



FACES Data Validation Survey – Information sheet.

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3 December 2018

Dear Parents/Caregivers

Having accurate, up-to-date information on our students is an important part of maintaining their safety and wellbeing, and supporting their learning. It also assists schools to make good decisions about how best to support and care for all students. To ensure that the data we currently hold is current and accurate, CEDP is conducting a **data validation survey**.

What does this involve?

It is pretty straight forward. **Catholic Education Diocese of Parramatta (CEDP)** will send you an email, SMS and/or letter with a link to the survey. Please note that in some cases you may need to confirm visa details, arrival and school starting dates in Australia, so please have this information with you before starting the survey.

The survey will ask you to confirm or change the information the school currently has about your child/children. This could include names, addresses, email addresses etc. In the majority of cases, the information will not have changed. If it has, it is important you record this in the survey. Letters sent to parents will include instructions on how to access the survey online.

Completing this survey helps to ensure that we have the right information about your child in the case of an emergency and for programs that best suit your child's needs.

Reminder emails and SMS will also be sent.

Questions?

If you have any questions about this project, please contact your school. You can also contact the CEDP Helpdesk at enterpriseservicedesk@parra.catholic.edu.au or phone 9840 5620.

Thank you for your support of this important project.

J Fanning

Jim Fanning
Principal