

2019 School Card Scheme

Data Entry Instructions for Non-Government Schools

Please Note: *the Data and the Address File are in a single spreadsheet.*

Instructions for ED003A and ED0003Y Forms

1. Open the Excel spreadsheet: '**2019 Data-Address File**'
2. Using the Data File tab
 - 2.1 Enter the current term number (for example Term 1)
 - 2.2 Enter the current date (if incorrect)
 - 2.3 Enter data from the application form:
 - Enter the 10-character Centrelink number (with the first 9 characters being numerical and the 10th character alphabetical)
 - Enter the Primary Cardholder's (or Applicant's) Surname
 - Enter the Primary Cardholder's (or Applicant's) Given Names
 - Enter the student's Surname
 - Enter the student's Given Names
 - Enter the student's date of birth using the following format - - / - - / - - For example 22/10/00
 - Enter the student's Year Level (0 – 12)
 - Enter Yes or No on whether the student is Aboriginal or a Torres Strait Islander
 - Enter the term number in which the student commenced (1 – 4).
 - Enter the student's site number

Enter the student's Centrelink Number which is a **compulsory** field. The CRN consists of 9 numeric digits followed by 1 alpha digit.
 - 2.4 Once all the applicant and student data has been entered into the template, on the next row type in a capital Z character in each of the first 3 columns (ie Columns A, B, and C). This is to indicate the end of the file for data processing purposes only.

Note: If you need to 'save' the spreadsheet at this point, click 'save as' and save in a secure location for future use. Do not save file as a 'CSV file' until both data and address templates are complete and are to be emailed to the School Card Section.

3. Click on the Address File tab
 - 3.1 Check that term number is correct (this has been populated from the Data tab)
 - 3.2 Check the current date (this has been populated from the Data tab)
 - 3.3 Check the applicant's CRN and Surname (this has been populated from the Data tab)
 - 3.4 Enter the applicant's address:
 - House Number
 - Street Name
 - Suburb
 - Post Code

- 3.5 Once all the address information has been entered into the template, on the next row type in a capital Z character in each of the first 3 columns (ie Columns A, B, and C). This is to indicate the end of the file for data processing purposes only.
- 4 Once both templates are complete and they are to be emailed to the School Card Section, both the Data and Address template must be saved as a separate CSV files.
- 4.1 Save the data file template as a CSV (Comma Separated Variable) file type:
- Click on 'data' tab
 - Click on File
 - Save As
 - Select from the drop down box: *.csv
 - Enter the file name using the following specified convention **nnnn-ddmmyy** (where **nnnn** stands for School number; **ddmmyy** represents the current date in 2-digit day, 2-digit month and 2-digit year).
 - An information box appears which says "the selected file type does not support workbooks that contain multiple sheets", click OK.
 - A further information box appears, click on Yes. The file will be now saved as a CSV file.
- 4.2 Save the address file template as a CSV (Comma Separated Variable) file type:
- Click on 'address' tab
 - Click on File
 - Save As
 - Select from the drop down box: *.csv
 - Enter the file name using the following specified convention **nnnn-ddmmyy** (where **nnnn** stands for School number); **-add-ddmmyy** (represents the current date in 2-digit day, 2-digit month and 2-digit year).
 - An information box appears which says "the selected file type does not support workbooks that contain multiple sheets", click Ok.
 - A further information box appears, click on Yes. The file will be now saved as a CSV file.
 - Close the file
4. Email the saved 'csv' files to the School Card Section at address education.ngsschoolcard@sa.gov.au

In the subject of the email please enter the term and your 4 digit School number.

To facilitate the processing of applications please ensure that both spreadsheet are completed accurately and are submitted to the School Card Section on the following collection dates for each term:

- Term 1 : 15th February 2019, 8th March 2019 and 5th April 2019
- Term 2 : 17th May 2019 and 21st June 2019
- Term 3 : 2nd August 2019 and 6th September 2019
- Term 4 : 25th October 2019 and 22nd November 2019

After submitting the above file, please ensure that you download a new template for further applicants. Please **DO NOT** use the same template.