

RS33

Annual Return of Students at Intermediate Schools at 1 July 2006

**Roll count
date is
28 June 2006**

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
10 July 2006**

INTRODUCTORY NOTES

Please read the following notes carefully before completing your return

- WHEN:** The roll count date is Wednesday 28 June 2006.
The due date to return the RS form and Inserts to Data Management is Monday 10 July 2006.
- WHAT:** Details on what to send, and what to keep for your school records, are on the back page of this form.
- WHERE:** Details on where to send the RS Form and Inserts are on the back page of this form.
- WHO:** Who, at the Ministry, should you contact for further information? Details are on the back page of this form.
- Who, at your school, should we contact if we need to confirm any details?
Please complete Question 17 on the back page of this form.
- HOW:** For additional instructions completing this roll return please refer to the “Guidelines for Completing Roll Returns – Primary and Intermediate Schools” booklet which was sent out in September 2005. A copy of this document is available on the Ministry of Education website www.minedu.govt.nz/goto/schoolrollreturns

Page references to the Guidelines booklet are shown below.

Foreign fee-paying students’ fees (Question 2).....	p. 14
Definitions of student types (Questions 2 & 3)	p. 26 - 28
Counting students (Questions 2 - 9).....	p. 36
MOE Year Level (Questions 2 – 4, 6 - 11)	p. 20 - 21
Ethnic Groups (Questions 5 – 9).....	p. 12 - 13
Māori-Medium Education (Question 7).....	p. 18 - 19
Pacific-Medium Education (Question 8)	p. 23
Predicted rolls (Question 10).....	p. 33
Insert C - Board of Trustees Membership	p. 33 - 34
Insert E - Teacher Losses	p. 34

CONSISTENCY BETWEEN TABLES

Ministry of Education staff spend a lot of time following up on forms that have not been completed accurately. Please ensure consistency between tables by following the instructions below. This will save time for you at the school and for us at the Ministry. In turn, this will ensure that the Ministry’s Resourcing Division will be able to send out next year’s staffing entitlements by mid-September.

SCHOOLS COMPLETING TABLES MANUALLY

On all tables please ensure that the totals for each row and each column are added up correctly, and check that totals agree between questions as detailed below:

- **Question 2 – Overseas students:** The number of foreign fee-paying students and NZAID-funded students must agree with the totals of these students in Question 3.
- **Question 3 – MOE Year Level and Type of Student:** Gender and combined totals for each MOE Year Level (right-hand columns, each row) must agree with gender and combined totals in Question 4 (right-hand columns, each row) **and** with gender totals in Question 6 (bottom row).
- **Question 4 – MOE Year Level and Age:** Gender and combined totals for each MOE Year Level (right-hand columns, each row) must agree with gender and combined totals in Question 3 (each row) and gender totals in Question 6 (bottom row), **AND** gender totals for each age (bottom row) must agree with gender totals for each age in Question 5 (bottom row).
- **Question 5 – Ethnic Group and Age:** Gender totals at each age (bottom row) must agree with gender totals for each age in Question 4 (bottom row), **AND** gender and combined totals for each ethnic group (right-hand columns, each row) must agree with gender and combined totals for each ethnic group (right-hand columns, each row) in Question 6.
- **Question 6: – Ethnic Group and MOE Year Level:** Gender totals for each MOE Year Level (bottom row) must agree with gender totals at each MOE Year Level (right-hand side, each row) in Questions 3 and 4, **AND** gender and combined totals for each ethnic group (right-hand side, each row) must agree with gender and combined totals for each ethnic group (right-hand side, each row) in Question 5.
- **Question 7 – 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 Questions 3, 4 and 6. And the number of Māori students in any cell (box) cannot be greater than 'total number of students' in the cell above.

ALL SCHOOLS

The following questions are completed manually by all schools, including those using computerised student management systems.

- **Question 9.2 – 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 Questions 3, 4 and 6, and the total number of Year 7-8 students must not exceed the total number of Year 7-8 students in Questions 3, 4 and 6.
- **Question 10 – Predicted rolls:** The total number of students (Māori and Non-Māori) predicted for Māori Language Learning (Questions 10.3) must not exceed the total number of students predicted in Question 10.1.

INFORMATION PRIVACY

The data collected through the RS forms and Inserts C and E are 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. While the names of Board of Trustees members contained on Insert C remain public information, any other information collected on individual members will be treated in a similar manner to information collected on students and employees.

Question 1 – Student Management Systems

1.1 Are your student records kept on a computerised student management system (SMS)?

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, and state the version:

✓	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 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 – Overseas students

Do any overseas students attend your school at 28 June 2006?

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 J2**. **However**, if you have exchange students, you will need to **manually** add their Exchange schemes to Table J2. Details are on the next page.
- 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. 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**: As introduced last year, there is a column 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 **new column** to record the number of tuition weeks the students are attending this academic year (refer to the first two paragraphs on p.5 of the *2006 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. This data is to be used to calculate the Export Education Levy for international students (refer to page 15 of the *2006 Roll Return Guidelines* booklet for further details).

Continued next page ...

Question 2 continued – Overseas students

- **Consistency between tables:** The total numbers of NZAID-funded (FE) and foreign fee-paying (FF) students must agree with the total numbers of NZAID-funded and foreign fee-paying students in Question 3. Numbers by gender and MOE Year Level must also agree.
- **Summary of overseas students:** Please enter the total number of each type of overseas student in the summary at the bottom of the next page.

New data required for 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 **Tuition Fees column** (since Exchange students do not pay fees) to show the Exchange Scheme under which each student attends your school, using the codes listed below.

Note: These codes are not included in any SMS, so table J2 will not print this information. It needs to be added manually.

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	Exchange Agreement
99	Exchange Agreement (New Zealand school obtained Government Approval)

Continued next page ...

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)	Date of Enrolment Please use format dd/mm/yyyy	MOE Year Level	Full-time equivalent (FTE) of Part- time Students	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										

* For EX students, use the Tuition Fee column to enter the exchange scheme code (refer previous page)

Total Number of Students for each type	Exchange		NZAID-Funded		Foreign Fee-Paying	
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Question 3 – Roll by Type of Student and MOE Year Level

Give details of the total numbers of students on your school roll at 1 July 2006.

- Schools with computerised student management systems please append **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.
- **Consistency between tables:** Please calculate all totals for each row and each column.
 1. The total numbers of NZAID-funded and Foreign Fee-paying students in columns 2 & 3 must agree with the total numbers of NZAID-funded and Foreign Fee-paying students in Question 2. Numbers by gender and MOE Year Level must also agree.
 2. Gender and combined totals at each MOE Year Level (each row) in this question must agree with those in Questions 4 (row totals) and 6 (column totals).

		1		2		3		4		
MOE Year Level	Type of Student	Numbers of Regular Students		Numbers of NZAID- funded Students		Numbers of Foreign Fee-paying Students		TOTAL		
	Male	Female	Male	Female	Male	Female	Male	Female	Total	
	Y7									
	Y8									
	TOTAL									

Question 4 – Roll by MOE Year Level and Age

Give details of the total numbers of students on your school roll at 28 June 2006 by MOE Year Level and Age. Age must be as at 1 July 2006.

- Schools with computerised student management systems please append **Table J4**.
- **Consistency between tables:** Please calculate all totals for each row and each column.
 1. Gender and combined totals at each MOE Year Level (each row) in this question must agree with those in Questions 3 (row totals) **and** 6 (column totals)
 2. **AND** gender totals at each age (bottom row) must agree with gender totals at each age in Question 5 (column totals).

MOE Year Level \ Age as at 1 July	9		10		11		12		13		14+		TOTAL		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	T
Year 7															
Year 8															
TOTAL															

Question 5 – Roll by Ethnic Group and Age

Give details of the total numbers of students on your school roll at 28 June 2006 by Ethnic Group and Age. Age must be as at 1 July 2006.

- Schools with computerised student management systems please append **Table J5**.
- **Consistency between tables:** Please calculate all totals for each row and each column.
 1. Gender totals at each age (column totals, bottom row) in this question must agree with those at each age in Question 4 (column totals, bottom row),
 2. **AND** gender and combined totals in each ethnic group (end of each row) in this question must agree with those in each ethnic group in Question 6 (end of each row).

		Age as at 1 July		9		10		11		12		13		14+		TOTAL		
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	T		
DOMESTIC STUDENTS	NZ European/Pākehā																	
	Other European																	
	NZ Māori																	
	Samoaan																	
	Cook Island Māori																	
	Tongan																	
	Niuean																	
	Fijian																	
	Tokelauan																	
	Other Pasifika																	
	South East Asian																	
	Indian																	
	Chinese																	
	Other Asian (e.g. Japanese, Korean)																	
	Other (e.g. South American, African)																	
FFP and NZAID																		
TOTAL																		

Question 6 – Roll by Ethnic Group and MOE Year Level

Give details of the total numbers of students on your school roll at 28 June 2006 by Ethnic Group and MOE Year Level.

- Schools with computerised student management systems please append **Table J6**.
- **Consistency between tables:** Please calculate all totals for each row and each column.
 1. Gender totals at each MOE Year Level (column totals, bottom row) in this question must agree with those at each MOE Year Level (end of each row) in Questions 3 and 4,
 2. **AND** gender and combined totals in each ethnic group (end of each row) in this question must agree with those in each ethnic group in Question 5 (end of each row).

		MOE Year Level		Year 7		Year 8		TOTAL		
		Ethnic Group		M	F	M	F	M	F	Total
DOMESTIC STUDENTS	NZ European/ Pākehā									
	Other European									
	NZ Māori									
	Samoaan									
	Cook Island Māori									
	Tongan									
	Niuean									
	Fijian									
	Tokelauan									
	Other Pasifika									
	South East Asian									
	Indian									
	Chinese									
	Other Asian (e.g. Japanese, Korean)									
	Other (e.g. South American, African)									
	FFP and NZAID									
TOTAL										

Question 7.1 – Māori Medium Education

Below is a summary of the numbers and levels of Māori Medium Education you reported in your **March 2006** roll return.

Note:

- As Levels 5 and 6 are not eligible for Māori Language Funding, they are not included in the summary.
- If there are no figures in the summary below, this means you have not previously reported or predicted any students in Māori Medium Education. There is no need to enter any figures in this summary.

Please check the numbers and levels you are reporting in this roll return (**July 2006**), against the ones in the 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** the numbers of students taking part at each level in March 2006 compared to July 2006.

Summary of what you reported in March 2006		
	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 7.2 – Māori Medium Education

Does your school provide Māori-medium Education or teach Te Reo or Taha Māori at 28 June 2006?

No → Go to Question 8

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

- Schools with computerised student record systems, please append **Table J7**
- 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

	Level of Learning	Teacher instruction time spent teaching curriculum subjects in Māori Language		Y7	Y8	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 8 – Pacific Medium Education

8.1 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 for more than 3 hours per week)?

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

8.2 In how many Pacific languages are you providing immersion or bilingual education?

8.3 List below each Pacific language that is used for instruction, then go to next page.

Enter language names here, then go to Question 8.4

NOTE:

If immersion or bilingual education is provided **in more than one Pacific language**, please photocopy the next page and **complete one page for each language**.

Question 8 – Pacific Medium Education – continued from previous page

8.4 Pacific language of instruction

8.5 What curriculum subject(s) are taught in this Pacific language?

Enter subjects here, then go to 8.6

8.6 Record below numbers of students being taught in the Pacific language shown in 8.4 above

- Schools with computerised student record systems, please append Table J9 for each language
- Count each student ONCE only, at their highest level
- Remember to complete the second row for each level (Number of Pacific students included in row above)

	Level of Learning	Teacher instruction time spent teaching curriculum subjects in a Pacific Language	Numbers of students	Y7	Y8	Total
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)	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			
			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			
			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			
			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			
			Number of Pacific students (included above)			

Question 9 – Language learning below Year 9

9.1

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 10
 Yes → Go to Question 9.2, below

9.2

Record below the numbers 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 2006 school year
- * For the Pacific languages marked below with a star, exclude students who have already been counted in Question 8.6
- Please provide numbers, don't just tick

Language offered	Numbers 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 10 – Predicted rolls

10.1 What is your predicted 1 March 2007 regular student roll?

Exclude foreign fee-paying students and NZAID-funded students.

MOE Year Level	Predicted regular Student Roll
Year 7	
Year 8	
TOTAL	

10.2 What are your estimated 1 March 2008 and 1 March 2009 regular student rolls?

Exclude foreign fee-paying and NZAID-funded students.

Year	Estimated Student Roll for 1 March	
	Regular Students	Total
2008		
2009		

Question 10 – Predicted rolls – Māori Language Learning

10.3 Levels 1 to 4

As at 1 March 2007, will you have any students being taught curriculum subjects where Te Reo Māori is the **MEDIUM OF INSTRUCTION** for at least 12% of the time?

No ➔ Go to Question 10.4

Yes ➔ Give details below

- Please count each student ONCE only, at their HIGHEST level of Māori Language learning.
- Remember to also complete the 2nd row of each level – even if all the students in that level are Māori.
- Exclude Alternative Education students.

	Level of Learning	Teacher instruction time spent teaching curriculum subjects in Māori Language	Y7	Y8	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)			

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 7 (Table J7), please comment / give reasons for the variation.

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 and Level 6: Taha Māori

**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 includes details you supplied to the Ministry in your March Insert C, along with details already held on the Ministry's database.

Please amend Insert C to accurately reflect the composition of your Board of Trustees at 28 June 2006:

- 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 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, number of Parent Representatives, and whether your school holds mid-term elections.

Section 12 – Insert E – Loss of Permanently Appointed Teachers between May 2005 and May 2006

- This insert lists any permanently appointed teachers who were on your staff at pay period 04 in May 2005, and who have subsequently **left the state teaching service** before pay period 04 in May 2006, or were **on leave without pay** at pay period 04 in May 2006.
- 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 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 for the school's own records:

- (a) a listing of all Māori students counted in a Te Reo or Immersion class, showing the level at which they are being claimed;
- (b) an alphabetical listing of all students attending the school on the return 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 (but not send):

- (c) a set of class lists at the return date, signed by the individual teachers.

Print Name

Signature

Date

Section 14 – 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 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 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	✓
Every question on the RS form is complete, <u>including</u> those that are not covered by SMS tables (Questions 9 and 10).	
Computer-generated tables, where applicable, have been <u>checked</u> 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, totals have been calculated for each row and each column. Totals have been <u>checked for consistency</u> between questions as detailed in the Introductory Notes, and in the instructions at the top of each question.	
The contact information on the front page has been <u>checked</u> , and <u>corrected</u> where necessary.	
Details in Question 17 (overleaf) have been completed.	
The principal has <u>checked</u> and <u>signed</u> both forms.	
The Board of Trustees chairperson has <u>checked</u> and <u>signed</u> both forms.	
One copy of the RS form, copies of the computer-generated-tables, and audit lists are <u>filed for school records</u> .	

Please turn over, complete Section 17, and note Sections 18 and 19.



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 your school for audit purposes:

- One copy of the completed RS33 return
- All required student lists as detailed in section 13
- Computer-generated tables (where applicable)

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

19 The following must be returned to the Ministry no later than Monday 10 July 2006:

- One copy of the completed RS33 return
- Computer-generated tables (where applicable)
- Insert C (State and State Integrated schools)
- Insert E (Loss of permanently appointed teachers)

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 Management Unit
Ministry of Education
Private Box 1666
WELLINGTON*

We appreciate your co-operation and assistance in completing this form – thank you.

**If you have any problems completing this return please contact
Andrea Jones, Ministry of Education, National Office, Wellington**

Telephone: (04) 463 8070, fax (04) 463 8088 or

Email: school.returns@minedu.govt.nz

MINISTRY USE ONLY

	Date	Initials
Received		
Insert C Received		
Data Entry		
FFPs entered		
Checked		

	Date	Initials
Corrected (if req'd)		
Edits		
1-to-1 checks		
Signatures checked		
Completed		