

Record number 25/1010237

2 February 2026

Dear Principal

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.

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 census [instructions](#) available on the [Board's website](#).

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 it to the Board no later than **Friday 6 March 2026**. This deadline enables the data to be verified in time for state recurrent grants to be distributed [in May](#).

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:

Education House
30 Mary Street Brisbane 4000
PO Box 15347 City East
Queensland 4002 Australia
Telephone +61 7 3513 6773
Email nssab.admin@qed.qld.gov.au
Website www.nssab.qld.edu.au
ABN 53 636 704 278

- 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 (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

Users must complete and submit all census forms to the Board through [NSSAB Online Services](#) by **Friday 6 March 2026** as per the following arrangements:

- Lutheran Church of Australia – Queensland District: Lutheran Education Queensland, c/- Mr David Lonergan at cfo@leg.lutheran.edu.au
- The Corporation of the Synod of the Diocese of Brisbane: Anglican Schools Commission, c/- Mr Nick Gentner at ngentner@anglicanchurchsq.org.au and cc:
 - Mr John Gregg at jgregg@anglicanchurchsq.org.au
- The Corporation of the Trustees of the Roman Catholic Archdiocese of Brisbane: Brisbane Catholic Education Centre, c/- Ms Michelle Fitton at mfitton@bne.catholic.edu.au
- The Roman Catholic Trust Corporation for the Diocese of Cairns: Cairns Catholic Education Office, c/- Ms Jayne Horsnell at jhorsnell@cns.catholic.edu.au
- The Roman Catholic Trust Corporation for the Diocese of Rockhampton: Rockhampton Catholic Education Office, c/- Ms Amanda Houston at amanda_houston@rok.catholic.edu.au and cc:
 - Ms Jo-Anne Perry at joanne_perry@rok.catholic.edu.au
 - Mr Michael McCusker at director@rok.catholic.edu.au
- The Corporation of the Roman Catholic Diocese of Toowoomba: Diocese of Toowoomba Catholic Schools, c/- Mr Charles Corbett at charles.corbett@twb.catholic.edu.au
- The Roman Catholic Trust Corporation for the Diocese of Townsville: Townsville Catholic Education Office, c/- Ms Jodi Larsen at jlarsen@tsv.catholic.edu.au

All other schools should check which person is authorised to submit census data on behalf of the governing body. Schools should either:

- send the form/s to their governing body to submit to the Board, or
- submit the form/s directly to the Board through [NSSAB Online Services](#).

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, 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

A handwritten signature in black ink, appearing to read 'P. Walton', is displayed on a light blue rectangular background.

Patrea Walton PSM
Chairperson