



**Non-State Schools  
Accreditation Board**

Record number: 22/586197  
Phone: (07) 3513 6773

1 February 2023

Dear Principal

I am writing to provide you with information on the processes to be used for the completion of the *School Survey Data for Non-State Schools—Queensland 2022* (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 of allowances distributed to governing bodies of non-State schools on behalf of the Queensland Minister for Education.

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 2022* (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**
- **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.

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30 Mary Street Brisbane 4000  
PO Box 15347 City East  
Queensland 4002 Australia  
**Telephone +61 7 351 36773**  
**Email** [nssab.admin@qed.qld.gov.au](mailto:nssab.admin@qed.qld.gov.au)  
**Website** [www.nssab.qld.edu.au](http://www.nssab.qld.edu.au)  
ABN 53 636 704 278

### ***Submission of the Census form***

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

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

Completed Census forms are to be submitted to the Board consistent with the following arrangements:

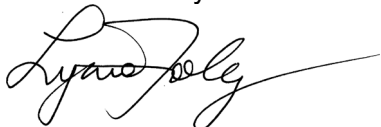
- **Lutheran schools** send to Lutheran Education Queensland, c/- Mr David Lonergan at [cfo@leq.lutheran.edu.au](mailto:cfo@leq.lutheran.edu.au)
- **Diocesan-owned schools in the Anglican Diocese of Brisbane** send to the Anglican Schools Commission, c/- Mr Robert Nettleton at [rnettleton@anglicanchurchsq.org.au](mailto:rnettleton@anglicanchurchsq.org.au)
- **Catholic diocesan-owned schools** send to the relevant diocesan office, viz.:
  - **Catholic Archdiocese of Brisbane** to Brisbane Catholic Education Centre, c/- Mr Trevor Reid at [treid@bne.catholic.edu.au](mailto:treid@bne.catholic.edu.au)
  - **Cairns Catholic Diocese** to Cairns Catholic Education Office, c/- Ms Jayne Horsnell at [jhorsnell@cns.catholic.edu.au](mailto:jhorsnell@cns.catholic.edu.au)
  - **Rockhampton Catholic Diocese** to Rockhampton Catholic Education Office, c/- Ms Amanda Houston at [amanda\\_houston@rok.catholic.edu.au](mailto:amanda_houston@rok.catholic.edu.au), cc Ms Carmel Kriz at [carmel\\_kriz@rok.catholic.edu.au](mailto:carmel_kriz@rok.catholic.edu.au) & Ms Leann Montanari at [leann\\_montanari@rok.catholic.edu.au](mailto:leann_montanari@rok.catholic.edu.au)
  - **Townsville Catholic Diocese** to Townsville Catholic Education Office, c/- Ms Jodi Larsen at [jlarsen@tsv.catholic.edu.au](mailto:jlarsen@tsv.catholic.edu.au)
  - **Toowoomba Catholic Diocese** to Toowoomba Catholic Education Office, c/- Mr Charles Corbett at [charles.corbett@twb.catholic.edu.au](mailto:charles.corbett@twb.catholic.edu.au)
- **All other schools** check with the governing body as to the person authorised to submit Census data on behalf of the governing body and either:
  - send to the school's governing body for submission to the Board, or
  - submit directly to the Board via NSSAB Online Services.

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 the 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](mailto:nssab.admin@qed.qld.gov.au) by Wednesday, 15 February 2023.

Yours sincerely



**Lynne Foley OAM**  
Chairperson