



Address Collection - Upload Data File Technical Specifications

Who should read this document and why?

This technical specifications document is for any school or school system who wants to enter Address Collection data via SchoolsHUB using the **upload data file** template. It is also for software vendors creating software products to assist schools or school systems to complete the Address Collection.

What does this document help me to do?

To make entering the Address Collection data quicker and easier, you can upload Address Collection data straight into SchoolsHUB using an excel based template.

This technical specifications document outlines:

- what you will need to use the **upload data file** template
- what is requested in **upload data file** template
- how to record information accurately in **upload data file** template
- how to validate the information provided in **upload data file** template
- how to generate the XML file for uploading into SchoolsHUB

Download the **upload data file** template from the SchoolsHUB Address Collection [help page](#).

All **upload data file** templates must be submitted through the SchoolsHUB website.

Read this document in conjunction with other Address Collection help material available on [SchoolsHUB](#).

Need help?

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

- email at seshelpdesk@education.gov.au
- phone on 1800 677 027 (option 4)
- submit a new support request in SchoolsHUB

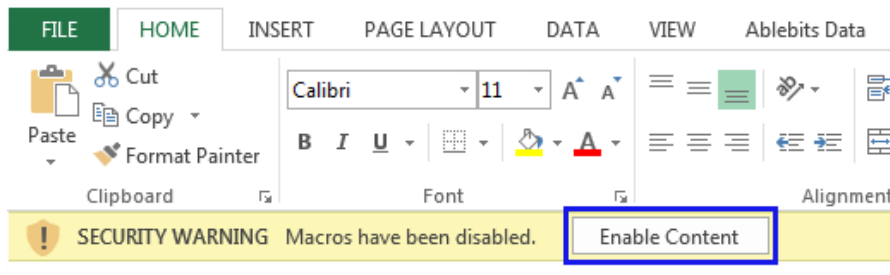
What you will need to use the upload data file template?

You will need:

- access to SchoolsHUB
- enable macros

We recommend you read the [Australian Cyber Security Centre’s advice about Microsoft Office Macro Security](#).

The use of macros can be enabled at the top of the Excel toolbar after you open the file. If this is not possible, you should contact your IT system administrator for assistance as your IT system may have restrictions in place on the use of macros.



What is the upload data file template?

The **upload data file template** is an Excel spreadsheet. It includes a tool to generate an XML file which can be used to upload your Address Collection data into SchoolsHUB.

The field specifications table below outlines the information needed to complete each field in the template. There are three sections in the template:

1. Columns A to I - Location information, Primary contact and Getting started

These columns relate to the location (school or campus).

Location Information		Primary Contact - this is the person who should be contacted for all issues related to the data for the Location					Getting Started	
Name (only used for display purposes)	Location AGE	Last name	First name	Position (optional)	Phone number	Email address	Are you reporting any boarding students?	What is the education level of this location?
Rydale Primary, SHERMER	420	lastname420	Name	CEO	0262000009	420@gmail.com	Y	Primary

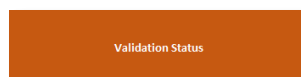
2. Columns J to AJ – Student, Parent or Guardian 1, Parent or Guardian 2

These columns relate to the student.

Student								Parent or Guardian 1								
Student Record Number (SRN)	Type	Education Level	Address Line 1	Address Line 2	Suburb / City	State or territory	Postcode	First name	Last name	Preferred name	Same as student address?	Address Line 1	Address Line 2	Suburb / City	State or territory	Postcode
9652	D	Secondary	1 Short st	ddfdf	Sydney	NSW	2900	Sheuly	Keya	Konok	Y					
1546	B	Secondary	3888 long st		Canberra	ACT	2600	Idli	Kajol	List	Y					

3. Column AK – Validation Status

This column confirms the information provided meets formatting requirements.



Template section outlines and rules

Columns A to I - Location information, Primary contact and Getting started

- Complete the first row of these fields only. You do not need to duplicate the information in columns B to I for each row, as blank rows will default to the previously populated row above.
- Enter the Location name (column A) in every row if you have multiple locations (schools/campuses).

Columns J to AJ – Student, Parent or Guardian 1, Parent or Guardian 2

- Each student record should have two parent or guardian records.
- If only one parent or guardian is available, complete the parent or guardian information in the Parent or Guardian 1 section (columns R-Z).

Mark N (indicating No) in column AA ('Are you reporting parent 2?') and do not enter information in columns AB to AJ.

- If no parent or guardian records are available, Unusual Circumstances apply. Enter student record manually via SchoolsHUB. Student records in the Excel template without parent or guardian information will be rejected.
- Parent name fields should contain names only. Do not include any extra information.
- Columns U and AE - Same as Student Address
 - Mark Y (indicating Yes), if the address of the parent or guardian is the same as the address reported for the student. Do not provide address information for this parent or guardian.
 - Mark N (indicating No), if the address of the parent or guardian is different to the address reported for the student and complete the parent or guardian address.

Please note: Unusual Circumstances apply where an Australian residential address cannot be provided for a student or a parent or guardian. For example, the student boards during the school term but their usual residential address is overseas, or there is no fixed address.

Where Unusual Circumstances apply for a student and/or all parents being reported for the student, the record must be entered manually in SchoolsHUB.

Column AK – Validation Status

- Leave this field empty when inputting data. When the Generate XML button is clicked this field will populate if there are any validation errors. You will need to fix these errors before an XML file can be generated.
- Please note: Additional validations will be done when the XML file is uploaded into SchoolsHUB and when the data is in SchoolsHUB. You may need to make further corrections to your data if the **upload data file template** is not filled out according to these specifications.

Table 1 - Field Specifications

Column	Field Name	Explanation	Allowed Character Types	Maximum Length
A	Name	Name of the location. Only used for display purposes to help data entry.	Any characters	N/A
B	Location AGEID	A unique five-digit number allocated by the Department of Education and Training to identify a location (campus school). This number should be in the range of 40000 to 87000.	Numeric	5 digits
C	Primary Contact: First name	The first name of the person who is the primary contact for data queries related to this location.	any characters except for <ul style="list-style-type: none"> • full stops (.) • commas (,) • double quotes (") • tabs 	30 characters
D	Primary Contact: Last name	The last name of the person who is the primary contact for data queries related to this location.	any characters except for <ul style="list-style-type: none"> • full stops (.) • commas (,) • double quotes (") • tabs 	30 characters
E	Primary Contact: Position	The position of the person who is the primary contact for data queries related to this location. It is an optional field.	any characters except for <ul style="list-style-type: none"> • full stops (.) • commas (,) • double quotes (") • tabs 	100 characters
F	Primary Contact: Phone number	The phone number for the person who is the primary contact for data queries related to this location. Include the area code for landline numbers.	Numeric (no spaces or special characters)	Must be 10 characters

Column	Field Name	Explanation	Allowed Character Types	Maximum Length
G	Primary Contact: Email address	The email address of the person who is the primary contact for data queries related to this location.	Valid email address	100 characters
H	Are you reporting any boarding students?	Indicates whether any boarding students will be reported for this location.	Y or N	1 character
I	What is the education level of this location	Indicates the education level for this location.	Primary, Secondary or Combined	9 characters
J	Student Record Number (SRN)	<p>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'.</p> <p>In this collection, the department does not collect student names. Schools generate an SRN to use 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, not a student number allocated by a state/territory department of education).</p>	Numeric	25 digits
K	Type	Denotes whether a student is a boarding student (B) or a day student (D).	B or D	1 character
L	Education Level	Denotes whether a student attends Primary or Secondary level.	Primary or Secondary	9 characters
M	Address Line 1	<p>Populated with the main details of the address including unit or street number, street name and type.</p> <p>Note: Full form of street type is preferred rather than abbreviations (for example, Street, not St).</p>	<p>Any characters except for</p> <ul style="list-style-type: none"> • full stops (.) • commas (,) • double quotes (") • tabs • brackets () 	50 characters

Column	Field Name	Explanation	Allowed Character Types	Maximum Length
N	Address Line 2	Populated with any additional details for the address. It is an optional field	Any characters except for <ul style="list-style-type: none"> • full stops (.) • commas (,) • double quotes (") • tabs • brackets () 	50 characters
O	Suburb / City	Denotes the suburb, city, locality, township, shire or county.	Any characters except for <ul style="list-style-type: none"> • full stops (.) • commas (,) • double quotes (") • tabs • brackets () 	50 characters
P	State or Territory	Denotes an Australian State or Territory.	Must be a valid Australian State or Territory. <ol style="list-style-type: none"> 1. ACT 2. NSW 3. NT 4. QLD 5. SA 6. TAS 7. VIC 8. WA 9. OTH 	3 characters
Q	Postcode	A four-digit number, although NT postcodes do not require the preceding zero (for example 810).	Numeric	4 digits

Column	Field Name	Explanation	Allowed Character Types	Maximum Length
R	Parent/Guardian 1: First name	The first name of the parent or guardian.	any characters except for <ul style="list-style-type: none"> • full stops (.) • commas (,) • double quotes (") • tabs 	50 characters
S	Parent/Guardian 1: Last name	The last name of the parent or guardian.	any characters except for <ul style="list-style-type: none"> • full stops (.) • commas (,) • double quotes (") • tabs 	50 characters
T	Parent/Guardian 1: Preferred name	A preferred name for the parent or guardian.	any characters except for <ul style="list-style-type: none"> • full stops (.) • commas (,) • double quotes (") • tabs 	50 characters
U	Same as student address?	Denotes whether the parent or guardian address is the same as the address reported for the student (Y) or a different address (N). Where the parent or guardian address is different to the address reported for the student the address fields will need to be completed with the parent's address. Where the parent or guardian address is the same as the address reported for the student, do not enter information in columns V-Z.	Y or N	1 character
V - Z	Parent/Guardian 1: Address	Refers to Student address fields (M to Q)		

Column	Field Name	Explanation	Allowed Character Types	Maximum Length
AA	Are you reporting parent 2?	Denotes whether a second parent or guardian is being reported for the student (Y), or Unusual Circumstances apply for the second parent or guardian, or no second parent or guardian is being reported (N) or If no second parent or guardian is being reported or Unusual Circumstances apply, do not enter information in columns AB to AJ.	<ul style="list-style-type: none"> • Y or N or U 	1 character
AB	Parent/Guardian 2: First name	The first name of the parent or guardian.	any characters except for <ul style="list-style-type: none"> • full stops (.) • commas (,) • double quotes (") • tabs 	50 characters
AC	Parent/Guardian 2: Last name	The last name of the parent or guardian.	any characters except for <ul style="list-style-type: none"> • full stops (.) • commas (,) • double quotes (") • tabs 	50 characters
AD	Parent/Guardian 2: Preferred name	A preferred name for the parent or guardian. It is an optional field.	any characters except for <ul style="list-style-type: none"> • full stops (.) • commas (,) • double quotes (") tabs	50 characters
AE	Same as student address?	Denotes whether the parent or guardian address is the same as the address reported for the student (Y) or a different address (N). Where the parent or guardian address is different to the address reported for the student the address fields will need to be completed with the parent's	Y or N	1 character

Column	Field Name	Explanation	Allowed Character Types	Maximum Length
		address. Where the parent or guardian address is the same as the address reported for the student, do not enter information in columns V-Z.		
AF - AJ	Parent/Guardian 2: Address	Refers to Student address fields (M to Q)		

Generating the XML

Once you are satisfied with the quality of the data in your **upload data file template** you can create the XML file.

Step 1: Save a copy of your excel template. You may need to use it again if you need to correct errors in the template.

Step 2: Select the “Generate XML” button in the top left corner of the **upload data file template**.

“Generate XML” will validate your data against the validation rules listed below. An XML file will be created if there are no errors. Any errors detected during validation will be indicated in the ‘Validation status’ column (column AK) and then listed in the “Errors” worksheet.

Table 2 - Validation Rules

Rule ID	Rule	Fields applied to:
ER-001	<p>Do not allow these characters:</p> <ul style="list-style-type: none"> • Full stop • Comma • Double quotes • Tabs • Brackets 	<ul style="list-style-type: none"> • Student: Address Line 1 • Student: Address Line 2 • Student: Suburb / City • Student: State • Student: Postcode • Parent 1: Address Line 1 • Parent 1: Address Line 2 • Parent 1: Suburb / City • Parent 1: State • Parent 1: Postcode • Parent 2: Address Line 1 • Parent 2: Address Line 2 • Parent 2: Suburb / City • Parent 2: State • Parent 2: Postcode
ER-003	<p>Only allow these characters:</p> <ul style="list-style-type: none"> • Alphabetical • Space • Hyphen or minus • Apostrophe 	<ul style="list-style-type: none"> • Parent 1: First name • Parent 1: Last name • Parent 1: Preferred name • Parent 2: First name • Parent 2: Last name • Parent 2: Preferred name
ER-014	<p>The following fields are mandatory if “Location: Name” is populated:</p> <ul style="list-style-type: none"> • Location AGEID • Primary Contact: Last name • Primary Contact: First name • Primary Contact: Phone number • Primary Contact: Email address • Are you reporting any boarding students? • What is the education level for this location? 	<ul style="list-style-type: none"> • Location: Name • Location AGEID • Primary Contact: Last name • Primary Contact: First name • Primary Contact: Phone number • Primary Contact: Email address • Are you reporting any boarding students? • What is the education level for this location?
ER-015	<p>The following fields are mandatory:</p> <ul style="list-style-type: none"> • Student Record Number • Type 	<ul style="list-style-type: none"> • Student: Student Record Number • Student: Type • Student: Education Level • Student: Address Line 1

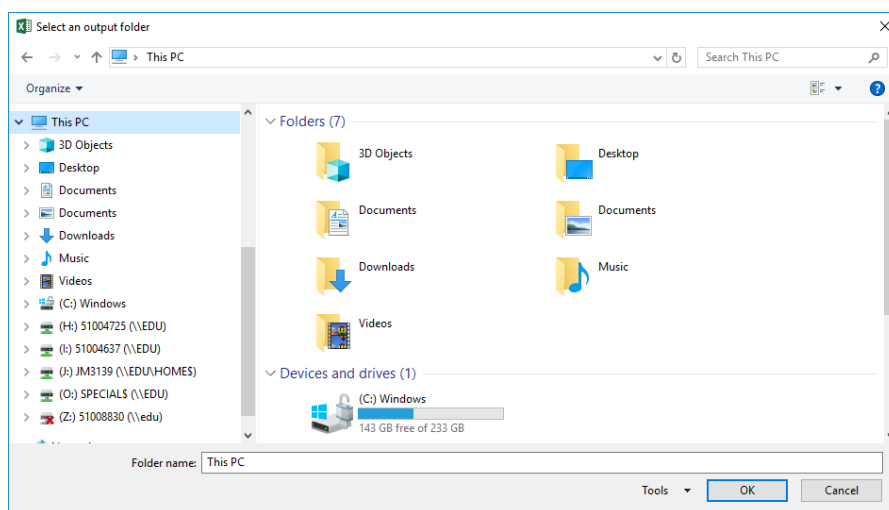
Rule ID	Rule	Fields applied to:
	<ul style="list-style-type: none"> • Education Level • Student: Address Line 1 • Student: Suburb/city • Student: State • Student: Postcode • Parent 1 First name • Parent 1 Last name • Parent 1 Same as student address • Are you reporting parent 2? 	<ul style="list-style-type: none"> • Student: Suburb/city • Student: State • Student: Postcode • Parent 1: First name • Parent 1: Last name • Parent 1: Same as student address
ER-016	The 'Primary Contact: Email address' value must be entered in the format "local@domain" where the 'Domain' value can be alphanumeric and must contain at least one '.'	<ul style="list-style-type: none"> • Primary Contact: Email address
ER-017	<p>The following fields are mandatory if parent 2 record has the 'Are you reporting parent 2?' value is set to "Y":</p> <ul style="list-style-type: none"> • Parent 2: First name • Parent 2: Last name • Parent 2: Same as student address 	<ul style="list-style-type: none"> • Parent 2: Are you reporting parent 2? • Parent 2: First name • Parent 2: Last name • Parent 2: Same as student address?

Step 3: After correcting file validation errors, select the "Generate XML button" again.

This will re-validate your data and either generate an XML file or show if there are any additional validation errors.

Step 4: When the XML file has been generated, the "File save" window will be displayed.

The filename will be set to "2019AddressCollectionDataUpload_YYYYMMDD_TIMESTAMP" so that it can be easily identified in the folder.



Step 5: Save the XML file to a location on your device so that it can be easily found when you sign in to SchoolsHUB to upload your data.

You have now created an XML file which can be uploaded into SchoolsHUB. To complete your Address Collection reporting, please sign into your SchoolsHUB account and upload your data.