

Entering Data Collection Sheet Information

Introduction

When enabled by your school, you can use the Data Collection Sheet wizard to submit changes to important details about your children to their school. The school will review your submissions and incorporate the updates into their database. You can use SLG to update student details, contacts, medical information, meals and dietary information, travel information and ethnicity.

To enable the link, as a SIMS Learning Gateway Administrator, log on to the My Children Dashboard and go to the My Children Links web part. Click to modify the web part and then put a tick to make the Data Collection Sheet link visible.

After submitting a data collection sheet for a child, the Data Collection Sheet hyperlink disappears from the My Children Links panel for that child. The hyperlink will become available again when the school has incorporated the changes that you submitted into the database.

Entering Data Collection Sheet Information

The Data Collection Sheet wizard can be used to review and update the information that the school stores for your children.

To access the Data Collection Sheet wizard, click the Data Collection Sheet hyperlink displayed in the My Children Links panel on the My Children Dashboard page.

You must complete each step of the wizard in order. If there are no updates required for a particular page of the wizard, click the Save and Continue button to advance to the next page.

Log into the SIMS Learning Gateway site for your child's school.

From the the navigation panel, click the My Children Dashboard hyperlink.

From the My Children Links panel, click the Data Collection Sheet hyperlink to display the Welcome page of the Data Collection Sheet wizard.

The screenshot shows the 'DATA COLLECTION SHEET' interface for Green Abbey School. At the top, there is a navigation bar with the school name and a 'DATA COLLECTION SHEET' title. Below this is a 'Welcome' section for George Wong, Year 12, N, Newton. The main content area lists several categories of information to be collected, each with an icon and a brief description:

- Student Details**: Basic details of the student eg preferred name, address and date of birth
- Contacts**: Basic details of contacts associated to the student
- Medical**: Medical information eg medical practices and medical conditions
- Dietary & Meal**: Dietary information eg meal choices and dietary preferences
- Travel**: Information about how the student gets to school, travel route
- Ethnicity**: Ethnicity and culture details about the student eg nationality, first language
- Finish**: Review changes and submit to school for processing

A large blue arrow button is visible on the right side of the main content area, indicating the next step in the wizard.

Entering Student Details

The Student Details page enables you to review and edit your child's name, date of birth, gender, addresses, email addresses and telephone numbers

Green Abbey School
DATA COLLECTION SHEET

Student Details
George Wong Year 12, N, Newton

Start Again?

Basic Details

Legal Name: George Wong

Preferred Name: George Wong

Date of Birth: 11/11/1994

Gender: Male

Current and Future Addresses + Add Address

17 Goldington, Tingewick, Buckingham, Buckinghamshire, MK18 4RL, United Kingdom

This is George's home address from 19/04/2006

Emails + Add Email

georgewong@live.co.uk

This is George's primary home email address

Telephones + Add Telephone

01272 554311

This is George's primary home telephone number

07994 444311

This is George's mobile telephone number

NOTES: All students require a current home address. It is not possible to have multiple home addresses at the same time. However, you can add a home address with a future Start Date if, for example, you know that you will be moving house on a specific day.

If you choose to edit a home address, you will be asked if you would like to update all the contacts that also live at the current address. Select the check box next to each person to whom you wish to apply the address changes.

Entering Contact Information

The Contacts page enables you to review and edit the basic details, addresses, email addresses and telephone numbers of the contacts for your child.

Green Abbey School
DATA COLLECTION SHEET



 **Contacts**
George Wong Year 12, N, Newton Start Again?

YUK YEE WONG >
KIN YA WONG
GILL VAUGHNER
[+ Add Contact](#)

Basic Details Delete Contact

Name Mrs YUK YEE WONG

Gender Female

Relationship Mother

Parental Responsibility Yes

Priority 1

Current and Future Addresses + Add Address

3, 3 Bendwick St, Terrytown, T43 9NU, United Kingdom
This is YUK YEE WONG's **home** address from **08/05/2012** until **22/05/2012**

5, Chicken Run Lane, Collington, CO45 8PU, United Kingdom
This is YUK YEE WONG's **home** address from **23/05/2012**


Emails + Add Email

No email address recorded

Telephones + Add Telephone

457862
This is YUK YEE WONG's **work telephone** number

219460
This is YUK YEE WONG's **home telephone** number

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Entering Medical Information

The Medical page enables you to review and edit the information about the medical practice with which your child is registered and any medical conditions or disabilities that your child has.

Green Abbey School
DATA COLLECTION SHEET

Medical
George Wong Year 12, N, Newton

Start Again?

Medical Practices + Add Medical Practice

Stanton Surgery, Ridgewick Street

Medical Practice Notes

Medical Conditions

A.D.H.D.
Arthritis
Asthma
Chronic Fatigue Syndrome
Diabetes
Eczema
Hayfever
Multiple Sclerosis
Myalgic Encephalopathy
None
Osteoporosis
Post Viral Fatigue Syndrome

Epilepsy

Other Medical conditions

Disabilities + Add Disability

No disability recorded

Entering Meals and Dietary Information

The Meals and Dietary page enables you to review and edit your child's meal schedule (e.g. Home, Packed Lunch, Other School etc.) for each day of the week as well as to enter other dietary requirements.

The screenshot shows a web-based form titled "Meals and Dietary" for "George Wong Year 12, N, Newton". The interface includes a navigation bar with a school logo, a "DATA COLLECTION SHEET" label, and several icons representing different data categories. The main content area is divided into two sections: "Meal Choices" and "Dietary Needs".

Meal Choices

Day	Meal Choice
Monday	Home
Tuesday	Home
Wednesday	Home
Thursday	Home
Friday	Home

Dietary Needs

Artificial colouring allergy
Gluten free
Halal
Kosher foods only
No dairy produce
No nuts of any type/quantity
Seafood allergy
Vegetarian

No pork

Additional Needs:

Navigation: Left arrow, Right arrow, Start Again? button.

Entering Travel Information

The Travel page enables you to review and edit your child's travel information, including Travel Mode and Travel Route.

The screenshot shows the 'Travel' section of a data collection sheet. At the top, it says 'Green Abbey School DATA COLLECTION SHEET' with a navigation bar containing icons for various categories: a flag, a speech bubble, a family, a plus sign, a fork and knife, a car, a globe, and a flag. The 'Travel' section is highlighted in blue and includes a car icon, the title 'Travel', and the student name 'George Wong Year 12, N, Newton'. A 'Start Again?' link is on the right. The main form area contains four fields: 'Travel Mode' (dropdown menu with 'Boarder - not applicable' selected), 'Other Travel Mode' (text input), 'Travel Route' (dropdown menu with 'East Town' selected), and 'Other Travel Route' (text input). Navigation arrows are on the left and right sides.

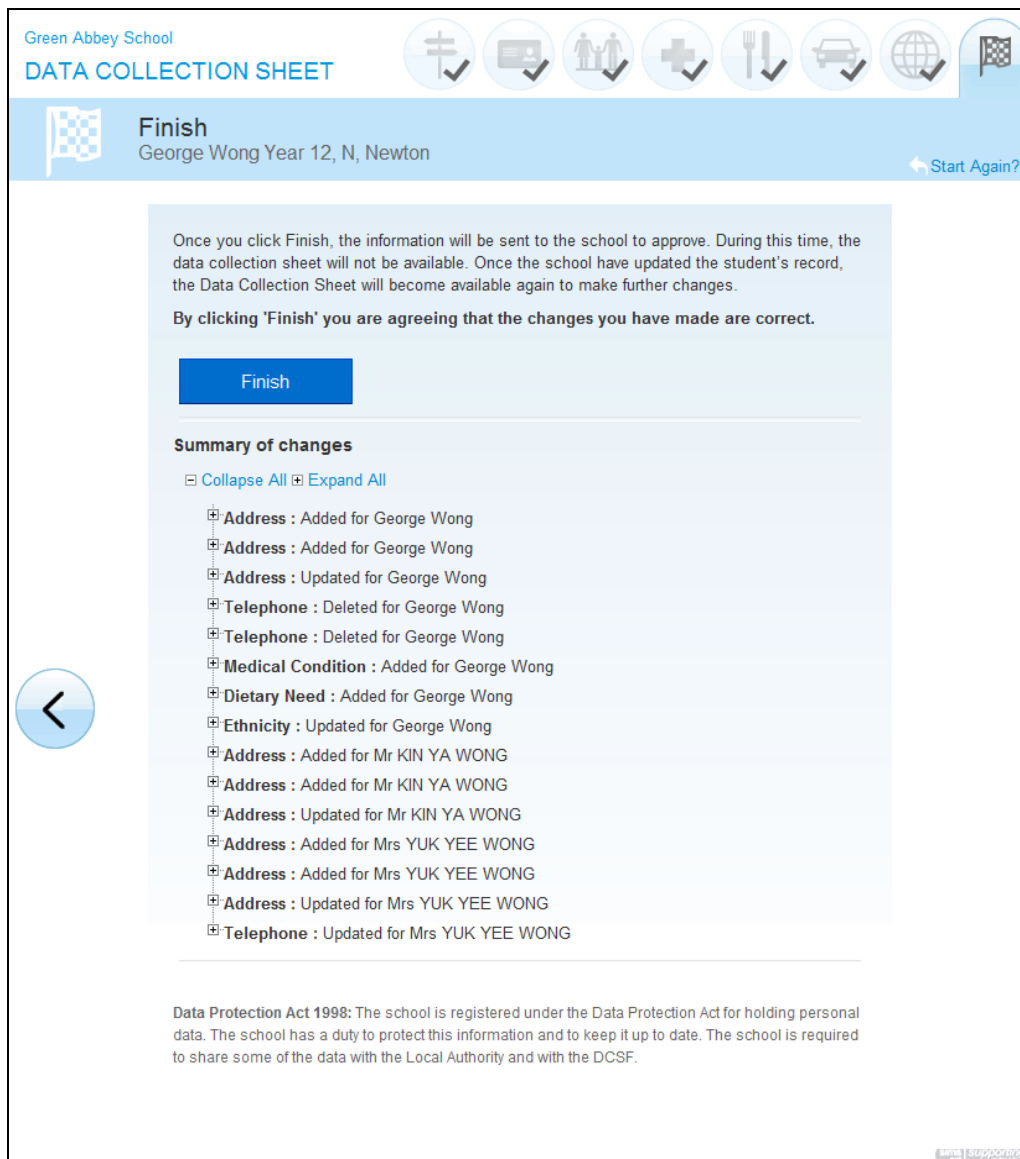
Entering Ethnicity Information

The Ethnicity page enables you to review and edit details of your child's ethnic and religious background.

The screenshot shows the 'Ethnicity' section of a data collection sheet. At the top, it says 'Green Abbey School DATA COLLECTION SHEET' with a navigation bar containing icons for various categories: a flag, a speech bubble, a family, a plus sign, a fork and knife, a car, a globe, and a flag. The 'Ethnicity' section is highlighted in blue and includes a globe icon, the title 'Ethnicity', and the student name 'George Wong Year 12, N, Newton'. A 'Start Again?' link is on the right. The main form area contains six fields: 'Ethnicity' (dropdown menu with 'Chinese + any other ethnic group' selected), 'National Identity' (dropdown menu with 'Other' selected), 'Religion' (dropdown menu with 'Buddhist' selected), 'First Language' (dropdown menu with 'Chinese' selected), 'English as an Additional Language' (dropdown menu with 'No' selected), and 'Speaks Welsh' (dropdown menu with 'Information Not Obtained' selected). Navigation arrows are on the left and right sides.

Reviewing and Submitting Data Sheet Information

The Finish page enables you to review the changes that you have made throughout the wizard before submitting them to the school.



The screenshot shows the 'Finish' page of a 'DATA COLLECTION SHEET' for Green Abbey School. The page title is 'Finish' for 'George Wong Year 12, N, Newton'. A 'Start Again?' link is visible in the top right. A central text box explains that clicking 'Finish' sends information to the school for approval and that the sheet will be unavailable during this time. Below this is a blue 'Finish' button. A 'Summary of changes' section lists various updates and deletions for George Wong and other individuals (Mr KIN YA WONG and Mrs YUK YEE WONG). A 'Data Protection Act 1998' notice is at the bottom.

Green Abbey School
DATA COLLECTION SHEET

Finish
George Wong Year 12, N, Newton [Start Again?](#)

Once you click Finish, the information will be sent to the school to approve. During this time, the data collection sheet will not be available. Once the school have updated the student's record, the Data Collection Sheet will become available again to make further changes.

By clicking 'Finish' you are agreeing that the changes you have made are correct.

Finish

Summary of changes
[Collapse All](#) [Expand All](#)

- Address : Added for George Wong
- Address : Added for George Wong
- Address : Updated for George Wong
- Telephone : Deleted for George Wong
- Telephone : Deleted for George Wong
- Medical Condition : Added for George Wong
- Dietary Need : Added for George Wong
- Ethnicity : Updated for George Wong
- Address : Added for Mr KIN YA WONG
- Address : Added for Mr KIN YA WONG
- Address : Updated for Mr KIN YA WONG
- Address : Added for Mrs YUK YEE WONG
- Address : Added for Mrs YUK YEE WONG
- Address : Updated for Mrs YUK YEE WONG
- Telephone : Updated for Mrs YUK YEE WONG

Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DCSF.

Once submitted the school decides to accept or reject changes.

Dealing with changes submitted by parents

Select Routibnes – SLG – Data Collection Sheet

Click search to bring up all Data change requests submitted. You may choose to filter by Year Group, Registration Group etc.

You will have a list of students whose data has had a request for change.

Name	Year Group	Reg Group	House	Tier	Submitted by	Submitted on	Status
Wong Kin Ya	12	G	Curie		WONG, KIN YA	04/05/2012	Submitted
Wong George	12	N	Newton		WONG, KIN YA	04/05/2012	Submitted

You then have a list of data changes for that child

Student: Wong, Kin Ya

Basic Details

Field	SIMS Value	Data Collection Sheet Value	Copy
Preferred Forename	Sylvie	Ye	

Email Details

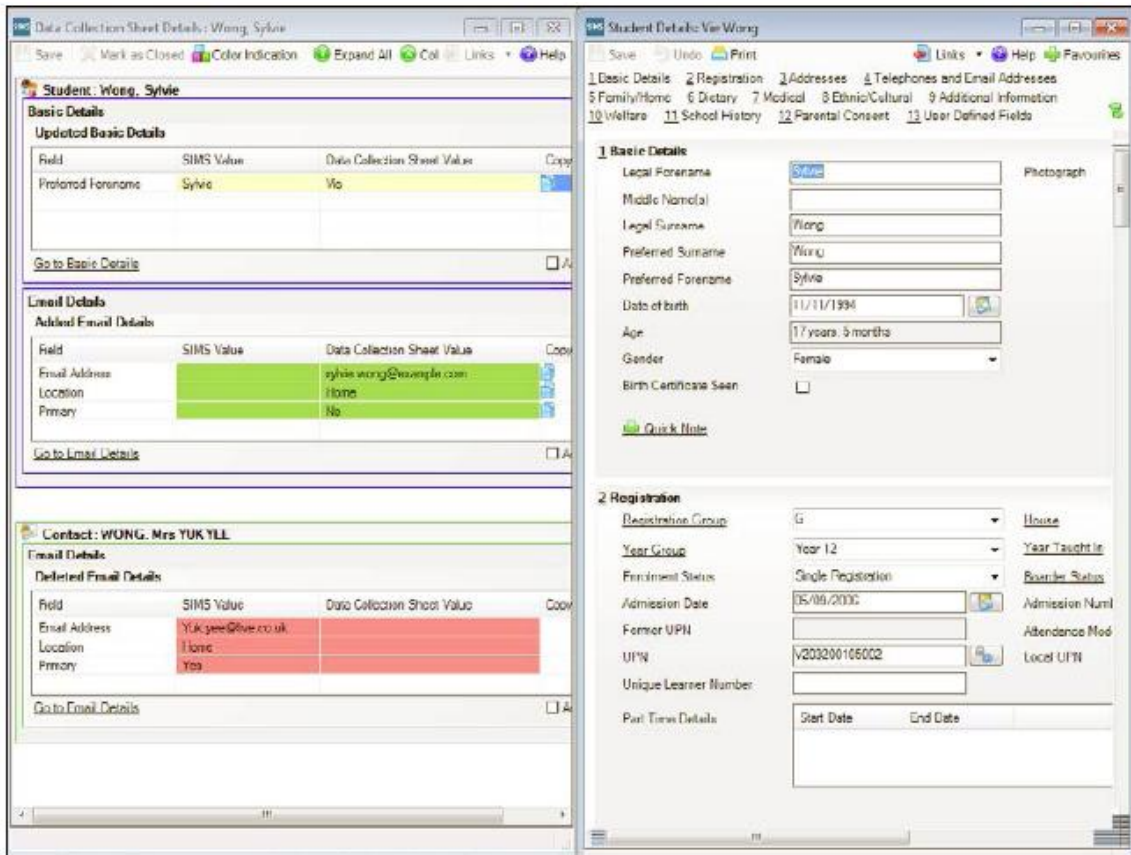
Field	SIMS Value	Data Collection Sheet Value	Copy
Email Address	kin.ye.wong@example.com		
Location	Home		
Privacy	No		

Contact: WONG, Mrs YUK YEE

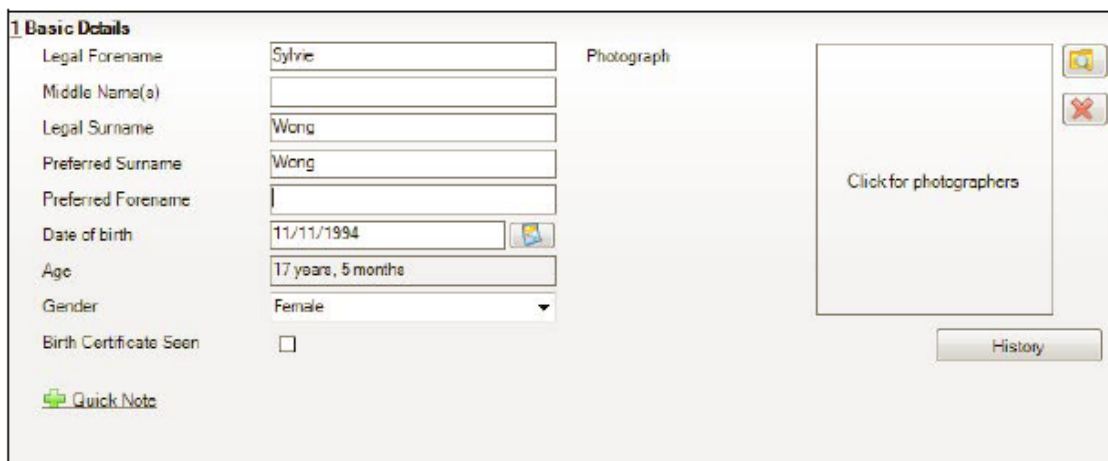
Field	SIMS Value	Data Collection Sheet Value	Copy
Email Address	Yuk.yee@lvo.co.uk		
Location	Home		
Privacy	Yes		

Records found: 2

For the first updated Field, click the Copy button to place the information onto the clipboard.



Click the appropriate Go to hyperlink at the bottom left-hand side of the panel to display the required data entry panel on the Student Details page. For example, if you are updating the Preferred Forename field, click the Go to Basic Details hyperlink in the Updated Basic Details panel to display the Basic Details panel on the Student Details page.



Locate the required field and enter the updated information. For this example, the Preferred Forename field is being updated, therefore highlight all the text in the field and press the Delete key to remove the text.