

SLA Staffing: Uploading results

Before starting

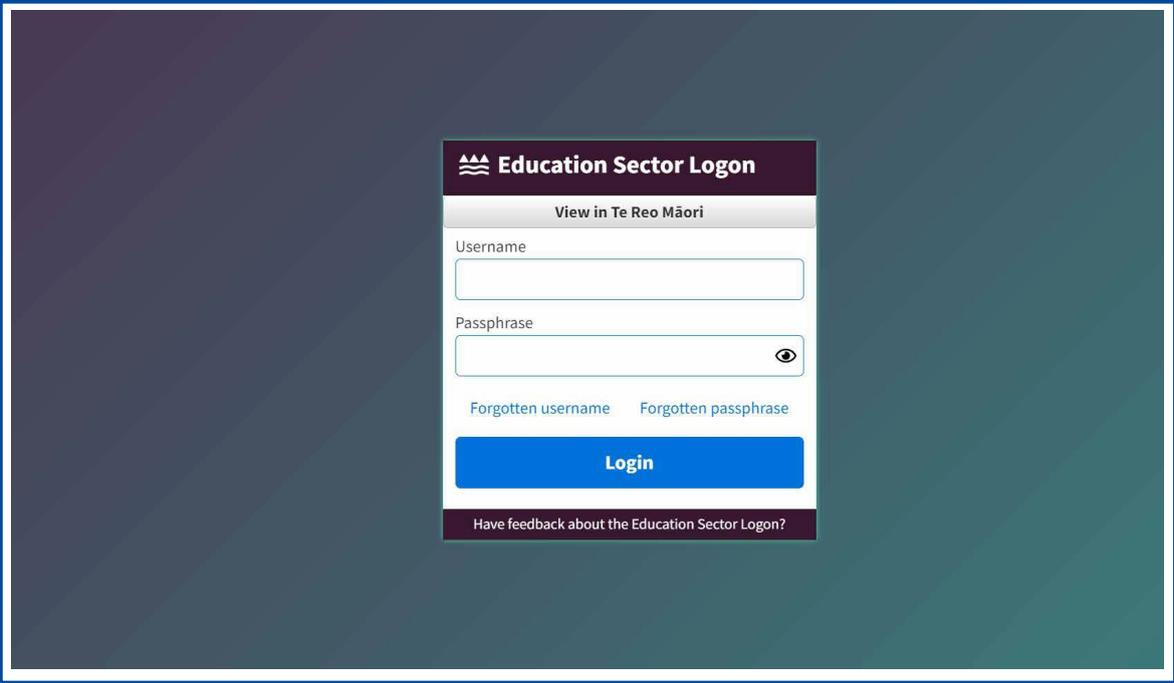
To access the Secure Data Portal, the school user requires an active **ESL** logon with the Secure Data Portal **School User** role assigned.

The **School User** role is assigned to a user by the school's **Delegated Authoriser** within the ESL application.

All schools should already have at least one existing user with **School User** access to the Secure Data Portal.

Steps to upload SLA staffing results via Secure Data Portal

1. Navigate to the Secure Data Portal login page:
sdp.education.govt.nz/
2. You will see the following login Screen:



3. Enter user ID and Password then select the login button.

4. You will be taken to the Secure Data Portal home screen.

5. To upload your SLA staffing data, select SLA Staffing Collection from the File Type dropdown:

6. From here, follow the normal process for uploading data and files into the Secure Data Portal. For more information, see the Ministry’s webpage [SDP - How to upload files](#)

Student Data

The Ministry needs data on all students receiving additional support through SLA staffing funding so that we have a clear picture of student needs and accelerated progress.

Please report all students who have received additional support, including those who have not made any improvements or have persistent unmet needs. This will give us a more complete picture to inform the design of future resources, support and guidance.

Reporting achievement shifts: Phonics Checks, DIBELS, e-asTTle, or teacher judgement

- Please **use assessments you are already using in your school** when completing the spreadsheet. These instructions assume you either already have experience using these assessments or, if not, you will select the 'Teacher judgement' option for recording student achievement.
- If you are currently using the Phonic Checks, DIBELS Nonsense Word Fluency subtest, DIBELS Oral Reading Fluency subtest, or e-asTTle writing, please use these assessments to report achievement, where appropriate.
- For additional support that is not aligned with these assessments, or if you don't currently use these assessments, use teacher judgement to report achievement. Use teacher observation, your school-based assessment results, and your knowledge of the extent to which each student can engage with the teaching sequence statements in the [English Years 0 - 6](#) learning area to inform your rating selections.
- More detailed guidance on using specific assessments and recording the results are available at:
 1. [Phonics Checks](#)
 2. [DIBELS Oral Reading Fluency \(ORF\)](#)
 3. [DIBELS Nonsense Word Fluency \(NWF\)](#)
 4. [E-asTTle writing](#)
 5. [Teacher judgement](#)

Term 2 Reporting to the Ministry

- For the Term 2 data submission, the Ministry wants to see the current state of additional support provided to Year 0 - 2 students since the beginning of the 2025 school year as at the submission due date **27 June 2025**.
- **Support start data point:** All student in the spreadsheet should have support start data entered. To capture baseline achievement, it's ideal to use an assessment that was given to the student prior to the beginning of additional support provision. This might be an assessment that alerted you that the student needed additional support.

- Some students may only have beginning data entered, because their support is continuing. Others may have already finished their additional support, and you will also need to enter their support end assessment data. The option you pick from the 'Outcome of Support' column, will highlight in red which columns you need to fill with support end information.
- For those students whose support is continuing as at the Term 2 submission date, ensure you select the interim outcome 'Support continuing this year' in the 'Outcome of support' column before submitting a copy of your spreadsheet. You will then need to update the outcome column for those students for your term 4 reporting to the Ministry.
- Send a copy of your spreadsheet to the Ministry. Keep filling out your master spreadsheet, updating information about existing students and adding new students receiving additional support, ready for your second submission to the Ministry in term 4.

Term 4 Reporting to the Ministry

- For the Term 4 data submission, the Ministry needs to know the outcome of additional support for every student.
- Those students who were withdrawn from support because they had chronic absenteeism or left the school only need one of those outcomes selected in the 'Outcomes' column. There is no need to supply end data.
- For those students whose additional support finishes during the 2025 school year due to successfully reaching or exceeding curriculum expectations, the Ministry needs end data from an assessment or teacher judgement so that we can analyse trends in achievement across all schools as a result of the SLA staffing funding.
- For those students whose support is continuing next year, which includes any student who has had their support temporarily paused, we ask that you complete an assessment or teacher judgement at the end of the 2025 school year and include the results in the spreadsheet due to the Ministry on **12 December 2025**. This allows us to report on achievement trends for all students who received additional support through the 2025 SLA staffing funding.

Further support

You can get further support on the SLA Staffing Data Collection by emailing SLA.StaffingCollection@education.govt.nz.