



## Guide to reporting students and parents/guardians

For the purpose of the Student Residential Address and Other Information Collection under the *Australian Education Act 2013*

### Who should read this document and why?

This guide is for any school or school system completing the Student Residential Address and Other Information Collection (Address Collection). It provides guidance on which students and parents/guardians to report, and what information to provide for a range of different family and living arrangements.

### Which students must be reported?

Most students that are eligible for Commonwealth recurrent funding must be reported.

This includes:

- a full-time or part-time student enrolled for primary or secondary education
- a full-time or part-time student enrolled in the year of schooling before Year 1 (referred to as Year 1 minus 1 or Foundation).
- a student who completes part of their education on campus and part via distance education
- an Australian primary or secondary student who is overseas as part of an exchange program.

Students who are not to be reported include:

- a full-time distance education student
- a student enrolled in early childhood education (referred to as Year 1 minus 2).
- a full-fee paying student not in receipt of Commonwealth funding (for example, international students).

## School structures by state

State/territory	Foundation		Primary Schooling	Secondary Schooling
	Year 1 Minus 2 NOT INCLUDED	Year 1 Minus 1 INCLUDED		
New South Wales & ACT	Preschool	Kindergarten	Kindergarten & Year 1-6	Year 7-12
Victoria, Queensland & Tasmania	Kindergarten/Preschool	Preparatory (Prep)	Prep & Year 1-6	Year 7-12
South Australia	Preschool/Kindergarten	Reception	Reception & Year 1-7*	Year 8-12*
Western Australia	Preschool/Kindergarten	Pre-primary	Pre-primary & Year 1-6	Year 7-12
Northern Territory	Preschool	Transition	Transition & Year 1-6	Year 7-12

\*Some South Australian schools have school structures in line with other states/territories (Year 1-6; Year 7-12). You should submit your Student Residential Address and Other Information Collection in line with the Commonwealth Recurrent funding arrangements in place for your school. .

## Which parents/guardians must be reported?

Information must be provided for the **person(s) responsible** for the student. This will usually be the parents in the first instance, or another legal guardian, or a foster carer. The parent/guardian may not live at the same address as the student.

A parent/guardian **does not** include:

- 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 after school)
- a person providing day-to-day care during the school term only (for example, a relative or family the child 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.

## How many parents/guardians must be reported for each student?

Submit information for two parents/guardians where you hold this information. If you only hold information for one parent/guardian then you only need to report this parent/guardian.

Unusual Circumstances apply if the name and address of at least one parent/guardian cannot be provided.

## Which address should be reported?

An Australian residential address is required for all students and parents/guardians not identified as having Unusual Circumstances. This includes where a parent/guardian does not live at the address reported for the student.

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 table below provides further guidance about which address to report.

Living arrangements	How to report the address
The student is independent	Report the student as parent/guardian 1, providing the student's name and address information
The student lives with each parent/guardian on a part-time basis	For the student address, submit the address where the student spends most of the time. For the parent/guardian details, submit the names and addresses of both parents/guardians
The student or parent/guardian lives on a houseboat, yacht or watercraft	Submit the address of the berth or mooring locality of the boat.

## Unusual circumstances

### What are unusual circumstances?

Unusual circumstances apply when an Australian residential address cannot be provided for a student or a parent/guardian.

Examples of this include:

- the residential address is not in Australia (for example, the student boards during the school term and lives at an overseas address with their parents outside of the school term)
- the student or parent/guardian does not have a fixed address
- no parent/guardian information can be provided for the student (including where the student is in the care of a government department).

### How are unusual circumstances reported?

Where Unusual Circumstances apply for a student and/or all parents being reported for the student, the record must be entered manually in SchoolsHUB. The information cannot be uploaded using the bulk upload template.

Where Unusual Circumstances apply for the second parent/guardian only, the information can be either manually entered or reported using the Upload Data File Template by indicating 'U' in column AA ('Are you reporting parent 2?').

At a minimum, where Unusual Circumstances apply to the student the following information must be provided:

- a student record number (SRN)
- the student type (day or boarding)
- the student's education level (primary or secondary)
- the unusual circumstances reason (selected from a dropdown list in SchoolsHUB).

# Need more help?

We are here to help. You can contact us by:

- email at [seshelpdesk@dese.gov.au](mailto:seshelpdesk@dese.gov.au)
- phone on 1800 677 027 (option 4)
- or submit a new support request online from our Help and Support centre in SchoolsHUB.