

LExICON is getting an upgrade!

Thank you, LEXICON Administrators, for all the time that you give to maintaining this database. It is an important task in helping to keep our education communities safe.

More than an upgrade, the LEXICON Project Team has been working hard to find the most suitable product to replace the current LEXICON platform. This has meant delays to the original timeline as it was important to us to prioritise due diligence and good stewardship in selecting a product. However, we are nearing the final stages of negotiations, kneeling at the starting line.

We need your help to get ready to launch!

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

- **Up-to-date staff lists.** Enter new staff, update existing staff, and move any former staff to Left Employment.
- **Email addresses.** All active staff records must include an active 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.
- **Required fields.** Please check that all your active staff records are complete, with all required fields filled, particularly under the Details and Private Details tabs.
- **Duplicate records.** It happens. Sometimes someone is entered twice with slightly different details. We can merge these for you, just let us know via email to lexicon@lutheran.edu.au

Exiting a staff member to “Left Employment”

Exiting a staff member to “Left Employment” status is as simple as clicking the “yes” button for Left Employment, updating the required fields and saving the record, but we are here to support you if you need any assistance.

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.

As always, if you require any assistance with the above, or LEXICON generally, please contact us on lexicon@lutheran.edu.au or call 08 8267 7318



Thank you!