

Collection Timeline	Collection or Data Requirement	Responsible Unit	Process	Reporting back to schools
February				
<i>End of first week</i>	Term 4 2008 Student Disciplinary Absences	Performance Monitoring and Reporting	Student Disciplinary Absences Central Data Collection System (SDAC System) download	
<i>Day Four (30 Jan)</i>	Enrolment Collection - <i>All Principals</i>	Performance Monitoring and Reporting	Web based collection (eSMART) by Central Office	
<i>Day Eight (5 February)</i>	Enrolment Collection - <i>All Principals</i>	Performance Monitoring and Reporting	Web based collection (eSMART) by Central Office	
<i>Day Eight (5 February)</i>	Enrolment Collection – Students with Disabilities	Performance Monitoring and Reporting	Adjustment Information Management System (AIMS) download	
<i>Second Friday (20 February)</i>	Student Work Placement Data - <i>All Principals</i>	Teaching and Learning Branch	Survey available at beginning of school year located at: http://education.qld.gov.au/students/placement/work/new.html	
<i>16 February - 6 March</i>	ICT Plan - <i>All Principals</i>	Learning Technologies Unit	Web based collection (eSMART) by Central Office	
<i>23 February</i>	Student Data Capture System (SDCS) Enrolment data	Queensland Studies Authority	Submission of data (indicate eligible Queensland Certificate of Individual Achievement (QCIA) students) to QSA	
<i>Last Friday of month (27 February)</i>	Enrolment Collection – Schools of Distance Education & Centres for Continuing Secondary Education - <i>Principals of SDECs and CCSEs</i>	Performance Monitoring and Reporting	Web based collection (eSMART) by Central Office	
<i>Last Friday of month (27 February)</i>	Corporate Data Collection <ul style="list-style-type: none"> · School characteristics · Roll classes · Staff characteristics · Class size data · Languages taught (LOTE) · Languages spoken at home · Student characteristics/enrolments · Primary school predictions · Secondary school predictions · Students with disabilities · Workplace health and safety administration · Centrelink (all students) · Year 12 students trained in CPR within each month of 	Performance Monitoring and Reporting	School Management System (SMS) download	Selected aggregate data released on Corporate Data Warehouse (CDW) by April 2009
<i>February</i>	Year 3, Year 5, Year 7 and Year 9 Student details for Test booklets	Performance Monitoring and Reporting/ Queensland Studies	Schools to update details of all students in Years 3, 5, 7 and 9 by 3 March 2009. See February Corporate Data Collection memo and bulletins for further information.	
<i>February</i>	Positive Learning Centres (PLC)s (student attendance; goals; achievements; transitions) - <i>Principals</i>	Student Services	Emailed spreadsheet to principals, collated by Central Office	Reports sent to PLCs and District Offices annually
<i>February</i>	Behaviour returns (reports on 295 FTE Behaviour staff)	Student Services	Emailed spreadsheet to HR regional managers	
<i>February</i>	Centre Details Survey (CIS Update)	Performance Monitoring and Reporting	Manual collection by district offices	
March				
<i>10 March - 11 April</i>	2009 National Assessment Program - ICT Literacy Trial	Performance Monitoring and Reporting	Trial will be conducted for students in Years 6 and 10 in a sample of schools as organised through the School Contact Officer and the Australian Council of Educational Research	

<i>End-March</i>	Annual Operational Plan - <i>All Principals</i>	District Offices	Schools engage in process of self assessment and forward planning to develop the AOP and submit to Executive Director (Schools) by end-March. Refer to School Improvement and http://education.qld.gov.au/strategic/accountability/pdf/siaf.pdf	
<i>30 March</i>	SDCS: school data submission 1 due, including Years 10, 11 & 12 VET data	Queensland Studies Authority	Submission of data to QSA	
April				
<i>21 April - 1 May</i>	Animal Ethics - <i>All Principals</i>	Teaching and Learning Branch	Web based collection (eSMART) by Central Office	(No collection in term 4)
May				
<i>1 May</i>	Centrelink (Secondary students only)	Performance Monitoring and Reporting	School Management System (SMS) download	
<i>5 May</i>	SDCS: school data submission 1, version 2 due, including updated Years 10, 11 and 12 VET data	Queensland Studies Authority	Submission of data to QSA	
<i>May</i>	2009 National Assessment Program - Year 3, 5, 7 and 9 Testing	Queensland Studies Authority	Year 3, 5, 7 and 9 Tests in Reading, Writing, Spelling, Grammar & Punctuation and Numeracy	From QSA in September 2009. Released on CDW by October 2009.
<i>May</i>	Positive Learning Centres (PLC)s (student attendance; goals; achievements; transitions)	Student Services	Emailed spreadsheet to principals, collated by Central Office	Reports sent to PLCs annually
<i>May</i>	Teacher Qualification Survey	Workforce Strategy and	Manual Collection	
<i>May - June</i>	Programme of International Student Assessment (PISA) 2009 Field Trial	Performance Monitoring and Reporting	Trial will be conducted for students in a sample of schools as organised through the School Contact Officer and the Australian Council of Educational Research (ACER)	
June				
<i>June</i>	Departmental Financial Statement collection (as at 31 May 2009)	Financial & Management Reporting	School Management System (Finance) download plus a manual return to Central Office	
<i>9 June</i>	SDCS: school data submission 2 due, including updated Years 10, 11 and 12 VET data	Queensland Studies Authority	Submission of data to QSA	
<i>June</i>	Refugee Grants Regional Allocation Report	Student Services	Emailed to REDs	
<i>30 June</i>	2008 School Annual Report published on school website and copy to be available at the school	Performance Monitoring and Reporting	Refer: Annual Reporting Policy for All Queensland Schools and Policy Guidelines (Complies with reporting requirements of the Australian Government) http://education.qld.gov.au/strategic/accountability/docs/sar-policy.doc http://education.qld.gov.au/schools/reporting/index.html#policy_guidelines	
July				
<i>27-30 July</i>	SDCS: school data submission 2, version 2 due, including updated Years 10, 11 and 12 VET data (schools to enter	Queensland Studies Authority	Submission of data to QSA	July 20 2009
<i>July</i>	Year 2 Net Continua Phase Data (all students undertaking a Year 2 program including those identified as requiring support in reading, writing and number)	Performance Monitoring and Reporting	Student Achievement Module (SAM) download	Released on CDW by September 2009
August				
<i>7 August</i>	Corporate Data Collection · School characteristics · Student characteristics and enrolments	Performance Monitoring and Reporting	School Management System (SMS) download	Selected aggregate data released on CDW by September 2009

	<ul style="list-style-type: none"> · Staff characteristics and professional development · Class size data · Roll classes · Absence information · Workplace health and safety events and administration · Centrelink (all students) 			
<i>First Friday of month</i>	Pre-Preparatory Enrolment Collection – Students with Disabilities	Performance Monitoring and Reporting	Adjustment Information Management System (AIMS) download	
<i>August 10-21</i>	ICT Schools Census - <i>All Principals</i>	Learning Technologies Unit	Web based collection (eSMART) by Central Office	
<i>By mid-month</i>	School Opinion Survey for Parents, Students, School Staff and Principals	Performance Monitoring and Reporting	Parents, Students, School Staff - manual survey Principals - Web based collection (eSMART) by Central Office	Released on CDW November 2009
<i>17 August</i>	SDCS: school data submission 2, version 3 due, including updated Years 10, 11 and 12 VET data	Queensland Studies Authority	Submission of data to QSA	
<i>August</i>	Positive Learning Centres (PLC)s (student attendance; goals; achievements; transitions)	Student Services	Emailed spreadsheet to principals, collated by Central Office	Reports sent to PLCs annually
<i>August</i>	Behaviour returns (reports on 295 FTE Behaviour staff)	Student Services	Emailed spreadsheet to HR regional managers	
September				
<i>1 & 2 September</i>	Queensland Core Skills Test	Queensland Studies Authority	QCS Test	From QSA in February 2010. Released to CDW by March 2010.
<i>14 September</i>	SDCS: school data submission 2, version 4 due, including updated Years 10, 11 and 12 VET data	Queensland Studies Authority	Submission of data to QSA	
<i>30 September</i>	Next Step summary data published on the school website as part of the 2008 School Annual Report	Performance Monitoring and Reporting	Refer: Annual Reporting Policy for All Queensland Schools and Policy Guidelines (Complies with reporting requirements of the Australian Government) http://education.qld.gov.au/strategic/accountability/docs/sar-policy.doc http://education.qld.gov.au/schools/reporting/index.html#policy_guidelines	
October				
<i>5 October</i>	The ACARA school summary collection	School Operations and Collections	Web based collection (eSMART) by Central Office	
<i>12 October</i>	Sports Facility Audit	Office of the Deputy Director General - Education Queensland	Web based collection (eSMART) by Central Office	
<i>12 October</i>	SDCS: school data submission 3 due, including updated Years 10, 11 and 12 VET data and QCIA data imported from QCIA Editor	Queensland Studies Authority	Submission of data to QSA	
<i>19 October</i>	Survey for feedback regarding SCM-PR-010 – External Programs presented in State Schools.	Teaching and Learning Branch	emailing a survey to all Principals	
<i>October</i>	2009 National Assessment Program - ICT Literacy	Performance Monitoring and Reporting	Selected students /classes take test as organised through the School Contact Officer and the Australian Council of Educational Research (ACER)	School report provided in 2009. National report available from website:

				http://www.mceecdya.edu.au/mc
<i>October</i>	The results of each of the Year 9 English, Mathematics and Science QCATs	Teaching and Learning Branch	The results will be collected for the QSA through a customised excel application	to OneSchool by close of business on Monday 2 November
November				
<i>November</i>	On-the-Job Training survey of secondary and special schools	Teaching and Learning Branch	Collect student work placement participation data for reporting to DEEWR	
<i>6 November</i>	Corporate Data Collection · School characteristics · Student characteristics and enrolments · Absence information · Students with disabilities · Day 8 predictions · Centrelink (all students) · Year 12 students trained in CPR within each month of	Performance Monitoring and Reporting	School Management System (SMS) download	
<i>16 November</i>	schools with students in Year 12.	Teaching and Learning Branch	eSmart survey	
<i>23 November</i>	SDCS Data Submission 4, Reports and R6s, including Years 10, 11 and 12 VET data	Queensland Studies Authority	Submission of data to QSA	
<i>26 November</i>	SDCS data Submission 5, Reports, R6S and Form A14, including Years 10, 11 and 12 VET data	Queensland Studies Authority	Submission of data to QSA	QSA - via schools private website
<i>November</i>	Positive Learning Centres (PLC)s (student attendance; goals; achievements; transitions)	Student Services	Emailed spreadsheet to principals, collated by Central Office	Reports sent to PLCs annually
<i>November</i>	Chaplaincy funding report (funding received, project	Student Services	Emailed to participating principals (131 schools)	
December				
<i>9 December</i>	Final amendments to SDCS Data Submission	Queensland Studies Authority	Submission of data to QSA	QSA - hard copy individual student OP & Ach Rat by subject & Vet qua & QSC for inclusion in SEP
Collections as required				
	P&C Officer Return. Within one fortnight of P&C AGM, each P&C association to provide details of their officers for the year to district update officer - <i>P&C Officer</i>	District Offices	Mail to District Offices	
	P&C associations audited financial statement. Within one fortnight of P&C AGM, each P&C to provide statement	District Offices	Mail to District Offices	
	2009 National Assessment Program - Science Literacy Trial - <i>Students in selected schools</i>	Performance Monitoring and Reporting	Trial will be conducted for students in Years 6 in late 2009 as organised through the School Contact Officer and the Australian Council of Educational Research (ACER)	
	2009 National Assessment Program - Literacy and	Performance Monitoring and	Trial will be conducted for students in Years 3, 5, 7 and 9 in selected schools in mid 2009 as	
	Teacher work placement evaluation. At end of each placement - <i>Teachers NB this is voluntary - all schools do not respond</i>	Teaching and Learning Branch	Survey located at: http://education.qld.gov.au/students/placement/work/teacher.html	