

## Are you ready?

### ***School Survey Data for Non-State Schools – Queensland 2021 (the ‘Census’)***

The Census has moved online. Instead of the previous interactive pdf and workbook, a web-based Census form must be completed for each accredited and operating site and mode of delivery.




The online form allows for certain fields to be pre-populated, including school name, site code, other accreditation information and contact details.

#### **Timeline**




- 1 February 2021: Instructions and a preview of the web-based form will be uploaded to the NSSAB website
- 26 February 2021: Census Day – an online form for each accredited and operating site and mode of delivery will be available at [NSSAB Online Services](#)
- 5 March 2021: Final day for submission of completed Census
- After 5 March 2021: Validations on all submitted Census forms and enrolment verifications at selected schools will take place

#### **What do you need to do?**




##### **Before Census Day**

-  Have a look through the Census [Instructions](#) – things have changed since 2020 now that the Census is online
-  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 at the link on 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 5 March 2021
-  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