



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

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Student Residential and Other Information Collection

Non-Government Schools Data Specification: 2021 Address Collection

Version 1.1

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ISBN



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The document must be attributed as the (Address Collection 2021 Data Technical Specification).

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1 Change History Summary

The following is a summary of the changes to the data specifications for the 2021 Student Residential Address and Other Information collection (Address Collection):

- Data required for the Address Collection collated and defined into this single document.

2 Address Collection technology support

2.1 Address Collection through SchoolsHUB

Users submit their data to the SchoolsHUB Address Collection using one of the following methods:

Data type	Data provision method
Usual circumstances	Upload an XML format data file, or Manually enter the data directly into screen-based forms
Unusual circumstances	Manually enter the data directly into screen-based forms

IMPORTANT!

Schools that use a file downloaded from a school technology system to upload to the SchoolsHUB Address Collection must ensure the upload file for the SchoolsHUB Address Collection is in XML format. The file must comply with the Address Collection Data Attributes in [Appendix A](#) and the data business rules described in this document under [Data Business Rules](#).

2.2 Address Collection in Schools Interoperability Framework (SIF)

Address Collection's data is listed in the National Schools Interoperability Program (NSIP) Systems Interoperability Framework (SIF). SIF provides a consistent data technical standard for the sharing and exchange of data in an accurate, efficient and economical manner. The [Address Collection has a data model in the SIF AU Data Model in the Australian Government Collections section. Appendix A](#) provides the data attributes for Address Collection and their SIF equivalent.

2.3 Address Collection Data Collection Tool

The Department of Education, Skills and Employment (the department) SchoolsHUB system accepts XML format aligned with the SIF model. The department provides a Microsoft Excel based tool that can create XML formatted data files for a single school location and multiple school locations. This tool is updated each year and made available on SchoolsHUB. The tool assists schools who may wish to upload data files but may not be able to have their school technology systems create or download data in XML format.

The tool is used for those residential circumstances that are **not** considered unusual by the collection. Broadly, these are residential circumstances where:

- The student and both parent/guardians residential addresses are known and in Australia;
- The student and one parent/guardian residential address is known and in Australia.

The tool contains a tab showing which residential circumstances can be reported using the tool.

The tool has undergone significant improvement for the 2021 collection with a focus on better user experience and easier identification of data validation matters requiring correction prior to XML formatted file creation.

3 Purpose

This document provides the data requirements for the 2021 Address Collection. This ensures the department receives the necessary data from non-government schools in the required structure and format.

4 Audience

This specification is useful for:

- Data analysts and programmers in non-government education sectors, school systems and schools
- School software providers where their product supports the Address Collection. (Note it is the responsibility of the organisation using the software to ensure their software provider is provided a copy of this specification)
- The department's application developers
- Individuals submitting the school's data to Address Collection within the SchoolsHUB Address Collection.

5 Collection Overview

5.1 About the Collection

Address Collection collects the following data from in-scope schools:

- Address of each school aged student meeting the eligibility criteria to be included in the collection (name of student is **not** collected; instead a [Student Record Number](#) (SRN) identifier is used to identify a unique student record)
- Demographic data related to the student, namely:
 - Education Level (primary or secondary)
 - Whether the student is a boarding or day student
- Name and residential address of the person(s) responsible for each student. In general, the person(s) responsible will be the student's parent/guardian.

Collectively, this data is known as a *Statement of Student Addresses*.

This data is collected pursuant to sections 52(3)(c) and 58B of the *Australian Education Regulation 2013*.

The data is collected for each **school location (formerly known as campus)**.

5.2 How the data is used

Residential address information is used and combined with other data to calculate a non-government school community's capacity to contribute to the costs of schooling, which may influence the level of Australian Government recurrent funding for non-government schools.

5.3 Reporting Periods

Address Collection does not use a reporting period.

Instead, data for the *Statement of Student Addresses* should be as at the start of the collection period. In 2021, this is 15 February 2021.

5.4 Data submission and dates

In 2021, data must be provided to the department from, on or after 15 February to on or before 12 March 2021.

Data **cannot** be submitted to the department before the collection opens in SchoolsHUB.

5.5 Providing data to the department

Each Approved Authority or Approved System Authority (an Approved Authority for systemic schools) is responsible for ensuring the data is provided to the department [Section 77(2)(f) of the *Australian Education Act 2013*]. The Approved Authority or Approved System Authority can determine how their school(s) and associated location(s) will submit data to the Address Collection and is responsible for advising their schools accordingly.

Non-systemic Catholic schools are considered to be independent schools for the purpose of the collection unless other arrangements are made by the school with their local Catholic Approved Authority.

6 Scope of the collection

Schools meeting the requirements of Section 58B(1) of the Australian Education Regulation 2013 (the Regulation) must complete the Address Collection. The school reports the required address and student characteristic data for all full-time and part-time students in Foundation (Year 1 minus 1) to Year 12 inclusive and the name(s) and residential addresses for the [person\(s\) responsible for the student](#) (Parent/guardian) as described in Section 58(B)(2) of the Regulation. This includes any Australian school students in these year levels who are overseas as part of an exchange program.

6.1 Out of scope schools

A number of types of schools are out of scope for the Address Collection. This means these schools **are not required** to provide a submission to the collection. These schools are:

- Government schools
- Special Schools
- Special Assistance Schools
- Schools that is a majority Aboriginal and Torres Strait Islander school for the collection year

- Sole provider schools (as determined by the Department).

The Approved Authority for the school will know if their school(s) is identified as one of the above types of schools.

6.2 Out of scope students

Some students are out of scope for the collection. These students **must not** be included in the submission to the collection. These are:

- Students in early childhood education programs (referred to as Year 1 minus 2)
- Full fee-paying overseas students (i.e. international students who do not attract Australian Government recurrent funding)
- Distance Education students.

7 Data Collection Level

Data is collected and submitted to the collection for each school location (formerly known as campus).

Each school **must** report data against each of their location's Australian Government Education Client Identifier (AGEID). This is called the Location AGEID and is a **number**.

8 Data Form

Data is collected in the form shown in [Appendix A](#).

9 Data Business Rules

This section describes the specific data and the associated business rules that apply. The data variables, description, values/ranges and format are summarised in [Appendix A](#).

9.1 The School

- The school **must** be a school as defined by the Act:
- *“primary school, a secondary school or a combined school, and, where appropriate, a proposed school.*
- *Note 1: Non-government schools that provide education to distance education students only are taken not to be schools”.*
- The school **must** provide data at the individual student level.
- Some types of schools are not required to participate in the Address Collection. See [Out of Scope Schools](#).

9.2 The Student

- The student **must** be enrolled full-time or part-time in primary or secondary school in the year levels of Foundation (Year 1 minus 1) to Year 12 inclusive
- The student **must** be eligible to receive Australian Government recurrent funding

- The eligible student **must** be reported only **once** by the school against their school generated [Student Reference Number](#)
- The student **must not be** included in the data submission if the student is an [Out of Scope Student](#).

9.3 Student Record Number (SRN)

- Each student and responsible person for the student (parent/guardian) data record **must** be aligned to a unique Student Record Number (SRN), i.e. the SRN is used only once in a submission. This number **must** be generated by the school either through their technology system or manually.
- The SRN **must**:
 - be an **unidentifiable number**
 - be used for the purposes of this collection **only** (for example, **not** a student number allocated by your state/territory department of education)
 - be a numeric value (numbers only)
 - be a maximum of 25 characters
 - not start with 0 (zero)
- **TIP**: a helpful SRN may be the combination of the Location's AGEID and a sequential number. An AGEID is usually 5 characters in length, providing significant remaining characters for the sequential number. This enables the re-use of sequential numbering across locations of the school.

9.4 Person responsible (parent/guardian) for the student

Persons responsible is defined as persons 1 or 2 listed on the student's enrolment form or the latest updated student's record held by the school. This will usually be the parent(s) of the student, but it can be; a stepparent, foster parent/carer, or some other person who is a guardian. These persons are commonly referred to as a *parent or guardian* for the purposes of Address Collection. The parent/guardian may or may not live at the same address as the student.

9.4.1 Who is NOT a person responsible (parent/guardian) for the student

The following **are not** a person responsible for the student (parent/guardian) for Address Collection:

- A carer who provides day-to-day care for the child on an ad hoc basis during the school week (for example, grandparents or other relatives the child spends time with before or after school)
- A person providing day-to-day care during the school term only (for example, a relative or family the student may board with during the school term)
- Another person who is paying the student's school fees
- A deceased person
- A government department or minister where the child is in the care of a government department.

9.5 Single parent family

A single parent family is defined as one where:

- One parent/guardian is deceased; or

- One parent/guardian is not involved in the care of a student; or
- There is no Australian residential address information held by the school for Parent 2 and reasonable effort has been made to obtain this information.

A single parent family is **not** considered an [unusual residential circumstance](#).

9.6 Reporting student and Responsible Persons residential addresses

The residential address of the student and their responsible person(s) **must** be provided to the collection in accordance with the rules set out below. It is important to provide complete and accurate residential address information as is reasonably possible.

A maximum of two [responsible persons for a student](#) can be reported for each student.

The residential address of the student and their responsible person(s) **must** be an Australian residential address. Overseas addresses **must not** be reported.

The student's residential address is generally **the place they live outside of the school term**. It is **not** a place where the student boards during the school term.

The responsible person(s) residential address is generally **the place where they usually live in Australia**.

Data is reported as:

- Student address and other information
- Parent 1 (being first responsible person record)
- Parent 2 (being second responsible person record).

Most students and the responsible person(s) for the student will fall within the above. However, there are some circumstances where this will not be the case. **Table 1** identifies *the expected residential circumstances for students and responsible person(s) [Parent 1 and Parent 2] for the student and how to report these*.

9.6.1 The 95% rule

The 95% rule exists for deriving a school's capacity to contribute (CTC). The CTC requires that 95% of all provided addresses for the students at a school location and 95% of all provided parent/guardian addresses for students at a school location can be assigned to a Statistical Area Level 1 (SA1) as designated by the ABS Australian Statistical Geography Standard. The department uses the Geocoded National Address File (G-NAF) product as an index of Australian address information and geocoding.

The 95% rule means that a school location can have **up to 5%** of student addresses and **up to 5%** of parent/guardian addresses *unable to be assigned an SA1* because the residential address:

- Cannot be provided (there is no data provided to the collection for the person), or
- Is outside of Australia (the usual residential address is overseas), or
- G-NAF cannot recognise the address provided and it has not been manually pinned on a map in SchoolsHUB.

It is the responsibility of the Approved Authority to ensure their school locations meet the 95% rule. The department expects that reasonable effort is made to meet the requirements of the 95% rule.

In general, the 5% are '[unusual circumstances](#)' for the address collection.

Where the Approved Authority has difficulty meeting the 95% rule, they will need to contact the department's Address Collection helpdesk (email: SEShelpdesk@dese.gov.au) to discuss the matter.

9.6.2 Unusual Residential Address Circumstances (Unusual Circumstances)

An unusual residential address circumstance occurs where the school is unable to provide *Australian* residential address information for the student and/or one or both parent/guardians, with the exception of [single parent families](#). Examples of unusual circumstances include, but are not limited to, students:

- Who are a ward of the state/territory in short term foster care
- Who are a ward of the state/territory and not in foster care
- Who are Australian citizen/resident boarding students who normally reside overseas outside school term (note, Full Fee-Paying Overseas Students [FFPOS] are out of scope of this collection) (for example, children of Australian diplomats or parents who work live and work overseas)
- Who are classified as Independent by Centrelink
- Who live part-time with each responsible person.

Important Notes:

1. Student records with unusual circumstances (as identified in **Table 1**) **must not** be included in the SchoolsHUB XML upload file. These records **must** be **manually** entered into SchoolsHUB by the school. Any unusual circumstances records included in a file upload will be rejected at upload.
2. Mooring addresses for watercraft should record the marina or yacht club address where the residential watercraft is located.

Table 1 *Expected residential circumstances for students and responsible person(s) [Parent 1/Parent 2] for the student and how to report these.*

Circumstance	Unusual Circumstance?	How to report the student	How to report Parent 1	How to report Parent 2
Student and/or Parent 1 and/or Parent 2 addresses are within Australia				
Student, Parent 1 and Parent 2 all live at the same residential address	No	Report the student's address	Report Parent 1's name and address (which will be same as student's)	Report Parent 2's name and address (which will be same as student's)
Student is part of a single parent family	No	Report the student's address	Report Parent 1's name and address	Choose 'No' to reporting Parent 2

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Circumstance	Unusual Circumstance?	How to report the student	How to report Parent 1	How to report Parent 2
Student and Parent 1 live at the same address. Parent 2 lives at another address	No	Report the student's address	Report Parent 1's name and address; address is same as student's	Report Parent 2's name and address; address is different to Student and Parent 1's
Student and <i>both</i> Parent 1 and Parent 2 do not live at same address as the student. <i>Both</i> Parent 1 and Parent 2 live at the same address – two different addresses to be reported	No	Report the student's address	Report Parent 1's name and the address that is different to student's address	Report Parent 2's name and the address that is different to student's address
Student, Parent 1 and Parent 2 all live at different addresses – three different addresses will be reported	No	Report the student's address	Report the name and address for Parent 1	Report the name and address for Parent 2
Student lives on a part-time or shared basis with each of Parent 1 and Parent 2 – student address may be the same or different to one of Parent 1 and 2	No	Report the student's address as the address of parent who is the primary contact for the student	Report the name and address for Parent 1	Report the name and address for Parent 2
Student and/or Parent 1 and/or Parent 2 live on a houseboat, yacht, or watercraft (Note, you may need to pin the mooring address in SchoolsHUB)	No	If houseboat, yacht or watercraft, submit the address of the berth or mooring locality of the boat; otherwise physical land address	Report Parent 1's name and for address if houseboat, yacht or watercraft, submit the address of the berth or mooring locality of the boat; otherwise physical land address	Report Parent 2's name and for address if houseboat, yacht or watercraft, submit the address of the berth or mooring locality of the boat; otherwise land physical address
Student is in long term foster care	No	Report the student's address	Report name and address of	Report the name and

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Circumstance	Unusual Circumstance?	How to report the student	How to report Parent 1	How to report Parent 2
			the foster carer who is Parent 1	address of the foster carer who is Parent 2 (if no Parent 2 foster carer, choose 'No' to reporting Parent 2)
Student and information held for only one parent/guardian. No information for other parent/guardian (Noted, treated by collection as a single parent family)	No	Report the student's address	Report Parent 1's name and address	Select 'No' to reporting Parent 2
Student is recognised by Centrelink as Independent ¹	Yes	Report the student's address	Select 'This parent record meets the criteria for unusual circumstances'	Select 'This parent record meets the criteria for unusual circumstances'
Student does not have a fixed address; address available for both parents/guardians	Yes	Select 'Unusual Circumstance'	Report Parent 1's name and address	Report Parent 2's name and address
Student does not have a fixed address; no fixed address for both parents/guardians	Yes	Select 'Unusual Circumstance'	Select 'This parent record meets the criteria for unusual circumstances'	Select 'This parent record meets the criteria for unusual circumstances'
No parent/guardian information is held for the student ²	Yes	Report the student's address	Select 'This parent record meets the criteria for unusual circumstances'	Select 'This parent record meets the criteria for unusual circumstances'
Student is a ward of the state/territory ³	Yes	Report the student's address. Note, if no fixed address (e.g. student moves residence	Select 'This parent record meets the criteria for unusual circumstances'	Select 'This parent record meets the criteria for unusual circumstances'

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Circumstance	Unusual Circumstance?	How to report the student	How to report Parent 1	How to report Parent 2
		regularly) choose 'Unusual Circumstance'		
Student is in short term foster care	Yes	Report the student's address. Note, if no fixed address (e.g. student moves residence regularly) choose 'Unusual Circumstance'	Select 'This parent record meets the criteria for unusual circumstances'	Select 'This parent record meets the criteria for unusual circumstances'
Court order prohibits the disclosure (suppression) of a student's address and/or Parent 1 and/or Parent 2's name and address	Yes	If student suppressed, report the student's school generated SRN only and student characteristics and choose 'Unusual Circumstance'	Select 'This parent record meets the criteria for unusual circumstances'	Select 'This parent record meets the criteria for unusual circumstances'
Student and/or Parent 1 and/or Parent 2 addresses are <i>outside</i> Australia (i.e. overseas addresses) Remember: this is the address at which the student normally resides during school holidays, <i>not</i> during school term				
Student's address and Parent 1 address is in Australia but Parent 2's address is overseas address (Note, treated as a single parent family for the purposes of the collection)	No	Report the student's Australian address	Report Parent 1's Australian address	Select 'No' to reporting Parent 2
Student's address is in Australia, but Parent 1 and Parent 2 is overseas address	Yes	Report the student's Australian address	Select 'This parent record meets the criteria for unusual circumstances'	Select 'This parent record meets the criteria for unusual circumstances'
Student's, Parent 1's and Parent 2's address is overseas address ⁴ (for example, student is boarding student or boards with someone in Australia during school term)	Yes	Select 'Unusual Circumstance' 'Note: full fee paying overseas student are not included in this collection (i.e. full fee paying overseas	Select 'This parent record meets the criteria for unusual circumstances'	Select 'This parent record meets the criteria for unusual circumstances'

Circumstance	Unusual Circumstance?	How to report the student	How to report Parent 1	How to report Parent 2
		students are out of scope students)		

Notes:

1. The student **must** be recognised by Centrelink as Independent to be listed in Address Collection in the manner described in the table.
2. The school **must** have a valid reason for not holding parent/guardian information for the student and **must** be able to produce this reason on request.
3. In general, a ward of the state/territory will **not** be required to provide Parent 1 and Parent 2 information. However, if the student is a ward of the state/territory and is in foster care, please use the appropriate entry in Table 1 for Short Term Foster Care or Long-Term Foster Care.
4. Ensure student in this circumstance is not an [out of scope students](#) for the collection. Out of scope students **must** not be reported to the collection.

9.7 Minimum data for a student with unusual circumstances

The minimum data that **must** be provide for a student with an unusual circumstance is:

- the Student Record Number (SRN)
- The student type (boarding or day)
- Education level (primary or secondary)
- Unusual circumstance is identified for one or more of the students, Parent 1 or Parent 2 record in SchoolsHUB. Note, where the student address is known, an unusual circumstance for the student does not exist.

10 Address validation against G-NAF

- All Australian residential addresses submitted to SchoolsHUB are validated against the [PSMA Australia's G-NAF](#) (Geocoded National Address File).
- G-NAF layout of an address can vary by state/territory. This means if the school is in a border town the way G-NAF records an address in one state/territory might be different to the state/territory across the border. The same principle applies if the student's usual residential address is in a different state to the school they attend (for example, a student who attends a boarding school in Queensland but resides in South Australia).
- There may be a lag time between when addresses are created or changed by various authorities and when they appear in G-NAF. G-NAF can also have a lag time between when the address is first recorded and when it displays as what is expected. For example, when a new estate is established the address may be a Lot number and street name and then eventually turn into a street number and name. Where this is the case, it is beneficial to pin these addresses in SchoolsHUB if G-NAF does not recognise them because pinning an address creates a valid address through the latitude and longitude of the physical location.
- For each location of a school, **at least** 95% of all student addresses and **at least** 95% of parent/guardian addresses combined **must be validated (fall within a SA1)** for data to be

submitted. **Data cannot be formally submitted (declared) to the collection if this level of validation is not reached.** If the school cannot reach this validation, they will need to contact the [SES Help Desk](#) to discuss.

- **An address is valid** where a latitude and longitude for the address can be allocated by SchoolsHUB through:
 - An exact match is found in G-NAF, or
 - The SchoolsHUB user choosing a suggested match from G-NAF, or
 - The SchoolsHUB user pinning the address on the map in SchoolsHUB
- **Addresses not recognised by SchoolsHUB will be marked as 'invalid'**. An address may be invalid for a number of reasons, including:
 - The address provided is not in the same format as listed in G-NAF
 - The address is new and has not been updated in G-NAF yet (for example, the address is in a new suburb or sub-division within an existing suburb)
 - The address has not been used/verified recently by a state/territory government
 - The address is not recognised as a residential address

These addresses can be pinned to the map in SchoolsHUB to be recognised as valid.

- Rural and remote addresses, particularly those which include a property name or community name, may not be recognised as a residential address. It may be better to pin these addresses where SchoolsHUB cannot present a suitable suggestion
- Addresses are reported using the following structure:
 - Address line 1
 - Address line 2
 - Suburb/city
 - State or territory
 - Postcode
- Address line 2 is optional.

Where an address is not recognised by SchoolsHUB, the SchoolsHUB user can either:

- Choose the address suggested by SchoolsHUB – this creates a valid address
- Pin the address by marking its location on a map – this creates a valid address
- Choose to keep the address they have loaded – this creates an *invalid* address because SchoolsHUB did not validate the address. The address becomes part of the 5% allowable invalid addresses.

SchoolsHUB help information contains instructions for users on how to do this.

10.1.1 Reporting a routine street address

Tool	Where in tool?	Format requirement and example
XML format file	Street: Line1	<Street Number>[space]<Street Name> <i>12 Blog Street</i>
Address Collection Tool	Address Line 1	<Street Number>[space]<Street Name> <i>12 Blog Street</i>
SchoolsHUB manual data entry	Manual data entry employs a type-ahead search function; address suggestions will be displayed after entering a minimum of 3 characters. No special formatting requirements are required for manual data entry.	

10.1.2 Reporting a flat or unit address

Tool	Where in tool?	Format requirement
XML format file	Street: Line1	<Flat or Unit Number>[space][space]<Street Number>[space]<Street Name> <i>Unit 9 12 Blog Street</i>
Address Collection Tool	Address Line 1	<Flat or Unit Number>[space][space]<Street Number>[space]<Street Name> <i>Unit 9 12 Blog Street</i>
SchoolsHUB manual data entry	Manual data entry employs a type-ahead search function; address suggestions will be displayed after entering a minimum of 3 characters. No special formatting requirements are required for manual data entry.	

10.1.3 Reporting multi-storey building address

Tool	Where in tool?	Format requirement
XML format file	Street: Line1	<Flat or Unit Address>[space][space]<Level Number>[space][space]<Street Number>[space]<Street Name> <i>Flat 12 Level 3 18 Blog Street</i>
Address Collection Tool	Address Line 1	<Flat or Unit Address>[space][space]<Level Number>[space][space]<Street Number>[space]<Street Name> <i>Flat 12 Level 3 18 Blog Street</i>
SchoolsHUB manual data entry	Manual data entry employs a type-ahead search function; address suggestions will be displayed after entering a minimum of 3 characters. No special formatting requirements are required for manual data entry.	

10.1.4 Reporting an allotment (lot number) address

Tool	Where in tool?	Format requirement
XML format file	Street: Line1	<Lot Number>[space][space]<Street Name> Lot 1234 Blog Street
Address Collection Tool	Address Line 1	<Lot Number>[space][space]<Street Name> Lot 1234 Blog Street
SchoolsHUB manual data entry	Manual data entry employs a type-ahead search function; address suggestions will be displayed after entering a minimum of 3 characters. No special formatting requirements are required for manual data entry.	

10.1.5 Reporting an address with a property name

Tool	Where in tool?	Format requirement
XML format file	Street: Line1	<Property Name>[space][space]<Street Number>[space]<Street Name>
Address Collection Tool	Address Line 1	<Property Name>[space][space]<Street Number>[space]<Street Name>
SchoolsHUB manual data entry	Manual data entry employs a type-ahead search function; address suggestions will be displayed after entering a minimum of 3 characters. No special formatting requirements are required for manual data entry.	

10.1.6 Reporting an address with a community name

Tool	Where in tool?	Format requirement
XML format file	Street: Line1	<Community Name>[space][space]<Street Number>[space]<Street Name>
Address Collection Tool	Address Line 1	<Community Name>[space][space]<Street Number>[space]<Street Name>
SchoolsHUB manual data entry	Manual data entry employs a type-ahead search function; address suggestions will be displayed after entering a minimum of 3 characters. No special formatting requirements are required for manual data entry.	

11 Appendix A: Address Collection Data Attributes

The following table summarises the required data for the Address Collection.

This table is based on the Address Collection SIF at

<http://specification.sifassociation.org/Implementation/AU/3.4.7/AustralianGovernmentCollections.html#351AddressCollection>

The table on the next pages provides the required data for XML using the SIF data model. The table has five groupings of attributes:

1. School Location Information
2. Location Primary Contact Details
3. Student data
4. Parent/Guardian 1 Name and Address
5. Parent/Guardian 2 Name and Address

Notes:

1. In the SIF, this collection is known as the Australian Government Address Collection Submission. (AGAddressCollectionSubmission). The XML Schema for SIF Australian Government Collections is available from NSIP.
2. N/A in the table means not applicable.
3. An Address Collection response must have at least 1 student record.
4. A student record cannot have more than 2 (two) parent/guardian records.
5. Where an unusual circumstance as per **Table 1** exists, the record **must not** be included in the SchoolsHUB upload file. These records must be manually entered into SchoolsHUB.
6. Parent/Guardian record is a one to many relationships. That is, one student to up to two Parent/Guardian records.
7. The Address Collection Tool (Microsoft Excel tool) has been designed in accordance with this specification. The tool is available in [SchoolsHUB Address Collection help and support](#).

XML Example Code is at the end of this Appendix.

SIF Attribute Name (used in XML file)	SchoolsHUB Attribute Name	Description and Comments	Data type or code	Maximum length	Label	Mandatory (M) or Optional (O)	Data Validation
Submission Information							
AddressCollectionYear	N/A – This is automatically generated by the tool.	This is equivalent to Data Year in SchoolsHUB Example, 2021.	Integer	4 digits	Year value	M	Must be four digits
RoundCode	N/A – This is automatically generated by the tool.	Identifies the collection round for the Address Collection.	Text	9 characters	N/A	M	N/A. SchoolsHUB will self-identify this.
SoftwareProduct	N/A – This is automatically generated by the tool.	Product used to create the submission. This is part of the SoftwareVendorInfoContainerType.	Text	50 characters	N/A	M	N/A
SoftwareVersion	N/A – This is automatically generated by the tool.	The version of the software product used to create the submission. This is part of the SoftwareVendorInfoContainerType.	Text	50 characters	N/A	M	N/A
School Location Information (AddressCollectionReportingList in SIF)							
CommonwealthId	Location AGEID	A unique five-digit number allocated by the Department of Education and Training to identify a location of a school. This number should be in the range of 40000 to 87000.	Integer	5 digits	N/A	M	Minimum 1 digit Up to 5 digits Numeric characters only
EntityName	Location Name	Name of the Entity who this submission is for. If a School, it will be the SchoolName. <i>Note:</i> Address Collection data is collection at the school location (campus) level.	Text	N/A	N/A	O	N/A
Location Contact Details							
EntityContact GivenName	Primary Contact: First Name	The first name of the person who is the primary contact for data queries related to this location. Do not include salutations (e.g. Mr, Mrs, etc)	Text	30 characters	N/A	M	Any characters except for <ul style="list-style-type: none"> • Full stops (.) • Commas (,) • Double quotes (“) • Tabs
EntityContact FamilyName	Primary Contact: Last Name	The last name of the person who is the primary contact for data queries related to this location.	Text	30 characters	N/A	M	Any characters except for <ul style="list-style-type: none"> • Full stops (.) • Commas (,) • Double quotes (“) • Tabs
EntityContact PositionTitle	Primary Contact: Position Title	The position of the person who is the primary contact for data queries related to this location.	Text	100 characters	N/A	O	any characters except for <ul style="list-style-type: none"> • Full stops (.) • Commas (,) • Double quotes (“) • Tabs
Entity Contact PhoneNumber	Primary Contact: Phone Number	The phone number for the person who is the primary contact for data queries related to this location. Can be a mobile phone number or landline. For landline, include the area code.	Integer	10 digits	N/A	M	Must be 10 digits in length Must be only numbers No spaces

SIF Attribute Name (used in XML file)	SchoolsHUB Attribute Name	Description and Comments	Data type or code	Maximum length	Label	Mandatory (M) or Optional (O)	Data Validation
							No special characters
Entity Contact Email	Primary Contact: Email	The email address of the person who is the primary contact for data queries related to this location.	Valid email address	100 characters	N/A	M	<ol style="list-style-type: none"> The value must be entered in the format "local@domain" with the following verification: <ol style="list-style-type: none"> 'Local' value can be alphanumeric including +, -, _ 'Domain' value can be alphanumeric and must contain at least one '.' Local value must not exceed 64 characters (excluding spaces) Total value must not exceed 100 characters (excluding spaces)
AGContextCode AC001 AGAnswer	Location Information: Boarding students at Location? (Y or N)	Indicates whether any boarding students will be reported for this location. This is a component of the XML container AGContextCode. The label is the AGAnswer within the container. Example, <AGContextCode>AC001</AGContextCode> <AGAnswer>yes</AGAnswer>	Reference	1 character	Y N	M	N/A
AGContextCode AC002 AGAnswer	Location Information: Location education level (Primary, Secondary or Combined)	Indicates the education level for this location. Can only be one of Primary, Secondary or Combined (both Primary and Secondary). This is a component of the XML container AGContextCode. The label is the AGAnswer within the container. Example, <AGContextCode>AC002</AGContextCode> <AGAnswer>Combined</AGAnswer>	Reference	9 characters	Primary Secondary Combined	M	Must be one of the three labels
Student information and residential address (AddressCollectionsStudentList in SIF)							
LocalId	Student: Student Record Number (SRN)	Student Record Number (SRN) assigned by the school or campus. It must be unique to a student for the location and must not begin with a 0. Address Collection does not collect student names. As such, the SRN is used as a reference for each record (student and associated parent	Number	25 digits	N/A	M	<ol style="list-style-type: none"> Cannot start with 0 Maximum length 25 characters Numeric characters only Must not be a state/territory department

SIF Attribute Name (used in XML file)	SchoolsHUB Attribute Name	Description and Comments	Data type or code	Maximum length	Label	Mandatory (M) or Optional (O)	Data Validation
		information). The SRN is to be used for the purpose of this collection only (for example, do not use a student number allocated by a state/territory department of education).					of education student number
EducationLevel	Student: Primary or Secondary	Denotes whether a student attends Primary or Secondary level education.	Reference	9 characters	Primary Secondary	M	N/A
BoardingStatus	Student: Boarding (B) or Day (D)	Denotes whether a student is: <ul style="list-style-type: none"> A boarding student (B) Day student (D) 	Reference	1 character	B D	M	N/A
ReportingParent2	Parent/Guardian 2: Are you reporting parent 2? (Y or N)	Identifies whether: <ol style="list-style-type: none"> N = no Parent/Guardian2 record provided Y = Reporting Parent/Guardian 2 	Reference	1 character	Y N	M	N/A
AddressSameAsStudent	Parent/Guardian: Same as student addresses? (Y or N)	Identifies whether Parent/Guardian 1 resides at the same address as the student.	Reference	1 character	Y N	M	N/A
Street Line1	Address Line 1	The unit and/or street number, street name and full form of street type (e.g. street, court, etc not St, Crt, etc). Where the address is a community or property this line should contain the community or property name property name. Refer: Reporting an address with a property or community name.	Text	50 characters	N/A	M	Any characters except for: <ul style="list-style-type: none"> Full stops (.) Commas (,) Double quotes (“) Tabs Brackets ()
Street Line2	Address Line 2	Any additional details for the address. For most addresses this field will not be required. Where the address is a community or property this line should contain street number, street name and full from of street type (e.g. street, court, etc not St, Crt, etc). Refer: Reporting an address with a property or community name	Text	50 characters	N/A	O	Any characters except for: <ul style="list-style-type: none"> Full stops (.) Commas (,) Double quotes (“) Tabs Brackets ()
City	Suburb/City	The suburb, city, locality, township, or shire of the address.	Text	50 characters	N/A	M	Any characters except for: <ul style="list-style-type: none"> Full stops (.) Commas (,) Double quotes (“) Tabs Brackets ()
State Province	State or territory	The Australian State or Territory of the address.	Reference	3 characters	ACT NSW	M	Must be a valid Australian State or Territory

SIF Attribute Name (used in XML file)	SchoolsHUB Attribute Name	Description and Comments	Data type or code	Maximum length	Label	Mandatory (M) or Optional (O)	Data Validation
					NT QLD SA TAS VIC WA		
PostalCode	Postcode	A four-digit number allocated by Australia Post.	Integer	4 digits	N/A	M	Must be valid Australian Postcode Minimum length of 3 characters Maximum length of 4 characters NT post codes do not require the preceding 0, for example post code 0810 can be submitted as either 0810 or 810
Parent/Guardian 1 Name and Address (Parent1 in SIF)							
Parent1 GivenName	Parent/Guardian 1: First Name	The first name of Parent/Guardian 1. Do not include salutations (e.g. Mr, Mrs, Dr, etc) or both Parent 1 and Parent 2 names (e.g. Bob and Joan) . Hyphenated first names are acceptable (e.g. Mary-Ellen).	Text	50 characters	N/A	M	Any characters except for: <ul style="list-style-type: none"> • Full stops (.) • Commas (,) • Double quotes (“) • Tabs
Parent1 FamilyName	Parent/Guardian 1: Last Name	The last name of Parent/Guardian 1.	Text	50 characters	N/A	M	Any characters except for: <ul style="list-style-type: none"> • Full stops (.) • Commas (,) • Double quotes (“) • Tabs
Parent 1 PreferredGivenName	Parent/Guardian 1: Preferred Name	The preferred name for Parent/Guardian 1.	Text	50 characters	N/A	O	Any characters except for: <ul style="list-style-type: none"> • Full stops (.) • Commas (,) • Double quotes (“) • Tabs <p>If the preferred name is the same as first name, leave field blank.</p> <p>Field can be blank</p>
Refer to Student address fields.							If 'Same residential address as student' is N, then data must be entered for Parent 1 address

SIF Attribute Name (used in XML file)	SchoolsHUB Attribute Name	Description and Comments	Data type or code	Maximum length	Label	Mandatory (M) or Optional (O)	Data Validation
							fields. The address fields are the same as Student address fields.
Parent/Guardian 2 Name and Address (Parent2 in SIF)							
Parent2 GivenName	Parent/Guardian 2: First Name	The first name of Parent/Guardian 2. Do not include salutations (e.g. Mr, Mrs, Dr, etc) or both Parent 1 and Parent 2 names (e.g. Bob and Joan) . Hyphenated first names are acceptable (e.g. Mary-Ellen).	Text	50 characters	N/A	O	Any characters except for: <ul style="list-style-type: none"> • Full stops (.) • Commas (,) • Double quotes (“) • Tabs
Parent2 FamilyName	Parent/Guardian 2: Last Name	The last name of Parent/Guardian 2.	Text	50 characters	N/A	O	Any characters except for: <ul style="list-style-type: none"> • Full stops (.) • Commas (,) • Double quotes (“) • Tabs
Parent2 PreferredGivenName	Parent/Guardian 2: Preferred Name	The preferred name for Parent/Guardian 2.	Text	50 characters	N/A	O	Any characters except for: <ul style="list-style-type: none"> • Full stops (.) • Commas (,) • Double quotes (“) • Tabs <p>If the preferred name is the same as first name, leave field blank.</p>
Parent2 AddressSameAsStudent	Parent/Guardian 2: Same as student address?	Identifies whether Parent/Guardian 2 resides at the same address as the student.	Text	1 character	Y N	O	N/A
Refer to Student address fields.							If ‘Same residential address as student’ is N, then data must be entered for Parent 1 address fields. The address fields are the same as Student address fields.

11.1 XML Example Code

```
<AGAddressCollectionSubmission>
  <AddressCollectionYear>2021</AddressCollectionYear>
  <RoundCode>AC2021</RoundCode>
  <SoftwareVendorInfo>
    <SoftwareProduct>Address Collection upload tool</SoftwareProduct>
    <SoftwareVersion>Version [2021]_01.14</SoftwareVersion>
  </SoftwareVendorInfo>
  <AddressCollectionReportingList>
    <AddressCollectionReporting>
      <CommonwealthId></CommonwealthId>
      <EntityContact>
        <Name Type="LGL">
          <FamilyName>Citizen</FamilyName>
          <GivenName>John</GivenName>
        </Name>
        <PositionTitle>Business Manager</PositionTitle>
        <Email Type="01">jcitizen@school.vic.edu.au</Email>
        <PhoneNumber Type="0096">
          <Number>0312342678</Number>
        </PhoneNumber>
      </EntityContact>
    </AddressCollectionReporting>
  </AddressCollectionReportingList>
  <AGContextualQuestionList>
    <AGContextualQuestion>
      <AGContextCode>AC001</AGContextCode>
    </AGContextualQuestion>
  </AGContextualQuestionList>
</AGAddressCollectionSubmission>
```

```
<AGAnswer>No</AGAnswer>
</AGContextualQuestion>
<AGContextualQuestion>
  <AGContextCode>AC002</AGContextCode>
  <AGAnswer>Secondary</AGAnswer>
</AGContextualQuestion>
</AGContextualQuestionList>
<AddressCollectionStudentList>
  <AddressCollectionStudent>
    <LocalId>12345</LocalId>
    <EducationLevel>Primary</EducationLevel>
    <BoardingStatus>D</BoardingStatus>
    <ReportingParent2>Y</ReportingParent2>
    <StudentAddress Type="0123" Role="012B">
      <Street>
        <Line1>The House</Line1>
        <Line2>2921 Warburton Hwy</Line2>
      </Street>
      <City>Chicago</City>
      <StateProvince>WA</StateProvince>
      <PostalCode>2921</PostalCode>
    </StudentAddress>
  <Parent1>
    <ParentName Type="LGL">
      <FamilyName>Millar</FamilyName>
      <GivenName>James</GivenName>
    </ParentName>
  </Parent1>
</AddressCollectionStudentList>
```

```
<PreferredGivenName>Jim</PreferredGivenName>
</ParentName>
<AddressSameAsStudent>Y</AddressSameAsStudent>
<ParentAddress Type="0123" Role="012B">
  <Street>
    <Line1>The House</Line1>
    <Line2>2921 Warburton Hwy</Line2>
  </Street>
  <City>Chicago</City>
  <StateProvince>WA</StateProvince>
  <PostalCode>2921</PostalCode>
</ParentAddress>
</Parent1>
<Parent2>
  <ParentName Type="LGL">
    <FamilyName>Millar</FamilyName>
    <GivenName>Samantha</GivenName>
    <PreferredGivenName>Sam</PreferredGivenName>
  </ParentName>
  <AddressSameAsStudent>N</AddressSameAsStudent>
  <ParentAddress Type="0123" Role="012B">
    <Street>
      <Line1>The House</Line1>
      <Line2>2921 Warburton Hwy</Line2>
    </Street>
    <City>Goulburn</City>
```

<StateProvince>NSW</StateProvince>

<PostalCode>2580</PostalCode>

</ParentAddress>

</Parent2>

</AddressCollectionStudent>

</AddressCollectionStudentList>

</AddressCollectionReporting>

</AddressCollectionReportingList>

</AGAddressCollectionSubmission>

12 Appendix B: School and Location AGEIDs

The concept of the School AGEID and Location AGEID are similar to head campus/campus AGEID with some differences. The main differences are:

Old AGEID numbering system	New AGEID number system
School AGEID <i>equalled</i> Head Campus AGEID	School AGEID is the school as an entity.
Head Campus AGEID <i>equalled</i> Campus AGEID	Location AGEID is the AGEID for a school campus <i>regardless of whether or not</i> it is the main location of the school. Location AGEID remains consistent over time.
	Main Location Flag identifies that the campus is the main/head campus of the school. Main location flag <u>can be changed when needed</u> . That is, it is not inherently 'tied' to a school Location.

For example, under the old numbering system:

Description	Head campus AGEID	Campus AGEID
Head campus	12345	12345
Sub campus	12345	77890

Under the new numbering system this becomes:

Description	School AGEID	Location AGEID	Main Location Flag
Location 1 (old Head Campus)	12345	52345	Yes
Location 2 (old sub campus)	12345	77890	No

The Head Campus AGEID becomes the School AGEID without any modification. The Campus AGEID at the Head Campus is given a 'new' Location AGEID – for existing schools this is generally by adding 40000 to the Campus AGEID. New Schools and Locations have AGEIDs over 80000.

The Location AGEID that was previously the old Head Campus has the Main location flag set against it. This flag can be changed to other Location AGEIDs of the school at any time. The other campus keeps its original ID number which are usually in the 77000 range.

The AGEID numbering can be thought of as a parent-child relationship with the School AGEID as the parent entity having one or more child Locations AGEIDs, including the Main Location. Location AGEID relates to the *physical location of the campus*. If the campus moves to a new physical location or an additional campus is opened then a new Location AGEID is required. This new Location AGEID will be linked to the parent school by the School AGEID. If the Location becomes a school in its own right, the Location AGEID stays the same, a School AGEID for the new school is created, a relationship between the two is established and the main campus flag is set to the Location AGEID (assuming the school is a single location school).