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| Secondary School Immunisation Program Instructions for schools to transfer contact details to local council TASS.web |

##### The [Public Health and Wellbeing Regulations 2019](http://classic.austlii.edu.au/au/legis/vic/consol_reg/phawr2019331/s112.html) authorises a Council to request the person in charge of a secondary school located within the municipal district to disclose student and parent/guardian contact information to Councils for any student scheduled to receive a vaccination in the Victorian Secondary School Immunisation Program.

Contents

If your school software package is not listed on the [Immunisation health.vic website](https://www2.health.vic.gov.au/public-health/immunisation/vaccination-adolescents/secondary-school) or you have problems with the instructions available for your software system, please refer to this guide for ‘All other systems’.

## Step 1

Distribute a collection statement ([Secondary school vaccination program collection statement-sample](https://www2.health.vic.gov.au/public-health/immunisation/vaccination-adolescents/secondary-school)) to parents/guardians

1. Take note of all students whose parents/guardians do not want their information shared with local council.
2. Liaise with your local council immunisation coordinator regarding the Secondary School Immunisation Program for the year and request a secure email address to send data to.

## Step 2

Follow the TASS.*web* instructions in this document

#### Support

If you have problems extracting the data following these instructions, please contact [TASS Support](https://tasscloud.com.au/spr/index.cfm)

## Extracting student contact details data

As soon as possible after census day, 28 February, extract the following fields of information for students:

* student name
* date of birth
* gender
* year level and class group
* parent/guardian names, phone numbers, email and postal addresses
* language(s) spoken at home

1. In TASS.*web* go to: Student Admin > Listings/Reports/Merges > **Labels/Letter Merges**
2. On the Print tab, select:
   1. Communication Type: ‘Students Lives With’
   2. Additional Fields: Date of Birth, Gender, Mother Name, Father Name, Lang. OTE at Home, Lang. OTE at Home Mother, Lang. OTE at Home Father
3. Click ‘Word Merge – Excel File’

*Note: If you receive a PDF instead of an excel file, you’ve received an Exception Report which contains a list of Students who do not have the ‘Lives With’ Communication Rule applied.*

1. Save the file with a name that identifies your school, the year level, and that you use TASS.web.

e.g. School\_ Year7\_TASSweb.xlsx

## Removing students whose parents opted-out

## Delete students whose parents notified the school that they did not want their information shared with local council

*Note: if you school maintains information in a Student UD field, this can be used as a filter when exporting the data through Labels/Letter Merges.*

## Required extra value not included in extraction

1. Open your extracted spreadsheet in Excel add the following column with the relevant value:

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| **SCHOOL\_ID** |
| Identifies the school for council administration purposes |
| 5644 |

## Review

1. Cross check and ensure those parents who opted out, do not have their data included in the final sheet.
2. Ensure your document is an excel file (.xls, .xlsx or .csv), and it contains your school’s name in the file name.

## Send securely

1. Send your completed file to your local council immunisation coordinator’s secure email address.

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