

COMMUNITY LANGUAGE SCHOOLS FUNDING PROGRAM INSTRUCTIONS FOR ENTERING 2018 STUDENT DATA

To claim per capita funding for 2018 you must **correctly** enter all student data in the Excel spreadsheet provided.

STEP 1

Download the Excel spreadsheet on the SmartyGrants online application form.

STEP 2

Choose 'File', then 'Save As' to save the spreadsheet to your desktop or other location. When saving the spreadsheet, use the naming protocol «**Your school name**» **2018 student data**. For example:
ABC Community Language School 2018 student data

STEP 3

Add the details of eligible* students who are enrolled at your school in the spreadsheet. **Please note , dropdown menus have been provided for student 'gender' and 'mainstream school name'.**

Student enrolment data (names, date of birth etc.) should match enrolment information that parents/guardians have provided when enrolling their child in their day/mainstream school.

When entering student enrolment data:

- check that spelling of names is correct e.g. Stefanie vs Stephanie
- check that you enter the students' correct mainstream school name (pay particular attention to similar sounding school names or schools with the same name)
- check for any duplicates/multiple entries
- check that there are no empty rows in the spreadsheet
- **do not** include any **commas, accents** or other **special characters** in your data (apostrophes are acceptable) e.g. Renée
- **do not** include names in brackets e.g. Robert (Bob)
- **do not** include initials e.g. Sally J.

*Refer to *2018 Eligibility for per capita funding - Terms and Conditions* for eligibility criteria.

STEP 4

Save the spreadsheet.

STEP 5

Upload the completed spreadsheet to the SmartyGrants online application form.