

Supplementary Form for Kura Tuakana

Annual Return of Students at Kura Teina at 1 July 2009

Kura Teina:

Kura Tuakana:

Kura Teina Type:

Roll count
date is
1 July 2009

Please check below the location and contact details for this Kura Teina and correct or complete where necessary.

Kura Teina Postal Address

Box / RD:

Suburb:

Town/City/District:

Post Code:

Kura Teina Location:

Street/Road:

Suburb/Locality:

Town/City/District

Contact Details:

Telephone number:

Facsimile number:

Administration email address:

The headteacher of the Kura Teina must complete and sign this form but it must also be checked and signed by the Principal of the Kura Tuakana.

This form is to be returned by the Kura Tuakana Principal with the RS form for the Kura Tuakana (and any other Kura Teina forms if applicable) by 10 July 2009 to the Ministry of Education's Data Management Unit. The address details are on the back page of this form.



MINISTRY OF EDUCATION

Te Tāhuhu o te Mātauranga

**KURA TUAKANA:
PLEASE RETURN THIS
FORM WITH YOUR
COMPLETED RS FORM
BY 10 July 2009**

Introductory notes

Please read the following notes carefully before completing your return

Dates:

Roll count date	Wednesday 1 July 2009
Due date at Tuakana	Monday 6 July 2009
Due date at Ministry	Friday 10 July 2009

Instructions:

Before completing this roll return please read the 2009 Roll Return Guidelines. This provides details to assist you in completing this return. A copy of this document is available online here:
www.educationcounts.govt.nz/goto/guidelines

Find help in the guidelines for:

Secondary, Composite and Special Schools version:

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Primary and Intermediate Schools version:

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Consistency between tables

- **Questions 2 - 5:** These questions must all have the same gender and overall totals matching each of the other tables.
- **Question 6 – Māori Language Learning:** The total number of students at each Funding Year Level across all learning levels cannot be greater than the total number of students in each Funding Year Level in Question 1, 2 and 4. The number of Māori students in any cell (box) cannot be greater than 'total number of students' in the cell above.
- **Question 7.2 – Language tuition:** For each language, the total number of Year 1-6 students must not exceed the total number of Year 1-6 students in Questions 1 and 2, and the total number of Year 7-8 students must not exceed the total number of Year 7-8 students in Questions 1 and 2.
- **Question 9 – Predicted rolls:** The total number of students predicted for Māori Language Learning (Questions 9.4 + 9.5) must not exceed the total number of students predicted in Question 9.1.

Counting Kura Teina Students

Kura Tuakana

If you use an SMS please code all Kura Teina students as student type Kura Teina (KT). Then they will stay in your SMS but not appear on your roll return tables. This is to make sure that these students are not counted twice on both the Kura Teina and the Kura Tuakana roll return forms. A Student can only be counted on 1 roll return form.

Kura Teina

Count all of your students on this form. Make sure they are not also counted on the Kura Tuakana form.

Information Privacy

The data collected through the RS form and Insert E is required for the management of educational programmes, resource allocation, to support policy analysis/decision-making and for national and international reporting purposes. Information relating to individual students and staff members employed by the school will be treated as confidential by the Ministry of Education and access to the information will be restricted to a small number of authorised personnel working within the Ministry. Release of this information outside the Ministry will only occur in aggregate statistical form and no information which identifies individuals will be made available to any individual, group or agency outside the Ministry.

Question 1 – Student Management System (SMS)

Are your student records kept on an SMS?

No → Go to Question 2

Yes → Go to Question 1.2

1.1

Please tick the type of SMS used in your Kura Teina:

✓	Name of SMS	Version
	e-Minerva	
	eTAP	
	IES	
	Integris	
	KAMAR	
	Kidbase	

✓	Name of SMS	Version
	MUSAC – Pupil Files	
	MUSAC – Student Manager	
	PC School	
	Phoenix	
	Schoolmaster	
	Synergetic	
	Other, please state:	

Note: If a Kura Teina uses **their own** SMS the students attending the Kura Teina should be entered as **regular** students (RE) and a roll return produced as for a composite school or a primary school as appropriate. They should not be coded as KT.

The KT code is to allow Kura Tuakana to enter students from their Teina on their SMS but exclude them from the Tuakana roll count. Students coded as **KT** (Kura Teina) **are not counted** on the roll return of the Kura Tuakana.

1.3

Are printout tables from your SMS attached to this form?

Yes → Go to Question 2

No → Please explain why not

Please explain why your SMS tables are not attached

Question 2 – Roll by Type of Student and Funding Year Level

Give details of the total numbers of students attending this Kura Teina at 1 July 2009.

- Kura Teina with their own SMS please attach **Table J3**.

Type of Student Funding Year Level		Students Eligible for Ministry Operational Funding										
		1		2		3		4		5		
		Number of Full-Time Regular Students		Number of Part-Time Regular Students		Number of Full-time Adult Students		Number of Part-time Adult Students		Total Number of Students (add across columns 1 to 4)		
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
Year 1												
Year 2												
Year 3												
Year 4					Do not enter figures in shaded areas							
Year 5												
Year 6												
Year 7												
Year 8												
Year 9												
Year 10												
Year 11												
Year 12												
Year 13												
Year 14												
Year 15												
TOTAL ROLL												

Question 3 – Roll by Funding Year Level and Age

Give details of the total number of students attending this Kura Teina at 1 July 2009 by Funding Year Level and Age. Age must be as at 1 July 2009.

- Kura Teina with their own SMS please attach **Table J4**.

Continued next page...

Age as at 1 July Funding Year Level	5		6		7		8		9		10		11		12		13		14		15		16		17		18		19	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F		
Year 1																														
Year 2																														
Year 3																														
Year 4																														
Year 5																														
Year 6																														
Year 7																														
Year 8																														
Year 9																														
Year 10																														
Year 11																														
Year 12																														
Year 13																														
Year 14																														
Year 15																														
TOTAL																														
Part-time students included in total																														

Question 3 – Roll by Funding Year Level and Age – continued from previous page

Give details of the total number of students attending this Kura Teina at 1 July 2009 by Funding Year Level and Age. Age must be as at 1 July 2009.

- Kura Teina with their own SMS please attach **Table J4**.

Age as at 1 July Funding Year Level	20		21		22		23		24		25		26		27		28		29		30-34		35-39		40+		TOTAL (including numbers from previous page)			
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	T			
Year 1																														
Year 2																														
Year 3																														
Year 4																														
Year 5																														
Year 6																														
Year 7																														
Year 8																														
Year 9																														
Year 10																														
Year 11																														
Year 12																														
Year 13																														
Year 14																														
Year 15																														
TOTAL																														
Part-time students included in total																														

Question 4 – Roll by Ethnic Group and Age

Give details of the total number of students attending this Kura Teina at 1 July 2009 by Ethnic Group and Age. Age must be as at 1 July 2009.

- Kura Teina with their own SMS please attach **Table J5**.

Table continues next page...

Age as at 1 July		5		6		7		8		9		10		11		12		13		14	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
DOMESTIC STUDENTS	NZ European/Pākehā																				
	Other European																				
	NZ Māori																				
	Samoaan																				
	Cook Island Māori																				
	Tongan																				
	Niuean																				
	Fijian																				
	Tokelauan																				
	Other Pasifika																				
	South East Asian																				
	Indian																				
	Chinese																				
	Other Asian (eg Japanese, Korean)																				
	Other (eg South American, African)																				
International Fee paying																					
TOTAL																					

Question 4 – Roll by Ethnic Group and Age – Continued from previous page

Give details of the total number of students attending this Kura Teina at 1 July 2009 by Ethnic Group and Age. Age must be as at 1 July 2009.

- Kura Teina with their own SMS please attach **Table J5**.

	Age as at 1 July	15		16		17		18		19		20		21		22+		TOTAL (including numbers from previous page)			
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	T	
DOMESTIC STUDENTS	NZ European/Pākehā																				
	Other European																				
	NZ Māori																				
	Samoaan																				
	Cook Island Māori																				
	Tongan																				
	Niuean																				
	Fijian																				
	Tokelauan																				
	Other Pasifika																				
	South East Asian																				
	Indian																				
	Chinese																				
	Other Asian (eg Japanese, Korean)																				
	Other (e.g. South American, African)																				
International Fee paying																					
TOTAL																					

Question 5 – Roll by Ethnic Group and Funding Year Level

Give details of the total number of students attending this Kura Teina at 1 July 2009 by Ethnic Group and Funding Year Level.

- Kura Teina with their own SMS please attach **Table J6**.

Table continues next page...

Funding Year Level		Year 1		Year 2		Year 3		Year 4		Year 5		Year 6		Year 7		Year 8		Subtotal Years 1 to 8			
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total	
DOMESTIC STUDENTS	NZ European/Pākehā																				
	Other European																				
	NZ Māori																				
	Samoan																				
	Cook Island Māori																				
	Tongan																				
	Niuean																				
	Fijian																				
	Tokelauan																				
	Other Pasifika																				
	South East Asian																				
	Indian																				
	Chinese																				
	Other Asian (e.g. Japanese, Korean)																				
	Other (e.g. South American, African)																				
International Fee paying																					
TOTAL																					

Question 5 – Roll by Ethnic Group and Funding Year Level – Continued from previous page

Give details of the total number of students attending this Kura Teina at 1 July 2009 by Ethnic Group and Funding Year Level.

- Kura Teina with their own SMS please attach **Table J6**.

	Ethnic Group	Funding Year Level		Year 9		Year 10		Year 11		Year 12		Year 13		Year 14		Year 15		TOTAL (including numbers from previous page)					
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	T			
		DOMESTIC STUDENTS	NZ European/Pākehā																				
Other European																							
NZ Māori																							
Samoan																							
Cook Island Māori																							
Tongan																							
Niuean																							
Fijian																							
Tokelauan																							
Other Pasifika																							
South East Asian																							
Indian																							
Chinese																							
Other Asian (eg Japanese, Korean)																							
Other (e.g. South American, African)																							
International Fee paying																							
TOTAL																							

Question 6 – Highest Level of Māori Language Learning

Give details below of the numbers of students receiving Māori Medium Education or learning Te Reo or Taha Māori at 1 July 2009.

No → Go to Question 7

Yes → Record students at their **HIGHEST** level of Māori Language Learning

- Schools with an SMS please attach **Table J7**
- Students must be counted **ONCE only, at their HIGHEST level**
- Remember to also complete the 2nd row of each level - even if all the students in that level are Māori
- Exclude students learning through the Correspondence School

		Level of Learning	Teacher instruction time spent teaching curriculum subjects in Māori Language	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Y11	Y12	Y13	Y14	Y15	Total	
Māori-Medium Education: Students are taught curriculum subjects other than Te Reo in both Māori and English (bilingual) or in Māori only (immersion)	Level 1 (81-100%)	Curriculum taught in Māori for more than 20 and up to 25 hours per week	Total number of students (Māori and Non-Māori)																	
			Number of Māori students (included above)																	
	Level 2 (51-80%)	Curriculum taught in Māori for more than 12.5 and up to 20 hours per week	Total number of students (Māori and Non-Māori)																	
			Number of Māori students (included above)																	
	Level 3 (31-50%)	Curriculum taught in Māori for more than 7.5 and up to 12.5 hours per week	Total number of students (Māori and Non-Māori)																	
			Number of Māori students (included above)																	
	Level 4(a) (12-30%)	Curriculum taught in Māori for more than 3 and up to 7.5 hours per week	Total number of students (Māori and Non-Māori)																	
			Number of Māori students (included above)																	
Te Reo Māori: Students learn Te Reo Māori as a separate subject	Level 4(b)	Students learning Te Reo Māori for at least 3 hours per week	Total number of students (Māori and Non-Māori)																	
			Number of Māori students (included above)																	
	Level 5	Students learning Te Reo Māori for less than 3 hours per week	Total number of students (Māori and Non-Māori)																	
			Number of Māori students (included above)																	
Taha Māori: Students learn Māori songs, greetings and simple words	Level 6	Other students (not already counted above) who are learning Taha Māori only	Total number of students (Māori and Non-Māori)																	
			Number of Māori students (included above)																	

Question 7 – Language learning below Year 9

7.1

Does your school provide language learning other than English or Te Reo Māori for students enrolled at your school below Year 9?

No → Go to Question 8
 Yes → Go to Question 7.2, below

7.2

Record below the numbers of students who have received or will receive other language tuition this academic year.

- If a language is taught on a rotational basis (e.g. term by term) please estimate the total number of students in each category who will receive language instruction during the 2009 school year.
- Please provide numbers, do not tick

Language offered	Numbers of students in Year 1 to Year 6			Numbers of students in Year 7 and Year 8		
	Less than 15 hours per year	15 – 30 hours per year	More than 30 hours per year	Less than 15 hours per year	15 – 30 hours per year	More than 30 hours per year
Samoan						
Cook Island Māori						
Tongan						
Niuean						
Fijian						
Tokelauan						
Other Pacific Languages						
French						
German						
Japanese						
Spanish						
Russian						
Chinese Languages						
Indonesian						
Other languages (please specify) _____						

Question 8 – Secondary Subjects – for composite Kura Teina only

Please list below enrolments of students in years 9 and over, in subjects being studied for 20 or more hours per year during 2009 by Instructional Year Level.

- **Include** enrolments through the Correspondence School, Open Polytechnic, or other tertiary institutions or training establishments.
- Kura Teina with their own computerised student record systems, please attach **Table J10**.
- We would expect to see all (or most) of your Year 9 & 10 students reported in the following basic subjects: Māori (or English), maths, science, technology, social sciences, the arts and health and physical well-being.
- Instructional Year Level advanced students are to be included with Instructional Year 13.

Question continues next page ...

Learning Area and Subject	Instructional Year Level										Total		
	Instructional Year 9		Instructional Year 10		Instructional Year 11		Instructional Year 12		Instructional Year 13 +		M	F	Total
	M	F	M	F	M	F	M	F	M	F			

Language and Languages / Ngā Reo

Chinese	CHIN												
Communication Skills	COMM												
Cook Island Māori	COOK												
English	ENGL												
English as a second lang.	ENSL												
English (Remedial)	REME												
French	FREN												
German	GERM												
Indonesian	INDO												
Japanese	JAPA												
Korean	KORE												
Latin	LATI												
Niuean	NIUE												
Other languages	OLAN												
Pacific Language Studies	PLAN												

Question 8 – Secondary Subjects – continued from previous page

Please list below enrolments of students in years 9 and over, in subjects being studied for 20 or more hours per year during 2009 by Instructional Year Level. Note instruction bullet points on previous page.

Question continues next page ...

Learning Area and Subject	Instructional Year Level										Total		
	Instructional Year 9		Instructional Year 10		Instructional Year 11		Instructional Year 12		Instructional Year 13 +		M	F	Total
	M	F	M	F	M	F	M	F	M	F			

Language and Languages/Ngā Reo continued

Russian	RUSS												
Samoan	SAMO												
Spanish	SPAN												
Te Reo Māori	MAOR												
Te Reo Rangatira	RANG												
Tokelauan	TOKE												
Tongan	TONG												

Mathematics / Pangarau

Mathematics	MATH												
Maths with Calculus	MATC												
Maths with Statistics	MATS												
Mathematics (Remedial)	REMM												
Accounting	ACCO												

Science / Putaiao

Science	SCIE												
Agriculture/Horticulture	AGHO												
Biology/Biological Science	BIOL												
Chemistry	CHEM												
Earth Science/Astronomy	EAAS												
Human Biology	HUMB												
Physics	PHYS												

Question 8 – Secondary Subjects – continued from previous page

Please list below enrolments of students in years 9 and over, in subjects being studied for 20 or more hours per year during 2009 by Instructional Year Level.

Question continues next page ...

Learning Area and Subject	Instructional Year Level										Total		
	Instructional Year 9		Instructional Year 10		Instructional Year 11		Instructional Year 12		Instructional Year 13 +				
	M	F	M	F	M	F	M	F	M	F	M	F	Total

Technology / Hangarau

Technology	TECN													
Biotechnology	BITE													
Computer Science/programming	COSC													
Computer Studies	COMP													
Design, Drawing and Graphics	DEST													
Electronics & Control	ELTE													
Food Technology	FOTE													
Graphics	GRAP													
Information & Communication Tech	INTE													
Materials Technology	MTEC													
Structures & Mechanisms	STME													
Text and Information Management	TIMA													
Textiles/clothing	CLTX													

The Arts / Ngā Toi

The Arts	ARTA													
Art Design	ARTD													
Art History	ARTH													
Dance	DANC													
Drama	DRAM													

Question 8 – Secondary Subjects – continued from previous page

Please list below enrolments of students in years 9 and over, in subjects being studied for 20 or more hours per year during 2009 by Instructional Year Level.

Question continues next page ...

Learning Area and Subject	Instructional Year Level										Total		
	Instructional Year 9		Instructional Year 10		Instructional Year 11		Instructional Year 12		Instructional Year 13 +		M	F	Total
	M	F	M	F	M	F	M	F	M	F			

The Arts / Ngā Toi (continued)

Music/Music Studies	MUSC													
Music Practical/Performance	MUSP													
Painting	ARPA													
Performing Arts	APER													
Photography	ARTP													
Printmaking	ARPR													
Sculpture	ARTS													
Visual Arts	ARTC													

Social Sciences / Tikanga-a-iwi

Social Studies	SOST													
Classics/Classical Studies	CLST													
Community Studies	CMTY													
Economics	ECON													
Geography	GEOG													
History	HIST													
Language and Cultural Studies	LACU													
Māori Studies	MAOS													
Media Studies	MEST													
Other Social Sciences	SOSC													

Question 8 – Secondary Subjects – continued from previous page

Please list below enrolments of students in years 9 and over, in subjects being studied for 20 or more hours per year during 2009 by Instructional Year Level.

Learning Area and Subject	Instructional Year Level										Total		
	Instructional Year 9		Instructional Year 10		Instructional Year 11		Instructional Year 12		Instructional Year 13 +		M	F	Total
	M	F	M	F	M	F	M	F	M	F			

Health and Physical Education / Hauora

Health and Physical Education	HEPH													
Health Education	HEED													
Home Economics	HOME													
Outdoor Education	OUED													
Physical Education	PHED													
Sports Studies	SPOR													

Other

Commerce-related [e.g. Business]	BUSS													
Farming	FARM													
Fishing	FISH													
Forestry	FOTY													
Industrial Trades [e.g. Automotive]	INTR													
Legal/Law-related studies	LAWS													
Life Skills/Personal Development	LIFE													
Religious education/studies	REST													
Remedial studies	REMS													
Service Trades [e.g. Hairdressing]	SETR													
Special Needs Programme	SPPR													
Study Skills	STDY													
Transition/pre-employment program	TRAN													
Travel, Hospitality, Tourism	THTR													

Question 9 – Predicted rolls

9.1 What is your predicted 1 March 2010 student roll?

Funding Year Level	Predicted Regular Student Roll (FTEs for composite Kura Teina)	Predicted FTE Adult Roll
Year 1		
Year 2		
Year 3		
Year 4		
Year 5		
Year 6		
Year 7		
Year 8		
Year 9		
Year 10		
Year 11		
Year 12		
Year 13		
Year 14		
Year 15		
Sub-total		

**TOTAL 1 MARCH 2010
PREDICTED ROLL**
(Add sub-totals above)

9.2 What are your estimated 1 March 2011 and 1 March 2012 student rolls?

Year	Estimated Student Roll (FTEs for composite Kura Teina)		
	Regular Students	Adult Students	Total
2011			
2012			

9.3 What are your estimated New Entrant enrolments from 1 March 2010 to 10 October 2010?

Year	Estimated New Entrant enrolments from 1 March 2010 to 10 October 2010
New Entrants	

Question 9 – Predicted rolls – Māori Language Learning

9.4 Levels 1 to 4

As at 1 March 2010, give numbers of students being taught Māori-medium Education or teach Te Reo as a separate subject.

No ➔ Go to Question 9.5

Yes ➔ Give details below

- Please count each student ONCE only, at their HIGHEST level of Māori Language learning.
- Remember to also complete the 2nd row of each level – even if all the students in that level are Māori.
- Exclude Alternative Education students.

		Level of Learning	Teacher instruction time spent teaching curriculum subjects in Māori Language	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Y11	Y12	Y13	Y14	Y15	Total
Māori-Medium Education: Students are taught curriculum subjects other than Te Reo in both Māori and English (bilingual) or in Māori only (immersion)	Level 1 (81-100%)	Curriculum taught in Māori for more than 20 and up to 25 hours per week	Total number of students (Māori and Non-Māori)																
	Level 2 (51-80%)	Curriculum taught in Māori for more than 12.5 and up to 20 hours per week	Total number of students (Māori and Non-Māori)																
	Level 3 (31-50%)	Curriculum taught in Māori for more than 7.5 and up to 12.5 hours per week	Total number of students (Māori and Non-Māori)																
	Level 4(a) (12-30%)	Curriculum taught in Māori for more than 3 and up to 7.5 hours per week	Total number of students (Māori and Non-Māori)																
Te Reo Māori: Students learn Te Reo Māori as a separate subject	Level 4(b)	Students learning Te Reo Māori for at least 3 hours per week	Total number of students (Māori and Non-Māori)																

NOTE: Predictions are not required for:

Level 5: Students who will be learning Te Reo Māori as a separate subject for less than 3 hours per week

Level 6: Taha Māori

9.5

If your Māori Language predictions for next year in Questions 9.4 differ considerably from your actual figures for this year in Question 6 (Table J7), please comment / give reasons for the variation.

Section 10 – Sign-off by Kura Teina Headteacher

I certify that I have checked the information contained in this return and that, to the best of my knowledge, it is true and correct in every particular and I have provided to the principal of the Kura Tuakana:

- (a) a listing of all students in Years 11, 12 and 13 showing details of the courses they are following
- (b) a listing of all Māori students counted in a Te Reo or Immersion class showing the level at which they are being claimed

In addition, Kura Teina who prepare their return by computer, and/or use a computerised attendance register must also keep:

- (c) an alphabetical listing of all students attending the Kura Teina on the return date showing the class (form, whānau) groups to which they have been allocated
- (d) a set of class lists at the return date, signed by the individual teachers.

Print Name

Signature

Date

Section 11 – Sign-off by Kura Tuakana Principal

I certify that I have checked the information contained in this return and that, to the best of my knowledge, it is true and correct in every particular and I have kept:

- a) a listing of all students in Years 11, 12 and 13 showing details of the courses they are following
- b) a listing of all Māori students counted in a Te Reo or Immersion class showing the level at which they are being claimed

In addition, Kura Teina who prepare their return by computer, and/or use a computerised attendance register must also keep:

- c) an alphabetical listing of all students attending the Kura Teina on the return date showing the class (form, whānau) groups to which they have been allocated
- d) a set of class lists at the return date, signed by the individual teachers.

Print Name

Signature

Date

Section 12 – Sign-off by Board of Trustees Chairperson

The board chair no longer needs to sign off a roll return before it is returned to the ministry. Please table the roll return and note it in the minutes at the first BOT meeting following submission of the Roll Return to the Ministry.

Note: Wrongful claims for Public Monies can be an offence under the Crimes Act 1961, and the Public Finance Acts 1977 and 1989.

Section 13 – IMPORTANT REMINDER

- Please **DO NOT SEND ANY LISTS** with student names on them to Data Management. This includes Audit lists, Māori Language Resourcing lists, Class lists, Attendance registers or any other lists.
- The lists referred to in Section 10 above are to be **kept at school**, for your own records. These must be available when roll auditors come to your school.
- Any lists that are sent to us will **not** be returned. They will be destroyed.

Section 14 – Checklist

This list is provided to help you check that you have completed all requirements for this Roll Return.

July Return Checklist	✓
Every question on the Kura Teina form is complete	
SMS generated tables, where applicable, have been <u>checked</u> by the Principal and are attached.	
Where tables have been completed manually, totals have been calculated for each row and each column. Totals have been <u>checked for consistency</u> between questions.	
The contact information on the front page has been <u>checked</u> , and <u>corrected</u> where necessary.	
Details in Question 15 (overleaf) have been completed.	
You have taken a photocopy of this form , the SMS generated tables and lists and you have filed them for school records	
The Headteacher of the Kura Teina has <u>checked</u> and <u>signed</u> both forms.	
The principal of the Kura Tuakana has <u>checked</u> and <u>signed</u> both forms.	
One copy of the Kura Teina form, copies of the computer-generated-tables, and audit lists are <u>filed by the Kura Tuakana for its records</u> .	
Post this form with the Kura Tuakana's form	

15 Who should we contact at your school if we need to confirm any details on this return?

Name

Designation

Direct email address

Direct telephone or school extension number

16 The following must be retained at the Kura Tuakana for audit purposes:

- One photocopy of the signed completed Kura Teina form
- All required student lists as detailed in Question 10
- SMS generated tables (where applicable)

Circular 2007/17 outlines all the working papers that schools are required to retain.

17 The following must be returned to the Ministry no later than Friday 10 July 2009, along with the Kura Tuakana roll return and forms for any other Kura Teina under the control of your Board of Trustees:

- One copy of the completed Kura Teina form
- SMS generated tables (where applicable)

Do not include your student lists.

Please use the reply paid envelope to send your return to:

*Free Post Authority Number 159045
Data Collection Unit
PO Box 1666
Wellington 6140*

We appreciate your co-operation and assistance in completing this form – thank you.

**If you have any problems completing this return please contact
Dom Gibbs, Ministry of Education, National Office, Wellington,
Phone (04) 463-8148, fax (04) 463-8088 or
Email school.returns@minedu.govt.nz**

MINISTRY USE ONLY

	Date	Initials
Received		
Data Entry		
Checked		

	Date	Initials
1-to-1 checks		
Signatures checked		
Completed		