

NCCD 2026 Preparation Checklist

A) Confirm guidance & key dates

- Download the 2026 NCCD Guidelines when released on the NCCD portal. Until then, use the 2025 Guidelines as baseline (There have been no process changes in 2025).
- Keep a shortcut to the NCCD Quick Guide and swap in the 2026 edition once posted.
- Calendar your sector's 2026 dates (Census opening, Census Day, close, principal sign-off) from sector circulars/SchoolsHUB when published.

B) Governance, roles & notification

- Appoint your NCCD Lead and Moderation Panel; schedule PL so all personnel can apply the current Guidelines.
- Issue parent/carer notification (purpose, legal basis, disclosure, assurance). Consent is not required; retain a copy of the notice.

C) Inclusion criteria & evidence (must-haves)

- Student meets DDA definition; DSE processes followed (incl. consultation); adjustments provided for at least 10 weeks (cumulative) within the 12 months before Census Day.
- Evidence is proportionate and drawn from existing school records (plans, work samples, assessment, communication logs, timetables, observations).
- Maintain a simple Evidence Portfolio Index per student (who/what/when/where) retrievable for assurance.

D) Levels of adjustment & moderation

- Use the Levels of Adjustment Viewer/descriptors to judge QDTP vs Supplementary/Substantial/Extensive.
- Run moderation (mid-year and pre-Census at minimum) to align judgements and documentation expectations.

E) Data quality & submission (pre-Census → close)

- Reconcile enrolment lists, flags and categories between your SIS and the online collection portal; reflect changes in both systems.
- Principal's final review and sign-off completed within your sector's 2026 window.

F) Assurance readiness

- Prepare for Post-Enumeration checks: each return is traceable to concise, retrievable evidence. Keep a one-page index per student.

G) Privacy, security & retention

- Align storage and access with jurisdiction privacy obligations and school policy; limit access to NCCD team and auditors.

Note: Replace 2025 artefacts with 2026 versions as they publish (Guidelines, Quick Guide, sector dates).

Parent/carer notification:

This notice is to inform you that our school participates in the Nationally Consistent Collection of Data on School Students with Disability (NCCD). The NCCD helps governments plan for the needs of students with disability. Inclusion in the NCCD is based on the adjustments our school provides to support student learning. No action is required from you. Further information is available on the NCCD Portal. [School contact details here].

Evidence Portfolio Index (per student):

- Summary of functional impact (1–2 lines)
- Adjustments provided (level + examples)
- Evidence list (title • date range • system/location)
- Parent/carer consultation (date + artefact)
- Teacher judgement (name/role/date)
- 10-week rule check (weeks/dates/met)

Moderation record (per cohort/team):

- Students moderated (IDs only)
- Decisions confirmed/changed (level of adjustment)
- Evidence sufficiency notes & follow-ups
- Panel members & date