**Provisional Roll Review Form (Applications due by 14 November 2025)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| School Information | | | | | | | | | | |
| School Name | |  | | | | | | | | |
| School MOE number | |  | | | Date | |  | | | |
| School Prediction *(Enter your school's predicted 1 March roll by MOE funding year level for next year)* | | | | | | | | | | |
| Year Level | **Regular Students**  **(excl STP)** | **Adult Students** | **STP** | | | **Māori Medium** | | | | |
| **Students** | **FTE** | | **Level 1** | | **Level 2** | **Level 3** | **Level 4** |
| 1 |  |  |  |  | |  | |  |  |  |
| 2 |  |  |  |  | |  | |  |  |  |
| 3 |  |  |  |  | |  | |  |  |  |
| 4 |  |  |  |  | |  | |  |  |  |
| 5 |  |  |  |  | |  | |  |  |  |
| 6 |  |  |  |  | |  | |  |  |  |
| 7 |  |  |  |  | |  | |  |  |  |
| 8 |  |  |  |  | |  | |  |  |  |
| 9 |  |  |  |  | |  | |  |  |  |
| 10 |  |  |  |  | |  | |  |  |  |
| 11 |  |  |  |  | |  | |  |  |  |
| 12 |  |  |  |  | |  | |  |  |  |
| 13 + |  |  |  |  | |  | |  |  |  |
| Total |  |  |  |  | |  | |  |  |  |

|  |
| --- |
| Reason for provisional roll review *(Please provide details below showing why the ministry’s estimate of the total provisional staffing roll is at variance with that of the school— please attach additional information as necessary)* |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Checklist *(please include the following)* | | | |
|  | Have you provided a summary of your current roll from your SMS (sorted by MOE funding year level)? | | |
|  | Have you provided a list of confirmed enrolments including Name, DOB and Start Date for 2026? | | |
|  | Have you provided additional evidence to support at least a 5% variance? | | |
|  | Enrolment scheme in place |  | Cohort Entry Scheme in place |
|  | Have you checked the [website](https://www.education.govt.nz/education-professionals/schools-year-0-13/funding-and-financials/school-staffing-cycle/apply-provisional-roll-review) for further information? | | |

|  |  |
| --- | --- |
| Certification *(I certify that I have checked the information on this form, to the best of my knowledge, is true and correct in every particular)* | |
| Principal’s Name |  |
| Principal’s Signature |  |

If you're a primary school, intermediate school or restricted composite school, submit your review form to your [Local Ministry offices](https://www.education.govt.nz/our-work/our-role-and-our-people/contact-us/regional-ministry-contacts/).

If you're a secondary school, composite school, or specialist school, submit your review form to the Resourcing Mailbox [Resourcing@education.govt.nz](mailto:Resourcing@education.govt.nz)