

## Guide to cleaning up your student data

The school administration module of EMS allows schools to manage a range of data for students and their parents/caregivers. Students are entered and connected to parents and caregivers through adult relationships. This allows multiple and varied relationships to be established and maintained in EMS. EDSAS currently allows for PG1 and PG2 with connected 'exception address' or 'other relations'. Knowing where and how your student data is stored will make the post migration process easier to manage.

### Some things you can do to prepare for the EMS rollout

#### Be consistent when entering address data

- abbreviations should be entered in full (eg Rd should be Road, Ave should be Avenue, etc)
- remove punctuations in abbreviations on post office boxes etc (eg P.O. Box should be PO Box, G.P.O. should be GPO)
- ensure suburb and post code information is in the correct field
- remove leading spaces at the beginning of fields.

#### Understand your data and know where information is stored

- ensure all students have a mailing (M) address type
- parent/guardian emails should be connected to PG1 and PG2 data, rather than family email
- check email information is correct (eg they have an '@' etc)
- understand where parent or guardian address information is stored and check data in exception addresses and other relations
- check landline phone numbers have area code in first box and 8 digits in second box
- if you manage data using third part products ensure all data is being regularly updated in EDSAS

### Regularly check your schools' data issues as identified through the EDSAS data validation process

Look out for the fortnightly EDSAS Data Validation emails sent to the generic "info@" email address for your school. Any issues or queries about this process can be directed to Data, Reporting and Analytics on 8226 3269 or by emailing [education.DMA@sa.gov.au](mailto:education.DMA@sa.gov.au).

EDSAS data validation fact sheet - <https://edi.sa.edu.au/library/document-library/fact-sheets/roa/data-management/edsas/edsas-data-validation-using-the-central-edsas-data-store-ceds.pdf>

For EDSAS support, contact the ICT Service Desk on (metro) 8204 1866, (country) 1300 363 227 or by emailing [ictsupport@sa.gov.au](mailto:ictsupport@sa.gov.au)

Some common types of data issues that are listed in the EDSAS validation emails include but are not limited to:

- incorrect FTE – ensure student FTE information is accurate
- if EALD support required is ticked a valid language and literacy level must be entered

- ensure disability details are correct – disability should be ticked if information has been entered into disability 1 field
- the disability flag is ticked but the current NCCD details are missing
- suspension pending exclusion should be followed by an exclusion (or the record should be changed to a standalone suspension)
- GoM short term date has expired – GoM short term field is ticked in the GoM details screen, but the date has expired
- if a student is under the guardianship of the minister they must have a valid C3MS ID
- students with H status should have a current exemption – students with a home education status must have a current approval for an exemption
- student is missing an address
- destination school must not be blank if the reason for leaving is ‘TG – transferred to SA government school’
- student is recorded as being IELP/NAP eligible although it is over 12 months since date of enrolment
- visa sub-class should not be ‘000 – not listed’
- check details of student absence records into the future with Z or U
- other education provider details are missing where a student is studying at more than 1 school
- left date must not be blank if student status is left.

### Useful links

EDSAS fact sheets – <https://schoolssaedu.sharepoint.com/sites/ICTPortal/Pages/EDSAS/EDSAS.aspx>

Data dictionary – <https://edi.sa.edu.au/library/document-library/guideline/operations-and-management/data-management/data-dictionary.pdf>

Data, Reporting and Analytics fact sheets – <https://edi.sa.edu.au/operations-and-management/reporting-data-and-records/data-and-surveys/data-collection/edsas-student-data>

Entering student data for enrolment in EDSAS - <https://edi.sa.edu.au/library/document-library/fact-sheets/teaching/entering-student-data-for-enrolment-in-edsas.pdf>