

RS40

Annual Return of Students at Secondary Schools at 1 March 2008 and School Leavers for 2007

Roll count date is
3 March 2008

PLEASE

- Check your address and contact details on this page and correct where appropriate
- Read the Introductory Notes on the next page
- Then go to Question 1

Location:

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

Contact Details:

Telephone number:
Facsimile number:
Administration 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:



MINISTRY OF EDUCATION

Te Tāhuhu o te Mātauranga

**PLEASE RETURN
THIS FORM BY
13 March 2008**

INTRODUCTORY NOTES

Please read the following notes carefully before completing your return

Dates:

Roll count date	Monday 3 March 2008
Due date	Thursday 13 March 2008

Note: Your 1 April Operational Funding instalment will be calculated on your **actual** roll, as reported in this roll return, **PROVIDED THAT it arrives at the Ministry by Thursday 13 March**. Refer to the Funding, Staffing and Allowances Handbook.

Instructions:

Before completing this roll return **please read** the *2008 Roll Return Guidelines – Secondary, Area (Composite) and Special Schools* booklet which was sent out to school principals in November 2006. This provides details to assist you in completing this return. A copy of this document is also available on the Ministry of Education website www.educationcounts.govt.nz/goto/guidelines

Page references to the Guidelines booklet:

Tuition Fees and weeks (Question 2)	45
Student types (Questions 2 & 3)	37
Counting students (Question 3 and other student roll-related questions)	14
Funding Year Level (Questions 3, 4, 6.4, 7.5)	46
Māori Language Learning – definitions of levels (Question 4)	28
Previous School (Question 5 – Restricted Composite only)	32
Zoning Status (Question 6)	49
School Leavers – Secondary qualifications (Question 7)	35
Off-site Classes/Units/Centres (Question 9)	30
Teacher Vacancies (Question 10)	41

Consistency between tables

- **Question 2 – International Students:** The numbers of International fee-paying students, and NZAID-funded students must agree with the totals of these students in columns 7 and 8 in Question 3 *unless any of the International students are part-time*. Numbers must also agree by Funding Year Level and gender.
- **Question 4 – 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 3 unless part-time students are included. The number of Māori students in any cell (box) cannot be greater than the number of 'All' students in the cell above.
- **Question 5 – Previous School:** (For Restricted Composite schools only.) The gender totals in Question 5 must equal the Year 7 gender totals in column 1 of Question 3.
- **Question 6 – Zoning Status:** The total at each Funding Year Level in Question 6.4 must equal the sum of the male and female students at each Funding Year Level in column 1 plus column 3 of Question 3.
- **Question 7.3, 7.4 and 7.5 – School Leaver tables:** The gender totals in each ethnic group in question 7.3 must agree with the gender totals in each ethnic group in question 7.5. If you have students reported in 7.4 as well, then 7.3 + 7.4 gender totals in each ethnic group must agree with gender totals in question 7.5.
- **Question 10 – Teacher vacancies:** The number of vacancies in Question 11.3 must not exceed the number in Question 11.2, and the number of vacancies listed in Question 11.4 must equal those in Question 11.3.

HOST SCHOOLS OF TEEN PARENT UNITS

- **Include in the host school return any of the following types of students who attend your Teen Parent Unit:**
Any Regular and Regular Adult students who meet the eligibility criteria for the TPU but whose enrolment exceeds the maximum roll total, **AND** any Returning Adult students attending the TPU.

Information Privacy

The data collected through the RS form 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 Systems (SMS)

1.1 Are your student records kept on an SMS?

No → Go to Question 2

Yes → Go to Question 1.2

1.2 Please tick the type of SMS used in your school:

✓	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:	

1.3 Are 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 – International students

Do any International students attend your school at 3 March 2008?

No



Go to Question 3

Yes



Read the instructions below,
then give details on the next
page.

Instructions

- Schools with an SMS please append **Table M2**.
- Schools not using an SMS please follow the instructions below.
- **Country of Citizenship:** Please enter correct codes. A list of country codes can be accessed on the Ministry of Education website: www.minedu.govt.nz/goto/schoolrollreturns. Note that the correct code for students from South Korea is KOR (not PRK).
- **Type of Overseas Student:** Please list International exchange students first, then NZAID-funded, then International fee-paying students.
 - EX International Exchange
 - FE NZAID-funded
 - FF International fee-paying
- **Part-time overseas students:** This is for overseas students who are attending your school part-time. Please enter their FTE (Full-time equivalent) in this column.
- **Tuition Fees:** The fee to be entered is the amount charged for this academic year (or proportion of the year for which the student is enrolled), not just that portion of the fee that has been paid to date.
- **Tuition weeks:** This is to record the number of tuition weeks the students are attending this academic year (refer to page 45 of the *2008 Roll Return Guidelines*).
- **Exchange Scheme:** The list of exchange schemes are listed in the guidelines on page 38.

Question 2 Continued – International students

- Please list International exchange students (EX) first, then NZAID-funded (FE), then International fee-paying students (FF).
- If your school has more than 20 International students please photocopy this page and attach the extra pages to your return.

	Name (for audit purposes only)	Gender (M or F)	Date of Birth dd/mm/yyyy	Country of Citizenship Please use MOE codes	Type of International Student Please use codes (on p.5)	Type of Exchange scheme Please use codes (on p.6)	Date of Enrolment dd/mm/yyyy	Funding Year Level	Full-time equivalent (FTE) of Part-time Students	Number of Tuition weeks	Total tuition fees charged for <u>this year</u> in \$NZ including GST
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											

Total Number of Students for each type	International exchange		NZAID-Funded		International fee-paying	
---	-------------------------------	--	---------------------	--	---------------------------------	--

Question 3 – Roll by Type of Student

Give details of the total FTE (Full-time equivalent) of students on your school roll at 3 March 2008.

- Schools with an SMS please append **Table M3**
- The **FTE of part-time Regular and part-time Adult students** is to be calculated by summing the FTEs of students with the **SAME** Funding Year Level and Gender, and rounding each of these sums to the nearest whole number (Refer to section on Full-time Equivalent in the 2008 Guidelines, p20)
- 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								Other Students										
		1		2		3		4		5		6		7		8		9		
		Number of Full-time Regular Students		FTE of Part-Time Regular Students		Number of Full-time Adult Students		FTE of Part-time Adult Students		Eligible for MoE Operational Funding (Add across columns 1 to 4)		Alternative Education Students		FTE of NZAID-funded Students		FTE of International fee-paying Students		Total FTE of Students (Add across columns 5 to 8)		
		Male	Female	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																				
Y9																				
Y10																				
Y11																				
Y12																				
Y13																				
Y14																				
Y15																				
TOTAL ROLL																				

Question 4 - Māori Medium Education

Below is a summary of the numbers and levels of Māori Medium Education you reported in your **July 2007** roll return.

(Note: as Levels 5 and 6 are not eligible for Māori Language Funding, they are not included in this summary.)

Please check the numbers and levels you are reporting in this roll return (**March 2008**), against the ones in the July 2007 summary below.

Summary of what you reported in July 2007		
	July 2007 actual numbers	Predicted numbers for March 2008
	Total number of students (Including Māori)	Total number of students (Including Māori)
Level 1		
Level 2		
Level 3		
Level 4a		
Level 4b		

If there are any significant differences between your predicted numbers and those actually taking part this year please provide an explanation in the box below. This will assist Data Management staff with the processing of this roll return.

Please explain any differences here:

Question 4 Continued – Māori Medium Education

Does your school provide Māori-medium Education or teach Te Reo or Taha Māori at 3 March 2008?

No ➔ **Go to Question 5**

Yes ➔ **Record students at their HIGHEST Level of Māori Language Learning**

- Schools with an SMS, please append **Table M4**
- 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
- students in Alternative Education programmes.

	Level of Learning	Teacher instruction time spent teaching curriculum subjects in Māori Language	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 6 - Zoning Status

A student's zoning status indicates whether a domestic full-time regular or full-time adult student resides inside or outside of the School Zone at their date of first attendance at your school. This information will assist the Ministry to make decisions about the provision of accommodation for non-integrated state schools with Ministry of Education-approved enrolment schemes.

6.1 Is your school a state school?

Yes → Continue to Question 6.2

No → Go to Question 7

6.2 Does your school have a Ministry-approved enrolment scheme operating at 3 March 2008?

No → Go to Question 8

Yes → Give details in Questions 6.3 and 6.4

6.3 On which date did your enrolment scheme take effect?

dd / mm / yyyy

6.4 Give details below of the number of full-time regular and full-time adult students by their Zoning Status.

- Schools with an SMS please append **table M6**.
- Zoning Status is based on the student's address **at the time of enrolling** at this school (Refer to page 49 of the *2008 Roll Return Guidelines*).
- **Exclude:** International fee-paying and NZAID-funded students.

Funding Year Level	Number of Full-time Regular and Full-time Adult Students by Zoning Status			
	IN Zone	OUT of Zone	Not Applicable	Total
Y7				
Y8				
Y9				
Y10				
Y11				
Y12				
Y13				
Y14				
Y15				
Total				

Question 7 - School Leavers 2007

Questions 7.1 – 7.6 collect information on the number of students leaving school to enter the New Zealand workforce, or further education or training in New Zealand.

Please read the following pages and refer to the *2008 Roll Return Guidelines*: page 35 (Secondary Qualifications)

7.1 If you had no School Leavers in 2007, please complete the box below, then continue to Question 8.

NIL RETURN If you have no 2007 School Leavers please indicate a Nil Return by ticking the box and give the reason (E.g. a school with no students older than 15 years).	Please tick if your school has no 2007 School Leavers <input type="checkbox"/>	Reason:
--	--	---------

7.2 2006 School Leavers Comparison (previously Insert A)

The following information on your school leaver patterns are provided to assist you in checking the school leaver data that you are providing this year. The following information was collected in your 2006 school leavers and reports only the fulltime regular students and fulltime adult students.

Students leaving your school with:	For 2006 leavers you reported:
NCEA Level 3 or other Level 3 NQF Qualification	
No formal attainment	

Check that the numbers you report in this return are **consistent** with your expectations.

Question 7 continued – School Leavers 2007

7.3 Do you Offer Non-NQF qualifications (e.g. CIE, IB, ACE)?

Yes → Continue to Question 7.3

No → Go to Question 7

If you offer a choice between National Qualifications Framework (NQF) qualifications (e.g. NCEA) and alternative Non-NQF qualifications (e.g. CIE, IB, ACE) you need to follow the table below to complete the leavers questions.

Does your school have leavers with ...		Which tables to complete	Please tick ✓ which applies to your school
Highest attainments in NQF only	You have an SMS	Append SMS printout tables SL1 and SL2	
	You don't have an SMS	Complete questions 7.4 and 7.6	
Highest attainments in Non-NQF only	You have an SMS	Complete question 7.5, and append SMS printout table SL2	
	You don't have an SMS	Complete questions 7.5 and 7.6	
Highest attainment in either NQF or Non-NQF attainments	You have an SMS	Complete questions 7.4 and 7.5, and append SMS printout table SL2.	
	You don't have an SMS	Complete questions 7.4, 7.5 and 7.6.	

If you have students with attainment in NQF and NON-NQF:

- Please **read carefully** page 35 and 54 of the *2008 Roll Return Guidelines*. Show each school leaver by their **highest** attainment only. Each student must be reported **only once**, either in **question 7.4 (SL1) or in question 7.5**.
- The SMS-generated table **SL1 reports only NQF results for each student**, therefore schools with an SMS, and which have students with **both** NQF and Non-NQF attainments, check the attainment ranking on page 54 of the *2008 Roll Return Guidelines*, and report each student in only one attainment table - please adjust the SL1 table (question 7.4) and also complete question 7.5.

Question 7 continued – School Leavers 2007

7.4 2007 School Leavers by Highest NQF Attainment and Ethnicity

Count **all** credits obtained by the student irrespective of where they are assessed e.g. school, workplace, polytechnic, private training establishment

Ethnicity \ NQF Attainment	NZ European/ European/Pākehā		Māori		Pacific Peoples		Asian		Other (e.g. South American/African)		Total by Gender		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
NZ Scholarship award or NQF Qualification at Level 4 or higher													
NCEA Level 3 or other Level 3 NQF Qualification													
30+ credits at Level 3 or above													
NCEA Level 2 or other Level 2 NQF qualification													
30+ credits at Level 2 or above													
NCEA Level 1 or other Level 1 NQF Qualification													
40+ credits at any level including literacy & numeracy for NCEA Level 1													
40+ credits at any level without literacy & numeracy for NCEA Level 1													
14 – 39 credits at any level including literacy & numeracy for NCEA Level 1													
14 – 39 credits at any level without literacy & numeracy for NCEA Level 1													
1 – 13 credits at any level													
No formal attainment													
TOTAL													
Number of students with UE included in total													

Question 7 continued – School Leavers 2007

7.5 2007 School Leavers by Highest Non-NQF Attainment and Ethnicity

Please read the instructions on page 13.

Ethnicity		NZ European/ European/Pākehā		Māori		Pacific Peoples		Asian		Other (e.g. South American/African)		Total by Gender		Total
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
NON-NQF Attainment														
YEAR 13	Cambridge International Exams													
	International Baccalaureate													
	Accelerated Christian Education													
	Other Overseas Awards													
YEAR 12	Cambridge International Exams													
	International Baccalaureate													
	Accelerated Christian Education													
	Other Overseas Awards													
YEAR 11	Cambridge International Exams													
	International Baccalaureate (prep year)													
	Accelerated Christian Education													
	Other Overseas Awards													
No formal attainment														
TOTAL														
Number of students, included in total, who have met the UE equivalent criteria.														

Question 7 continued – School Leavers 2007

7.6 2007 School Leavers by Funding Year Level and Ethnicity

Schools with an SMS, please append table SL2

This question includes **all** school leavers, whether they attained NQF or Non-NQF qualifications, or both.

Funding Year Level	Ethnicity		NZ European/ European/ Pākehā		Māori		Pacific peoples		Asian		Other (e.g. South American/African)		Total by Gender		Total
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Year															
Year 10															
Year 11															
Year 12															
Year 13															
Year 14															
Year 15															
TOTAL															

Question 8 – Teaching Staff in Private Schools

Is your school a private school?

No → Go to Question 9
Yes → Give details below

Private Schools please give details below of all teaching staff, then go to Section 14.

Do not include teacher's aides, clerical, or cleaning staff.

How many FULL-TIME teaching staff do you have at 3 March 2008?

Male	Female
<input type="text"/>	<input type="text"/>

How many PART-TIME teaching staff do you have at 3 March 2008?

Male	Female
<input type="text"/>	<input type="text"/>

For how many **hours** are your PART-TIME teaching staff employed during the week 3 March to 7 March 2007?

Male	Female
<input type="text"/>	<input type="text"/>

Question 9 – Off-site Class / Unit / Activity Centre

Is your school a State or State Integrated School?

No → Go to Section 14

Yes → Continue below

Does your Board of Trustees operate - or have oversight of - an off-site class, unit or activity centre, or enrol students who are taught at another school?

No → Go to Question 10

Yes → Give details below

Please list separately each situation where students enrolled at your school are taught off-site.

Exclude:

- Alternative Education Programmes operated under a contract with the Ministry of Education
- Official Kura Teina or Teen Parent Units for which a supplementary form has been provided to the host school
- Situations where enrolled students are taught at another school for only part of the time
- e.g. for tuition in specialist subjects such as Physics or French

Type of Class/Unit/Activity Centre	Name of Class/Unit/Activity Centre	Number of students		
		Male	Female	Total

Question 10 – Vacancies for Full-time Permanent Teachers

10.1 At 1 March 2008 do you have any vacancies for FULL-TIME PERMANENT teachers that:

- have been advertised on or before 3 March 2008
- AND**
- for which no permanent appointment has been made?

No ➔ Go to Question 11

Yes ➔ Go to Question 10.2

10.2 Number of vacancies (that fit the above criteria) for FULL-TIME PERMANENT teachers at 3 March 2008

10.3 How many of these vacancies (in 10.2 above) are you ACTIVELY SEEKING TO FILL at 3 March 2008?

10.4 Give details below of the vacancies for FULL-TIME PERMANENT teachers counted in 10.3 above.

Type of Position <small>(Use codes below)</small>	List the two main subject areas of the position	Quantity of time in FTE	Date position first advertised	Has the position been re-advertised because no suitable appointment could be made?	How is the position currently being covered? <small>(use codes below)</small>	Is the position being covered by a trained teacher?	Reason for vacancy <small>(use codes below)</small>
e.g. BAS	MATH SCIE	0.4 0.6	18/12/2007	YES / NO	LTA	YES / NO	RET
				YES / NO		YES / NO	
				YES / NO		YES / NO	
				YES / NO		YES / NO	

Type of Position

BAS Basic scale teacher
MGM * Management position
PRN Principal
THE Therapist

* Management component must be 0.3 or greater to count as a Management position (MGM)

Subject Area Codes

GENR Primary level vacancy
MGMT Management component of senior positions
GUID Guidance Counsellor
PIBL Pacific Island Bilingual position
SPPR Special Education Programme

For other subject codes see p.53 of the 2008 Guidelines or the Ministry of Education's website:
www.minedu.govt.nz/goto/schoolrollreturns

How Position is Covered

CMB Incumbent
COR Correspondence
DRE Day-to-day relief
ESS Emergency Staffing Scheme
INT Internal arrangement
LTA Limited term appointment for up to one year
NAP Not applicable (new position)

Reason for Vacancy

DCD Deceased
DIS Dismissed
LFT Left teaching (in schools)
MOV Moved to another school
NEW New position
PER Personal reasons
PRO Internal promotion
RET Retired
ROG Roll growth

Question 11 - Limited Term Appointments and Day-to-Day Relieving

Indicate with a tick on the scale below, the average degree of difficulty you have had in filling LIMITED TERM APPOINTMENTS and finding teachers for day-to-day relieving, so far this term.

	Not applicable	No difficulty	Difficult on occasions	Difficult	Unable to obtain
Limited term full-time					
Limited term part-time					
Casual relieving (day-to-day)					

Section 12 – 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 March 2008:

- 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.

Section 13 - Staffing Confirmation

State and State Integrated schools will receive confirmation of their staffing entitlement as soon as possible after this return is processed. For further information about staffing, please refer to Chapter Two of the *Funding, Staffing and Allowances Handbook*, which is available on the Ministry of Education's website at www.minedu.govt.nz/goto/resourcinghandbook.

For queries regarding staffing entitlement please contact the Resourcing Helpline on (04) 463 8383.

Section 14 – 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 15 – Sign-off by Board of Trustees Chairperson

TO BE COMPLETED BY THE CHAIRPERSON OR NOMINEE OF THE BOARD OF TRUSTEES:

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

Print Name

Signature

Date

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

Section 16 – 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 or any other lists.
- The lists referred to in Section 14 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 17 – Checklist

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

March Return Checklist	✓
Your school's contact details on the front page of this form have been checked and amended where necessary.	
Every question on the RS form is complete, including those that are not covered by SMS tables.	
SMS tables, where applicable, have been checked 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 checked for consistency between questions as detailed in the Introductory Notes.	
Details in Question 18 (overleaf) have been completed.	
One copy of the RS form and copies of SMS tables and audit lists are filed for school records .	
The principal has checked and signed both forms.	
The Board of Trustees chairperson has checked and signed both forms.	
You are now ready to post in this form	
Upload your electronic student data file to the Ministry	

18 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

19 The following must be retained at school for audit purposes:

- One copy of the completed RS40 return (identical to the one you send to the Ministry)
- All required student lists as detailed in section 14
- SMS tables (where applicable)

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

20 The following must be returned to the Ministry no later than Thursday 13 March 2008:

- One copy of the completed RS40 return
- SMS tables (where applicable)

DO NOT include your students lists. Keep these at your school.

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

*Free Post Authority Number 159045
Data Management Unit
Ministry of Education
Private Box 1666
WELLINGTON*

**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

MINISTRY USE ONLY

	Date	Initials
Received		
DE Part 1		
Pt 1 & 2 Checked		
DE Part 2		

	Date	Initials
Edits		
1-to-1 checks		
Signatures checked		
Completed		