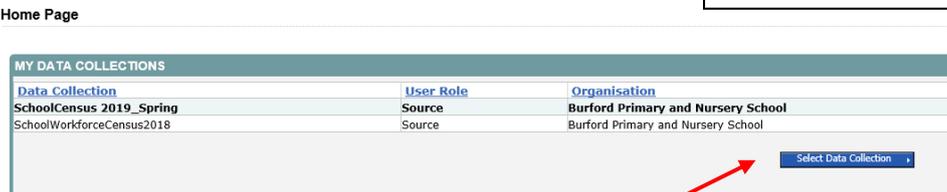
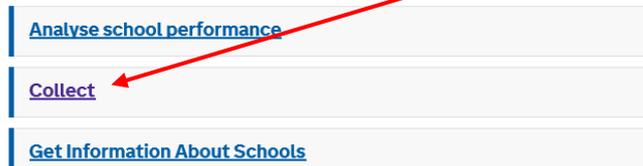
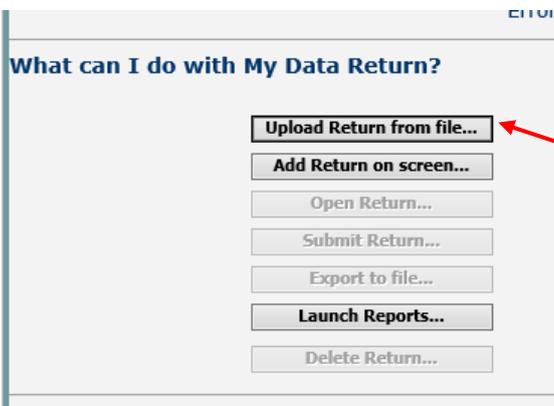


USE THESE INSTRUCTIONS TO UPLOAD YOUR CENSUS RETURN TO COLLECT

Log into [Dfe Sign In](#) and from your list of Services, click on the option for **COLLECT**

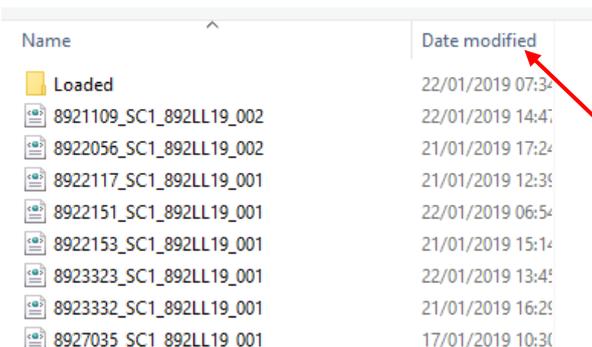


Click the blue button to select the Data Collection



From the list of options, select the first button to **Upload your Return**

Click on the **Browse** button

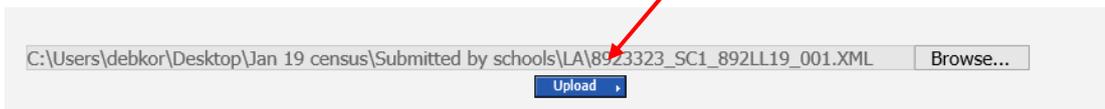


Navigate to the location of your census file (if you need a hint you can look on the census screen in SIMS and check where the Census Folder is)

Select the **correct XML** file from the files in the folder

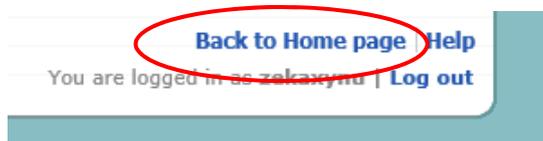
Sometimes it helps to sort by clicking on the words 'Date Modified' to put the files in order

When you have selected your file click on the blue **Upload** button



The screen will change to let you know the file is loading, and then it will change again to advise that it is waiting for validation.

At this point if you are an Academy you can log out and drop an email to school.census@nottinghamcity.gov.uk to let us know your file is on the COLLECT site.



If you are an LA maintained school please click on the 'Back to Home Page' link at the top of the screen

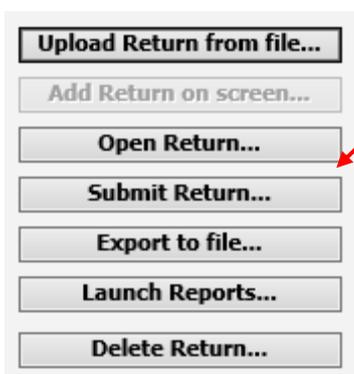
Make sure that the correct School census is highlighted (again)

MY DATA COLLECTIONS		
Data Collection	User Role	Organisation
SchoolCensus 2019_Spring	Source	Burford Primary and Nursery School
SchoolWorkforceCensus2018	Source	Burford Primary and Nursery School

[Select Data Collection](#)

Click the blue button to **Select** the Data Collection

The status of your return should be **Loaded and Validated**



Click on the **Submit Return** button and then **log out**