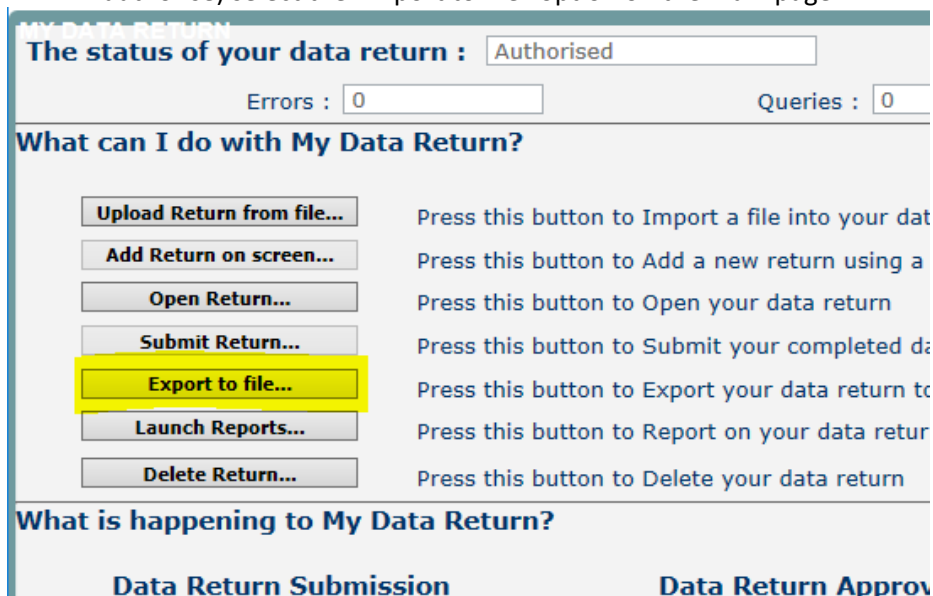


## Sending a CSV export of your school census to the Local Authority

1. Once you have submitted your census on COLLECT (you do not need to wait for the DfE to authorise) select the “Export to file” option on the main page



**MY DATA RETURN**  
The status of your data return :   
Errors :  Queries :

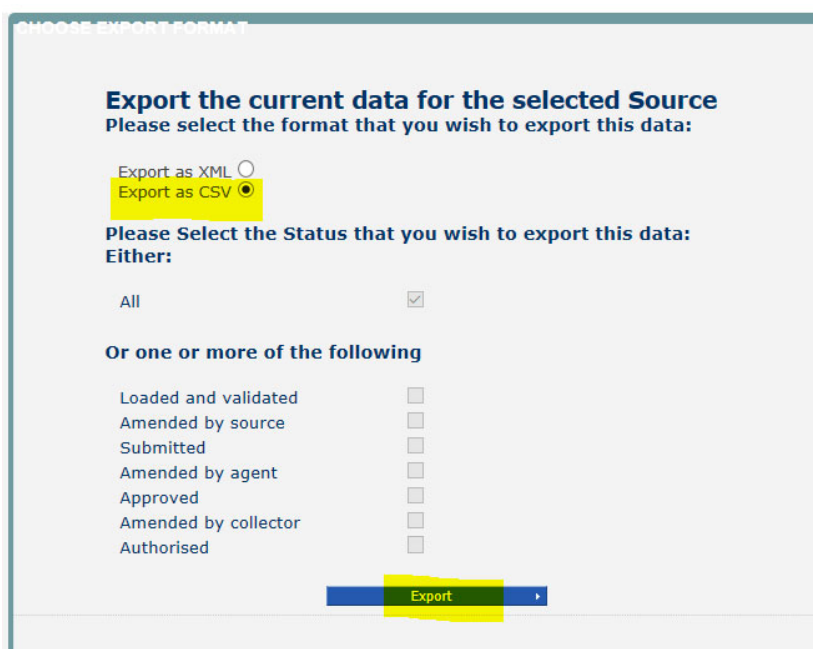
### What can I do with My Data Return?

<input type="button" value="Upload Return from file..."/>	Press this button to Import a file into your data return
<input type="button" value="Add Return on screen..."/>	Press this button to Add a new return using a file
<input type="button" value="Open Return..."/>	Press this button to Open your data return
<input type="button" value="Submit Return..."/>	Press this button to Submit your completed data return
<input type="button" value="Export to file..."/>	Press this button to Export your data return to a file
<input type="button" value="Launch Reports..."/>	Press this button to Report on your data return
<input type="button" value="Delete Return..."/>	Press this button to Delete your data return

### What is happening to My Data Return?

<input type="button" value="Data Return Submission"/>	<input type="button" value="Data Return Approval"/>
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2. On the next page make sure you select the “Export as CSV” option (COLLECT defaults to XML so you need to select the CSV option to change this). Then click on the export button at the bottom of the screen.



**CHOOSE EXPORT FORMAT**

### Export the current data for the selected Source

Please select the format that you wish to export this data:

Export as XML   
Export as CSV

Please Select the Status that you wish to export this data:  
Either:

All

**Or one or more of the following**

Loaded and validated	<input type="checkbox"/>
Amended by source	<input type="checkbox"/>
Submitted	<input type="checkbox"/>
Amended by agent	<input type="checkbox"/>
Approved	<input type="checkbox"/>
Amended by collector	<input type="checkbox"/>
Authorised	<input type="checkbox"/>

3. You will then see the following screen. This process may take a few minutes depending on the size of your school.

Exporting (Processed 1 of 1)

**EXPORT PROGRESS**

**Export in progress, please wait....**

Estimated time left, 00:00:04

Converting row 1 of 257, from table pupilonroll (3 of 15), into CSV format.

Folder	Organisation Name	Native Id	Result
			Data Collected

- Depending on your browser, when the export has finished a message will pop up asking you if you'd like to open or save the export. Click save as if you can and this will allow you to choose your file destination. The file should be a zip file named "Current-Blade-Export", containing several CSV spreadsheets.

What do you want to do with Current-Blade-Export.zip  
From: collectdata.education.gov.uk

Open Save Save as Cancel

- Now rename the zip file to **307SSSS\_307LLLL\_Sum24.zip** (replacing 307SSSS with your school's DfE number, and the **Sum24** with the appropriate term and year) and upload to S2S (School to School) via DfE sign-in, as a generic file. When you are sending your zip file via S2S, please also email the LA so we know to go and download it.

Department for Education **Secure Data Transfer System**  
Version: 2.42

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**File Upload Page**  
Please use the Browse button to select a file for upload  
The file selected must be no more than 10Mb

Select Folder & Filename:

- Home
- Upload
- Upload CTF File
- Upload Daz/PLASC/School Census File
- Upload CER File
- Upload Generic File
- Upload Exclusion File
- Upload Admissions File
- Download