



20 October 2009

S2009/034  
1 of 2 pages

**TO:                   Principal  
                          Principal's Nominee**

## **Implications for schools of changes to the way NSNs are generated**

### **Background**

In 2008, the Ministry of Education (MOE) made changes to the way National Student Numbers (NSNs) are created. The outcome of this project means that an NSN has now been assigned to all learners from Years 1-13 (Current Year Level), including all students at primary and secondary year level. This also means that from January 2010, NZQA will cease to generate NSNs for secondary learners entered into NCEA.

### **How to obtain an NSN**

Schools will be able to retrieve NSNs out of ENROL using Get/Check or uploading NSID files. The Ministry will provide NSID files in April and August 2010, based on the .moe files provided by schools with the Roll Returns in March and July respectively.

It has been identified that there are some students who have two NSNs (duplicate records in NSI). These duplicate records will be merged by March 2010 and ENROL will be updated with the "master NSN". The NSID files provided by the Ministry in April will contain the correct NSN and overwrite the NSN in the school system if needed.

After that, the NSNs at NZQA and in ENROL will be the same.

### **File submissions**

Schools must supply the correct NSN for each learner in their entry file submission to NZQA. If schools do not have a learner's NSN, they must use the ENROL system to obtain it. Schools without access to ENROL must contact MOE to resolve this.

SMS providers have been notified to make the inclusion of an NSN mandatory in their software, so that schools will not be able to generate a file for NZQA if an NSN is missing. If an invalid NSN is supplied, that learner's record will not be able to be processed until the school makes the necessary corrections. Only then will the student's enrolment be created with NZQA for that academic year.

## **Enquiries**

Please refer any enquiries relating to this circular to your School Relationship Manager.

School Relationship Manager Secondary Assessment and Liaison Telephone: 04 463 3000 Fax: 04 463 3113 Email: <a href="mailto:firstname.lastname@nzqa.govt.nz">firstname.lastname@nzqa.govt.nz</a>
--

Circulars are available from the New Zealand Qualifications Authority website  
[www.nzqa.govt.nz/publications/circulars](http://www.nzqa.govt.nz/publications/circulars).