

## LExICON is getting an upgrade!

Thank you, LEXICON Administrators, for all the time that you give to maintaining this database, and for all the feedback you have sent through to us. We have been listening!

LEA has embarked on a project to upgrade LEXICON. The Project Team, from within the Lutheran Church of Australia's IT Department, is working with a Stakeholder Consultation Group of Lutheran Education staff from schools and regional offices across Australia, to ensure the success and relevance of the final product. We are aiming to reach the testing and implementation phase in Term 1, 2025.

### We need your help!

Before we migrate the data across, we need to clean it up as much as possible. Things we need you to check for:

- **Up-to-date staff lists.** Enter new staff, update existing staff, and move any former staff to Left Employment. A reminder about recent changes to the process of exiting former staff is below.
- **Email addresses.** All active staff records must include an email address. Ideally, this should be a school email address, but we are aware that sometimes a personal address has been recorded instead. The most important thing is that it is an active address.
- **Duplicate records.** It happens. Sometimes someone is entered twice with slightly different details. We can merge these for you, just let us know what to look for.

### Exiting a staff member to “Left Employment”

When a staff member resigns or retires, the process of changing their status to “Left Employment” has changed a little:

1. Change the staff member's email to the text **NONE** and click **Save**\*.  
*\*This may not work if others in your staff list do not have an active email address recorded. You may wish to check that first.*
2. Did you click save after the first step? If so, click the “yes” button for Left Employment, update the required fields and save. More detail is recorded in the [LExICON handbook](#).

If you know that a staff member is transferring to another Lutheran school in the same region, your regional office may be able to move them directly to that staff list in LEXICON. If they are transferring to another Lutheran school in a different region, the LEA office can assist. In either case, please provide the transfer date with your request.

**If you require any assistance with LEXICON, or would like some 1:1 training, please contact us on [lexicon@lutheran.edu.au](mailto:lexicon@lutheran.edu.au) or call 08 8267 7318**



## **Thank you!**

Once again, we are enormously grateful to all LEXICON Administrators for the role you play in maintaining the database.