

Are you ready?

School Survey Data for Non-State Schools – Queensland 2023 (the ‘Census’)




Use the below details to prepare for the Census 2023. It is important to stay up to date with all guidelines and familiarise yourself with the process ahead of time.

Timeline




- 1 February 2023: Instructions and a preview of the online form will be uploaded to the [NSSAB website](#)
- 24 February 2023: Census Day – an online form for each accredited and operating site and mode of delivery will be available at [NSSAB Online Services](#). Once the completed Census has been submitted, validations of the data will commence
- 3 March 2023: Final day for submission of completed Census
- After 3 March 2023: enrolment verifications for selected schools will take place

What do you need to do?




Before Census Day

-  Read the Census [Instructions](#) – things have changed since 2022
-  Check out the preview form on the [NSSAB](#) website
-  If you are authorised by the governing body to complete and/or submit the Census, check you can access [NSSAB Online Services](#)
 - ? **Don't have an account?** You'll need to get a person authorised by the governing body to complete and submit an [Access request](#) form on your behalf
 - ? **Forgotten your username?** You'll need to contact the [NSSAB Secretariat](#)
 - ? **Forgotten your password?** You can reset it [here](#) or via the [login page](#). An email will be sent to your registered email address enabling you to change your password (check your Spam/Junk folder if you haven't received it in a couple of minutes)

On Census Day

-  Have the accreditation information for your school/site available to check when completing the Census (this information can be obtained from the [Non-State schools directory](#))
-  Run your absence/attendance reports. Keep these in case you need them for enrolment verification
-  Ensure you have all of your documentation to support the data you are reporting in the Census

After Census Day

-  Submit the completed form NO LATER THAN Friday 3 March 2023
-  Ensure all enrolment, attendance and related documentation used in completing the Census is retained by the school/governing body for a period of five years from Census Day, in a way that ensures the integrity and security of the data and documents
-  Be prepared for validation questions and a possible enrolment verification post Census