



INDEPENDENT STUDENT BACKGROUND DATA SUBMISSION GUIDE

January 2023

Contents

How to submit your student background data.....	3
Step 1 – Accessing the template	4
Step 2 – Extracting data and incorporating it into the template	5
Step 3 – Requesting an FTP account	6
Step 4 – Uploading data	7
Step 5 – Confirmation email from ACARA	9

HOW TO SUBMIT YOUR STUDENT BACKGROUND DATA

To submit your data, please follow the 5 steps below. Details on each step can be accessed via the hyperlinks.

[Step 1](#) - Download the [template](#) (also available on the [SBD site](#))

[Step 2](#) - Extract data for all students in all schools/campuses into the template

[Step 3](#) - [Request a Kiteworks FTP account](#) (unless you already have one from 2021/22)

[Step 4](#) - Upload your file to the [SBD folder](#) in the Kiteworks site (Please do not email this information from your email or within Kiteworks)

[Step 5](#) - Check the confirmation email from ACARA detailing if your data has been accepted. This automated email can take up to 20 minutes to be received.

STEP 1 – ACCESSING THE TEMPLATE

Visit <https://www.acara.edu.au/reporting/student-background-data-collection-for-independent-schools> and download the SBD template.

There are 4 tabs within the spreadsheet;

1. The 'Data dictionary' tab provides a description of all the data fields
2. The 'SBD example' tab shows how your data should look within the template
3. SBD Template is where your student data needs to be entered
4. The 'Language list' sheet contains the [Australian Standard Classification of Languages](#) to assist in entering values for the Students Main SLG (Spoken Language) and Parent Guardian 1/2 Main SLG spoken at home.

STEP 2 – EXTRACTING DATA AND INCORPORATING IT INTO THE TEMPLATE

A. Extract student data from your system.

B. Completing the template

1. Enter your data into the 'SBDTemplate' tab, ensuring;
 - Only one student is listed per row
 - An 'ACARA SML ID' and 'School name' is listed for all students as per the [Australian Schools List site](#)
 - When saving the template
 - rename file as “SBD_Independent_School_Template (**your school name & ACARA SML ID**)”
 - save as xlxs format
 - do not include “.”, “@”, “-“ or other symbols in the file name
 - input your data into the current year’s ACARA SBD template
 - update your file name slightly whenever you upload a new version of the file. e.g. add "v2" to the file name before submission.
 - If you are submitting the SBD data for multiple schools/campuses, please include ALL of them in one file
 - Column headers & tab names are not changed or renamed, as this will result in a data load error
 - Submit your file via the FTP site and NOT email. The reason we request this is because email attachments may not be secure.
 - If you do not receive a process summary email/confirmation email within two hours after your submission, please notify us as soon as possible by emailing to independentsbd@acara.edu.au
 - Please do not click on the "Leave folder" button after you have uploaded the file, if you did it will remove your access to the Kiteworks website complete, please email independentsbd@acara.edu.au to request access again.

Depending on your school/s software, you might be able to download data that aligns exactly with the template. Please double check it does before submitting.

Schools must ensure that the data provided in the template is valid according to the '**Data dictionary**' tab of the template. For example, the parental school education entered must be a value of 0, 1, 2, 3 or 4.

Please ensure that the information entered is as complete and accurate as possible, as this data informs funding.

STEP 3 – REQUESTING AN FTP ACCOUNT

After clicking on [request a Kiteworks FTP account](#) enter your details into the form, ensuring the ACARA SML ID and School name provided match those on the [Australian Schools List](#) site.

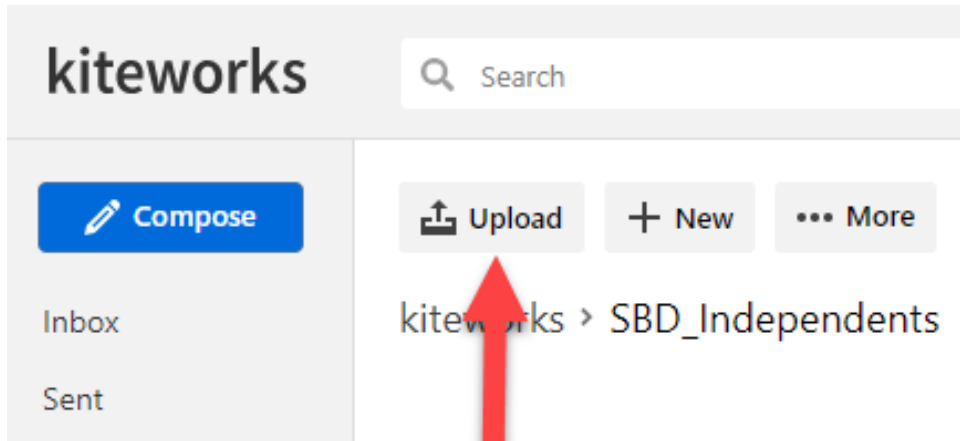
You should receive your FTP instruction email shortly after requesting it. If you don't, please check junk folders.

If you have any issues with the FTP creation, please email independentsbd@acara.edu.au.

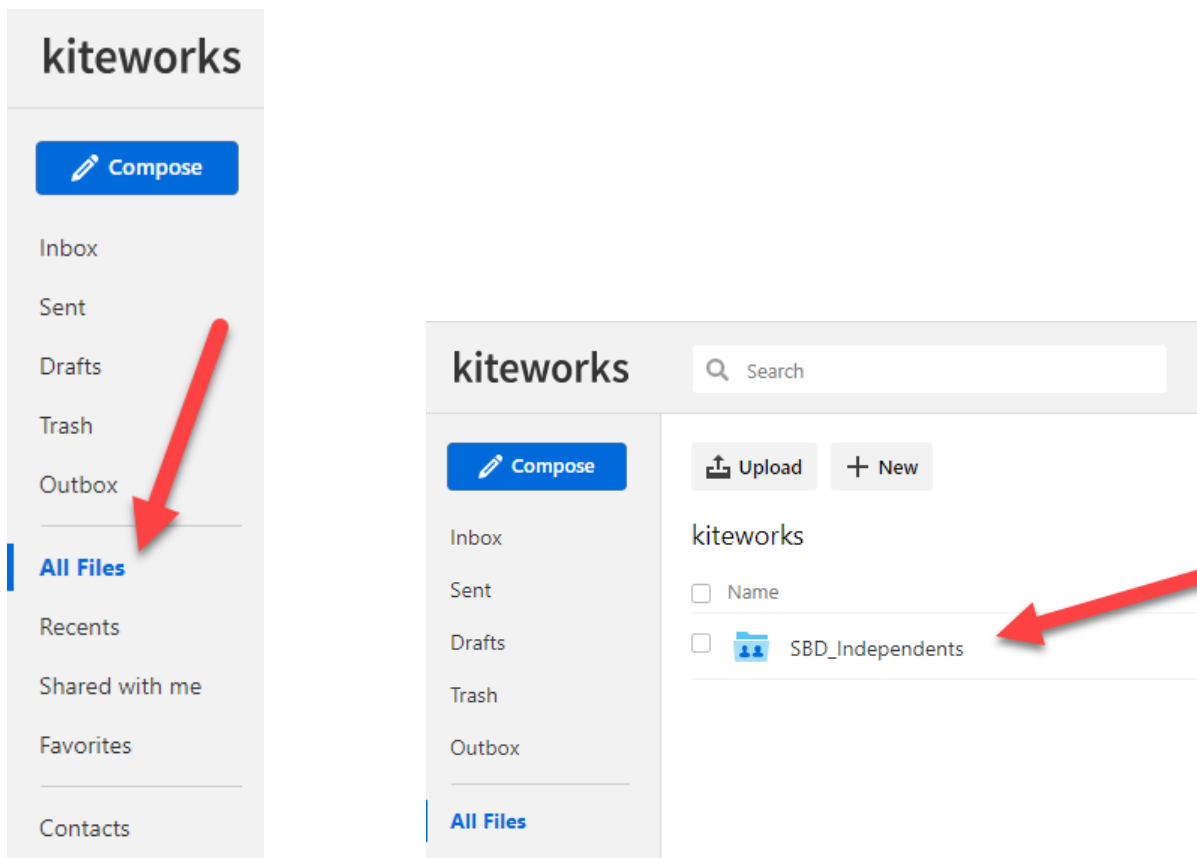
The full link to the form is; <https://www.acara.edu.au/reporting/student-background-data-collection-for-independent-schools/ftp-request-form>

STEP 4 – UPLOADING DATA

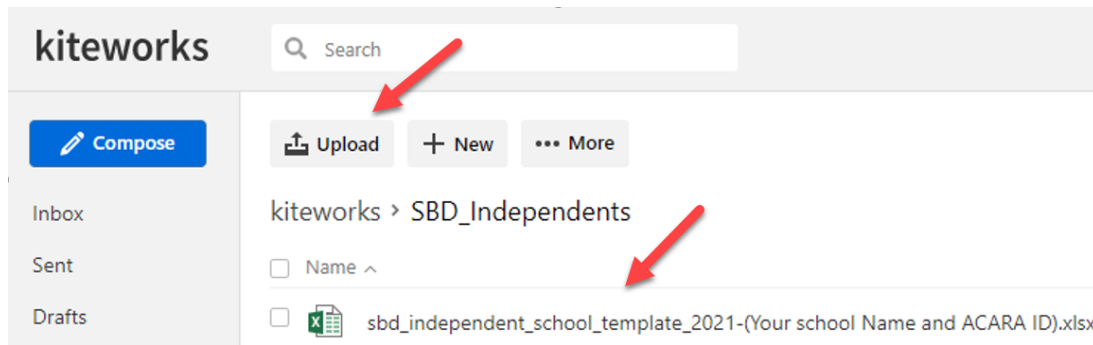
To upload your student background data file, click on the [ACARA secure FTP](#) link, and you should be directed straight to the SBD_Independents folder where your file can be added by clicking **Upload**.



If you navigate away from this folder or want to go back to your file, please click on 'All Files' then select SBD_Independents folder.



Select Upload to add your file, and from there you should be able to see it in the folder



The screenshot shows the 'kiteworks' interface. On the left is a sidebar with 'Compose', 'Inbox', 'Sent', and 'Drafts'. The main area has a search bar and buttons for 'Upload', 'New', and 'More'. Below these is a breadcrumb 'kiteworks > SBD_Independents' and a table header 'Name ^'. A single row in the table shows a file icon and the name 'sbd_independent_school_template_2021-(Your school Name and ACARA ID).xlsx'. Two red arrows point to the 'Upload' button and the file name.

If you can see your file in the folder, then it has been uploaded successfully. Our scripts run every 10 minutes, so you should receive an automated email up to 10-20 minutes after upload advising a completion rate, or potential data errors.

If you require assistance uploading your template, please contact independentsbd@acara.edu.au. Please **do not email the template** due to the sensitive nature of the information.

STEP 5 – CONFIRMATION EMAIL FROM ACARA

Once your template is received, automated quality control checks are completed by ACARA to ensure that the values provided in each column are valid for that field. If corrections are required to the data, an automated exception report will be emailed to you detailing what needs to be changed. If the data has passed all quality checks, a confirmation email will be sent to you.