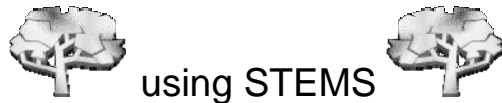


High School Transition in Sydney Region



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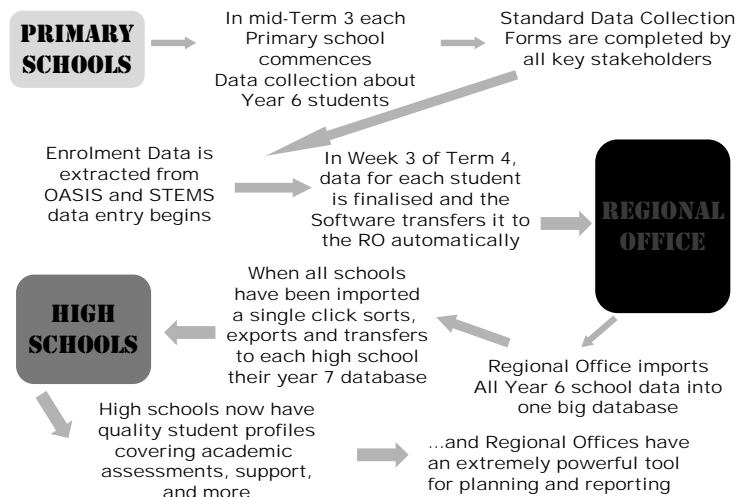
What we'll cover...

- What's STEMS?
- Consistency of Data Collection and the STEMS data collection form
- So Who Does What?
- Setting up STEMS and Data Entry
- The 2006 STEMS Timeline
- Privacy of student data
- Questions and Answers session

High school transition: What's STEMS?

- School Transition Enterprise Management System
- Standardised software to assist with the electronic collection and transfer of high school transition information
- Was first used in St George District schools from 2002-2004
- Was adopted by Sydney Region in 2005 with all but 20 K-6 schools participating
- Will run again in 2006 hopefully with all K-6 schools participating

How the Transition System Works...



Consistency & Quality of Data Collection

- In 2005, STEMS provided transition information for almost 6,000 year 6 students
- Because there was no real information session about data collection last year, consistency and quality of data in some cases was not great
- e.g. the Gifted / Talented section is to identify outstanding students in each of the categories. Only some students should get ticks in those boxes
- Some schools put at least one tick on every year 6 student's record in 2005
- Consistency across all schools is very important

The Importance of Student Comments

- High schools were surveyed in Term 2 on how they found the STEMS system in 2005
- Almost all high schools said relevant student comments were extremely valuable for effective transition
- Unfortunately, many K-6 schools chose to not supply any student comments in 2005
- With extra time available in 2006 to complete data collection, it is hoped that a relevant comment can be made for every student

The Data Collection Form

- The STEMS data collection form is only two pages long and is the same for all high schools
- Photocopy the form onto both sides on one piece of paper. One for each year 6 student
- While you could enter data directly into STEMS, using the printed forms to collect data first is more effective
- The form is divided into four sections, mirroring the STEMS data entry screens

STEMS Data Collection Form: Student Profile

Write the year 6 student's name first. STEMS will have the name entered automatically from OASIS

When the high school is confirmed, write it in here.

Surname: _____ Given Names: _____ Preferred Name: _____

Selected High School Region: _____ Selected High School: _____

(tick, highlight and complete the forms as appropriate - any field listed as "OASIS" can be ignored)

Student Profile	Academic Profile	Support Profile	Issues/Comments
Background: Country of Birth: Auto-entered by OASIS Language Spoken at Home: Auto-entered by OASIS Nationality: Auto-entered by OASIS Religious Instruction: Auto-entered by OASIS Interpreted Req'd. Aboriginal or Torres Strait Islander?: YES/NO for Parents or Student Roll Class: Auto-entered by OASIS Primary School Teacher's Name: _____	Gifted and/or Talented Categories: <input type="checkbox"/> Team Sports <input type="checkbox"/> Athletics <input type="checkbox"/> Leadership <input type="checkbox"/> Computers <input type="checkbox"/> Dance <input type="checkbox"/> Drama	<input type="checkbox"/> Swimming <input type="checkbox"/> PSSA Region/State <input type="checkbox"/> Public Speaking <input type="checkbox"/> Music <input type="checkbox"/> Musical Instrument <input type="checkbox"/> Visual Arts	Only tick those if the student shows strong talent
Attendance Notes: (highlight the appropriate option) Explained means unsatisfactory attendance, but covered by parent notes Unexplained means unsatisfactory attendance, without parent explanation	Attendance at Primary School: _____ Number of Primary Schools Attended (from Student Record Card): _____	The Record Card has this information	This section is to highlight outstanding talent it is not expected that all students will have ticks in these categories
All of this will come from OASIS automatically	Use a highlighter pen or just circle Yes or No	Write the main Year 6 teachers name(s) here.	Look out for helpful notes like these on the form
Excellent Satisfactory Explained Unexplained HSLO Involvement		Just use a highlighter pen here or circle the appropriate item	

STEMS Data Collection Form: Academic Profile

Most of the Academic Profile is best completed using a highlighter pen

If the student is classified ESL, select "New Arrivals Program" or the Phase

BST Results should be looked up from the student's records. If any BST results are unavailable, just leave those ones blank

High Schools have asked specifically for English and Maths assessments rather than other KLAs. According to the Primary Curriculum, highlight the appropriate assessment for each student

SENAs are more relevant for tracking K-6 using STEMs

Does your school teach and LOTE in year 6? Write the language here

Circle Y or N here

Highlight the appropriate behaviour assessments for Classroom and Playground

STEMS Data Collection Form: Support Profile

GET HELP FROM THE COUNSELLOR TO COMPLETE THIS SECTION!

The School Counsellor should be booked in specifically to assist with the STEMs data collection process

Over the past four years of STEMs being run in St George and Sydney Region schools, the Support Profile section has been the most poorly completed. This is mainly because the School Counsellor has not typically been involved in the STEMs data collection process. In 2006, the Student Services group have requested that School Counsellors take a more active roll in the STEMs process.

STEMS Data Collection Form: Issues / Comments

PLEASE DON'T LEAVE THIS SECTION BLANK FOR ANY YEAR 6 STUDENT

PLEASE INCLUDE SOME COMMENTS ABOUT THIS STUDENT TO ASSIST WITH HIGH SCHOOL TRANSITION. ALSO ELABORATE ON ANY SELECTED GIFTED AND/OR TALENTED CATEGORIES AND ANY LEARNING RECOMMENDATIONS.

General Comments (350 characters max.):

An Interview with the Year 6 Teacher about this student is recommended to the High School: YES / NO (circle one)

There is something that is relevant to the high school that can be said about every student:

- Any learning/support recommendations?
- What should the high school focus on with this student?
- Was the student in the SRC or the Captain/Prefect?
- Elaborate on gifted/talented and attendance history
- Other students of interest going to the same High School?

"Put the ball in the High School's court". Notify them of the students where you can provide them more details that you would rather not (or cannot) add to the database

Roles & Responsibilities: So Who Does What?

- In a nutshell, it is the Primary School's responsibility to provide relevant transition information to each high school
- Multiple Teachers, School Administrators, Executive and Counsellors have been involved in each student's education in the time they have been at your school
- Everyone has a role in providing information for the STEMs data collection process
- A team-effort will make the process easier and ensure the data is accurate

Roles & Responsibilities:

Some Suggestions

- School Administrative staff can assist with the Student Profile section and the OASIS Export for STEMS
- Stage 3 Teachers can complete the Academic Profile and the Issues/Comments
- The School Counsellor can assist with completing the Support Profile section
- The Principal/Executive can verify the selected high school and check and sign-off the data collection forms

Roles & Responsibilities:

Data Entry into STEMS

- Data Entry is the only “extra” task involved in the STEMS process for primary schools
- Time savings have been gained by not having to deal with multiple data entry forms from different high schools
- It is up to each school to decide who are the best people to complete the data entry
 - *Computer literacy helps (typing and mousing)*
- After completion each record should be cross-checked against the forms preferably by another staff member

Setting Up STEMS

- You may have STEMS 2005 installed already. You need to download and install STEMS 2006
- STEMS can be downloaded from the website:
 - <http://stuhasic.com/stems>
- Installation requires an Administrator logon
 - *If you need assistance with installation, ask sooner rather than later*
- STEMS can be installed on a Server and shared by multiple staff
 - *Again, ask if you need help with this*

Running STEMS

READ THROUGH THE SUPPLIED K-6 STEMS USER MANUAL

IF YOU HAVE A SPARE 30mins, GO THROUGH THE ON-LINE TRAINING

Everything that is “grey” has come from OASIS and cannot be changed

DO NOT TYPE in the high school name that the student will go to. All DET high schools are included in the pull-down list. Change the Region if needed for other DET high schools. If a non-DET school is needed, change Region to N/A then select.

NOTE: THE STEMS K-6 TRACKING FORM IS NOT NEEDED FOR TRANSITION!

The Primary Schools Menu has useful functions

Set a Year/Class Filter to make finding Year 6 student records much quicker

Sort your data collection forms into alphabetical order by surname so you can just jump to the next record alphabetically using the navigation tools

Use Ctrl-C (Copy) and Ctrl-V (Paste) to save you retyping the teacher name in each record

Save BEFORE changing students!

The 2006 STEMS Timeline

Week 4 T3	Weeks 8-9/T3	Week 11 T3	Week 3 T4	Week 5 T4
<ul style="list-style-type: none"> Attend STEMS inservice. Download STEMS Data Collection Form, duplicate and commence data collection for year 6 students only. Download STEMS User Instructions and read through. If there are concerns, raise them now. 	<ul style="list-style-type: none"> Download STEMS software and install. Run through Self-Paced Training Continue Data Collection process. Forms should be checked by appropriate staff, Year 6 teacher, Counsellor, SAM, Principal etc. 	<ul style="list-style-type: none"> Commence data entry process into STEMS software. Select High Schools as nominated by students. 	<ul style="list-style-type: none"> Verify data entered for each student, change high school selected if changes have occurred. Transmit Year 6 Data to Regional Office before the end of the week. <u>All primary schools should have completed the STEMS process by the end of week 3.</u> 	<ul style="list-style-type: none"> Regional Office to check data entry by primary schools, then distribute Year 6 data to each high school and supply the High School version of the STEMS software.

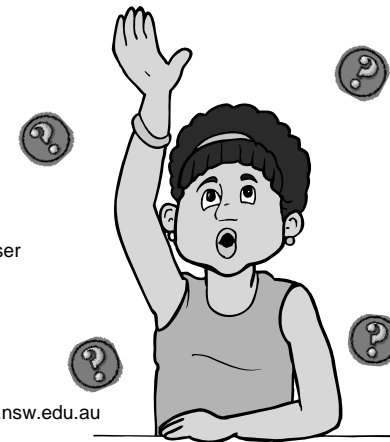
Privacy of Student Data

- Maintaining privacy of data entered into STEMS is paramount
- STEMS is subject to the guidelines and conditions of the Privacy and Personal Information Act 1998 and the Education Act 1990.
- Authorised STEMS users are responsible for maintaining the private nature of STEMS data
- Data entered into STEMS is also subject to *Freedom of Information*, therefore, be diplomatic about comments re students

The STEMS Website

The STEMS K-6 Installation Guide and User manual . Please print and read through the instructions for a better understanding of the process	http://stuhasic.com/stems/STEMS-PS.pdf
The STEMS Year 6 Data Collection Form . This two-page form should be printed and photocopied back to back. One copy is required for each year 6 student	http://stuhasic.com/stems/STEMSform.pdf
The STEMS installation program . Follow the instructions in the Installation Guide to install STEMS at your school, extract student data from OASIS and commence dtat collection and entry	http://stuhasic.com/stems/stemssetup.exe
The STEMS Self-Paced Training System for Primary Schools . This 30 minute on-line interactive guide explains how data collection and entry works with STEMS.	http://stuhasic.com/stems <ul style="list-style-type: none"> • Click Instructions then the self-paced training option.

Questions & Answers



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