



Australian Government
Department of Education

Student Residential and Other Information Collection

Non-Government Schools Data Specification: 2024 Address Collection

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ISBN



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The document must be attributed as the (Address Collection 2024 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 2024 Student Residential Address and Other Information collection (Address Collection):

- Updated text for accuracy and consistency of terminology throughout the document.
- Dates have been updated to reflect the 2024 calendar year.
- Updated Address Collection Data Attribute table and XML example code for 2024 Address Collection.

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 upload – Upload an XML format file on the ‘Data Upload’ tab to submit bulk data to the collection where you report more than 10 students for a school location of students with usual residential address circumstances.
- Manual data entry – Enter address data for a location one student record at a time. Manual data entry is recommended for school(s)/location(s) with less than 10 students, unusual residential address circumstance records and if users need to report an address using pin an address.

IMPORTANT!

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 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 upload tool

The Department of Education (the department) SchoolsHUB system accepts XML format aligned with the SIF model. The department’s Address Collection Upload Tool is a Microsoft Excel based tool. The upload tool can be used to create XML formatted data files for a single school location and multiple school locations. The upload tool is updated each year and made available on SchoolsHUB. The upload tool assists schools who may not be able to have their school technology systems to create or download data in XML format.

The upload 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's residential address is known and in Australia.

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

3 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.

4 Collection overview

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. This may influence the level of Australian Government recurrent funding for non-government schools. This information is also used to inform Australian Government school education policy.

4.1 About the Collection

The Address Collection collects the following data from eligible schools, for each location at the school:

- address of each eligible school aged student
- demographic data related to the student:
 - 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 referred to as the **Statement of Student Addresses**.

This data is collected pursuant to sections 52 and 58B of the [Australian Education Regulations 2023](#).

4.2 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 2024, this is **Wednesday 14 February 2024**.

4.3 Data submission and dates

The 2024 Address Collection will be open from Wednesday 14 February 2024 to Wednesday 13 March 2024.

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

4.4 Who is responsible for 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.

4.5 Which schools are required to complete the Address Collection and which schools are exempt?

Only non-government schools are required to complete the Address Collection.

However, some non-government schools are exempt from completing the Address Collection under the Australian Education Regulations 2023. **Schools that are exempt from completing the collection are:**

- Special Schools.
- Special Assistance Schools.
- Majority Aboriginal and Torres Strait Islander (MATSIS) schools (as determined by the department).
- Sole Provider Schools (as determined by the department)

4.6 Are all students included in the collection?

Some 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 (international students who do not attract Australian Government recurrent funding)
- distance education students.

The collection does include any Australian school students who are overseas as part of an exchange program.

5 Data collection level

Data is collected and submitted for each school location (formerly known as campus) in SchoolsHUB.

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**.

6 Data form

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

7 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](#).

7.1 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 [Which schools are required to complete the Address Collection and which schools are exempt?](#)

7.2 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 Record Number (SRN).
- The student **must not be** included in the data submission if the student is an out of scope student.
- Each student and responsible person for the student (parent/guardian) data record **must** be aligned to a unique 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).

Note: 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.

7.3 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 step parent, 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.

7.3.1 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.

7.4 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](#).

7.5 Reporting student addresses

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

The residential address of the student **must** be an Australian residential address. Overseas addresses **must not** be reported.

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

7.6 Responsible persons residential addresses

A maximum of 2 [responsible persons for a student](#) can be reported for each student.

The responsible person(s) residential address is generally **the place where they usually live in Australia. It must be an Australian residential address.** Overseas addresses **must not** be reported.

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.

7.6.1 The 95% rule

The 95% rule exists for deriving a school's capacity to contribute (CTC). The CTC requires a 95% target for both students and parent(s)/guardian(s) provided addresses at a school location to 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. The Approved Authority is responsible to ensure their school locations meet the 95% rule. The department expects that schools make a reasonable effort to meet 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 email the department's Address Collection helpdesk (SEShelpdesk@education.gov.au) to discuss the matter.

7.6.2 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
- are a ward of the state/territory and not in foster care
- 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 and live overseas)
- are classified as Independent by Centrelink)
- live part-time with each responsible person.

Points to note:

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) for the student and how to report these.*

Circumstance	Unusual Circumstance?	How to report the student	How to report Parent/Guardian 1	How to report Parent/Guardian 2
Student and Responsible Person(s) addresses are within Australia				
Student, Parent/Guardian 1 and Parent/Guardian 2 all live at the same residential address.	No	Report the Student's address.	Report Parent/Guardian 1's name and address; address is same as Student's.	Report Parent/Guardian 2's name and address; address is same as student's and Parent/Guardian 1's address.
Student is part of a <u>single Parent/Guardian family</u> .	No	Report the Student's address.	Report Parent/Guardian 1's name and address; address is same as Student's address.	Leave all name and address fields blank.
Student and Parent/Guardian 1 live at the same address. Parent/Guardian 2 lives at another address.	No	Report the Student's address.	Report Parent/Guardian 1's name and address; address is same as Student's address.	Report Parent/Guardian 2's name and address; address is different to Student's and Parent/Guardian 1's address.
Student and <i>both</i> Parent/Guardian 1 and Parent/Guardian 2 do not live at same address as the student. <i>Both</i> person(s) responsible Parent/Guardian 1 and Parent/Guardian 2 live at the same address – two different addresses to be reported.	No	Report the Student's address.	Report Parent/Guardian 1's name and address; address is different to Student's address.	Report Parent/Guardian 2's name and address; address is different to Student's address but same as Parent/Guardian 1's address.
Student, Parent/Guardian 1 and Parent/Guardian 2 all live at different addresses – 3 different addresses will be reported.	No	Report the Student's address.	Report Parent/Guardian's 1's name and address; address is different to Student's address.	Report Parent/Guardian 2's name and address; address is different to Student's address and Parent/Guardian 1's address.

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Circumstance	Unusual Circumstance?	How to report the student	How to report Parent/Guardian 1	How to report Parent/Guardian 2
Student lives with each of Parent/Guardian 1 and Parent/Guardian 2 on a part-time or shared basis – student address may be the same or different to one of Parent/Guardian 1 and 2.	No	Report the Student's address as the address of Parent/Guardian 1 for where the student resides at the time of data submission.	Report Parent/Guardian 1's name and address; address is same as student's address.	Report Parent/Guardian 2's name and address; address is different from student's and Parent/Guardian 1's address.
Student and/or the responsible person(s) live on a houseboat, yacht, or watercraft (Note, you may need to pin the mooring address in SchoolsHUB).	No	Submit the address of the berth or mooring locality of the boat as Student's address.	Report Parent/Guardian 1's name and submit the address of the berth or mooring locality of the boat.	Report Parent/Guardian 2's name and submit the address of the berth or mooring locality of the boat.
Student is in long term foster care.	No	Report the Student's address.	Report name and address of the Foster Carer who is Parent 1.	Report the name and address of the Foster Carer who is Parent 2; if no Parent 2 Foster Carer, leave all Parent/Guardian 2 fields blank).
Student and information held for only one parent/guardian. No information for other parent/guardian.	No	Report the Student's address.	Report Parent/Guardian 1's name and address; address is same as student's address	Leave all Parent/Guardian 2 name and address fields blank.
Student is recognised by Centrelink as Independent. ¹	Yes	Report the Student's address.	Leave all Parent/Guardian 1's name and address fields blank.	Leave all Parent/Guardian 2's name and address fields blank.
Student does not have a fixed address; address available for both parents/guardians.	Yes	Leave all Student's address fields blank.	Report Parent/Guardian 1's name and address.	Report Parent/Guardian 2's name and address.
Student does not have a fixed address; no fixed address for both parents/guardians.	Yes	Leave all Student's address fields blank.	Leave all Parent/Guardian 1's address fields blank.	Leave all Parent/Guardian 2's address fields blank.

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Circumstance	Unusual Circumstance?	How to report the student	How to report Parent/Guardian 1	How to report Parent/Guardian 2
No parent/guardian information is held for the student. ²	Yes	Report the Student's address.	Leave all Parent/Guardian 1's name and address fields blank.	Leave all Parent/Guardian 2's name and address fields blank.
Student is a ward of the state/territory. ³	Yes	Report the Student's address. Note, if no fixed address (i.e. student moves residence regularly) leave blank.	Leave all Parent/Guardian 1's name and address fields blank.	Leave all Parent/Guardian 2's name and address fields blank.
Student is in short term foster care.	Yes	Report the Student's address. Note: if no fixed address (i.e. student moves residence regularly) leave blank.	Leave all Parent/Guardian 1's name and address fields blank.	Leave all Parent/Guardian 2's name and address fields blank.
Court order prohibits the disclosure (suppression) of a Student's address and/or Parent/Guardian 1 and/or Parent/Guardian 2's name and address.	Yes	If Student's address information suppressed, report the Student's school generated SRN only and leave all address fields blank.	If Parent/Guardian 1 address information suppressed, leave all fields blank; otherwise report Parent/Guardian 1's name and address.	If Parent/Guardian 2 address information suppressed, leave all fields blank; otherwise report Parent/Guardian 2's name and address.
Student and/or Responsible Person(s) addresses are <i>outside</i> Australia (i.e. overseas addresses) Remember: this is the address where the student normally resides during school holidays, <i>not</i> during school term				
Student's address and Parent/Guardian 1 address is in Australia but Parent/Guardian 2's address is overseas address.	No	Report the Student's Australian address.	Report Parent/Guardian 1's name and their Australian address.	Leave all Parent/Guardian 2's name and address fields blank.
Student's address is in Australia but Parent/Guardian 1 and Parent/Guardian 2 is overseas address.	Yes	Report the Student's Australian address.	Leave all Parent/Guardian 1's name and address fields blank.	Leave all Parent/Guardian 2's name and address fields blank.

Circumstance	Unusual Circumstance?	How to report the student	How to report Parent/Guardian 1	How to report Parent/Guardian 2
Student's, Parent/Guardian 1's and Parent/Guardian 2's address is overseas address ⁴ (for example, student is boarding student or boards with someone in Australia during school term).	Yes	Leave address fields blank. Note: full fee paying overseas student are not included in this collection (i.e. full fee paying overseas students are out of scope students).	Leave all Parent/Guardian 1's name and address fields blank.	Leave all Parent/Guardian 2's name and address fields blank.

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/Guardian1 and Parent/Guardian 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, see [Are all students included in the collection?](#) Out of scope students **must** not be reported to the collection.

7.7 Minimum data for a student with unusual circumstances

The minimum data that a school **must** 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.

8 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/territory 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 SESHelpDesk@education.gov.au 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 addressThese 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.

8.1.1 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.	

8.1.2 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.	

8.1.3 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.	

8.1.4 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.	

8.1.5 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.	

8.1.6 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.	

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](#).

The table on the next pages provides the required data for XML using the SIF data model. The table has 5 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 one 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 2 parent/guardian records.
7. The Upload 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	Field length	Label	Mandatory (M) or Optional (O)	Data Validation
Submission Information							
AddressCollectionYear	N/A – This is automatically generated by the tool or software used to generate the XML.	This is equivalent to Data Year in SchoolsHUB Example, 2024.	Integer	4 digits	Year value	M	Must be four digits
RoundCode	N/A – This is automatically generated by the tool or software used to generate the XML.	Identifies the collection round for the Address Collection. This will be auto updated to current year when an XML is generated from Excel tool provided in SchoolHUB portal.	Text	9 characters	N/A	O	N/A. SchoolsHUB will self-identify this.
SoftwareProduct	N/A – This is automatically generated by the tool or software used to generate the XML.	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 or software used to generate the XML.	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 5-digit number allocated by the Department of Education. Identifies a location of a school. This number should be above 40000.	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: Address Collection data is collected at the school location (campus) level.</i>	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	Minimum length 1 character Maximum length 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	Minimum length 1 character Maximum length 30 characters	N/A	M	Any characters except for <ul style="list-style-type: none"> • Full stops (.) • Commas (,) • Double quotes (“) • Tabs

SIF Attribute Name (used in XML file)	SchoolsHUB Attribute Name	Description and Comments	Data type or code	Field length	Label	Mandatory (M) or Optional (O)	Data Validation
EntityContact PositionTitle	Primary Contact: Position Title	The position of the person who is the primary contact for data queries related to this location. XML tag for Position Title is mandatory(i.e. <PositionTitle></PositionTitle>). The value can be blank for this tag as this is an optional field.	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; 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? (Yes or No)	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> Note: Y & N value is only accepted in Excel Bulk upload file accessed via SchoolsHUB portal. When an XML is generated out of the Excel file, these values will be converted to ‘Yes’ or ‘No’.	Reference	1 character	Yes No	M	N/A

SIF Attribute Name (used in XML file)	SchoolsHUB Attribute Name	Description and Comments	Data type or code	Field length	Label	Mandatory (M) or Optional (O)	Data Validation
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 3 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 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).	Number	25 digits	N/A	M	1. Cannot start with 0 2. Maximum length 25 characters 3. Numeric characters only 4. Must not be a state/territory department 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 providedY = 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. 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 (“TabsBrackets ()

SIF Attribute Name (used in XML file)	SchoolsHUB Attribute Name	Description and Comments	Data type or code	Field length	Label	Mandatory (M) or Optional (O)	Data Validation
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 form 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	Minimum length 2 characters Maximum length 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 NT QLD SA TAS VIC WA	M	Must be a valid Australian state or territory
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 (e.g. 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	Minimum length 2 characters Maximum length 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	Minimum length 2 characters Maximum length 50 characters	N/A	M	Any characters except for: <ul style="list-style-type: none"> • Full stops (.) • Commas (,) • Double quotes (“) • Tabs

SIF Attribute Name (used in XML file)	SchoolsHUB Attribute Name	Description and Comments	Data type or code	Field length	Label	Mandatory (M) or Optional (O)	Data Validation
Parent 1 PreferredGivenName	Parent/Guardian 1: Preferred Name	The preferred name for Parent/Guardian 1.	Text	Minimum length 2 characters Maximum length 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 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	Minimum length 2 characters Maximum length 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	Minimum length 2 characters Maximum length 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	Minimum length 2 characters Maximum length 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.

XML Example Code

```
<AGAddressCollectionSubmission>
  <AddressCollectionYear>2024</AddressCollectionYear>
  <RoundCode>AC2024</RoundCode>
  <SoftwareVendorInfo>
    <SoftwareProduct>Address Collection upload tool</SoftwareProduct>
    <SoftwareVersion>Version [2022]_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>
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```
<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>

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).