

Schools with funding year levels 9 and above have quarterly funding roll counts on 1 March, 1 June, 1 July and 1 September.

All schools must complete the 1 March and 1 July roll counts and returns.

1 June and 1 September – year 9+ schools generate the one page summary and declaration from Student Manager.

Completing your June roll return

Step 1 - Process

Because 1 June is a public holiday this year, the official roll count day is Thursday 28 May. Run the Roll Return process in Student Manager (SM) on the roll count day (where this does not happen before 1 June and there may be class or option changes, the options may not be correctly recorded). However, SM has been designed so the process may be run after the count date within the 'official' period. It will only include students enrolled on the count date. Your June return is due to be faxed, emailed and the .moe file uploaded to the MoE by Friday 9 June.

- Ensure you're using MUSAC Classic version 15.2.13
 - Run the June Roll Return preparation (SM > MoE Returns > Prepare MoE Data File) – fix any errors then re-run the preparation.
- Print June Roll Returns and check for accuracy. Note the E1 Summary and Declaration page is the only required page, which includes the Roll Count table and Māori medium tables
- Note that the following column is included in the table:
 - Secondary Tertiary Programme (this indicates which Programme a student is attending, if any)

Step 2 - Form

Submit student data file (.moe file) to the Ministry using eReturns (SM>MoE Returns>MUSAC Electronic Roll Returns) or the [Ministry LeadSpace Portal](#)

Non SMS requirements

- The Principal must check and sign off the entire form
- Photocopy the form for your school records
- Fax the original signed form to the Ministry by due date (Friday 20 June)
- Table the roll count total at the next Board of Trustees meeting (BOT Chairperson no longer needs to sign off roll return form)

[Product Specialists](#)

training@musac.co.nz

www.musac.co.nz

0800 600 159

www.solutionsandservices.co.nz

03 331 6210



www.musac.co.nz

t. 0800 600 159
f. 0800 500 159
support@musac.co.nz