MUSAC Classic 2015
MoE March Roll Return

musac

The main purpose of the MoE March Roll Return is to determine the exact count of students enrolled at the school on the March Roll Count day (for school funding). The July return also counts students, but determines school staffing for the following year. Schools with funding year levels 9 and above have additional funding roll counts on (or about) 1 June and 1 September.

March and July roll counts and returns apply to ALL schools. Class rolls need to be signed by class teachers for the day before, roll count day, and day after.

Use the MoE Roll Returns Guidelines document **for 2015** available from http://www.educationcounts.govt.nz/data-services/collecting-information/guidelines/school_roll_return_guidelines to help with MoE returns, which change from year to year, eg. fields added to collect different data, and updated roll return forms. This is a comprehensive guide explaining current requirements and any insert forms, eg. Board of Trustees.

- Student NSNs are mandatory in all roll returns. For more detailed current information including zoning; Secondary Tertiary Programme and Teen Parent changes; see the guide mentioned above.
- ENROL data must be updated, particularly with new students from contributing schools, transferring students, and new entrants.
- The MoE may send student contact details of 15, 16 and 17 year old young people who have ceased to be enrolled at school to Youth Services providers.

You do not have to complete the roll return in Student Manager on the roll count day, but ensure you have printed a complete school roll from the MoE Returns screen on Roll Count day. You can run your official return from count day to the predetermined cut-off date. During this time, Student Manager will only include students enrolled on the count date.

The cut-off dates for each return:	Roll return count	Cut-off date
Secondary		
March 2015	Monday 2 March 2015	30 April 2015
June 2015	Thursday 28 May 2015	20 June 2015
July 2015	Tuesday 1 July 2015	10 August 2015
September 2015	Monday 1 September 2015	31 October 2015
Primary		
March 2015	Monday 2 March 2015	30 April 2015
July 2015	Tuesday 1 July 2015	1 September 2015

Completing your March Roll Return

Step 1 - Process

Data can be **validated** in advance to ensure data is correct, in preparation for the Roll Return process. In Student Manager the process should be **run** and printed from 2 March up to 30 April. It will still only produce students enrolled on 2 March. Note, however, that your March return is due to the MoE as above.

- Ensure MUSAC Classic is version 15.1.3 (2015) or later
- Check that the following data is up to date and accurate:
  - Enrolments   NB: New rules for zoning, STP code, STAR Funding, tables M7 and J11
  - Leavers
  - Maori language level
  - Full-time equivalent
  - Trade academy flag

- Class Teachers need to sign the rolls the day before the count day, count day, and the day after

- Run the March Roll Return preparation (SM>MoE Returns>Prepare MoE Data File) – fix any errors then re-run the preparation.

- Print March Roll Returns and check for accuracy. Note tables M3 (student type and funding year), M4 (Maori language learning), M6 (Zoning), M7 (years 9-13 – Secondary Tertiary Programmes) (Summary and Declaration) are the tables required.

Step 2 – ENROL
- Ensure ENROL is up-to-date for:
  - Enrolments
  - Leavers
  - International students
  parent unit; secondary tertiary programme etc)
  - Weekly fees
  - Part-time flag
  - Off site students (eg. attending a teen

Step 3 - Form
The Principal must check and sign off the entire roll return form

- Submit student data file (.moe file) to the Ministry using eReturns (SM>MoE Returns>MUSAC Electronic Roll Returns) or the Ministry LeadSpace Portal
- Photocopy the form for your school records (we recommend that you take a complete backup of your data for auditing purposes)
- Post the original signed form to the Ministry by due date (30 April)
- Table the roll count total at the next Board of Trustees meeting (Principal signs off roll return form)

June and September (State and state-integrated schools years 9-15 only)
The Ministry does not mail a roll return form for the June and September year 9+ returns. You can create the summary return and declaration from MUSAC Classic, or download the forms from:
The Collection Forms page of the education counts Data Services page.

You don't need to send **all** the SMS tables to the Ministry. See the appropriate roll returns guidelines available on the Data Services Roll Return Guidelines page when they are posted for 2015 for tables to attach to your form.

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