



Queensland
Government
**Non-State Schools
Accreditation Board**

Record number: 22/586192
Phone: (07) 3513 6773

1 February 2023

Dear Chairperson

I am writing to provide you with information on the processes to be used for the *School Survey Data for Non-State Schools—Queensland 2023* (the 'Census form').

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

Important information about the Census

Section 168 of the *Education (Accreditation of Non-State Schools) Act 2017* requires the governing body of an accredited school to give the Board school survey data, for the school, relating to the Census Day.

The Census Day is the last Friday in February and the data must be submitted within seven days after the Census Day.

Processes for 2023

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

To assist in the compilation of data and enable the accurate completion of the Census form, *Instructions for completing School Survey Data for Non-State Schools – Queensland 2023* (the 'Instructions') are available from the [Board's website](#). The Census form will also be available at [NSSAB Online Services](#), from Friday, 24 February 2023. A preview of the form and *Are you ready?* checklist can be found as part of the Instructions.

The Census form must be completed using data as at **Friday, 24 February 2023** and must be submitted to the Board no later than **Friday, 3 March 2023**.

Persons completing the Census are requested to ensure that students entered on the Census form conform to the definitions and requirements in the Instructions. The data provided in the Census form will be validated and may be subject to enrolment verification by authorised persons appointed by the Board.

Census online

An online Census form will be made available for each accredited and operating site and mode of delivery, including temporary special assistance sites, at [NSSAB Online Services](#). In order to access the Census form, users must first log in to [NSSAB Online services](#).

Changes from the previous year

Changes from the previous year are highlighted on page 5 of the Instructions.

In particular:

- **New section regarding Validation process**

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- Separate census forms for temporary special assistance sites

Clarification of record-keeping requirements

Schools are required to keep copies of birth certificates or equivalent proof of identity for students in the Preparatory year for a period of one year, for the purpose of verifying enrolment eligibility of Preparatory students. Schools are **not** required to keep copies for students in other year levels.

Census Feedback survey

At the end of the Census form, there is a link to the *Census Feedback* survey. The results of this will be used to help improve the user experience in completing the Census process. Please complete the survey – all responses are anonymous.

Submission of the Census form

For 2023, all Census forms are to be completed and submitted to the Board through NSSAB Online Services.

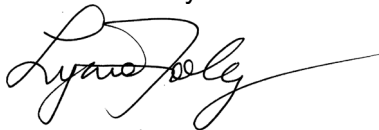
Census forms must only be submitted by the person(s) authorised by the governing body.

Representatives from governing bodies and non-State schools have been provided with a user account. If more persons require access to NSSAB Online Services, please complete an Access request form.

More detailed information on the completion of the Census form and the submission process can be found in the Instructions at <http://www.nssab.qld.edu.au/Census/>.

Should you have any enquiries or issues accessing NSSAB Online Services, please contact the Non-State Schools Accreditation Board Secretariat, on telephone (07) 3513 6773 (option 3) or email nssab.admin@qed.qld.gov.au by Wednesday, 15 February 2023.

Yours sincerely



Lynne Foley OAM
Chairperson