

Record number: 25/1010248

2 February 2026

Dear Chairperson

I am writing to provide you with information about completing the *School Survey Data for Non-State Schools—Queensland 2026* (the census).

The Non-State Schools Accreditation Board (the Board), with the Queensland Department of Education, uses census data to carry out statutory functions on behalf of the Queensland Minister for Education and the Arts. These functions include determining the [state recurrent grants](#) that governing bodies of non-state schools are entitled to receive.

Important information about the census

[Section 168](#) of the *Education (Accreditation of Non-State Schools) Act 2017* (the Act) requires the governing body of an accredited school to provide the Board with survey data about the school on a relevant day prescribed under the *Education (Accreditation of Non-State Schools) Regulation 2017* (the Regulation). We call this day the census day.

The census day falls on the last Friday in February, and governing bodies must submit school survey data within 7 days after the census day. This deadline enables the data to be verified in time for state recurrent grants to be distributed [in May](#).

Preparing for census day in 2026

As in previous years, the Board has written to each school principal to inform them about this year's census.

To help governing bodies accurately compile data and complete the census form, instructions are available on the [Board's website](#). The census form will become available via [NSSAB Online Services](#) from **Friday 27 February 2026**.

What to do next

To prepare for data collection in February, please preview the census form and the *Are you ready?* checklist, which are both included in the [instructions](#).

An online census form will be available for each accredited and operating site and mode of delivery, including temporary special assistance sites. To access the census form/s, users must first log in to [NSSAB Online services](#).

Users must fill out the census form/s based on data as at **Friday 27 February 2026**, then submit them to the Board no later than **Friday 6 March 2026**.

Whoever completes the census form/s must make sure they accurately enter student data according to the definitions and requirements in the [instructions](#).

The data that governing bodies provide in the census form will be validated. These data may also be subject to enrolment verification by Board-appointed authorised persons.

Changes from 2025

Changes from 2025 are highlighted on page 5 of the [instructions](#).

Retaining birth certificates or other identity documentation

From 2025 onwards, schools are no longer required to demonstrate that copies of birth certificates have been obtained for each student, provided an alternative process has been implemented to verify a student's identity.

While schools are not required to retain copies of birth certificates for enrolled students, the following requirements must be adhered to:

- If a school has obtained copies of birth certificates, these must be retained for a minimum of 5 years, in accordance with section 5(1)(a) of the Regulation; and
- Schools must sight birth certificates (or other suitable identifying documentation) for all enrolled students and maintain records that evidence this process.

Authorised persons may ask schools to provide evidence that they have complied with [section 5\(1\)](#) of the Regulation. The Board will accept a written record, such as a signed file note from an identified school officer, recording that a birth certificate (or other suitable identifying documentation) has been sighted, as well as the details of that document.

Submitting your census form/s

You must complete and submit all census forms to the Board through [NSSAB Online Services](#) by **Friday 6 March 2026**. Please note that only users authorised by the governing body may submit the census forms.

Representatives from governing bodies and non-state schools should already be able to log in to their user accounts. If any additional users need access to [NSSAB Online Services](#), please complete an [access request](#) form.

Please visit <http://www.nssab.qld.edu.au/Census/> to read more detailed information about completing and submitting your census form/s, including the full [instructions](#).

Census feedback survey

Once you have completed the census, you will be sent a link to the census feedback survey. The Board uses these results to help improve users' experience when completing the census process.

Assistance

Should you require any further information or assistance regarding this matter, please do not hesitate to contact the Board Secretariat at nssab.admin@ged.qld.gov.au or (07) 3513 6773 by **Wednesday 18 February 2026**.

Thank you for your commitment to completing the *School Survey Data for Non-State Schools—Queensland 2026*.

Yours sincerely



Patrea Walton PSM
Chairperson