## 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

ŝ	Source	Page	School	Census	2019_	_Autumn	

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The status of your data return : Authorised							
Errors : 0	Queries : 0						
What can I do with My Data Return?							
Upload Return from file	Press this button to Import a file into your data						
Add Return on screen	Press this button to Add a new return using a						
Open Return	Press this button to Open your data return						
Submit Return	Press this button to Submit your completed da						
Export to file	Press this button to Export your data return to						
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 Approv

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.

Please select the format	that you wish to export this data:
Export as XML O	
Please Select the Status Either:	that you wish to export this data:
All	$\checkmark$
Or one or more of the fo	llowing
Loaded and validated	
Amended by source	
Submitted	
Amended by agent	
Amended by collector	
/ included by condecor	

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 in progress, please wait		
	Estimated time left, 00:00:04		
Convertin	ng row 1 of 257, from table pupilonroll (3 of 15), into CSV format.		
Convertin Folder	ng row 1 of 257, from table pupilonroll (3 of 15), into CSV format. Organisation Name	Native Id	Result

4. 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.

		Save as				
What do you want to do with Current-Blade-Export.zip? From: collectdata.education.gov.uk	Open	Save	$\bigcirc$	Cancel	×	
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5. Now either send your file securely via egress email to <u>schoolsdatateam@ealing.gov.uk</u>, 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.

Department for Education	Secure Data Transfer /ersion: 2.42	System	
Upload Upload Upload CTF File Upload Daz/PLASC/School Census File	File Upload Page Please use the Browse button to The file selected must be no m	select a file for upload ore than 10Mb	
Upload CER File	Select Folder & Filename:		Brow
Upload Exclusion File Upload Admissions File Download		Upload File	