Schools Online

Importing and Exporting Guide

South Australia

This manual guide's school staff in the use of the Importing and Exporting facility in Schools Online system.

Document Version Control

Document Version Status	*3.35*
Release Date	16/03/2026
Release notes	Updated contents page for better indexing Updated footer to enable users to return to contents page Updated Student Code field length to reflect accurate data restrictions Updated Gender options for creating a student to include Gender X to allow students to identify as Unspecified/Indeterminate/Intersex Updated references to Google chrome browser Removed references to Internet Explorer 9 and Firefox

Contents

Data import overview

Schools Online allows you to import data from another administrative system. The files you can import **MUST BE IMPORTED IN THIS ORDER.**

Your import files must use a CSV (comma separated value) format.

South Australia

- Students (StudImp.dat*)
- Teachers (TchrImp.dat*)
- Classes (ClassImp.dat*)
- SACE Enrolments (EnrlImp.dat*)
- VET Enrolments (VETRImp.dat*)
- CEA Data (CEAImp.dat*)

* These file names refer to EDSAS users only.

Important import information

- You can only import one file at a time.
- Do not attempt to have two imports running at the same time.
- We strongly recommend that imports should be performed by just one staff member with administrative rights to Schools Online.
- Always import students and teachers before classes and enrolments.
- If your student import file includes a student with a name identical to a student already in the database, the import will fail because the system will assume you are trying to create a duplicate. Remove the student from the import file and try again. If the second student is not a duplicate, you will need to enter that student manually through the **Create Student** screen.
- Make sure your **classes** exist before importing **SACE enrolments**.
- VET classes will be created for your VET enrolments during the import process.
- Administrative systems like EDSAS/ EMS will save this file in the **C:\Temp, C:\WINNT\Temp** or **C:\Windows\Temp** directory on your hard disk.

Import warnings

If warnings are generated the valid records will be taken on and the invalid records will be rejected, these warnings will be reported via an error message log.

Examples of warnings are:

Students

- A student already exists on the database matching on surname, gender, date of birth and first character of given name.
- The student (identified using the SACE Board Registration number) belongs to another school.
- Student Code already used at the school (unique for school).
- A students given name and/or surname contains non-printable characters.

Teachers

- The teacher for the class does not exist.

You may need to import your teachers before importing SACE classes.

Enrolments

- The student for a SACE enrolment does not exist on the database.

You may need to import your students first.

- The student (identified using the SACE Board Registration number) belongs to another school.
- The status of the enrolment is set to 'C' (Completed).

VET

- The student for a VET enrolment does not exist.

You may need to import your students first.

- The student (identified using the SACE Board Registration number) belongs to another school.

Return to Contents Page

Data import example

There are times when the data you want to import into Schools Online from another administrative system needs to be checked and perhaps modified before importing it. The steps outlined in this section describe how the details of new Year 10 students (for example) can be imported into Schools Online from EDSAS, EMS, DUX, MAZE or another administrative system and examined in Excel.

Exporting from your administrative system

Data must be first exported from the other system. Each administrative system will have its own way of exporting data. Most often the export routine will create a text file with the individual fields separated by a tab or comma, and sometimes quote marks are used to surround each piece of data.

Checking the file format

When your export file has been created, you can open it in **Wordpad** or **Notepad** to check the data format. This can be done by locating the file in **Windows Explorer** and double-clicking the name of the file. It may open directly in your default text editor, or you may be prompted to select a text editor from a list.

You can make changes to individual items in the file through your text editor. Don't forget to save the changes. If the problems can't be fixed easily in your text editor, load **Excel** and open your export text file. Follow the prompts to tell Excel how to interpret the data.

Using the Excel import wizard

1. The first section of the file will be displayed in the window at the bottom of the **Text Import Wizard - Step 1 of 3** screen.
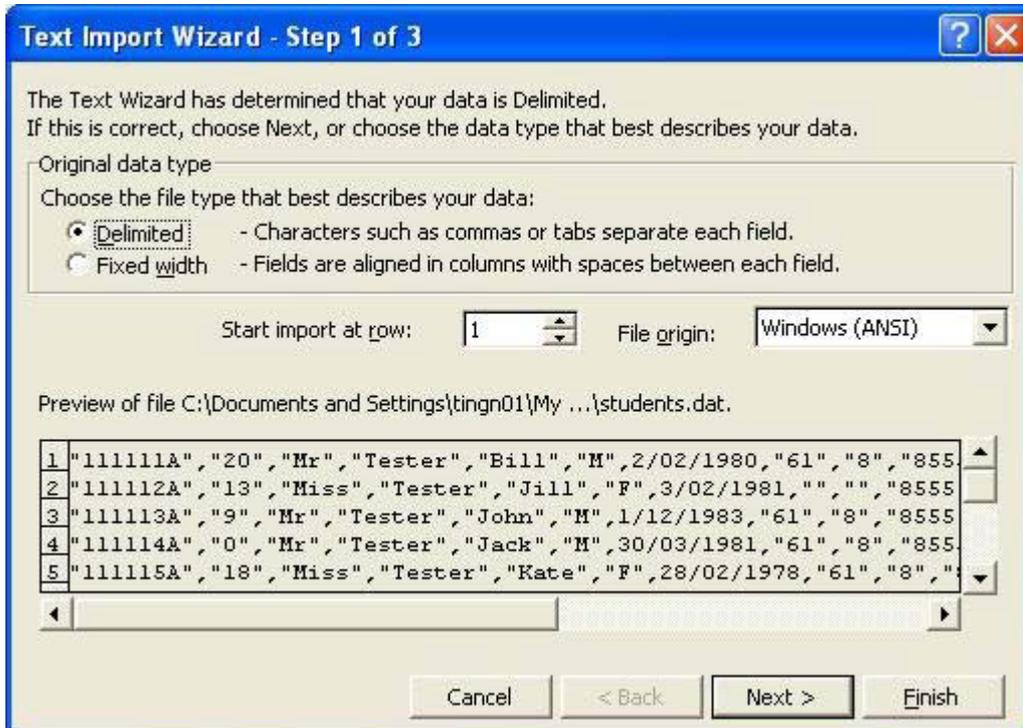
Data Exchange 1 Select Delimited or Fixed Width

2. When you view the section of your import file displayed in the bottom window of the first Import Wizard screen you will see that each piece of information (field) is surrounded by quotes (" ") and separated from the fields on either side by a comma (,). This indicates

that the fields are **Delimited** (i.e. separated by commas, spaces, semi-colons, tabs or some other character), not fixed length fields.

3. Choose **Delimited** from the Original data type list and click **Next** to move to the **Text Import Wizard - Step 2 of 3**.

Data Exchange 2 Choose the type of delimiter

4. We have already seen from Data Exchange 2 that the data in the import file is delimited with commas, so select **Comma** from the **Delimiters** list. When you select an appropriate delimiter, lines will appear in the **Data preview** window to indicate how the data will be divided into cells in the spreadsheet.

5. Choose an appropriate text qualifier from the list. (In this example, quotes surround each item of data, so **"** is chosen from the list.)

6. Click Next to display the **Text Import Wizard - Step 3 of 3** screen.
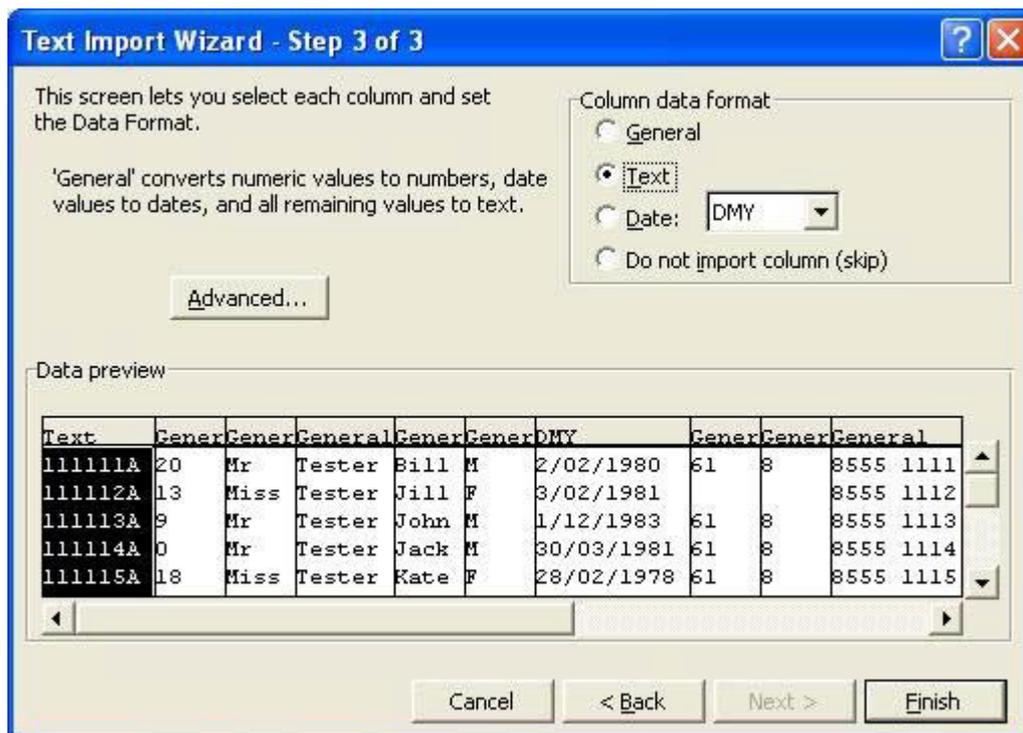
Data Exchange 3 Convert Date and Numeric fields to Text format

All columns in the data file are formatted as General. Dates and numeric data with leading zeros MUST be formatted to Text.

7. Highlight the first column containing a date or numeric data and click **Text** in the **Column data format** window at the top of the screen. Continue across the file until all date and numeric columns show **Text** instead of **General** at the top of the column.
8. Click **Finish** to display your data in a Microsoft Excel spreadsheet.

Checking the file format in Excel

You can now view your data in an **Excel spreadsheet**.

Data Exchange 4 The import data is displayed in an Excel spreadsheet

- It is important that the data in the spreadsheet is arranged in the same order as shown in the student import file format. A complete list of import and export file formats can be found in the Data Exchange section of Schools Online Help.
- Compare the order of the columns with the order of the fields shown in the student import file format list. (See Data Exchange 11 Students import file format on page 13.) If your file differs, change the order of the columns to match. (In the "Data Exchange 4" example, Surname (column D) comes before Given Names (column E). These columns need to be reversed.)

Making changes in the file format

To reverse the order of the Surname and Given Names fields:

1. Insert a new column before the Surname column. To do this highlight the Surname column by clicking at the top of the column and choose **Insert** then **Column**. This will create a new empty column (column D).

Data Exchange 5 Reversing two columns in the spreadsheet

2. Cut the Given Names column (now column F) and paste the data into the new column (column D) in front of the Surname column (now column E).
3. Delete the column that previously held the Given Names data (column F). Highlight the empty column and choose **Delete** from the **Edit** menu list. The columns are now reversed.

Further along the file I can see that the **State Phone Code** (column I) is shown as **8** (Data Exchange 6). We know it should be **08** so this means that this column was not set to **Text** in the **Excel Import Wizard**.
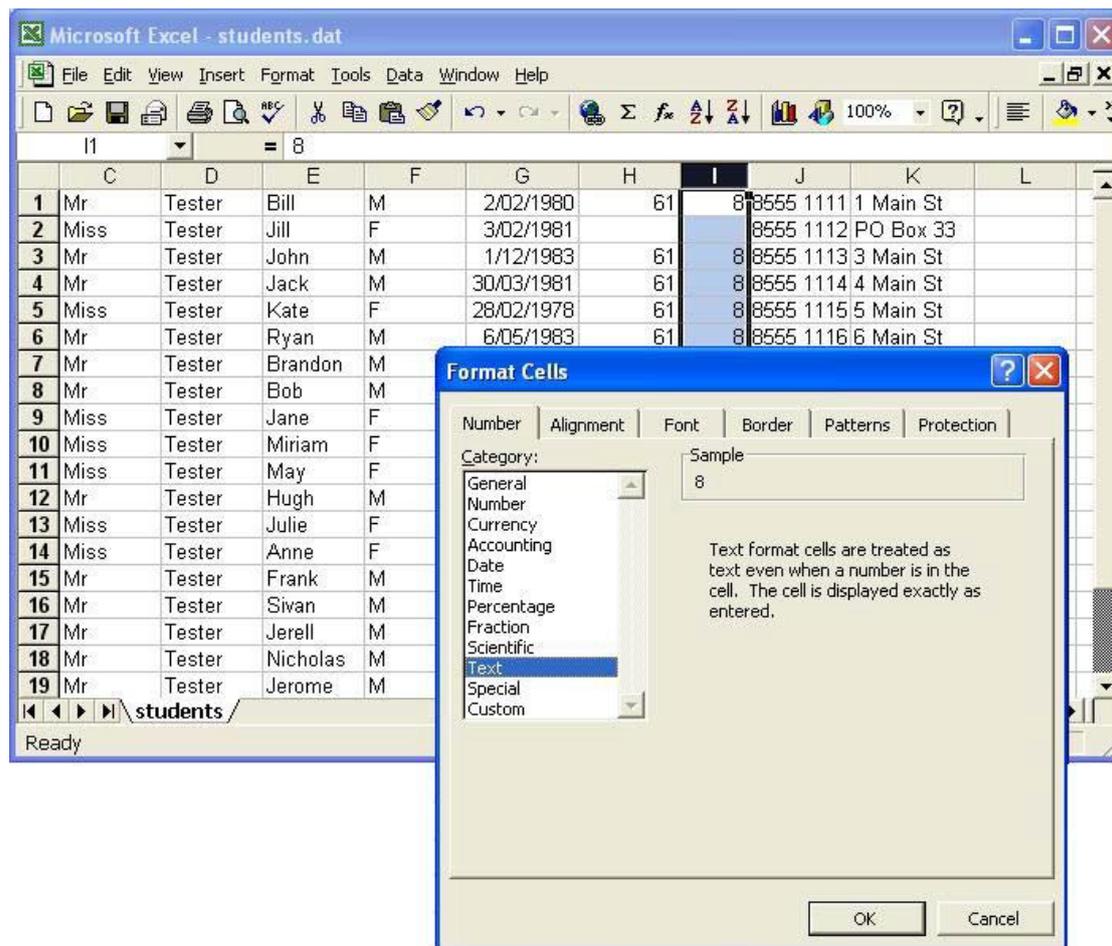
Data Exchange 6 Editing the format of a column

To set the cell format to 'text' for column I:

1.   Highlight the column and choose **Cells** from the **Format** menu list.
2.   Select **Text** from the list and click **OK** to apply the changes.

Data Exchange 7 Export file is being prepared

The value **8** has now moved to the left of the column, demonstrating that it has been formatted to **Text.**

The cells having '8' as their value are missing the leading zero required for this text field. Change the first value from **8** to **08.** Press **Enter** to save the change then copy the new value down the whole column.

Further data file considerations

Missing Data

Create empty columns for missing data. If your file does not have some of the fields listed in the Students import file format, create columns to match. If these extra columns are indicated as **Optional (false)**, they may be left blank. If they are indicated as **Mandatory (true)**, they must contain data. Columns after **Year Level** may be omitted if your file does not include data beyond that field.

Data Accuracy

Check the accuracy of the data and make changes as necessary. Errors need to be corrected at this stage.

Date of Birth

Check the format of the **Date of Birth** column. If the format is not correct, students will be brought into Schools Online with a birth date of 1/1/1950. The column should be formatted to **Text** and the dates should show in the format **dd/mm/yyyy** (e.g. 02/05/1984).

Saving the file in Excel

To save the edited data file from Excel:

1. Select **Save As** from the **File** menu to save the file. You will see the file name **"Students.dat"** or a repetition of the name of the file you opened in **Excel**.
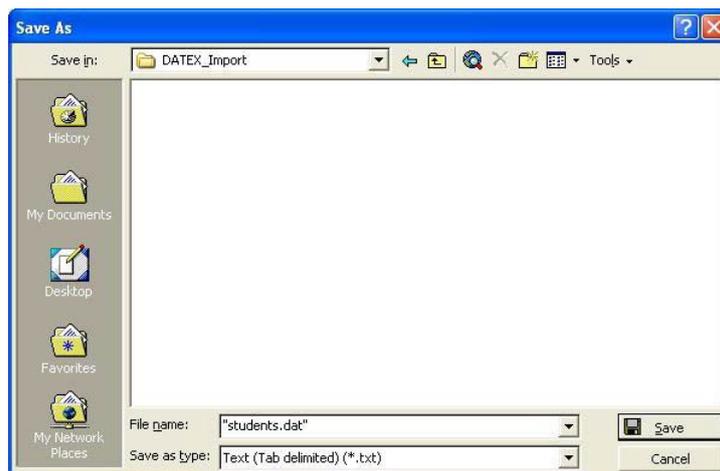
Data Exchange 8 Choose Save As

2. Remove the **quote marks** and **.dat** from the file name.
3. Click the down arrow to the right of the **Save as type** field and select **csv** (comma separated value) from the list.
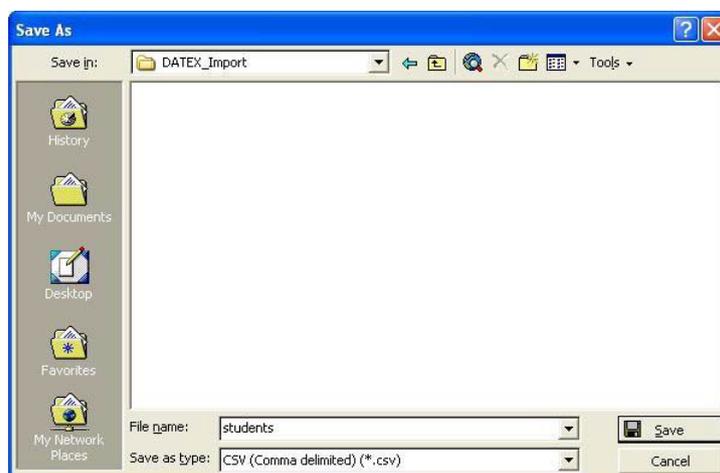
Data Exchange 9 Select csv from the list of file types

4. Decide where you want to save the file and choose that location at the top of the screen.
5. Click on the **Save** button. A message will ask whether you want to save the file in **csv** format.
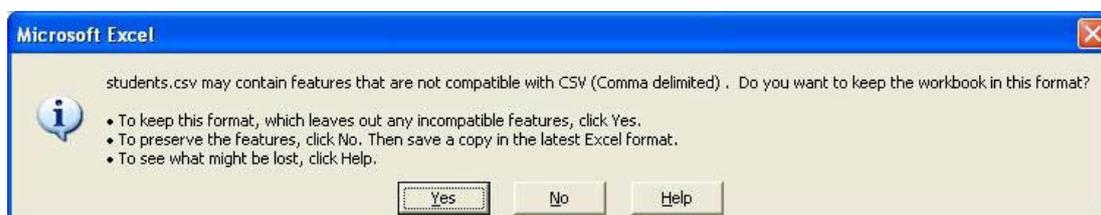
Data Exchange 10 Accept the csv format and save

6. Click on the **Yes** button.

Import file format

Students import file format

The following table (Data Exchange 11) lists fields, sizes and characteristics of students import file format for South Australia.

#	NAME	MAX LENGTH	DATA TYPE	REQUIRED OR MANDATORY FIELD	INFORMATION
1	Contact School Number	3	Char	True	School Number issued by the SACE Board.
2	Registration Number	7	Char	False	Unique SACE Board Student Identifier.
3	Student Code	20	Char	True	Assigned by school, unique within school.
4	Title	4	Char	False	For example Mr, Miss, Ms.
5	Given Names	45	Char	True	Mixed case
6	Family Name	45	Char	True	Mixed case
7	Gender	1	Char	True	M = Male F = Female X = Unspecified/Indeterminate/Intersex
8	Date of Birth	10	Char	True	ddmmyyyy, dd/mm/yyyy, mmddyyyy, mm/dd/yyyy, yyyymmdd, yyyy/mm/dd (e.g. 28021985 or 02281985). HINT: Choose the correct format on the Import Data screen.
9	Phone Country Code	3	Char	False	If used, this must be a valid Telephone country code (e.g. 061 = Australia).
10	Phone Area Code	4	Char	False	(e.g. 08 = South Australia) All three parts of the phone code must be used, or none.
11	Local Phone Number	10	Char	False	8-10 digits containing no spaces.
12	Street Address Line 1	30	Char	True	Student address for documentation delivery
13	Street Address Line 2	30	Char	False	Only to be used if required.
14	Street Address Line 3	30	Char	False	Only to be used if required.
15	Suburb	45	Char	True	Will be converted to upper case.
16	State	3	Char	True	Use OS for overseas addresses.
17	Post Code	4	Char	True	Use OSOS for overseas addresses.
18	Home Group	8	Char	False	Assigned by student's contact school.
19	Year Level	2	Char	False	8, 9, 10, 11, 12, 13, or valid Year Level.
20	Street Address Line 4	30	Char	False	Only to be used if required.
21	TAFE ID	10	Char	False	Unique TAFE Student Identifier
22	ED ID	13	Char	False	Applies to EMS, EDSAS and Dux. Null for other school admin systems.
23	Ab/Tr Ind	1	Char	False	'Y', 'N' or blank
24	Email address	100	Char	False	Student's email address (where available)

Data Exchange 11 Students import file format

Teachers import file format

The following table (Data Exchange 12) lists the fields, sizes and characteristics of the teachers import file format for South Australia.

#	NAME	MAX LENGTH	DATA TYPE	REQUIRED OR MANDATORY FIELD	INFORMATION
1	Contact School Number	3	Char	True	School Number issued by the SACE Board.
2	Teacher Code	8	Char	True	Assigned by school, unique within school.
3	Family Name	30	Char	True	The teacher's surname.
4	Initials	4	Char	True	First character of each of the teacher's given names.
5	Title	4	Char	True	The teacher's title.
6	Type	1	Char	True	Set to 'T' to indicate teacher
7	Teacher Registration Number	50	Char	False	The number allocated by the Teachers Registration Board.
8	Email Address	100	Char	False	The teacher's email address.
9	Given Names	50	Char	False	The teacher's first name(s).
10	Date of Birth	10	Char	False	The teacher's date of birth. Formats accepted are: ddmmyyyy, dd/mm/yyyy, mmddyyyy, mm/dd/yyyy, yyyymmdd or yyyy/mm/dd.
11	Gender	1	Char	False	The teacher's gender. One of 'M' (Male) or 'F' (Female).

Data Exchange 12 Teachers import file format

Classes import file format

The following table (Data Exchange 13) lists the fields, sizes and characteristics of the classes import file format for South Australia.

#	NAME	MAX LENGTH	DATA TYPE	REQUIRED OR MANDATORY FIELD	INFORMATION
1	Contact School Number	3	Char	True	School Number issued by the SACE Board
2	Year	4	Integer	True	ccyy (e.g. 2013)
3	Stage	1	Integer	True	1 or 2
4	SACE Code	3	Char	True	SACE Subject Code (e.g. BIG)
5	Credits	2	Integer	True	10 or 20
6	Class Number	2	Integer	True	Class number assigned by the teaching school (01 to 98 inclusive)
7	Program Variant	1	Char	False	A to Z
8	Semester	1	Integer	True	1 or 2
9	Teacher Code	8	Char	True	Assigned by school, unique within school
10	School Class Code	10	Char	False	Assigned by school, unique within school
11	Results Due	1	Char	True	J (June) or D (December)

Data Exchange 13 Classes import file format

Return to Contents Page

SACE Enrolments import file format

The following table (Data Exchange 14) lists the fields, sizes and characteristics of the SACE enrolments import file format for South Australia.

#	NAME	MAX LENGTH	DATA TYPE	REQUIRED OR MANDATORY FIELD	INFORMATION
1	Contact School Number	3	Integer	True	School Number issued by the SACE Board
2	Registration Number	7	Char	False	Unique SACE Board Student Identifier.
3	Student Code	20	Char	True	Assigned by school, unique within school
4	Year	4	Integer	True	ccyy (e.g. 2013)
5	Semester	1	Integer	True	1 or 2
6	Stage	1	Integer	True	1 or 2
7	SACE Code	3	Char	True	SACE Subject Code (e.g. BIG)
8	Credits	2	Integer	True	10 or 20.
9	Enrolment Number	2	Integer	False	If this is not set, a new enrolment is assumed.
10	Results Due	1	Char	True	J (June) or D (December)
11	Program Variant	1	Char	False	A to Z
12	Teaching School Number	3	Integer	True	The school at which the subject is taught.
13	Assessment School Number	3	Integer	True	The school at which the subject is assessed.
14	Class Number	2	Integer	True	Class number assigned by the teaching school (01 to 98 inclusive)
15	Enrolment Status	1	Char	True	C (Completed), D or X (Deleted), P (Proposed), E or F (Enrolled), or W (Withdrawn). Must be in upper case.
16	Repeat Indicator	1	Char	False	Defaults to 'N' if not set. Set to Y if repeating the subject – only applies to Stage 1 enrolments.
17	School Class Code	10	Char	False	Class identifier, unique within the school.
18	Stage 1 Grade	1	Char	False	A, B, C, D or E. Only applies to SACE Stage 1 enrolments. Note: Grades of P and/or N may also be valid for enrolments.
19	Partial Credits	2	Integer	False	Functionality not yet implemented.
20	ED ID	13	Integer	False	Applies to EMS, EDSAS and Dux. Null for other school administration systems.

Data Exchange 14 SACE Enrolments import file format

VET Enrolments import file format

The following table (Data Exchange 15) lists the fields, sizes and characteristics of the VET enrolments import file format for South Australia.

#	NAME	MAX LENGTH	DATA TYPE	REQUIRED OR MANDATORY FIELD	INFORMATION
1	Contact School Number	3	Integer	True	School Number issued by the SACE Board
2	Registration Number	7	Char	False	SACE Registration Number
3	Student Code	20	Char	True	Assigned by school, unique within school
4	Commencement Date	10	Date	True	dd/mm/ccyy (e.g. 16/02/2013)
5	Enrolment Number	3	Integer	True	Positive integer or 0 for embedded, -1 for standalone
6	VET Module Number	3	Integer	False	
7	VET Module ID	15	Char	True	National or State Competency Code (e.g. CPCCSH3005A)
8	Result	1	Char	True	Valid AVETMISS Result (e.g. P, O or F)
9	When Changed	10	Date	False	dd/mm/ccyy (e.g. 16/02/2013)
10	Who Changed	10	Char	False	Identifies the user responsible for the last modification to the VET Enrolment record.
11	Enrolment Year	4	Integer	False	ccyy (e.g. 2013)
12	Stage	1	Integer	False	1 or 2
13	SACE Code	3	Char	False	SACE Subject Code (e.g. BIG)
14	Credits	2	Integer	False	e.g. 10 or 20
15	Semester	1	Integer	False	1 or 2
16	Variant	1	Char	False	A to Z
17	Class Code	10	Char	False	Assigned by school, unique within school
18	Results Due	1	Char	False	J (June) or D (December)
19	Registered Training Organisation ID	10	Char	True	RTO Code
20	Certificate ID	10	Char	True	Qualification Code
21	School Apprenticeship Flag	1	Char	True	Y or N
22	Result Date	10	Date	False	dd/mm/ccyy (e.g. 16/02/2013)

Data Exchange 15 VET Enrolments import file format

If the VET Competency is to be embedded (Field #5 with a positive integer or 0), fields #11 to #18 become mandatory (true).

CEA Data import file format

The following table (Data Exchange 16) lists the fields, sizes and characteristics of the CEA data import file format for South Australia.

#	NAME	MAX LENGTH	DATA TYPE	REQUIRED OR MANDATORY FIELD	INFORMATION
1	Contact School Number	3	Integer	True	School Number issued by the SACE Board.
2	Registration Number	7	Char	False	SACE Registration Number.
3	Student Code	20	Char	True	Assigned by school, unique within school.
4	ED ID	13	Char	False	Applies to EMS,EDSAS and Dux only. Null/blank for data from other school administration systems.
5	CEA Type e.g. (a) Approved Learning Program (b) Exemption	4	Char	True	A code that identifies which of the ways a student can comply with the Act.
6	CEA Category e.g. If engaged in an: Approved Learning Program: Secondary, University, TAFE. Apprenticeship: MECS Class, RTO Training, Other. Exemption: Employment, Home Schooling, Other	10	Char	True	A code that identifies which CEA category has been assigned to the young person. A complete listing of the categories that apply to each of the CEA types will need to be imported into the school administrative systems from Schools Online. To help with understanding, some examples of Categories for each type are shown.
7	Deleted Indicator	1	Char	False	'Y' or Null. 'Y' indicates that the record was created in error and should be excluded from reporting.
8	Start Date	10	Char	True	The commencement data of the CEA type (compliance with the act). Formats accepted are: ddmmyyyy, dd/mm/yyyy, mmddyyyy, mm/dd/yyyy, yyyymmdd or yyyy/mm/dd.
9	End Date	10	Char	False	The end date of the CEA type (compliance with the act). Formats accepted are: ddmmyyyy, dd/mm/yyyy, mmddyyyy, mm/dd/yyyy, yyyymmdd or yyyy/mm/dd.

Data Exchange 16 CEA Data import file format

Exporting data

Schools Online allows you to export your data and view each data file on screen or save the file. You can then import the data into another administrative software system. The export files you can generate are:

- Classes (ClassExp.dat)
- SACE Enrolments (EnrlExp.dat)
- Subjects (SubjExp.dat)
- Students (StudExp.dat)
- Teachers (TchrExp.dat)
- VET Results (VETRExp.dat)
- CEA Data (CEAData.dat)
- CEA Reference Data (CEARExp.dat)

Saving an exported file from Schools Online

Schools Online allows you to export your data and view each data file on screen or save the file. You can then import the data into another administrative software system.

Google Chrome

1. Select the menu item Data Exchange
2. Select the menu Export. From the screen that opens select the data you wish to export.
3. When the data has been extracted, the file will save into your default folder. This is normally Downloads folder.
4. The file has now been saved in the location selected and ready to be imported into another administrative system.

Opening a 'dat' file exported from Schools online

Most computers have file association so when you double click on a '.docx' file it will open **Microsoft Word** and that document will load. Files known as 'dat' file normally have no association and you will need to follow the instructions below to see the contents.

1. Double click on the 'dat' file and it will try to open the file with the associated program but by default 'dat' files have no associated program.
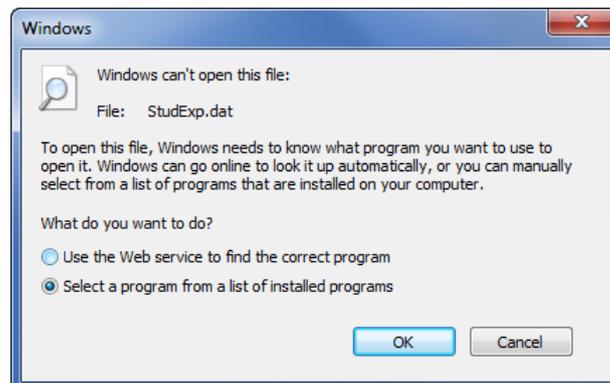
Data Exchange 21 Windows can't open this file

2. Select the option to **Select a program from a list of installed programs** and then click on **OK**. A list of the programs installed on your computer will be displayed in the **Open with** window.
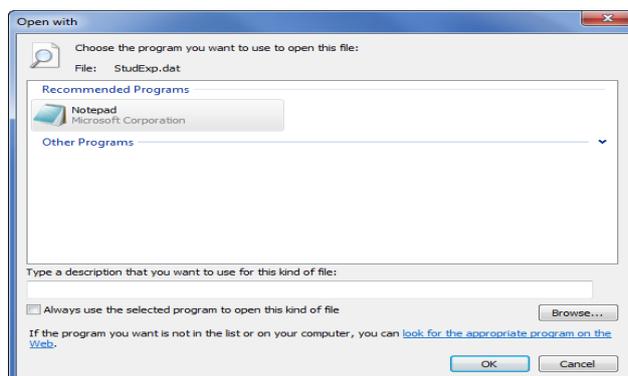
Data Exchange 22 Open With Notepad

3. Select a program from the list. It is suggested you use **Notepad**, **WordPad** or **Microsoft Excel** unless you have a reason for choosing another program.

Export file formats

Students export file format

The following table (Data Exchange 23) lists the fields, sizes and characteristics of the Students export file format for South Australia.

#	NAME	MAX LENGTH	DATA TYPE	INFORMATION
1	Registration	7	Char	SACE Registration Number composed of 6 digits and one check character. (e.g. 123456H)
2	Surname	45	Char	Student's surname
3	Given Names	45	Char	Student's first name(s)
4	Title	4	Char	For example Mr, Miss, Ms
5	Address Line 1	30	Char	Student's address for documentation delivery.
6	Address Line 2	30	Char	Field will be empty unless data provided.
7	Address Line 3	30	Char	Field will be empty unless data provided.
8	Address Line 4	30	Char	Field will be empty unless data provided.
9	Suburb	45	Char	Student's suburb unless an overseas student.
10	Post Code	4	Char	Student's postcode unless an overseas student.
11	State	3	Char	Student's state unless an overseas student.
12	Date of Birth	10	Date	Possible format options: ddmmyyyy, dd/mm/yyyy, mmddyyyy, mm/dd/yyyy, yyyymmdd or yyyy/mm/dd
13	Gender	1	Char	M or F
14	Contact School	3	Char	School Number issued by the SACE Board
15	Status	1	Char	E (Enrolled), C (Completed), D (Deleted)
16	Date Completed	10	Date	Blank until the candidate has completed.
17	Date Registered	10	Date	Date the student registered with the SACE.
18	When Created	10	Date	Date the student record was created.
19	Who Created	10	Char	Identifies the user responsible for registering the student.
20	When Changed	10	Date	Date of last modification to the student record.
21	Who Changed	10	Char	Identifies the user responsible for the last modification to the student record.
22	571 Visa	1	Char	Valid values: Y or N
23	HEES Declaration	1	Char	Valid values: Y or N
24	Institutions Declaration	1	Char	Valid values: Y or N
25	Media Declaration	1	Char	Valid values: Y or N
26	Student Code	20	Char	Assigned by school, unique within school
27	Certificate Printed	1	Char	Valid values: Y or N
28	Comp Comp Subject	1	Char	Stage 1 compulsory subjects completed. Valid values 'Y' or 'N'.
29	Comp Num Units	1	Char	22 SACE units have been completed. Valid values 'Y' or 'N'.
30	Comp Pattern	1	Char	All Stage 1 requirements have been met. Valid values 'Y' or 'N'.
31	Active Ind	1	Char	Valid values 'Y', 'N' or blank
32	Adult Ind	1	Char	Valid values: Y, N, or Blank
33	EDHO Number	13	Char	EDSAS / EMS student identifier. Blank for other school admin systems.
34	Phone Country Code	3	Integer	e.g. 061
35	Phone Area Code	4	Integer	e.g. 08
36	Phone Number	10	Integer	8-10 digits containing no spaces.
37	Reg Slip Printed	1	Char	Valid values 'P', 'N', 'U' and blank.
38	Home Group	8	Char	Assigned by student's contact school.
39	Year Level	2	Char	10, 11, 12, 13, SL, etc

#	NAME	MAX LENGTH	DATA TYPE	INFORMATION
40	Ab/Tr Descent	1	Char	Valid values 'A', 'T', 'N', 'B', blank. Collected from the student registration slip.
41	Country Born	2	Char	Code that identifies the country in which the student was born. Collected from the student registration slip.
42	Language at Home	2	Char	Code that identifies the language spoken at home by the student. Collected from the student registration slip.
43	Other Lang Occ	2	Char	Code that identifies any other language spoken occasionally by the student. Collected from the student registration slip.
44	Other Lang Often	2	Char	Code that identifies any other language often spoken by the student. Collected from the student registration slip.
45	Years in Australia	2	Integer	Number of years student has been living in Australia.
46	ESB	2	Char	Valid values 'EG', 'NE' and 'NA'.
47	TAFE ID	10	Char	TAFE identifier. Blank if not supplied by the contact school.
48	ED ID	13	Char	Applies to EDSAS / EMS and Dux. Blank for other school admin systems.
49	Email address	100	Char	Optional. Student's email address.
50	Eligible for Modified Subjects	1	Char	Identified whether the student is eligible for modified subjects.

Data Exchange 23 Students export file format

Teachers export file format

The following table (Data Exchange 24) lists the fields, sizes and characteristics of the Teachers export file format for South Australia.

#	NAME	MAX LENGTH	DATA TYPE	INFORMATION
1	Contact School Number	3	Char	School Number issued by the SACE Board
2	Teacher Code	8	Char	Assigned by school, unique within school
3	Family Name	30	Char	The teacher's surname.
4	Initials	4	Char	First character of each of the teacher's given names.
5	Title	4	Char	The teacher's title.
6	Type	1	Char	'T' to indicate teacher

Data Exchange 24 Teachers export file format

Classes export file format

The following table (Data Exchange 25) lists the fields, sizes and characteristics of the Classes export file format for South Australia.

#	NAME	MAX LENGTH	DATA TYPE	INFORMATION
1	Contact School Number	3	Char	School Number issued by the SACE Board
2	Year	4	Integer	ccyy (e.g. 2013)
3	Stage	1	Integer	Valid values: 1 or 2
4	SACE Code	3	Char	Valid SACE Subject Code (e.g. BIG - Alpha-Numeric)
5	Credits	2	Integer	10 or 20.
6	Class Number	2	Integer	Class number assigned by the teaching school (01 to 98 inclusive)
7	Program Variant	1	Char	Is characters A to Z only or is otherwise blank.
8	Semester	1	Integer	Valid values: 1 or 2
9	Teacher Code	8	Char	Teacher identifier
10	School Class Code	10	Char	Assigned by school, unique within school
11	Results Due	1	Char	J (June) or D (December)
12	Accession Number	8	Char	Unique Assessment Plan Approval Number

Data Exchange 25 Classes export file format

Classes export file format

SACE Enrolments export file format

The following table (Data Exchange 26) lists the fields, sizes and characteristics of the SACE Enrolments export file format for South Australia.

#	NAME	MAX LENGTH	DATA TYPE	INFORMATION
1	Registration Number	7	Char	SACE Student Number composed of 6 digits and one check character. (e.g. 123456H)
2	Enrolment Number	2	Integer	The number assigned to the student's enrolment by the SACE Board.
3	Stage	1	Integer	Valid values: 1 or 2
4	SACE Code	3	Char	Valid SACE Subject Code (e.g. BIO - Alpha-Numeric)
5	Credits	2	Integer	10 or 20.
6	Year	4	Integer	ccyy (eg. 2013)
7	Semester	1	Integer	Valid values: 1 or 2
8	Results Due	1	Char	J (June) or D (December)
9	Teaching School Number	3	Char	School Number issued by the SACE Board
10	Class Number	2	Integer	Class number assigned by the teaching school (01 to 98 inclusive)
11	Program Variant	1	Char	Valid values: A to Z
12	Assessment School Number	3	Char	School Number issued by the SACE Board
13	Repeat Indicator	1	Char	Valid values: Y or N
14	Enrol Date	10	Date	Date format: dd/mm/yyyy
15	Enrolment Status	1	Char	E (Enrolled), W (Withdrawn), D (Deleted), G (Granted), C (Completed)
16	When Created	10	Date	Date format: dd/mm/yyyy
17	Who Created	10	Char	Identifies the user responsible for creating the enrolment.
18	When Changed	10	Date	Date format: dd/mm/yyyy
19	Who Changed	10	Char	Identifies the user responsible for the last modification to the enrolment record.
20	Levelled Result	1	Char	V (OA), S (SA), R (RA), N (RNM)
21	When Completed	5	Integer	The year that the enrolment was completed + start semester. eg. 20131
22	Eligibility Indicator	1	Char	Valid values: Y or N or blank. Only applies to language subjects.
23	Student Code	20	Char	Student identifier, unique within the school.
24	Contact School Number	3	Char	School Number issued by the SACE Board
25	Exam Centre	3	Char	School Number issued by the SACE Board
26	Pairing Indicator	2	Integer	Historic field - used for pairing single unit Stage 2 enrolments.
27	Achievement Score	2	Integer	Integer, between 0 and 20
28	School Score	2	Integer	Integer, between 0 and 20
29	Speed	5	Float	A numeric with floating precision where -1 equates to NULL
30	HEES	4	Float	Scaled achievement score. Valid values between 0.0 and 20.0.
31	School Level	1	Char	Historic field - result supplied by the school. Only applies to Stage 2 levelled result type subjects.
32	School Grade	2	Char	Grade supplied by the school - only applies to Stage 2 enrolments.
33	School Class Code	10	Char	Assigned by school, unique within school
34	ED ID	13	Char	Applies to EDSAS / EMS and Dux. Blank for other school admin systems.
35	Stage 1 Grade	1	Char	A, B, C, D or E. Only applies to SACE Stage 1 enrolments. Note: Grades of P and/or N may also be valid for enrolments.
36	Partial Credits	2	Integer	Functionality not yet implemented.

#	NAME	MAX LENGTH	DATA TYPE	INFORMATION
37	Results Type	1	Char	L = Levelled Result, S = Scored G = Graded, N = Non-Graded

Data Exchange 26 SACE Enrolments export file format

Subjects export file format

The following table (Data Exchange 27) lists the fields, sizes and characteristics of the Subjects export file format for South Australia.

#	NAME	MAX LENGTH	DATA TYPE	INFORMATION
1	Stage	1	Integer	Valid values: 1 or 2
2	SACE Code	3	Char	Valid SACE Subject Code (e.g. BIG - Alpha-Numeric)
3	Credits	2	Integer	10 and 20.
4	Expiry Date	10	Date	Date format: dd/mm/yyyy
5	Subject Name	128	Char	Name of the SACE subject
6	Descriptor	-	Text	Detailed subject information
7	Subject Type	1	Char	'P' = PES, 'S' – SAS, 'A' = PAS
8	New SACE subject flag	1	Char	'Y' or "N'. Used to identify whether a subject is a current SACE or new SACE subject (for 2010 onwards).
9	Result Type	1	Char	L = Levelled Result, S = Scored G = Graded, N = Non-Graded

Data Exchange 27 Subjects export file format

VET Results export file format

The following table (Data Exchange 28) lists the fields, sizes and characteristics of the VET Results export file format for South Australia.

#	NAME	MAX LENGTH	DATA TYPE	INFORMATION
1	Contact School Number	3	Integer	School Number issued by the SACE Board
2	Student Code	20	Char	Assigned by school, unique within school
3	VET Year	4	Integer	ccyy (e.g. 2013)
4	Enrolment Number	3	Integer	Positive Integer
5	VET Module Number	3	Integer	
6	VET Module ID	12	Char	National or State Competency Code (e.g. CPCCSH3005A)
7	Result	1	Char	Valid AVETMISS Result (e.g. P, O or F)
8	When Changed	10	Date	Date format: dd/mm/yyyy
9	Who Changed	25	Char	Identifies the user responsible for the last modification to the enrolment record.
10	Registration Number	7	Char	SACE Board student Number composed of 6 digits and one check character. (e.g. 123456H)
11	Enrolment Year	4	Integer	ccyy (e.g. 2013)
12	Stage	1	Char	Valid values: 1 or 2
13	SACE Code	3	Char	Valid SACE Subject Code (e.g. BIG - Alpha-Numeric)
14	Credits	2	Integer	e.g. 10 or 20.
15	Semester	1	Integer	Valid values: 1 or 2
16	Variant	1	Char	Valid values: A to Z
17	Class Code	8	Char	Assigned by school, unique within school
18	Results Due	1	Char	J (June) or D (December)

Data Exchange 28 VET Results export file format

CEA Reference data export file format

The following table (Data Exchange 29) lists the fields, sizes and characteristics of the CEA Reference data export file format for South Australia.

#	Name	Max Length	Data Type	Information
1	Code Type	4	Char	The code will identify a CEA type. (Values to be confirmed).
2	Code	10	Char	Code used to identify a CEA Category available under the CEA Type identified in field 1. (Values to be confirmed).
3	Description	50	Char	A description of the CEA Type/CEA Category.

Data Exchange 29 CEA Reference data export file format

CEA export file format

The following table (Data Exchange 30) lists the fields, sizes and characteristics of the CEA export file format for South Australia.

#	Name	Max Length	Data Type	Information
1	Contact School Code	3	Char	School Code issued by the SACE Board.
2	Registration Number	7	Char	Unique SACE Board Student Identifier.
3	Student Code	20	Char	Student identifier, assigned by the school, unique within the school.
4	ED ID	13	Char	Applies to EDSAS / EMS and Dux. Blank for other school administrative systems.
5	CEA Type	4	Char	Identifies which of the 2 ways a student can comply with the Act. (e.g. ALP, Exemption, Non-participation)
6	CEA Category	10	Char	A complete listing of the categories that apply to each of the 3 CEA types will need to be imported into other school administrative systems from Schools Online.
7	Deleted Indicator	1	Char	'Y' or Null. 'Y' = logically deleted.
8	Start Date	10	Char	The commencement date of the CEA type (compliance with the act). Selectable output formats are: ddmmyyyy, dd/mm/yyyy, mmddyyyy, mm/dd/yyyy, yyyymmdd or yyyy/mm/dd.
9	End Date	10	Char	The end date of the CEA type (compliance with the act). Selectable output formats are: ddmmyyyy, dd/mm/yyyy, mmddyyyy, mm/dd/yyyy, yyyymmdd or yyyy/mm/dd.

Data Exchange 30 CEA data export file format