

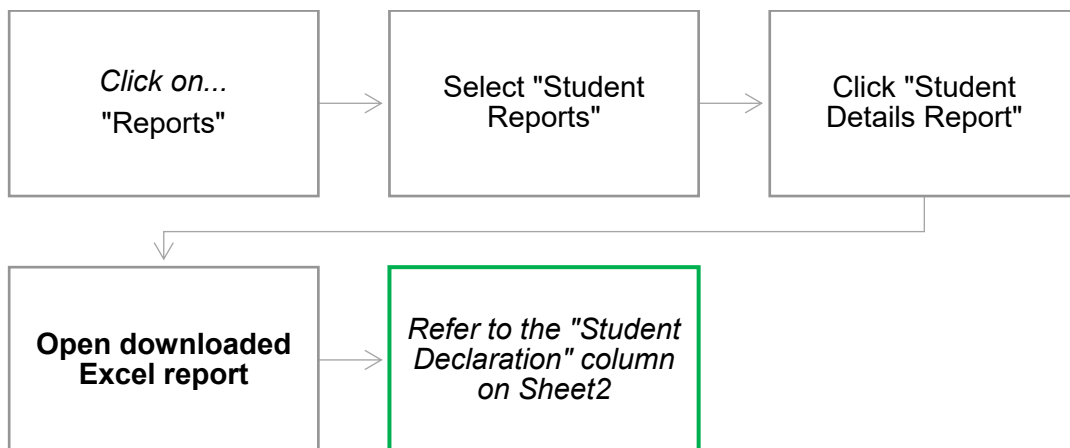


How to...check the status of student declarations

This is for:

- TLOs, Principals, School Administrators

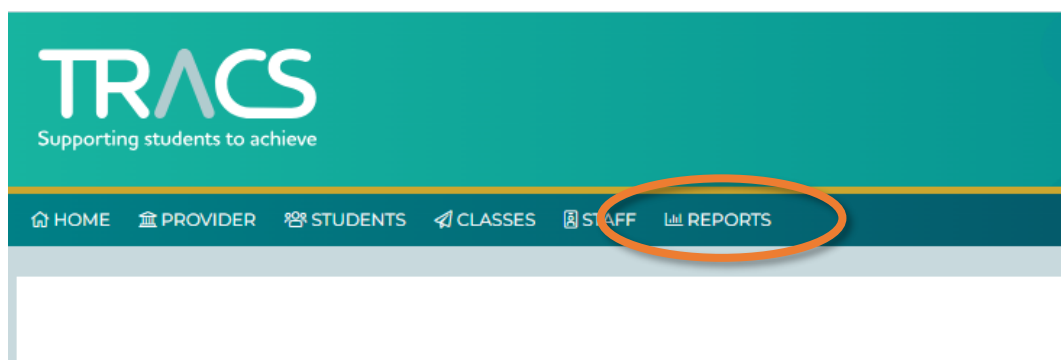
Quick version:



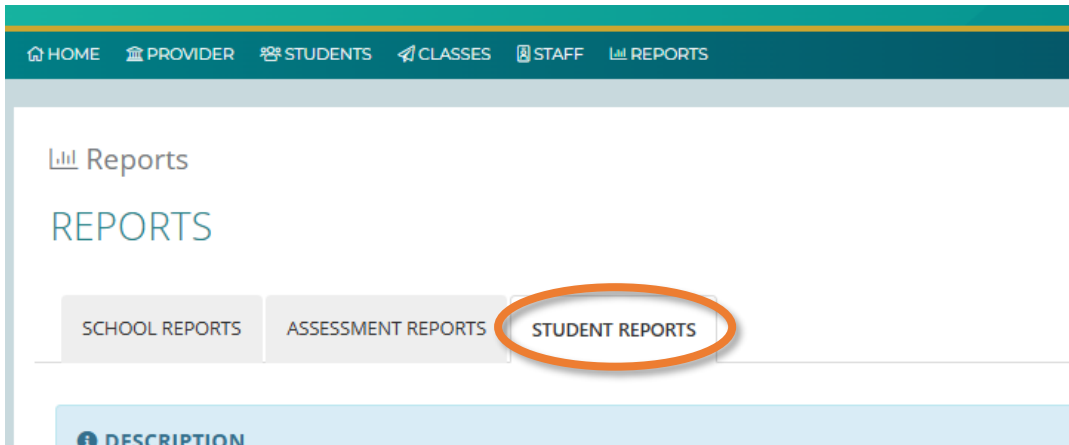
Detailed version:

1. Log in to TRACS:

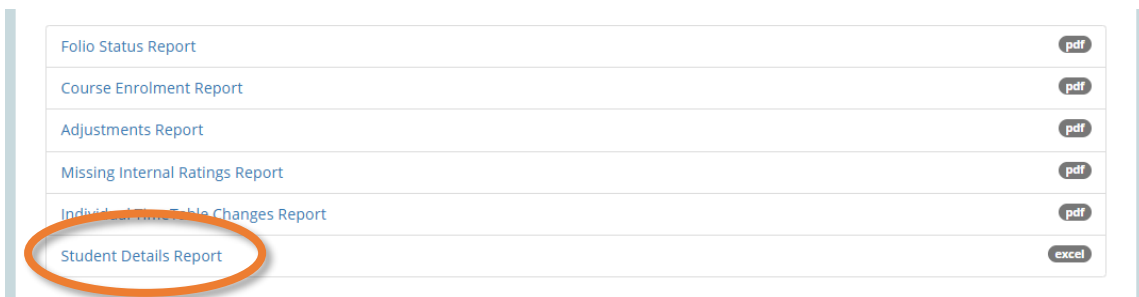
- Select REPORTS from the top menu bar:



- Select the STUDENT REPORTS tab to access the list of reports that return student data:



- Click the **Student Details Report** to download a new copy of it. Depending on the size of your school, this may take a moment. Once it has finished processing, your browser will prompt you to open or save the report.



- Navigate to Sheet2 and view the column named Student Declaration. This displays the status of each student's declaration submission. Students with NOT COMPLETED reflect those that should submit a student declaration but are yet to do so.

	J	K	L	N	O
RESS	PHONE	STUDENT DECLARATION	MAX. TASC COURSE LEVEL		
		EXEMPT	N/A		
		NOT COMPLETED	2		
		NOT COMPLETED	2		
		EXEMPT	N/A		
		EXEMPT	N/A		
		NOT COMPLETED	2		
		NOT COMPLETED	2		
		EXEMPT			
		COMPLETED	2		
		EXEMPT			
		EXEMPT	N/A		
		COMPLETED	2		
		EXEMPT	N/A		

Sheet1 contains a data dictionary which provides context for each column in the report.

»»» Things to know:

- Information about student declarations is available on the [TASC website](#).

For further support, contact TASC via any of the following:

- Phone: (03) 6165 6000
- Email: enquiries@tasc.tas.gov.au