

June 2009

July 2009 ANNUAL RETURN

Please find enclosed:

1 x RS form, Annual Return of Students at 1 July 2009
1 x flyer, July 2009 Roll Return: Eligibility, counting and audit lists
1 x Insert C – Board of Trustee Membership as at 1 July 2009 (State and State Integrated schools only)
1 x Insert E – Loss of Permanently Appointed Teachers (State and State Integrated schools only)
1 x reply paid envelope

Roll Count and Return Dates

Roll count date	Wednesday 1 July 2009
Due date	Friday 10 July 2009

New for 2009

Roll Return Section	Changes
International Students	International Student information will be collected directly from ENROL. You can now record a student's weekly fee or exchange scheme in ENROL.
Tables to be printed	Schools using a SMS print their July tables as usual; page 3 of the form will tell you which tables to include. No report will be printed from ENROL for the July Roll Return. You still need to keep ENROL up-to-date so analysis can be carried out comparing ENROL and SMS data.
Roll Return - Sign off	In 2009 only the principal's sign-off is required. 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.

Roll return Guidelines

The 2009 Roll Return Guidelines are available online. Full details of the changes described above are included in the section 'completing your Roll Return'.

Find the guidelines at:

- www.educationcounts.govt.nz/goto/guidelines

Copy of RS form

We have provided ONE copy of the RS form to each school. Please photocopy your completed form and keep it for your own records with the audit lists before you send the original into the Ministry.

ENROL – the student enrolment register

In 2009 you will need to update both your Student Management Systems (SMS) and ENROL with students that join and leave your school. You have five school days to update a student's information in ENROL. It is very important to update ENROL to ensure accurate non-enrolment notifications are generated.

The ability to link your SMS with ENROL is being developed. In the future you will not need to carry out enrolments in both systems. If you have ENROL queries please contact the Contact Centre by at **email** e.admin@minedu.govt.nz or **phone** 0-4-463 8383.

For further information on ENROL please go to:

- www.minedu.govt.nz/goto/enrol

Continued overleaf ...

Schools using a Student Management System (SMS)

The following SMS have been approved by the Ministry for schools preparing March and July Roll Return.

SMS name	Version	Includes eReturns function to send the student data file
eTap	v9.1	Yes
PCSchool	2009	Yes
School Master	4.17	Yes
MUSAC Student Manager	6.16	Yes
KAMAR	901.01	Yes
Integris	6.89	No
Synergetic	v61.13	Yes
IES	G146	Yes
Karant	10.35	No

Note: The versions shown above were tested by the Ministry in November 2008. If possible **please install this version or a more recent version if one is available.**

Sending your student data file (.moe file) to the Ministry

eReturns

If you use a SMS and have the latest version you should be able to send your student data file (.moe file) directly to the ministry. This functionality is called eReturns and will only become available after you have completed the Roll Return process in your SMS. If, after sending your file using eReturns, you do not receive confirmation from the SMS please contact your SMS Vendor.

Student Data Upload Portal

If the eReturns functionality is not available in your SMS you can upload your student data file (.moe file) through the Ministry's secure portal in the e-admin section of www.educationalleaders.govt.nz (formally known as LeadSpace). The link is at the bottom right hand side of page.

If you need a login, password or the portal application added to your login, please contact the Contact Centre by at **email** e.admin@minedu.govt.nz or **phone** 0-4-463 8383. For instructions on using the student data upload portal go to www.educationcounts.govt.nz/goto/guidelines under the *School Roll Return Guidelines* section, under *Using the Web Portal - Submitting your Student Data File Electronically*.

You will need to locate the moe file on your school's computer. The .moe file is simply your MoE school number (i.e: 1234)J09.moe e.g: 1234J09.moe. To find the file on your computer run a search in windows, remembering to look in "My Computer".

Schools not using a Student Management System

Please read carefully the instructions on page 2 of your Roll Return and complete your return.

Thank you in advance for the accurate and timely completion of the March 2009 Roll Return. If you have any questions or problems, please do not hesitate to get in touch with Andrea Jones on (04) 463 8070.

Yours sincerely



Echo Brooke-White
Manager
Data Collection Unit