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3 STEP 1:
COMPLETE THE PUPIL DATA SHEET

4 GO TO STEP 2:
COMPLETE THE SCHOOL DATA SHEET

5 GO TO STEP 3:
SIGN THE STATEMENT OF CONFORMITY

6 GO TO STEP 4:
PREPARE FOR UPLOAD

7 **Wellbeing Measurement for Schools**
8 **Pupil Data Sheet**



9 • This sheet is for entering data on participating pupils in the **relevant year groups**. The relevant year groups are those where parents have been informed about the wellbeing survey and given an opportunity to opt out their child.

10 • Data entered on this sheet must comply with the **Pupil Data Sheet Instructions**. Please follow the link to the right and read the instructions carefully.

[Click to view the Pupil Data Sheet Instructions](#)

- 11 • All columns must be completed for all pupils, with the exception of the optional class_name column.
- 12 • The sheet should not include pupils for whom parent/carer opt-out has been received by your school.

13 Duplicate pupil id	0
14 Errors in pupil data	0
15 Missing pupil data	0

Incomplete

17 pupil_id	forename	surname	nc_year_actual	gender	ethnicity	language_group	fsm	pupil_premium	sen_provision	class_name
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Screenshot (not original)

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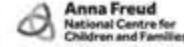
[GO TO STEP 1:
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Wellbeing Measurement for Schools School Data Sheet



- Please complete all fields on this sheet. You should provide your **school name** as you would like it to appear on your report, your **school's ID** (e.g. DfE number or URN) without any special characters (e.g. "/" or spaces) and **total number of pupils** enrolled in each year group.
- The relevant year groups and total number of pupils with consent to take part in the survey will show in the table below after Step 1 is complete.

Incomplete

School name:	<input type="text"/>
School ID:	<input type="text"/>
School Postcode:	<input type="text"/>

Year group <small>(completed automatically when Pupil data sheet is complete)</small>	Total number of pupils enrolled in year group <small>(please fill in this column)</small>	Total number of pupils entered into Pupil Data Sheet <small>(completed automatically when Pupil data sheet is complete)</small>

Screenshot (not original)