

# RS31

## Annual Return of Students at Primary Schools at 1 July 2007

**Roll count  
date is  
27 June 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  
9 July 2007**

# INTRODUCTORY NOTES

Please read the following notes carefully before completing your return

## Dates:

Roll count date	Wednesday 27 June 2007
Due date	Monday 9 July 2007

## Instructions:

Before completing this roll return **please read** the *2007 Roll Return Guidelines – Primary and Intermediate 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:

Tuition Fees (Question 2).....	32
Tuition Weeks (Question 2).....	33
Definitions of student types (Questions 2 and 3).....	33
Counting students (Question 3 and other roll-related questions).....	8
MOE Year Level.....	25
Ethnicity (Questions 5 – 9).....	16
Māori Language Learning (Question 7).....	23
Early Childhood Education participation (Question 8).....	15
Pacific-Medium (Question 9).....	28
Predicted rolls (Question 11).....	29
Insert E - Teacher Losses.....	19

## Consistency between tables

- **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.
- **Questions 3 – 6:** These questions must all have the same gender and overall totals matching each of the other tables.
- **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.
- **Question 8 – ECE attendance:** The total number of Year 1 students must agree with the total of Year 1 students in Questions 3, 4 and 6.
- **Question 10.2 – 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 11 – Predicted rolls:** The total number of students (Māori and Non-Māori) predicted for Māori Language Learning (Questions 11.4) must not exceed the total number of students predicted in Question 11.1.

## Information Privacy

The data collected through the RS form and Insert E is required for the management of educational programmes, resource allocation, to support policy analysis/decision-making and for national and international reporting purposes. Information relating to individual students and staff members employed by the school will be treated as confidential by the Ministry of Education and access to the information will be restricted to a small number of authorised personnel working within the Ministry. Release of this information outside the Ministry will only occur in aggregate statistical form and no information which identifies individuals will be made available to any individual, group or agency outside the Ministry.

## 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	
	IES	
	Integris	
	KAMAR	
	Kidbase	

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

**1.3** Are the print-out tables from your SMS attached to this form?

Yes  → Go to Question 2

No  → Please explain why not

Please explain why your SMS tables are not attached

## Question 2 – Overseas students

Do any overseas students attend your school on 27 June 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 J2**.
- Schools not using an SMS 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 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 p.33 of the *2007 Roll Return Guidelines*).
- **Exchange Scheme:** The list of exchange schemes are listed in the guidelines on pg 34.

## 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	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>	
---	-----------------	--	---------------------	--	---------------------------	--

## Question 3 – Roll by Type of Student and MOE Year Level

Give details of the total numbers of students on your school roll at 27 June 2007.

- Schools with computerised student management systems please append **Table J3**.
- **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).

Type of Student MOE Year Level		1		2		3		4		
		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
Y1										
Y2										
Y3										
Y4										
Y5										
Y6										
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 27 June 2007 by MOE Year Level and Age. Age must be as at 1 July 2007.

- 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	5		6		7		8		9		10		11		12		13		14+		TOTAL			
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total	
Year 1																								
Year 2																								
Year 3																								
Year 4																								
Year 5																								
Year 6			Do not enter figures in shaded areas																					
Year 7																								
Year 8																								
<b>TOTAL</b>																								

## Question 5 – Roll by Ethnic Group and Age

Give details of the total numbers of students on your school roll at 27 June 2007 by Ethnic Group and Age. Age must be as at 1 July 2007.

- 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		5		6		7		8		9		10		11		12		13		14+		TOTAL		
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total
DOMESTIC STUDENTS	NZ European/Pākehā																							
	Other European																							
	NZ Māori																							
	Samoan																							
	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																							
<b>TOTAL</b>																								

## Question 6 – Roll by Ethnic Group and MOE Year Level

Give details of the total numbers of students on your school roll at 27 June 2007 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 Ethnic Group		Year 1		Year 2		Year 3		Year 4		Year 5		Year 6		Year 7		Year 8		TOTAL			
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total	
<b>DOMESTIC STUDENTS</b>	NZ European/Pākehā																				
	Other European																				
	NZ Māori																				
	Samoa																				
	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																				
<b>TOTAL</b>																					

## Question 7.1 – Māori Medium Education

Does your school provide Māori-medium Education or teach Te Reo or Taha Māori at 27 June 2007?

No



Go to Question 8

Yes



Read this page then go to Question 7.2

Below is a summary of the numbers and levels of Māori Medium Education you reported in your **March 2007** 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 2007**), 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 2007 compared to July 2007.

Summary of what you reported in March 2007		
	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

Record your schools Māori-medium Education, Te Reo or Taha Māori students as at 27 June 2007

- 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 2<sup>nd</sup> 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		Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Total	
<b>Māori-Medium Education:</b> Students are taught curriculum subjects other than Te Reo in both Māori and English (bilingual) or in Māori only (immersion)	<b>Level 1</b> (81-100%)	Curriculum taught in Māori for more than 20 and up to 25 hours per week	Total number of students (Māori and Non-Māori)										
			Number of Māori students (included above)										
	<b>Level 2</b> (51-80%)	Curriculum taught in Māori for more than 12.5 and up to 20 hours per week	Total number of students (Māori and Non-Māori)										
			Number of Māori students (included above)										
	<b>Level 3</b> (31-50%)	Curriculum taught in Māori for more than 7.5 and up to 12.5 hours per week	Total number of students (Māori and Non-Māori)										
			Number of Māori students (included above)										
	<b>Level 4(a)</b> (12-30%)	Curriculum taught in Māori for more than 3 and up to 7.5 hours per week	Total number of students (Māori and Non-Māori)										
			Number of Māori students (included above)										
<b>Te Reo Māori:</b> Students learn Te Reo Māori as a separate subject	<b>Level 4(b)</b>	Students learning Te Reo Māori for at least 3 hours per week	Total number of students (Māori and Non-Māori)										
			Number of Māori students (included above)										
	<b>Level 5</b>	Students learning Te Reo Māori for less than 3 hours per week	Total number of students (Māori and Non-Māori)										
			Number of Māori students (included above)										
<b>Taha Māori:</b> Students learn Māori songs, greetings and simple words	<b>Level 6</b>	Other students (not already counted above) who are learning Taha Māori only	Total number of students (Māori and Non-Māori)										
			Number of Māori students (included above)										

## Question 8 – Early Childhood Education attended by Year One Students

Give details of the type of Early Childhood Education centre or service attended on a regular basis by your Year 1 students immediately prior to starting school.

- Schools with computerised student management systems please append **Table J8**.
- **Consistency between tables:** Please calculate all totals for each row and each column.
  1. The **total** number of Year 1 students in this question must agree with the total number of Year 1 students in Questions 3, 4 and 6.
  2. **AND** the totals in each ethnic group (each row) in this table must agree with the number of **Year 1** students (M + F) for each ethnic group in Question 6.

Numbers of Year One students who attended Early Childhood Education Services before starting school							
Ethnic Group of Year 1 students	Attended Kindergarten, Playcentre, Education and Care or Home-Based Service *	Attended Kohanga Reo	Attended Playgroup or Pacific Islands EC Group	Attended ECE but Type Unknown (including overseas service)	Did not attend any type of ECE Centre or Service	Unable to establish whether ECE attended or not	TOTAL
DOMESTIC STUDENTS	NZ European/Pākehā						
	Other European						
	NZ Māori						
	Samoan						
	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						
<b>TOTAL</b>							

\* Include students who were enrolled in the ECE section of the Correspondence School

## Question 9 – Pacific Medium Education

**9.1** 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 10

Yes  → Go to Question 9.2, below

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

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

Enter language names here, then go to Question 9.4

### 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 9 Continued– Pacific Medium Education

**9.4** Pacific language of instruction

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

Enter subjects here, then go to 9.6

**9.6** Record below numbers of students being taught in the Pacific language shown in 9.4 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	Y1	Y2	Y3	Y4	Y5	Y6	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 10 – Language learning below Year 9

**10.1** 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 11  
 Yes  → Go to Question 10.2, below

**10.2** 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 2007 school year
- \* For the Pacific languages marked below with a star, exclude students who have already been counted in Question 9.6
- Please provide numbers, don't just tick

Language offered	Numbers of students in Year 1 to Year 6			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	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 11 – Predicted rolls

### 11.1 What is your predicted 1 March 2008 regular student roll?

Exclude foreign fee-paying and NZAID-funded students.

MOE Year Level	Predicted regular Student Roll
Year 1	
Year 2	
Year 3	
Year 4	
Year 5	
Year 6	
Year 7	
Year 8	
TOTAL	

### 11.2 What are your estimated 1 March 2009 and 1 March 2010 rolls?

Exclude foreign fee-paying and NZAID-funded students.

Year	Estimated Student Roll for 1 March
2009	
2010	

### 11.3 What are your estimated New Entrant enrolments from 1 March 2008 to 10 October 2008?

Exclude foreign fee-paying students, NZAID-funded students

Year	Estimated New Entrant enrolments from 1 March 2008 to 10 October 2008
New Entrants	

## Question 11 – Predicted rolls – Māori Language Learning

### 11.4 Levels 1 to 4

As at **1 March 2008**, will you have any students being taught curriculum subjects in Te Reo Māori or learning Te Reo Māori as a separate subject?

No  ➔ Go to Question 12

Yes  ➔ Give details below

- Please count each student ONCE only, at their HIGHEST level of Māori Language learning.
- You no longer need to predict the number of Māori students
- Exclude Alternative Education students.

	Level of Learning	Teacher instruction time spent teaching curriculum subjects in Māori Language	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Total
<b>Māori-Medium Education: Students are taught curriculum subjects other than Te Reo in both Māori and English (bilingual) or in Māori only (immersion)</b>	<b>Level 1</b> (81-100%)	Curriculum taught in Māori for more than 20 and up to 25 hours per week	Total number of students (Māori and Non-Māori)								
	<b>Level 2</b> (51-80%)	Curriculum taught in Māori for more than 12.5 and up to 20 hours per week	Total number of students (Māori and Non-Māori)								
	<b>Level 3</b> (31-50%)	Curriculum taught in Māori for more than 7.5 and up to 12.5 hours per week	Total number of students (Māori and Non-Māori)								
	<b>Level 4(a)</b> (12-30%)	Curriculum taught in Māori for more than 3 and up to 7.5 hours per week	Total number of students (Māori and Non-Māori)								
<b>Te Reo Māori: Students learn Te Reo Māori as a separate subject</b>	<b>Level 4(b)</b>	Students learning Te Reo Māori for at least 3 hours per week	Total number of students (Māori and Non-Māori)								

**NOTE:** Predictions are not required for:

Level 5: Students who will be learning Te Reo Māori as a separate subject for less than 3 hours per week

Level 6: Taha Māori

### 11.5 If your Māori Language predictions for next year in Questions 11.4 differ considerably from your actual figures for this year in Question 7 (Table J7), please comment / give reasons for the variation.

**Question 12 and Sections 13 and 14 apply to State and State Integrated Schools only.  
Private schools go to Section 15.**

**Question 12 – 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 Section 13

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

## **Section 13 – Insert C – Board of Trustees Membership**

Normally the Ministry requires each school to complete the Insert C with the July 1 Roll Return. This year, because it is a triennial election year, the Ministry will update Board of Trustees membership information using the Appendix F forms completed and returned to the Ministry by the returning officer/board following the trustee elections.

Please ensure that an Appendix F Form has been completed and returned for every member of your board even if they have been re-elected. The Appendix F Form can be found in the *2007 Returning Officers Handbook* and is also available on line through the New Zealand School Trustees Association website [www.nzsta.org.nz](http://www.nzsta.org.nz).

## **Section 14 – Insert E – Loss of Permanently Appointed Teachers between May 2006 and May 2007**

- This insert lists any permanently appointed teachers who were on your staff at pay period 04 in May 2006, and who have subsequently **left the state teaching service** before pay period 04 in May 2007, or were **on leave without pay** at pay period 04 in May 2007.
- Please add appropriate codes to indicate reasons for teachers leaving. Codes are listed at the bottom of the Insert.
- There is no need to add any other teachers who have left your school as it is likely they will still be in the State Teaching Service, albeit at another school.
- Return the completed Insert E with your roll return.

## **Section 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 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 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:*

- (c) 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.

July Return Checklist	✓
Your school's <b>contact details</b> on the front page of this form have been checked and amended where necessary.	
<b>Every</b> question on the RS form is complete, <b>including</b> those that are not covered by SMS tables.	
SMS generated tables, where applicable, have been <b>checked</b> by the Principal and are attached.	
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.	
Details in Question 19 (overleaf) have been completed.	
The principal has <b>checked</b> and <b>signed</b> this form.	
The Board of Trustees chairperson has <b>checked</b> and <b>signed</b> this form.	
You have taken a <b>photocopy of this form</b> , the SMS generated tables and lists and you have filed them for school records	
You are now ready to post in this form	
Upload your electronic student data file to the Ministry	

**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 your school for audit purposes:**

- One photocopy of the completed RS31 return
- All required student lists as detailed in section 15
- SMS 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 9 July 2007:**

- One copy of the completed RS31 return
- SMS generated tables (where applicable)
- 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](mailto:school.returns@minedu.govt.nz)**

**MINISTRY USE ONLY**

	Date	Initials
Received		
Insert E Received		
Data Entry		
FFPs entered		
Checked		

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