

MUSAC Classic 2015

MoE September roll return overview (for schools year levels 9 and above)

musac

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 and download forms from <http://www.educationcounts.govt.nz/data-services/collecting-information/collection-forms/roll-return-collection-forms>.

Completing your September roll return

Step 1 - Process

You do not have to run the Roll Return process in Student Manager (SM) on the roll count day (Tuesday 1 September). SM has been designed so it can be run any day for up to 10 days after the count date. It will still only produce students enrolled on the count date, and only shows year 9-13 students. Note, however, that your September return is due to the MoE by 9 September.

- Ensure MUSAC Classic is version 15.4.15
- Check that the following data is up to date and accurate:
 - Enrolled students (ENROL)
 - Leavers
 - International student weekly fees
 - Off-site students
 - Māori language learning
 - Student Type
 - Full-time equivalent
 - Secondary Tertiary Programme details
 - STAR funded students participating in the current school year
- Run the September Roll Return preparation (SM>MoE Returns>Prepare MoE Data File) – fix any errors then re-run the preparation.
- Print September Roll Returns and check for accuracy. Note table S1 (Summary and Declaration) is the only required table; the Roll Count table and Māori medium education table are optional and can be printed for your interest.
- Print the Audit Class Lists (only available for year 9-15 students) generated for **Monday 31 August**, Tuesday 1 September, and Wednesday 2 September 2015 - and have the teachers mark attendance and return these to the office by the end of Wednesday 2 September.

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](#)

- When submitting the file, you will be asked to enter the last five digits of the checksum printed on the bottom right of the tables.

Other requirements

- The Principal must check and sign off the entire form
- Email (or fax) your form to the Ministry by due date (31 October cut off date)
- Table the roll count total at the next Board of Trustees meeting (BOT Chairperson no longer needs to sign off roll return form)

http://www.educationcounts.govt.nz/___data/assets/pdf_file/0005/162338/2015-School-Roll-Return-Guidelines.pdf

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