16 January 2013

Dear [Name]

I am writing to provide [Name] with information on the processes to be used for the School Survey Data for Non-State Schools—Queensland 2013 (the “Census”).

Data provided in the Census are used by the Non-State Schools Accreditation Board in connection with its statutory functions, as well as by the Department of Education, Training and Employment in assessing the entitlement of governing bodies of non-State schools to allowances distributed by the department on behalf of the Minister for Education, Training and Employment.

**Important Information about the Census**

Section 166 of the Education (Accreditation of Non-State Schools) Act 2001 requires the governing body of a provisionally accredited school that is in operation or an accredited school to give the Board school survey data, for the school, relating to the Census Day.

The Census Day is Friday, 22 February 2013 and the data must be given within seven days after the Census Day.

**Processes for 2013**

As in previous years, the Board writes to each school principal at the beginning of February to inform them about this year’s Census.

To assist in the compilation of data and enable the accurate completion of the collection form, online help will be available from the Board’s website (www.nssab.qld.edu.au) from 11 February 2013. The collection form will also be available as an interactive PDF at the same website from 11 February 2013 to 1 March 2013.

The collection form must be completed using survey data as at **Friday, 22 February 2013** and must be returned to the Board no later than **Friday, 1 March 2013**. These dates are defined in Queensland legislation.

Persons completing the Census are requested to ensure that students entered on the Census form conform to the Definition of students in the online help. The data provided in the Census will be validated and may be subject to audit by the Board’s auditors.

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PO Box 15357 City East
Queensland 4002 Australia
Telephone 07 3337 9947
Facsimile 07 3232 0004
Website www.nssab.qld.edu.au
Authorised person(s) – Pre-authorisation form

To help identify the person(s) authorised by the governing body to submit school survey data on behalf of the governing body, the Board introduced a Pre-authorisation form in 2012.

The form for 2013 is available for download from the Board’s website (www.nssab.qld.edu.au). Please complete the Pre-authorisation form listing all individuals who are authorised by the governing body to submit the Census form to the Board on behalf of the governing body. Only one form is required per governing body. For governing bodies with more than one school, the form provides for identification of the school names if people are authorised for certain schools only.

It would be appreciated if you could return the signed form to the Board by Friday, 1 February 2013.

Should you have any enquiries or problems accessing the form online, please contact the Non-State Schools Accreditation Board Secretariat, on telephone (07) 3237 0724, fax (07) 3237 0004 or email enquiries@nssab.qld.edu.au.

Yours sincerely

Emeritus Professor S Vianne (Vi) McLean AM
Chairperson

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