

REGISTRATION OF STUDENTS

REGISTRATION SLIPS

This information sheet gives details of SACE registration slips and the registration slips checklist.

SACE REGISTRATION SLIPS

In the weeks beginning *30 January*, *30 April*, and *16 July*, the SACE Board sends SACE registration slips to schools for students newly enrolled for SACE study. The registration slips checklist accompanies the slips.

Slips should be distributed to students for checking and completion. Return the white copy to the SACE Board by *Wednesday 15 February*, *Wednesday 16 May*, and *Wednesday 8 August*. The SACE Board will send a report in the *week beginning 16 July* identifying students who have not returned a signed registration slip and are enrolled in at least one Stage 2 subject.

The yellow copy is kept by the student. For their own records, schools should photocopy the registration slips checklist (see over).

The slips are printed alphabetically by the name of the student within home groups in the contact school. Y (yes) is printed in each of the declaration boxes; a note on the slip indicates that students must change the Y to N (no) if they wish to change the declaration. Overseas students must indicate whether or not they are full-fee-paying students by ticking the appropriate box. The student must sign the slip.

The bottom of the white copy contains questions about the student's background. Information provided will be treated confidentially and used only for research purposes. To complete questions about ethnicity and language background, the student must refer to the set of country codes and language codes used by the SACE Board (see Information Sheet 24/12 or the back of the registration slip).

Schools are asked to liaise with students to provide accurate information on whether they are of Aboriginal or Torres Strait Islander origin.

Corrections to Personal Information

Students may ask for corrections to be made to their personal information (e.g. address). Schools should update the SACE Board's database as appropriate using *DATEX Online*. Sometimes information on the database is not well formatted: for example, house numbers appear on one line and the street address on another; or there is more than one space between names. This formatting will appear on any student documents produced by the SACE Board, unless the school adjusts it. (Note that the SACE Board will not make any changes to student information for schools using *DATEX Online*.)

Paper Schools

Students should write corrections on the white copy of their SACE registration slip so that SACE Board staff can make the appropriate changes to the SACE Board's database.

Certificate Mailing Address

The 2012 certificate documents for Stage 2 students will be sent to the address that schools have entered in the SACE Board's database via *DATEX Online*. Schools can change students' personal details up to *Wednesday 5 December*.

Paper Schools

Changes of address for students at paper schools will be accepted on student enrolment slips until *Wednesday 5 December*.

Students with Two SACE Registration Numbers

If a student has been issued with a second SACE registration number, please let Assessment Operations know immediately. This happens mainly with students transferring from school to school and from the Northern Territory. It is important for the student that the SACE Board reconciles two SACE registration numbers as soon as they become known.

Slips Sent to Wrong Schools

SACE registration slips will be sent for all students who are registered, including those students who have registered since the last distribution of slips. The registration slips of students who have changed schools may be sent to the wrong school. Please send the slips to the new school or, if this is not possible, return them to the SACE Board.

REGISTRATION SLIPS CHECKLIST

The registration slips checklist provides confirmation of the registration slips sent to your school. It may help you in controlling the distribution and return of registration slips within the school, before you return them to the SACE Board. Please return the checklist to the SACE Board with the completed registration slips.

Schools should photocopy the registration slips checklist before returning it to the SACE Board.

Questions related to this information sheet should be directed to Assessment Operations (telephone 8372 7424).