

## Viewing your School Census reports on COLLECT

1. Once you have uploaded your school census return you must download and check all of your reports on COLLECT. On the first page select the launch reports option:

**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 d
<input type="button" value="Add Return on screen..."/>	Press this button to Add a new return using
<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
<input type="button" value="Export to file..."/>	Press this button to Export your data return
<input type="button" value="Launch Reports..."/>	Press this button to Report on your data retu
<input type="button" value="Delete Return..."/>	Press this button to Delete your data return

2. You will then see a page where you can launch a number of different reports, with a brief description of what each report shows. Just select the report you want from the drop-down menu and then click the launch button.

### Report Launch

**REPORT SELECTOR**

Reports	Report De
<input type="text" value="Blade Amendments Audit Report"/>	Shows details of all amendments made
Blade Amendments Audit Report	
Error Report	
ESFA 16-19 Maths and English GCSE status by student (current academic year data)	
ESFA 16-19 Maths and English GCSE status by student (previous academic year data)	
ESFA Funded Students Summary Report (current academic year data)	
ESFA Funded Students Summary Report (previous academic year data)	
ESFA Student Detail Report (current academic year data)	
ESFA Student Detail Report (previous academic year data)	
FSM Summary Report	
Pupil Number Report - Approved	
Pupil Number Report - Loaded	
School Duplicate Report - Same Person Different UPN	
School Duplicate Report - Same UPN	
UIFSM School Level	
Zero hours report	

3. You may then see a second report parameters screen where you will need to click launch report again:

#### Report Parameter Selection

	<a href="#">Launch Report</a>



4. You can view the report in browser and page back and forth using the arrow buttons. Or you can export the report in a variety of different ways:

#### Assessments Working Days List Report

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Export Options:

- Word
- Excel
- PowerPoint
- PDF
- TIFF file
- MHTML (web archive)
- CSV (comma delimited)
- XML file with report data
- Data Feed

5. **It is your school's responsibility to check each of these reports and ensure you are happy with the data that they show.** Paying particular attention to the following reports:
- Pupil number report
  - UIFSM report
  - FSM summary report
  - ESFA 16-19 reports

These reports allow schools to identify anomalies in your data which can impact on funding calculations for dedicated schools grant, pupil premium funding and universal infant free school meals. Therefore, the DfE strongly encourage all schools to ensure that these reports are checked and verified in advance of the census database closing to amendments.

Amendments to the database will not be possible after this date and, consequently, this will be your only opportunity to contest your pupil numbers.