet including kilometre age for users of cars; showing opening /closing odometer reading and business/private usage of vehicle during that period. (Taxation Officer - 9264 8595)	Fringe Benefits Tax Act	All Schools	Excel Spreadsheet ETSSC	Quarterly (for FBT Year)
Submit FBT information regarding private use of government vehicles (where applicable) to the external fleet manager. (Manager, Asset Planning - 9264 4212)	Fringe Benefits Tax Act	All Schools	Form External Fleet Manager	Quarterly
Submit financial documents such as invoices and transaction reports to the Office of the Auditor General (OAG) for audit. (only schools nominated by OAG) (Chief Policy Officer, Financial Services and Support - 9270 3127)	Office of the Auditor General	All Schools	Email, Fax , or Post Office of the Auditor General (OAG)	June/July
Submit Supplementary Financial data (via FREDAs processes) for annual financial statements for reporting to Parliament and the Department of Treasury and Finance. (Principal Reporting Officer - 9270 3140)	Parliament and the Department of Treasury and Finance	All Schools	FREDA Principal Reporting Officer	For 30 June and 31 December

Reporting Requirement	Purpose	Which Schools	How and To Whom	When
Submit details of interstate or overseas travel expenditure for reporting to the Minister. (Principal Reporting Officer - 9270 3140)	Department of Premier and Cabinet.	All Schools	Declaration Form Principal Reporting Officer (for Premier & Cabinet)	As Applicable
Submit General Ledger, Assets and Bank Reconciliation data for reporting to Treasury, through Financial Reporting via Electronic Data Access (FREDA) processes. (Principal Reporting Officer - 9270 3140)	Department of Treasury and Finance (Whole of Govt. reporting)	All Schools	FREDA Report Principal Reporting Officer (for State Treasury)	By tenth day of each month
Internal Assurance				
Complete and forward School Audit Control Self Assessment questionnaire. (Manager, Audit & Risk Management - 9270 3101)	Corporate Governance (DET Audit Committee)	All Schools	CSA Questionnaire Manager, Audit & Risk Management	Term 3 and 4
Complete 'School Audit Recommendations Follow-up Action Plans'. (Manager, Audit & Risk Management - 9270 3101)	Corporate Governance (DET Audit Committee)	All Schools	School Audit Recommendations Follow-up Action Plans Manager, Audit & Risk Management	Within 30 days (excluding holidays) of completed school audit notification
Schools Resourcing				
Submit details of funds to be retained in the salary pool. (School Grant Development Officer - 9264 4773)	Provides flexibility to transfer funds to the salary pool for engagement of teaching and non teaching staff time	All Schools	Salary Pool Retention Form Manager, School Resourcing	February and July
Submit utilities management reconciliations. (Utilities Reconciliation Officer - 9264 5062)	To advise of changed circumstances for review of funding baselines	All Schools	Utilities Reconciliation Form Manager, School Resourcing	Yearly as requested
Process and forward submitted Secondary Assistance Scheme applications. (Secondary Assistance Scheme Officer - 9264 4516)	To enable the timely payment of this assistance to low income parents	Schools with secondary students	Secondary Assistance Scheme Application Manager, School Resourcing	As submitted (First term)
Return completed application forms for 'It Pays to Learn' allowance (Year 11 and 12 students). (Research Officer - 9264 4243)	To enable the timely payment of this assistance.	Schools with senior secondary students	Form Manager, Schools Resourcing	As submitted (First Term)

Human Resources

Reporting Requirement	Purpose	Which Schools	How and To Whom	When
Provide information on revised staffing needs in light of enrolments by submitting Confirmation of Teaching Staff Establishment return. (Unders and overs) (Manager, Staffing - 9264 5037)	DET Staffing requirements	All Schools	Online Manager, Staffing	February
Complete requirements for payroll and FTE certification and hold at school. (Director, Business Services, ETSSC - 9264 8700)	Treasurer Instruction 506	All Schools	HRMIS Certification Report Retain in school	Friday close of pay, on the off pay week
Complete the requirements for the Casual Input vs. Leave report that identifies casual payments without a matching absence. (Director, Business Services, ETSSC - 9264 8700)	Treasurer Instruction 506 and 304	All Schools	HRMIS Certification Report Retain in School	Fortnightly (prior to Payroll Certification)
Complete requirements for payroll and establishment report and hold at the school. (Director, Business Services, ETSSC - 9264 8700)	Treasurer Instruction 506 and 304	All Schools	HRMIS Establishment Report Retain in School	Commencement of each term
Complete the requirements for the payroll and leave liability report and hold at school. (Director, Business Services, ETSSC - 9264 8700)	Treasurer Instruction 506 and 304	All Schools	HRMIS Leave Liability Report Retain in School	Commencement of each term
Provide information about staff vacancies, movements and appointments, to enable staff payment and appointment. (Manager, Staffing - 9264 5037)	DET Staffing requirements	All Schools	Form Staffing Consultant	As required
Notify every allegation of a breach of Public Sector Standards. (Senior Policy Officer, Workforce Policy and Coordination - 9264 5126)	Public Sector Management (Breach of Public Sector Standards) Regulations 2005 Managing a Breach of Public Sector Standard Claim policy	All Schools	Letter or E-mail Senior Policy Officer, Workforce Policy and Coordination	Immediately after allegation
Provide statistics about local selection processes. (Senior Policy Officer (Workforce Policy and Coordination) - 9264 5155)	Local Recruitment, Selection and Appointment for Teaching Staff	Local selection schools	Electronic submission	On completion of local selection recruitment process
Process and forward workers compensation claims and documentation to the ETSSC. (Employee Support Bureau - 9264 8646)	Risk Cover legislative requirements	All Schools	Employee Report Form 2B and supporting documentation Workers Compensation Officer	Within 3 working days of receipt of first medical certificate and 2B Claim form

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
Submit Anticipated Enrolment Return. (Manager, Staffing - 9264 5037)	DET Staffing requirements	All Schools	Online Manager, Staffing	July

Inclusive Education Standards

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
Complete PCAP 2009 Acquittal Certificate, have the District Director and Parent Representative at the school sign it, and keep a signed copy in the school. (Executive Officers, PCAP - 9264 5174)	Australian Government legislation	Priority Country Areas Program (PCAP) Schools	PCAP 2009 Acquittal Certificate District Director	December
Complete PCAP 2009 Proposed Budget Expenditure Form. (Executive Officers, PCAP - 9264 5174)	Australian Government legislation	Priority Country Areas Program (PCAP) Schools	Proposed Budget Expenditure Form Executive Officer, PCAP	6 March 2009

Other

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
Provide details of purchasing Buy Local Policy (at all levels) for the previous financial year. (A/Senior Business Analyst - 9264 5134)	Buy Local Policy (Government of Western Australia)	All Schools	Crystal Report (SIS) - Faxed return (9264 5695) A/Senior Business Analyst	July
Annual Report to the School Animals Ethics Committee (SAEC) on the use of animals in schools using SAEC Form D. (Schools not having used animals are to submit a 'nil return'). (Principal Consultant, Curriculum Services - 9264 5021)	Animal Welfare Act and the National Health and Medical Research Council's Code of Practice	All Schools	SAEC Form D DET Executive Officer - School Animals Ethics Committee	By December
Complete Designated Senior School Engagement Program (SSEP) Acquittal Certificate. (Manager Participation, In your District - 9264 4500)	Acts Amendment (Higher School Leaving Age and Related Provisions) Act, 2005	Secondary schools receiving Education and Training Participation Plan funding	ETPP/SSEP Acquittal Certificate Manager Participation, In your District	By December
Complete Education and Training Participation Plan (ETPP) Acquittal Certificate. (Manager Participation, In your District Office – 9264 4500)	Acts Amendment (Higher School Leaving Age and Related Provisions) Act, 2005	Secondary schools receiving Education and Training Participation Plan funding	ETTP Acquittal Certificate Manager Participation, In your District Office	By December
Complete Computer and Connectivity Census. (Manager, Infrastructure and Telecommunications - 9264 5474)	Government (Australian/State) reporting; Asset reconciliation	All Schools	Electronic Census Manager, Infrastructure and Telecommunications	Week 4 Term 3

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
Report all incidents. (Principal Consultant, Metropolitan Schools - 9264 4620 or Principal Consultant, Regional and Remote Schools 9264 5707)	DET Emergency Management policy	All Schools	Online Incident Database Online Incident Notification System	Immediately after each incident

Post School Intentions Survey

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
All year 10 - 12 students complete Post School Intentions and Satisfaction Survey. (Manager, School Performance - 9264 4966)	School and systemic information on student intention and satisfaction	Schools with secondary students	Personalised Student Survey Form/Online Survey Manager, School Performance	August to September

* Automated download – Schools need to ensure that required data is available and up to date.

Reporting to External Agencies

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
Ensure enrolment check data is up-to-date to supply to Centrelink for payment of allowances to eligible students. (Centrelink Data Matching Section - 02 61551298)	Australian Government Centrelink benefits	All Schools	SIS/MAZE Centrelink Data Matching Section	As required (usually beginning of each term)
Provide an educational report for children in the care of the state. (Practice Development Officer (Education Services) Child Protection Department - 9222 2615)	Children and Community Services Act	All Schools	Provided proforma Department for Child Protection	End of November
Record copying for copyright agencies (if sample school, for specified period). (Principal Consultant, Intellectual Property & Copyright - 9229 5255)	Legislative requirement under the Copyright Act and the Copyright for Schools Policy	All Schools	Survey Forms (distributed) Named Copyright Agencies	For one term as per notification

School Accountability

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
Review and update the School Overview, School Priorities and Programs/Projects, for inclusion in Schools Online. (Manager, School Performance - 9264 4966)	Maintain up-to-date public information about schools	All Schools	Schools Online Data Submission facility Manager, School Performance	February

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
Provision of the 2008 school annual report, for inclusion in Schools Online, by the end of term one. The School Report to be compliant with the School Improvement and Accountability Policy. (Manager, School Performance - 9264 4966)	Australian Government Legislation, and DET Policy (School Improvement and Accountability Framework)	All Schools	Schools Online Manager, School Performance	End of Term 1
Complete the School Compliance Survey 2008. (Manager, School Performance - 9264 4966)	Australian Government (Schools Assistance Act), and departmental core policy compliance	All Schools	Online survey Manager, School Performance	By February 20th 2009
Where applicable, schools that are yet to provide to Schools Online their 2008 School Report, 2009 School Priorities or 2009 School Programs should do so as a matter of urgency. (Manager, School Performance - 9264 4966)	Maintain up-to-date public information about schools	All Schools	Schools Online Data Submission Facility Manager, School Performance	July (end of term 2)

* Schools are reminded that the Schools Online System texts can be updated at any time using the online text submission process.

Student Testing

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
<i>National Assessment Programs – Sample</i>				
Provide up to date enrolment data for year 6 and year 10 students for Science National Assessment Program (October). (Education Measurement Officer, Science - 9264 5619)	National Assessment Program	All Schools	Automated Download Education Measurement Officer, Science	June/July
Provide up-to-date enrolment data for all 15 year old students for PISA assessment (July-September). (Education Measurement Officer, Science - 9264 5619)	OECD conducted - Program for International Student Assessment	Schools with secondary students	Automated Download Educational Measurement Officer, Science	May/June
<i>National Assessment Program – Literacy and Numeracy</i>				
Ensure that enrolment data for years 3, 5, 7, and 9 students are up-to-date to enable the pre-printing of National Student Testing test books. (Senior Education Measurement Officer, Population Testing - 9264 4514)	National Assessment Program	All Schools	Automated Download Manager, Educational Measurement	February

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
Report exemptions, absences and withdrawals from the National assessment for years 3, 5 and 7 and 9. (Senior Education Measurement Officer, Population Testing - 9264 4514)	National Assessment Program	All Schools	Form completion with Administration Guidelines Manager, Educational Measurement	May
<i>State-Based Assessment Programs</i>				
Report exemptions, absences and withdrawals from the WAMSE 9 and WAMSE 7 student testing. (Senior Educational Measurement Officer, Population Testing - 9264 4514)	State Based Assessment	All Schools	Form Manager, Education Measurement	August
Ensure enrolment data for year 7 and 9 students are up-to-date to enable the pre-printing of WAMSE 7 and 9 test books. (Senior Educational Measurement Officer, Population Testing - 9264 4514)	State Based Assessment	All Schools	Automated download from SIS Manager, Educational Measurement	May

VET Teaching and Learning

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
Vocational Education and Training in Schools				
Complete VET in Schools Acquittal Certificate and keep it on file in the school. (Manager, VET in Schools - 9264 5066)	Departmental Australian Govt. Funded Projects Guidelines	Schools with secondary students	VET in Schools Acquittal Certificate Hold in school	December
Update student participation data for VET students in the SIS VET Module. (Manager, VET in Schools - 9264 5066)	Curriculum Council; Australian/State Govt. funded VETiS student activity.	Schools with secondary students	VET Module Report Manager, VET in Schools	Third last Friday of each term
Update year 8-11 student results data for VET students in the SIS VET Module. (Manager, VET in Schools - 9264 5066)	Curriculum Council; Australian/State Govt. funded VETiS student activity.	Schools with secondary students	VET Module Report Manager, VET in Schools	Term 4, Week 9
Update the student enrolment data for VET students in the SIS VET module. (Manager, VET in Schools - 9264 5066)	Curriculum Council; Australian/State Govt. funded VETiS student activity.	Schools with secondary students	VET Module Report Manager, VET in Schools	Term 3, Week 3
Update year 12 student results data for VET students in the SIS VET module. (Manager, VET in Schools - 9264 5066)	Curriculum Council; Australian/State Govt. funded VETiS student activity.	Schools with senior secondary students	VET Module Report Manager, VET in Schools	Term 4, Week 4
Update VET qualifications achieved by year 12 students. (Manager, VET in Schools - 9264 5066)	Curriculum Council; Australian/State Govt. funded VETiS student activity.	Schools with senior secondary students	VET Module Report Manager, VET in Schools	Term 4, Week 6

* Automated download – Schools need to ensure that required data is available and up to date.

Western Australian Certificate of Education

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
Last date for receipt by Curriculum Council: - 2009 course and subject offerings (SIRS) - School/provider contact information update form - Amendments to Year 10 and Year 11 2008 achievements (Manager, Senior Schooling Academic Standards and Support - 9264 5473)	Curriculum Council Act	Schools with secondary students	Electronic Form Curriculum Council	9 February 2009
Last date for receipt by Curriculum Council: - Small group moderation partnership registration form for Stage 2 and Stage 3 course units and E code TEE subjects in Year 12 (Manager, Senior Schooling Academic Standards and Support - 9264 5473)	Curriculum Council Act	Schools with senior secondary students	Electronic or Form Curriculum Council	20 February 2009
Last date for receipt by Curriculum Council: - Registration and demographic details of Year 8 - 12 students (SIRS) - Eligibility declaration form for enrolment in Year 12 English as an Additional Language/Dialect (Manager, Senior Schooling Academic Standards and Support - 9264 5473)	Curriculum Council Act	Schools with secondary students	Electronic or Form Curriculum Council	27 March 2009
Last date for receipt by Curriculum Council: - Music project approval applications (Manager, Senior Schooling Academic Standards and Support - 9264 5473)	Curriculum Council Act	Schools with senior secondary students	Electronic or Form Curriculum Council	31 March 2009
Last date for receipt by Curriculum Council: - Enrolments in E code subjects for all students (SIRS) - Enrolment of students sitting the WACE course examinations - Enrolments in course units for years 10 - 12 students for Semester 1, Semester 2 or year-long (SIRS) - TEE/WACE examination accommodation details (Manager, Senior Schooling Academic Standards and Support - 9264 5473)	Curriculum Council Act	Schools with senior secondary students	Electronic or Form Curriculum Council	20 May 2009

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
<p>Due date for receipt by Curriculum Council:</p> <ul style="list-style-type: none"> - TEE Art studio area forms; Media Production and Analysis media forms, Materials Design and Technology context forms; Music elective forms; Physical Education Studies elective forms - Application for special examination arrangements forms from candidates with a permanent disability - Expressions of interest in marking 2009 TEE/WACE practical components - Background candidate declaration forms - Exemption from sitting the WACE course examinations - Enrolment as a private candidate without a late fee (Manager, Senior Schooling Academic Standards and Support - 9264 5473) 	Curriculum Council Act	Schools with senior secondary students	Electronic or Form Curriculum Council	24 June 2009
<p>Due date for receipt by Curriculum Council:</p> <ul style="list-style-type: none"> - Achievement in Semester 1 course units for all students (SIRS) - Expressions of interest in marking 2009 TEE/WACE written papers (Manager, Senior Schooling Academic Standards and Support - 9264 5473) 	Curriculum Council Act	Schools with senior secondary students	Electronic or Form Curriculum Council	24 July 2009
<p>Last date for receipt by Curriculum Council:</p> <ul style="list-style-type: none"> - Enrolments in VET units of competency and endorsed programs for all students (SIRS) - Exemption from sitting the WACE course examinations (Manager, Senior Schooling Academic Standards and Support - 9264 5473) 	Curriculum Council Act	Schools with senior secondary students	Electronic or Form Curriculum Council	7 August 2009
<p>Last date for:</p> <ul style="list-style-type: none"> - enrolment in a course unit or E code subject without a fee. - enrolment as a private candidate where a late fee applies (no further applications accepted). - changes to student enrolment to sit the 2009 TEE/WACE examination in Aboriginal and Intercultural Studies, Art, Aviation, Dance, Drama, English as an Additional Language/Dialect, Languages, Materials Design and Technology, Media Production and Analysis, Physical Education Studies and TEE Music. (Manager, Senior Schooling Academic Standards and Support - 9264 5473) 	Curriculum Council Act	Schools with senior secondary students	Electronic or Form Curriculum Council	7 August 2009

<i>Reporting Requirement</i>	<i>Purpose</i>	<i>Which Schools</i>	<i>How and To Whom</i>	<i>When</i>
Last date for receipt by Curriculum Council: - Nomination of school coordinator for the 2009 Curriculum Council English language competence test (Manager, Senior Schooling Academic Standards and Support - 9264 5473)	Curriculum Council Act	Schools with senior secondary students	Electronic or Form Curriculum Council	17 August 2009
Last date for receipt by Curriculum Council: - Proposed grade distributions for Stage 2 and Stage 3 course units and E code subjects studied in Year 12 (SIRS) (Manager, Senior Schooling Academic Standards and Support - 9264 5473)	Curriculum Council Act	Schools with senior secondary students	Electronic or Form Curriculum Council	7 September 2009
Last date for receipt by Curriculum Council: - Student nomination forms from schools for the wholly school assessed subject awards and course awards (Manager, Senior Schooling Academic Standards and Support - 9264 5473)	Curriculum Council Act	Schools with senior secondary students	Electronic or Form Curriculum Council	14 September 2009
Last date for receipt by Curriculum Council: - Number of students to sit the 2009 Curriculum Council English language competence test - TEE Music projects from schools - Media Production and Analysis submissions from schools (Manager, Senior Schooling Academic Standards and Support - 9264 5473)	Curriculum Council Act	Schools with senior secondary students	Electronic or Form Curriculum Council	23 September 2009
Last date for receipt by Curriculum Council: - Materials Design and Technology folio submissions from schools - Small group moderation partnership options form (Manager, Senior Schooling Academic Standards and Support - 9264 5473)	Curriculum Council Act	Schools with senior secondary students	Electronic or Form Curriculum Council	14 October 2009
Last date for receipt by Curriculum Council: - Eligibility forms for Chinese: Second Language, Indonesian: Second Language and Japanese: Second Language (for study in 2010 and 2011) - Eligibility forms for English as an Additional Language/Dialect (for study in 2010 and 2011) - TEE Art visual diaries from schools (Manager, Senior Schooling Academic Standards and Support - 9264 5473)	Curriculum Council Act	Schools with senior secondary students	Electronic or Form Curriculum Council	20 October 2009

Reporting Requirement	Purpose	Which Schools	How and To Whom	When
Last date for receipt by Curriculum Council: - Year 12 achievement data in all course units completed during the year (SIRS) - Year 12 achievement data in E code subjects (SIRS) - Year 12 achievement data in VET units of competency (SIRS) - Year 11 achievement data in E code subjects (SIRS) - Year 12 achievement data in endorsed programs (SIRS) (Manager, Senior Schooling Academic Standards and Support - 9264 5473)	Curriculum Council Act	Schools with senior secondary students	Electronic or Form Curriculum Council	2 November 2009
Last date for receipt by Curriculum Council: - Student appeals against school assessments in course units studied in Year 12 and E code subjects (Manager, Senior Schooling Academic Standards and Support - 9264 5473)	Curriculum Council Act	Schools with senior secondary students	Electronic or Form Curriculum Council	13 November 2009
Last date for receipt by Curriculum Council: - VET qualifications achieved by Year 12 students (SIRS) (Manager, Senior Schooling Academic Standards and Support - 9264 5473)	Curriculum Council Act	Schools with senior secondary students	Electronic or Form Curriculum Council	24 November 2009
Last date for receipt by Curriculum Council: - Sickness/misadventure application forms (Manager, Senior Schooling Academic Standards and Support - 9264 5473)	Curriculum Council Act	Schools with senior secondary students	Electronic or Form Curriculum Council	27 November 2009
Last date for receipt by Curriculum Council: - Year 10 and Year 11 achievement data for course units, subjects, VET units of competence and endorsed programs (SIRS) - Final registration and demographic details for Year 8 - 11 students (SIRS) (Manager, Senior Schooling Academic Standards and Support - 9264 5473)	Curriculum Council Act	Schools with secondary students	Electronic or Form Curriculum Council	9 December 2009
Last date for receipt by Curriculum Council: - Student appeals against school assessments in course units studied in Year 11 (Manager, Senior Schooling Academic Standards and Support - 9264 5473)	Curriculum Council Act	Schools with senior secondary students	Electronic or Form Curriculum Council	11 December 2009