

# RS40

## Annual Return of Students at Secondary Schools at 1 March 2007 and School Leavers for 2006

Roll count  
date is  
1 March 2007

### 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  
12 MARCH 2007**

# INTRODUCTORY NOTES

**Please read the following instructions carefully before completing this return.**

## Dates:

The roll count date is **Thursday 1 March 2007**.

Your RS form must be returned to the Ministry's Data Management Unit by **Monday 12 March 2007**.

**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 Monday 12 March**. Refer to Resourcing Circular 2006/20, dated 19 September 2006. (State and State Integrated schools only).

## Instructions:

Before completing this roll return **please read** the *2007 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.edcentre.govt.nz/goto/guidelines](http://www.educationcounts.edcentre.govt.nz/goto/guidelines)

Page references to the Guidelines booklet are shown below.

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## CONSISTENCY BETWEEN TABLES

**Question 2 – Overseas Students:** The numbers of male and female foreign fee-paying students, and New Zealand Agency for International Development (NZAID)-funded students must agree with the totals of these students in columns 7 and 8 in Question 3 *unless any of the overseas students are part-time*. Numbers must also agree by MOE Year Level and gender.

**Question 4 – Māori Language Learning:** The total number of students at each MOE Year Level across all learning levels cannot be greater than the total number of students in each MOE 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. Please remember to complete the second row for each level, even if all your students are Māori.

**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:** (For state schools with MoE-approved enrolment schemes only). The total at each MOE Year Level in Question 6.4 must equal the sum of the male and female students at each MOE 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:** (For state and state integrated schools only). 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 (i.e. this RS40) 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 forms 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

**1.1** Are your student records kept on a computerised student management system?

No  → Go to Question 2  
 Yes  → Go to Question 1.2

**1.2** Please tick the type of student management system used in your school:

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

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

**1.3** Are print-out tables from your student management system 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 – Overseas students

Do any overseas students attend your school at 1 March 2007?

No



Go to Question 3

Yes



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

### Instructions

- Schools with computerised student management systems (SMS) please append **Table M2**.
- Schools not using an SMS, please note 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](http://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 exchange students first, then NZAID-funded, then foreign fee-paying students.
  - EX Exchange
  - FE NZAID-funded
  - FF Foreign 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 weeks**: There is a column to record the number of tuition weeks the students are attending this academic year (refer to p.44 of the *2007 Roll Return Guidelines*).
- **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.

## Question 2 continued – Overseas students

### Exchange Students

There is a need to identify that the exchange students in the roll returns are on approved exchange schemes; or are on an approved exchange agreement which is made directly between the school and the Ministry of Education.

For each exchange student, please use the **Type of Exchange scheme column** to show the Exchange Scheme under which each student attends your school, using the codes listed below.

**Note:** These codes are now included in the recent versions of SMS's, so table M2 will print this information.

Code	Exchange Scheme
01	AFS Intercultural Programmes NZ Inc
02	ARK International Educational Travel & Exchange
03	ASSE NZ
04	EF Foundation
05	IGO International Ltd
06	Kiwiana Exchange (NZ)
07	NZ / German Student Exchange
08	NZ Institute of International Understanding

Code	Exchange Scheme
09	Rotary International New Zealand
10	STS High School Foundation
11	YFU New Zealand Inc
12	World Youth Service Society (WYSS)
Code	Approved School to School Exchange
99	NZ School has a partner school in another country which is approved by the NZ government.

## Question 2 Continued – Overseas students

- Please list exchange students (EX) first, then NZAID-funded (FE), then foreign fee-paying students (FF).
- If your school has more than 20 overseas 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 Please use format dd/mm/yyyy	Country of Citizenship Please use MOE codes	Type of Overseas Student Please use codes (on p.5)	Type of Exchange scheme Please use codes (on p.6)	Date of Enrolment Please use format dd/mm/yyyy	MOE Year Level	Full-time equivalent (FTE) of Part- time Students	Number of Tuition weeks	Total tuition fees charged for <u>this</u> <u>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											

<b>Total Number of Students for each type</b>	<b>Exchange</b>		<b>NZAID-Funded</b>		<b>Foreign Fee-Paying</b>	
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## Question 3 – Roll by Type of Student

Give details of the total FTE (Full-time equivalent) of students on your school roll at 1 March 2007.

- Schools with computerised student management systems 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** MOE Year Level and Gender, and rounding each of these sums to the nearest whole number (Refer to section on Full-time Equivalent in the 2006 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.

		Students Eligible for Ministry Operational Funding								Other Students										
		1		2		3		4		5		6		7		8		9		
MOE	Type of Student	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 Foreign Fee-paying Students		Total FTE of Students (Add across columns 5 to 8)		
	Year Level	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																			
	<b>TOTAL ROLL</b>																			

## Question 4 - Māori Medium Education

Below is a summary of the numbers and levels of Māori Medium Education you reported in your **July 2006** 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 2007**), against the ones in the July 2006 summary below.

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

Summary of what you reported in July 2006				
	July 2006 actual numbers		Predicted numbers for March 2007	
	Total number of students (Including Māori)	Number of Māori students only	Total number of students (Including Māori)	Number of Māori students only
Level 1				
Level 2				
Level 3				
Level 4a				
Level 4b				

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 1 March 2007?

No  → Go to Question 5

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

- Schools with computerised student record systems, please append **Table M4**
- 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  
- 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	
<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 <b>taught in Māori</b> 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 <b>taught in Māori</b> 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 <b>taught in Māori</b> 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 <b>taught in Māori</b> 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 <b>for at least</b> 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 <b>for less than</b> 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 <b>Taha Māori only</b>	Total number of students (Māori and Non-Māori)										
			Number of Māori students (included above)										



# This question is for State schools with Enrolment Schemes only

## 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 This question does not apply to the following:

- a) Ministry-approved enrolment schemes do not apply to private schools.
- b) While enrolment schemes may apply to some state integrated schools, designated character schools and Kura Kaupapa Māori, they do not have a zoning component, therefore this question does not apply to these.

#### Is your school one of the following types of school?

If you are unsure about this, check your school's classifications (Authority or Definition) on the front page of this form.

- private school
- state-integrated school
- designated character school
- Kura Kaupapa Māori

No  → Continue to Question 6.2

Yes  → Go to Question 7

### 6.2 Does your school have a Ministry-approved enrolment scheme operating at 1 March 2007?

Please indicate as appropriate. If you are unsure about questions 6.3 and 6.4 please contact your Ministry Local Office.

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 computerised student management systems please append **table M6**.
- Zoning Status is based on the student's address **at the time of enrolling** at this school (Refer to p.48 of the *2007 Roll Return Guidelines*).
- The criteria for coding students' Zoning Status; Schools may choose to:
  - code students' zoning status from the date their school's enrolment scheme took effect; **or**
  - leave students' zoning status as per the 2005 guidelines.
- **Exclude:** Foreign fee-paying and NZAID-funded students.

MOE 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				
<b>Total</b>				

## Question 7 - School Leavers 2006

Questions 7.1 – 7.5 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 *2007 Roll Return Guidelines*: p.37 (Secondary Qualifications) and Appendices A, B, C and D on pages 49 - 52.

**7.1** Some schools may offer their students a choice between National Qualifications Framework (NQF) qualifications (e.g. NCEA) and alternative Non-NQF qualifications (e.g. CIE, IB, ACE).

In order to get a more accurate picture of school leavers' attainments, this information is collected in two separate tables:

- The highest National Qualifications Framework (NQF) attainments are collected in Question 7.3 (table SL1)
- The highest Non-NQF attainments are collected in Question 7.4

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 7.3 and 7.5	
Highest attainments in Non-NQF only	You have an SMS	Complete question 7.4, and append SMS printout table SL2	
	You don't have an SMS	Complete questions 7.4 and 7.5	
Highest attainment in either NQF or Non-NQF attainments	You have an SMS	Complete questions 7.3 and 7.4, and append SMS printout table SL2.	
	You don't have an SMS	Complete questions 7.3, 7.4 and 7.5.	

**7.2** If you had no School Leavers in 2006, please complete the box below, then continue to Question 8.

<p><b>NIL RETURN</b> If you have no 2006 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).</p>	<p>Please tick if your school has no 2006 School Leavers</p> <input data-bbox="1326 1289 1397 1359" type="checkbox"/>	<p>Reason:</p>
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## Question 7 continued – School Leavers 2006

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

- Please **read carefully** p. 37 and p 52 of the *2007 Roll Return Guidelines*. Show each school leaver by their **highest** attainment only. Each student must be reported **only once**, either in **question 7.3 (SL1) or in question 7.4**.
- 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 p.52 of the *2007 Roll Return Guidelines*, and report each student in only one attainment table - please adjust the SL1 table (question 7.3) and also complete question 7.4.

### General Instructions:

- **University Entrance** is collected in questions 7.3 and 7.4. There is an extra row to show the number of students, included in the totals above, which have attained University Entrance. University Entrance Qualifications are listed in Appendix C, on p.51 of the *2007 Roll Return Guidelines*.
- Count **all** credits obtained by the student irrespective of where they are assessed e.g. school, workplace, polytechnic, private training establishment
- Insert A shows historical roll data and your school leaver profile as a guide to assist you in checking the accuracy of the school leaver data that you are providing.

**Special Note about students leaving early in the year:** Students who attend your school for a period of time at the beginning of the school year but leave before 1 March 2007 are to be counted as 2006 school leavers, and should be reported in their MOE Year Level as at 2006.

### INCLUDE all school leavers who:

- All full-time regular Year 9 to Year 15 students and special education class students who have **finished their schooling** and last attended school on or after 1 March 2006 and before 1 March 2007
- Full-time regular adult students and regular students who have turned 15 years of age and have been granted an exemption from enrolment and who have now finished their schooling

### Do NOT include the following Leavers:

<ul style="list-style-type: none"><li>• Regular students who left your school to:<ul style="list-style-type: none"><li>▪ transfer to another secondary school</li><li>▪ become home-schooled</li><li>▪ go overseas permanently</li></ul></li><li>• Returning Adult students</li><li>• Alternative Education Students</li></ul>	<ul style="list-style-type: none"><li>• NZAID-funded students</li><li>• Foreign fee-paying students</li><li>• Exchange students</li><li>• Suspended students</li><li>• Deceased students</li><li>• External students</li></ul>	<ul style="list-style-type: none"><li>• Part-time students</li><li>• Students under the age of 16 whose destination is unknown</li><li>• Students under the age of 16 in a Children, Youth and Family Service residence or programme</li></ul>
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## Question 7 continued – School Leavers 2006

### 7.3 2006 School Leavers by Highest NQF Attainment and Ethnicity

Please read the instructions on the previous page.

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 <b>including</b> literacy & numeracy for NCEA Level 1													
40+ credits at any level <b>without</b> literacy & numeracy for NCEA Level 1													
14 – 39 credits at any level <b>including</b> literacy & numeracy for NCEA Level 1													
14 – 39 credits at any level <b>without</b> literacy & numeracy for NCEA Level 1													
1 – 13 credits at any level													
No formal attainment													
<b>TOTAL</b>													
<b>Number of students with UE included in total</b>													

## Question 7 continued – School Leavers 2006

### 7.4 2006 School Leavers by Highest Non-NQF Attainment and Ethnicity

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 2006

### 7.5 2006 School Leavers by MOE 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.

Ethnicity MOE Year Level	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	
Year 9													
Year 10													
Year 11													
Year 12													
Year 13													
Year 14													
Year 15													
TOTAL													

- For each ethnic group, the gender column totals in Q.7.3 **plus** those in Q.7.4 must equal with those in Q.7.5
- In the three right-hand columns, male, female and combined totals in question 7.3 **plus** those in question 7.4 must equal with those in question 7.5

# This question is for private schools only

## 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 1 March 2007?

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

How many PART-TIME teaching staff do you have at 1 March 2007?

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

How many hours are your PART-TIME teaching staff employed for during the week 26 February to 2 March 2007?

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

# Questions 9 to 13 apply to State and State Integrated schools only

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

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 for which a supplementary form has been provided to the Kura Tuakana
- 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 2006 do you have any vacancies for FULL-TIME PERMANENT teachers that:

- have been advertised on or before 1 March 2007
- 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 1 March 2007

**10.3** How many of these vacancies (in 10.2 above) are you ACTIVELY SEEKING TO FILL at 1 March 2007?

**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	18/12/2006	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 2007 Guidelines or the Ministry of Education's website:  
[www.minedu.govt.nz/goto/schoolrollreturns](http://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**

You will not receive an Insert C this March as the Board of Trustee elections are happening over this period.

## **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](http://www.minedu.govt.nz/goto/resourcinghandbook).

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

## **Section 14 – Insert A – School Leaver Profile**

This information is provided as a guide to assist you in checking the school leaver data that you are supplying this year. It shows data supplied by your school in previous years. Please do not return Insert A with your completed RS form.

## Section 15 – 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 16 – 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 17 – 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 15 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 18 – 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 <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.	
Computer-generated tables, where applicable, have been <b>checked</b> by the Principal and are attached. <i>(If print quality is poor, please transfer figures to RS form.)</i>	
Where tables have been completed manually, <b>totals have been calculated</b> for each row and each column. Totals have been <b>checked for consistency</b> between questions as detailed in the Introductory Notes.	
The contact information on the front page has been <b>checked</b> , and <b>corrected</b> where necessary.	
Details in Question 19 (overleaf) have been completed.	
One copy of the RS form, and copies of the computer-generated-tables and audit lists are <b>filed for school records</b> .	
The principal has <b>checked</b> and <b>signed</b> both forms.	
The Board of Trustees chairperson has <b>checked</b> and <b>signed</b> both forms.	

**19 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

**20 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 15
- Computer-generated tables (where applicable)

Circular 1998/48 outlines all the working papers that schools are required to retain.

**21 The following must be returned to the Ministry no later than Monday 12 March 2007:**

- One copy of the completed RS40 return
- Computer-generated 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  
Jill Corrin, 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		