

# RS43

## Annual Return of Students at Secondary Schools at 1 July 2009

**Roll count  
date is  
1 July 2009**

**Location:**

Street/Road:  
Suburb/Locality:  
Town/City/District:

**Contact Details:**

Telephone number:  
Facsimile number:  
Administration email address:  
ENROL contact email address:  
Confidential email (Principal):  
Internet homepage address:

**Classifications:**

Type of school:  
Authority:  
Definition:  
Affiliation:  
Electorate:  
Ministry Local Office:  
Gender of school:

**Boarding Facilities:**

Gender and Year range:

**Integrated Schools only:**

Non-preference percentage:

**Please check your address and contact details on this page and amend where appropriate**



**MINISTRY OF EDUCATION**

*Te Tāhuhu o te Mātauranga*

**PLEASE RETURN  
THIS 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	Friday 10 July 2009

## Instructions:

Before completing this roll return please read the 2009 Roll Return Guidelines – Secondary, Composite and Special Schools. The guidelines are available online [www.educationcounts.govt.nz/goto/guidelines](http://www.educationcounts.govt.nz/goto/guidelines). This provides details to assist you in completing this return.

## Find help in the guidelines for:

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Counting students (Question 2 - 8) .....	15
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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 2.
- **Question 8 – 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 Question 2. The total number of Year 7-8 students must not exceed the total number of Year 7-8 students in Question 2.
- **Question 10 – Predicted rolls:** The total number of students predicted for Māori Language Learning (Question 10.4) must not exceed the total number of students predicted in Question 10.1.

## 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.

# Changes to the Roll Return collection

Some of the Roll Return information is now being collected directly from ENROL and your student data file if you have an SMS. Listed below are the changes to the roll return form.

## Tables to print from your SMS

Once you have run the roll returns process in your SMS to validate the data and clear any errors you will be able to print the roll return tables.

Table name	SMS table	Print table?
International Students	J2	No
School roll by; type, funding year, age and ethnicity	J3 – J6	Yes
Maori Language Learning	J7	Yes
Pacific Medium Education (if offered)	J9	Yes
Secondary Subjects	J10	Yes

## Information collected from ENROL

### International Students

International Student information will be collected directly from ENROL.

- All International students must be recorded in ENROL
- All fee paying International students need to have their weekly fee listed in ENROL
- All Exchange students need to have their exchange scheme listed in ENROL
- International student data used to calculate the International Student Levy and the Export Education Levy will be collected in trimesters. Therefore the weekly fee needs to be up-to-date in ENROL for every fee paying International student by the end of the 2<sup>nd</sup> trimester as at the 31<sup>st</sup> August (you have 5 schools days after this to get it up-to-date).

For more information about the collection of International students tuition fee go to page 47 of the Roll Return guidelines.

## Sending your student data file to the Ministry

### eReturns

If you use a Student Management System (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](http://www.educationalleaders.govt.nz) (bottom right hand side of page). If you need a login, password or the application added contact the e-Admin Contact centre on 04 463 8383 or at [e.admin@minedu.govt.nz](mailto:e.admin@minedu.govt.nz). For instructions on using the student data upload portal check out [www.educationcounts.govt.nz/goto/guidelines](http://www.educationcounts.govt.nz/goto/guidelines) in the section *School Roll Return Guidelines*. Then 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 search in "My Computer".

## Question 1 – Student Management System (SMS)

**1.1** Are your student records kept on SMS?

No  → Go to Question 2

Yes  → Go to Question 1.2

**1.2** Please tick the type of SMS used in your school, and state the version:

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

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

**1.3** Are the print-out 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 on your school roll at 1 July 2009.

- Schools with an SMS please attach **Table J3**.
- An **Alternative Education** student is to be counted on the roll of one school only, either the managing school or another school in the consortium.

Type of Student Funding Year Level		Students Eligible for Ministry Operational Funding																
		1		2		3		4		5		6		7		8		
		Number of Full-time Regular Students		Number of Part-Time Regular Students		Number of Full-time Adult Students		Number of Part-time Adult Students		Eligible for MoE Operational Funding (Add across columns 1 to 4)		Number of Alternative Education Students		Number of International Fee-paying Students		Total Number of Students (Add across columns 5 to 7)		
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
Y7						Do not enter figures in shaded areas												
Y8						Do not enter figures in shaded areas												
Y9																		
Y10																		
Y11																		
Y12																		
Y13																		
Y14																		
Y15																		
<b>TOTAL ROLL</b>																		

### Question 3 – Roll by Funding Year Level and Age

Give details of the total number of students on your school roll at 1 July 2009 by Funding Year Level and Age. Age must be as at 1 July 2009.

- Schools with an SMS please attach Table J4

Table continues next page ...

Age as at 1 July Funding Year Level	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
Year 7																						
Year 8																						
Year 9																						
Year 10																						
Year 11																						
Year 12																						
Year 13																						
Year 14																						
Year 15																						
<b>TOTAL</b>																						
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 on your school roll at 1 July 2009 by Funding Year Level and Age. Age must be as at 1 July 2009.

- Schools with an 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	M	F	Total		
Year 7									Do not enter figures in shaded areas																						
Year 8									Do not enter figures in shaded areas																						
Year 9																															
Year 10																															
Year 11																															
Year 12																															
Year 13																															
Year 14																															
Year 15																															
<b>TOTAL</b>																															
<b>Part-time students included in total</b>																															

## Question 4 – Roll by Ethnic Group and Age

Give details of the total number of students on your school roll at 1 July 2009 by Ethnic Group and Age. Age must be as at 1 July 2009.

- Schools with an SMS please attach **Table J5**

Table continues next page...

Ethnic Group \ Age as at 1 July	9		10		11		12		13		14		15		16		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
<b>DOMESTIC STUDENTS</b>	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 (eg South American, African)																
International Fee paying																	
<b>TOTAL</b>																	

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

Give details of the total number of students on your school roll at 1 July 2009 by Ethnic Group and Age. Age must be as at 1 July 2009.

- Schools with an SMS please attach **Table J5**.

	Age as at 1 July	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	Total	
<b>DOMESTIC STUDENTS</b>	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																	
<b>TOTAL</b>																	

## Question 5 – Roll by Ethnic Group and Funding Year Level

Give details of the total number of students on your school roll at 1 July 2009 by Ethnic Group and Funding Year Level.

- Schools with an SMS please attach **Table J6**.

Funding Year Level		Year 7		Year 8		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	M	F	Total	
DOMESTIC STUDENTS	Ethnic Group																						
	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

Does your school provide Māori-medium Education or teach 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 2<sup>nd</sup> 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	Y7	Y8	Y9	Y10	Y11	Y12	Y13	Y14	Y15	Total	
<b>Māori-Medium Education: Students are taught curriculum subjects other than Te Reo in both Māori and English (bilingual) or in Māori only (immersion)</b>	<b>Level 1</b> (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)										
	<b>Level 2</b> (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)										
	<b>Level 3</b> (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)										
	<b>Level 4(a)</b> (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)										
<b>Te Reo Māori: Students learn Te Reo Māori as a separate subject</b>	<b>Level 4(b)</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)										
	<b>Level 5</b>	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)										
<b>Taha Māori: Students learn Māori songs, greetings and simple words</b>	<b>Level 6</b>	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 – Pacific Medium Education

7.1

Does your school provide immersion or bilingual education in a Pacific language for more than 3 hours per week?

i.e. where some or all curriculum subjects are taught in a Pacific language

No



Go to Question 8

Yes



Go to Question 7.2, below

7.2

Pacific language of instruction

7.3

Record below the number of students being taught in the Pacific language shown in 7.2 above

- Schools with an SMS please attach Table J9 for each language you offer

	Level of Learning	Teacher instruction time spent teaching curriculum subjects in a Pacific Language	Numbers of students	Y7	Y8	Y9	Y10	Y11	Y12	Y13	Y14	Y15	Total	
<b>Pacific Medium Education: Students are taught curriculum subjects (other than a Pacific language) in: a Pacific language only (immersion) or: in both a Pacific language and English (bilingual)</b>	Level 1 (81-100%)	Curriculum taught in a Pacific Language for more than 20 and up to 25 hours per week	Total number of students (Pacific and Non-Pacific)											
			Number of Pacific students (included above)											
	Level 2 (51-80%)	Curriculum taught in a Pacific Language for more than 12.5 and up to 20 hours per week	Total number of students (Pacific and Non-Pacific)											
			Number of Pacific students (included above)											
	Level 3 (31-50%)	Curriculum taught in a Pacific Language for more than 7.5 and up to 12.5 hours per week	Total number of students (Pacific and Non-Pacific)											
			Number of Pacific students (included above)											
	Level 4 (12-30%)	Curriculum taught in a Pacific Language for more than 3 and up to 7.5 hours per week	Total number of students (Pacific and Non-Pacific)											
			Number of Pacific students (included above)											

## Question 8 – Language learning below Year 9 – for Secondary schools with years 7 & 8 only

**8.1**

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

No  ➔ Go to Question 9  
 Yes  ➔ Go to Question 8.2, below

**8.2**

Record below the number 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
- For the Pacific languages marked below with a star (e.g. Samoan\*), exclude students who have already been counted in Question 7.4
- Please provide numbers, do not tick

Language offered	Number 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
Samoan *			
Cook Island Māori *			
Tongan *			
Niuean *			
Fijian *			
Tokelauan *			
Other Pacific Languages			
French			
German			
Japanese			
Spanish			
Russian			
Chinese Languages			
Indonesian			
Other languages (please specify) _____			

## Question 9 – Secondary Subjects

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.
- Schools with an SMS please attach **Table J10**.
- We would expect to see all (or most) of your Year 9 & 10 students reported in the following basic subjects: language and languages, 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 9 – 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.

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 9 – 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 Learning Zone.

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 9 – 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 9 – 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 10 – Predicted rolls

### 10.1 What is your predicted 1 March 2010 FTE student roll?

Exclude alternative education students, International fee-paying students and students in day or evening Community Education programmes.

Funding Year Level	Predicted FTE regular Student Roll	Predicted FTE Adult Roll
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)

### 10.2 What are your estimated 1 March 2011 and 1 March 2012 FTE student rolls?

Exclude alternative education students, International fee-paying students and students in day or evening Community Education programmes.

Year	Estimated FTE Student Roll for 1 March		
	Regular Students	Adult Students	Total
2011			
2012			

## Question 10 – Predicted rolls – Māori Language Learning

### 10.3 Levels 1 to 4

As at 1 March 2010, will you have any students being taught Māori-medium Education or teach Te Reo as a separate subject?

No  → Go to Question 10.4

Yes  → Give details below

- Please count each student ONCE only, at their HIGHEST level of Māori Language learning.
- Exclude Alternative Education students.

		Level of Learning	Teacher instruction time spent teaching curriculum subjects in Māori Language	Y7	Y8	Y9	Y10	Y11	Y12	Y13	Y14	Y15	Total
<b>Māori-Medium Education: Students are taught curriculum subjects other than Te Reo in both Māori and English (bilingual) or in Māori only (immersion)</b>	<b>Level 1</b> (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)										
	<b>Level 2</b> (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)										
	<b>Level 3</b> (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)										
	<b>Level 4(a)</b> (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)										
<b>Te Reo Māori: Students learn Te Reo Māori as a separate subject</b>	<b>Level 4(b)</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

### 10.4 If your Māori Language predictions for next year in Questions 10.3 differ considerably from your actual figures for this year in Question 6 (Table J7), please comment / give reasons for the variation.

**Sections 11 and 12 apply to State and State Integrated Schools only.  
Private schools go to Section 13.**

**Section 11 – Insert C – Board of Trustees Membership**

The information on your Insert C is for State and State Integrated Schools only and is taken from the Ministry's database.

**Please amend Insert C to accurately reflect the composition of your Board of Trustees at 1 July 2009:**

- Cross off the names of all those who are no longer members of the board
- Check carefully all details of each remaining listed member and correct if necessary
- Add names and all other relevant details of any newly elected, appointed, or co-opted board members
- Include names and details of the principal, staff and student representatives
- Remember to answer the questions on Insert C about combined Boards of Trustees and the number of Parent Representatives
- We are now collecting the BOT chair's email address so please add it if available.

**Section 12 – Insert E – Loss of Permanently Appointed Teachers between May 2008 and May 2009**

- This insert lists any permanently appointed teachers who were on your staff at pay period 04 in May 2008, and who have subsequently **left the state teaching service** before pay period 04 in May 2009, or were **on leave without pay** at pay period 04 in May 2009.
- Please add appropriate codes to indicate reasons for teachers leaving. Codes are listed at the bottom of the Insert.
- There is no need to add any other teachers who have left your school as it is likely they will still be in the State Teaching Service, albeit at another school.
- Return the completed Insert E with your roll return.

## **Section 13 – Sign-off by Principal**

### **TO BE COMPLETED BY THE 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;
- (c) an alphabetical listing of all students attending the school at the roll count date showing the class (form, whānau) groups to which they have been allocated;

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

- (d) a set of class lists at the roll count date, signed by the individual teachers.

Print Name

Signature

Date

## **Section 14 – 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 15 – 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 13 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 16 – Checklist

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

July Return Checklist	✓
Your school's <b>contact details</b> on the front page of this form have been checked and amended where necessary.	
<b>Every</b> question on the RS form is complete, <b>including</b> those that are not covered by SMS tables.	
SMS tables, where applicable, have been <b>checked</b> by the Principal and are attached.	
Details in Question 17 (overleaf) have been completed.	
The principal has <b>checked</b> and <b>signed</b> the form.	
One copy of the RS form with copies of SMS tables and audit lists are <b>filed for school records</b> .	
You are now ready to post in this form	
Upload your electronic student data file to the Ministry (use the instructions on page 3 of this form)	

**17 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

**18 The following must be retained at school for audit purposes:**

- One photocopy of the signed and completed RS43 return
- All required student lists as detailed in section 14
- SMS generated tables (where applicable)

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

**19 The following must be returned to the Ministry no later than Friday 10 July 2009:**

- One copy of the completed RS43 return
- SMS generated tables (where applicable)
- Insert E - Loss of permanently appointed teachers
- Insert C – Board of Trustees Membership

**Do NOT include ANY student lists. Keep these at your 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**

**Telephone: (04) 463 8148, fax (04) 463 8088 or**

**Email: [school.returns@minedu.govt.nz](mailto:school.returns@minedu.govt.nz)**

**MINISTRY USE ONLY**

	Date	Initials
Received		
Data Entry		
Checked		

	Date	Initials
1-to-1 checks		
Signatures checked		
Completed		