

# CES Census 2019

## Quickstart Guide for non-SIMS users

### Before completing the Census:

1. Ensure all data is up to date
2. Download the 2019 Census Excel Form from <https://cescensus.org.uk/excel.html>
3. Rename the file
4. Open the spreadsheet and read the introduction page

*For further information see main guidance section 4*

### While completing the Census:

1. Refer to *Guidance* Section 6 for help with every question
2. Print the form at any stage of the completion process
3. If the answer to a question is not available, save the form and come back later
4. Refer to the help information in hover-overs, indicated by a little red arrow next to the question number

*For further information see main guidance sections 4, 5 & 6*

### After completing the Census questions:

1. Go to the 'Validation' tab and ensure that no discrepancies have been detected

At the bottom of page 5 there are four boxes that must be ticked to confirm that:

2. The form has been re-named correctly
3. All relevant questions have been answered
4. Answers have been validated by checking the validation sheet
5. The headteacher/principal has signed off the form

When all the boxes have been checked:

6. Go to <https://www.cescensus.org.uk> and click on 'Upload'
7. Log in with the password issued in the letter sent by email in December 2018
8. Upload the completed form to the Census website

*For further information see main guidance section 7*