

**Supplementary Form for Host Schools of Teen Parent Units
Annual Return of Students in Teen Parent Units at
1 July 2009**

Teen Parent Unit:

Host School:

TPU Maximum Roll:

**Roll count
date is
1 July 2009**

Please check below the postal address, location and contact details for your Teen Parent Unit and correct where necessary.

Teen Parent Unit's Postal Address:

Box /R D:

Suburb:

Town/City/District:

Post Code:

Location of Teen Parent Unit:

Street/Road:

Suburb/Locality:

Town/City/District:

Contact Details:

Telephone number:

Facsimile number:

Administration email address:

The Principal of the host school has the responsibility for the completion of this form. It must be checked and signed by the Teacher-in-charge of the TPU as well as the host school Principal.

The host school Principal must return this completed supplementary form with their completed host school RS43 form to the Ministry of Education's Data Management Unit by 10 July 2009. The address details are on the back page of this form.



MINISTRY OF EDUCATION

Te Tāhuhu o te Mātauranga

**HOST SCHOOL:
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 host school	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:

	Page
Teen Parent Unit Student	44
Counting students (Question 2 - 8)	15
Funding Year Level (Question 2 - 8)	48
Ethnicity (Question 4 - 7)	48
Māori Language Learning (Question 6)	30
Secondary Subjects (Question 9)	37
Instructional Year Levels (Question 9)	48
Predicted rolls (Question 10)	34

Please note: Students in the 'Other' category must also be included on your host school's roll return. This is to ensure they are counted for funding purposes as part of the host school roll.

Consistency between tables

- **Questions 1 - 6:** These tables must be completed for **ELIGIBLE and ENROLLED students ONLY**. Therefore, the same students that are reported in question 1 must be reported in questions 4, 5 and 6.
- **Question 2 – Funding Year Level and student type:** This table must be completed for **OTHER STUDENTS ONLY**.
- **Question 3 – Funding Year Level and student type:** includes **all** students, irrespective of category (i.e. includes 'eligible and enrolled', and 'other' students). Therefore this table represents the sum of the figures from Questions 1 and 2.
- **Question 7 – Māori Language Learning:** where your TPU offers Māori Language Learning, the figures must include 'eligible and enrolled' students **only**.
- **Question 8 – Subjects Table:** Only **ELIGIBLE and ENROLLED students** are to be reported in the subject's question, i.e. the **SAME** students that are reported in Questions 1, 4, 5 and 6.

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.

Student types for 2009 Roll Returns

Student Type	Student Management System Code	Definition and description	Where Counted
Teen Parent <u>Eligible and Enrolled Regular Student</u>	TPRE	<p>A Regular Eligible and Enrolled Teen Parent student must be aged under 19 years at 1 January of the year in which she/he first enrolled in the Teen Parent Unit (TPU).</p> <p>These students may continue to be enrolled in the TPU after the end of the year in which they reach age 19. However, at the beginning of the new school year following their 19th birthday, their student type must be changed to Teen Parent Regular Adult Student – see definition below.</p> <p><i>[Host school SMS roll return tables will exclude students coded TPRE].</i></p>	<p>TPU Form ONLY</p> <p>Questions 1 and 4 to 8</p>
Teen Parent <u>Eligible and Enrolled Regular Adult Student</u>	TPRAE	<p>A Teen Parent Eligible and Enrolled Regular Adult Student is a Regular student whose enrolment in the TPU has continued beyond the end of the year in which the student reached the age of 19 years.</p> <p><i>[Host school SMS roll return tables will exclude students coded TPRAE].</i></p>	<p>TPU Form ONLY</p> <p>Questions 1 and 4 to 8</p>
Teen Parent Regular Student <u>Over Maximum roll</u>	TPREOM	<p>A Regular student (i.e. a student aged under 19 years at 1 January of the roll count year) who meets the eligibility criteria, but whose enrolment would cause the roll of the TPU to exceed the set maximum.</p> <p><i>[Host school SMS roll return tables will include students coded TPREOM along with other regular students on their roll].</i></p>	<p>Host School Form (for resourcing purposes) <u>and</u> TPU form</p> <p>Questions 2 and 3 only.</p>
Teen Parent Regular Adult Student <u>Over Maximum roll</u>	TPRAOM	<p>A Regular Adult Student (i.e. a student who has continued attending school beyond the end of the year in which she/he reached the age of 19 years) who meets the eligibility criteria but whose enrolment would cause the roll of the TPU to exceed the set maximum.</p> <p><i>[Host school SMS roll return tables will include students coded TPRAOM along with any other adult students on their roll].</i></p>	<p>Host School Form (for resourcing purposes) <u>and</u> TPU form</p> <p>Questions 2 and 3 only.</p>
Returning Adult Student attending Teen Parent unit	TPAD	<p>A Returning Adult student is a student aged 19 years or over on 1 January of the roll count year who has returned to school following a break of one year or more. If space permits, and where these students meet the other criteria for inclusion, they may attend a TPU.</p> <p><i>[Host school SMS roll return tables will include students coded TPAD along with any other adult students on their roll].</i></p>	<p>Host School Form (for resourcing purposes) <u>and</u> TPU form</p> <p>Questions 2 and 3 only.</p>

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 TPU:

✓	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 TPU uses **their own** SMS the students attending the TPU 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 one of the TPU codes.

The TPU codes allow the host schools to enter students from their TPU on their SMS but exclude them from the host school roll count. Students coded as **a TPU code are not counted** on the roll return of the host school.

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 – ELIGIBLE and ENROLLED students ONLY

Give details below of the number of ELIGIBLE and ENROLLED students ONLY on the roll of this Teen Parent Unit at 1 July 2009.

- **Students to count in this question:** Teen parent eligible and enrolled regular student and teen parent eligible and enrolled regular adult student.
- **Students not to count in this question:** Teen parent regular student over maximum roll, teen parent regular adult student over maximum roll and returning adult student attending teen parent unit.
- Students recorded in this question must **not** be included on the roll return of the host school.
- The total number of students recorded in this question must not exceed the maximum roll (printed on the front of this form) for your TPU.

Eligible and Enrolled Students Attending this Teen Parent Unit												
Type of Student Funding Year Level		1		2		3		4		5		
		Number of full-time Regular TPU Students		Number of part-time Regular TPU Students [must be aged 16+]		Number of Full-time Regular Adult TPU Students		Number of Part-time Regular Adult TPU Students		Total Number of ELIGIBLE and ENROLLED TPU Students (Add across columns 1 to 4)		
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
Y9												
Y10												
Y11												
Y12												
Y13												
Y14												
Y15												
TOTAL ROLL												

Question 3 – Roll by Type of Student and Funding Year Level – OTHER students ONLY

Give details below of the number of OTHER students (not counted in question 1) attending this Teen Parent Unit at 1 July 2009.

- **Students to count in this question:** Teen parent regular student over maximum roll, teen parent regular adult student over maximum roll and returning adult student attending teen parent unit.
- **Students not to count in this question:** Teen parent eligible and enrolled regular student and teen parent eligible and enrolled regular adult student.
- These students must also be counted on the roll of this TPU's host school.

Type of Student Funding Year Level		Students in Excess of the Maximum Roll								Returning Adult Students				Total number of OTHER Students		
		1		2		3		4		5		6				
		Number of full-time Regular TPU Students		Number of part-time Regular TPU Students [must be aged 16+]		Number of Full-time Regular Adult TPU Students		Number of Part-time Regular Adult TPU Students		Number of full-time Returning Adult Students attending the TPU		Number of Part-time Returning Adult Students attending the TPU		Male	Female	Total
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
Y9																
Y10																
Y11																
Y12																
Y13																
Y14																
Y15																
TOTAL ROLL																

Question 4 – Roll by Type of Student and Funding Year Level – ALL students (sum of the last 2 tables)

Give details below of the number of ALL students attending this Teen Parent Unit at 1 July 2009.

- This table represents the **sum** of the figures from Questions 1 and 2.

All Students attending this Teen Parent Unit at 1 July 2009																
Type of Student Funding Year Level		1		2		3		4		5		6		7		
		Number of full-time Regular TPU Students		Number of part-time Regular TPU Students [must be aged 16+]		Number of Full-time Regular Adult TPU Students		Number of Part-time Regular Adult TPU Students		Number of full-time Returning Adult Students attending the TPU		Number of Part-time Returning Adult Students attending the TPU		Total number of Students		
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
Y9																
Y10																
Y11																
Y12																
Y13																
Y14																
Y15																
TOTAL ROLL																

Question 5 – Roll by Funding Year Level and Age – ELIGIBLE and ENROLLED students ONLY

Give details of the number of ELIGIBLE and ENROLLED students ONLY on the roll of your Teen Parent Unit at 1 July 2009 by Funding Year Level and age, i.e. the same students that you counted in Question 1.

Age as at 1 July	11		12		13		14		15		16		17		18		19		20		21		22+		TOTAL				
	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 9																													
Year 10																													
Year 11																													
Year 12																													
Year 13			Do not enter numbers in shaded areas																										
Year 14																													
Year 15																													
TOTAL																													
Number of part-time students included in total																													

Question 6 – Roll by Ethnic Group and Age – ELIGIBLE and ENROLLED students ONLY

Give details of the number of ELIGIBLE and ENROLLED students on the roll of your Teen Parent Unit at 1 July 2009 by ethnic group and age, i.e. the same students that you counted in Questions 1. Age must be as at 1 July 2009.

Consistency between tables: Please calculate all totals for each row and each column.

- Gender totals at each age (bottom row) must agree with gender totals at each age in Question 4.
- And gender totals in each ethnic group (each row) must agree with gender totals in each ethnic group in Question 6.

Ethnic Group \ Age as at 1 July	11		12		13		14		15		16		17		18		19		20		21		22+		TOTAL			
	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	
NZ European/ Pākehā																												
Other European																												
NZ Māori																												
Samoaan																												
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)																												
TOTAL																												

Question 7 – Roll by Ethnic Group and Funding Year Level – ELIGIBLE and ENROLLED students ONLY

Give details of the number of ELIGIBLE and ENROLLED students on the roll of your Teen Parent Unit at 1 July 2009 by Ethnic Group and Funding Year Level, i.e. the same students that you counted in Questions 1.

Consistency between tables: Please calculate all totals for each row and each column.

- Gender totals at each Funding Year Level (bottom row) must agree with gender totals at each Funding Year Level in Question 1 (end of each row) and 4 (second to bottom row).
- And gender totals in each ethnic group must agree with gender totals in each ethnic group in Question 5 (end of each row).

Ethnic Group \ Funding Year Level	Year 9		Year 10		Year 11		Year 12		Year 13		Year 14		Year 15		TOTAL		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	T
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)																	
TOTAL																	

Question 8 – Highest Level of Māori Language Learning – ELIGIBLE and ENROLLED students ONLY

Does your Teen Parent Unit provide Māori-medium Education or teach Te Reo or Taha Māori to eligible and enrolled students at 1 July 2009?

No ➔

Go to Question 9

Yes ➔

Record eligible and enrolled students at their **HIGHEST** Level of Māori Language Learning

- Students must be counted ONCE only, at their highest level. Exclude students learning through the Correspondence School.
- The total number of students at each Funding Year Level in this question must not be greater than the totals for each Funding Year Level in Question 1.

	Level of Learning	Teacher instruction time spent teaching other curriculum subjects in Māori Language	Y9	Y10	Y11	Y12	Y13	Y14	Y15	Total	
Māori Medium Education: students are taught curriculum subjects other than Te Reo Māori 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 hrs per wk	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 hrs per wk	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 hrs per wk	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 hrs per wk	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 9 – Secondary Subjects – ELIGIBLE and ENROLLED students ONLY

Please list below enrolments 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.
- Instructional Year Level advanced students are to be included with Instructional Year 13.

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

Question 9 – Secondary Subjects – ELIGIBLE and ENROLLED students ONLY – Continued

Please list below enrolments 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.
- Instructional Year Level advanced students are to be included with Instructional Year 13.

Continued 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

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													

Technology / Hangarau

Technology	TECN													
Biotechnology	BITE													
Computer Science/programming	COSC													
Computer Studies	COPR													
Design, Drawing and Graphics	DEST													
Electronics & Control	ELTE													
Food Technology	FOTE													

Question 9 – Secondary Subjects – ELIGIBLE and ENROLLED students ONLY – Continued

Please list below enrolments in subjects being studied for 20 or more hours per year during 2009 by Instructional Year Level.

Continued 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			

Technology / Hangarau (continued)

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	ARTS													
Art Design	ARTD													
Art History	ARTH													
Dance	DANC													
Drama	DRAM													
Music/Music Studies	MUSC													
Music Practical/Performance	MUSP													
Painting	ARPA													
Performing Arts	APER													
Photography	ARTP													
Printmaking	ARPR													
Sculpture	ARTS													
Visual Arts	ARTC													

Question 9 – Secondary Subjects – ELIGIBLE and ENROLLED students ONLY – Continued

Please list below enrolments in subjects being studied for 20 or more hours per year during 2009 by Instructional Year Level.

Continued 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

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													

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													

Question 9 – Secondary Subjects – ELIGIBLE and ENROLLED students ONLY – Continued

Please list below enrolments 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			

Other

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

Section 10 – Sign-off by TPU 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 host school:

- (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, TPU 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 Host School 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, TPU 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 Sections 10 above are to be **kept at the 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	✓
Your contact details on the front page of this form have been checked and amended where necessary.	
Every question on the RS form is complete.	
Where tables have been completed manually, totals have been calculated for each row and each column. Totals have been checked for consistency between questions as detailed in the Introductory Notes.	
Details in Question 15 (overleaf) have been completed.	
The principal has checked and signed this form.	
The Teacher-in-Charge of the Teen Parent Unit has checked and signed this form	
You have taken a photocopy of the signed form , the lists and you have filed them for school and TPU records	
Post this form	

15 Who completed this supplementary form for Teen Parent Units?

Name

Designation

Direct email address

Direct telephone or school extension number

16 The following must be retained at your host school for audit purposes:

- One photocopy of the signed and completed supplementary form for Teen Parent Units
- All required student lists as detailed in Section 10

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

17 One copy of the completed Supplementary Form for your Teen Parent Unit **must be returned to the Ministry no later than Friday 10 July 2009, along with the RS form for the host school:**

Do not include your student lists. Keep these at the host school.

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		