

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

Source Page SchoolCensus 2019_Autumn

MY DATA RETURN

The status of your data return :

Errors : Queries :

What can I do with My Data Return?

Upload Return from file...	Press this button to Import a file into your data return
Add Return on screen...	Press this button to Add a new return using a new source
Open Return...	Press this button to Open your data return
Submit Return...	Press this button to Submit your completed data return
Export to file...	Press this button to Export your data return to a file
Launch Reports...	Press this button to Report on your data return
Delete Return...	Press this button to Delete your data return

What is happening to My Data Return?

Data Return Submission **Data Return Approval**

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"/>

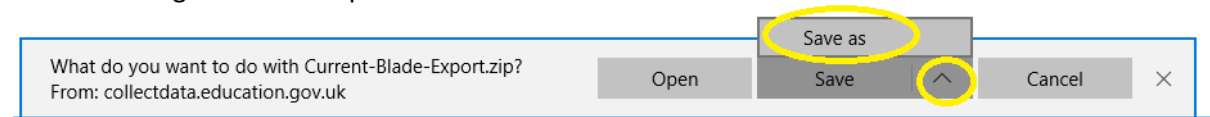
Export

- 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)



- 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.



- Now either send your file securely via egress email to schoolsdatateam@ealing.gov.uk, Or rename the zip file to **307SSSS_307LLLL_Aut22.zip** (replacing 307SSSS with your school's DfE number) and upload to S2S (School to School) via DfE sign-in, as a generic file. If you are sending your zip file via S2S, please also email the LA so we know to go and download it.

