

A QUICK GUIDE TO EXPORTING THE PUPIL CENSUS



USE THESE INSTRUCTIONS TO SEND YOUR RETURN TO THE LA FOR FURTHER DATA CHECKING

Once you have processed your duplicates in COLLECT you will need to send exports of your return to the LA for further data checking to take place.

Log into COLLECT

Click on the link for the census

Click the **Continue...** button

Data Collection	User Role	Organisation	Status	Due Date	Days Due
SchoolCensus 2017_Autumn	Source	[REDACTED]	Open	05/10/2017 00:00:00	0
SchoolWorkforceCensus2017	Source	[REDACTED]	Familiarisation	01/12/2017 00:00:00	57

Click on the Blue button to select the collection

In the 'what can I do with my file' section;
Click on the Export to File... button
(yours won't be greyed out)

What can I do with My Data Return?

- Upload Return from file...
- Add Return on screen...
- Open Return...
- Submit Return...
- Export to file...
- Launch Reports...
- Delete Return...

You will need to export both CSV and XML versions of your census.

Rename the file `892XXXX_892LLLL_Oct19csv` **or** `892XXXX_892LLLL_Oct19xml` (where XXXX is your establishment number) depending on the type of file you have exported.

Both files will then need to be sent to the LA using S2S as generic files.

If you need help with this process please contact either;

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