



Are you ready for the 2023 Non-Government Schools Census?

Each year, non-government schools who receive Australian Government recurrent funding will complete the Non-Government Schools Census (the Census). To help you prepare, we have created a checklist of documents to read and tasks to complete:

Before Census Week

- ☐ Register for a [SchoolsHUB](#) account (see the [SchoolsHUB – registration for new user guide](#))
- ☐ Existing SchoolsHUB users, if you have not signed into SchoolsHUB since 13 July 2023, you will need to register for Multi-factor authentication (see the [Register for MFA user guide](#))
- ☐ Check for access to your organisation, school(s) or location(s) in your SchoolsHUB profile
- ☐ If your school has added year levels or new locations in 2023 and the department has **not** been notified, have an Approved Authority Representative submit a change request through **Manage Organisation** in [SchoolsHUB](#) prior to Census Day.

Before Census Day (Friday 4 August 2023)

- ☐ Read the [2023 Census Information on SchoolsHUB](#)
- ☐ Read the [2023 Census Requirements](#)
- ☐ Read the [2023 Special Circumstance Handbook](#)

At Census Day

Make sure the school has documentation for:

- ☐ reported student enrolment at Census Day
- ☐ reported student attendance in the census reference period
- ☐ a student's Australian citizenship or their visa in effect at Census Day
- ☐ reporting of any Indigenous students (i.e., self-identified on enrolment form)
- ☐ reporting of any students with disability (see the NCCD Guidelines for information)
- ☐ reporting of any students who are boarding
- ☐ reporting of any Distance Education students

Census Day

- ☐ Enter and declare your Census data through [SchoolsHUB](#).

Before Special Circumstance due date – Friday 18 August 2023

- ☐ Read the [2023 Special Circumstance Handbook](#)
- ☐ Submit 2023 Special Circumstance Applications via email by 11:59pm (AEST) to specialcircumstances@education.gov.au on Friday 18 August 2023.

**Note – The 2023 special circumstance application form will be published on SchoolsHUB in the last week of July.*



Help and Support

We're here to help.

General support is available by visiting the [SchoolsHUB Non-Government Schools Census](#) page.

If you cannot find what you are looking for, please use the relevant contact details below.

Non-Government Schools Census

For general Census enquiries contact us by:

- emailing schools@education.gov.au
- calling 1800 677 027 (option 3)
- sending an enquiry through [SchoolsHUB](#).

SchoolsHUB technical support

For SchoolsHUB technical support, contact us by:

- emailing schoolsHUB@education.gov.au
- call 1800 677 027 (option 1)
- sending a support request through [SchoolsHUB](#).

NCCD Students with disability

For queries about NCCD Students with disability, contact the NCCD team by:

- emailing helpdesk@nccd.edu.au
- calling 1300 291 119
- visiting the [NCCD frequently asked questions](#) page.

For Catholic and Independent sectors please refer to the [NCCD key contacts](#).

Special circumstance applications

For queries about special circumstances, contact us by:

- emailing specialcircumstances@education.gov.au
- calling 1800 677 027 (option 3)
- submitting an enquiry through [SchoolsHUB](#).