**Memorandum to DN/18/00049**

**Secondary school principals**

**Central school principals**

### Monitoring of Record of School Achievement Requirements for 2018 - 2019

Principals have a responsibility to ensure that teachers, students and parents/caregivers understand the requirements of NSW Education Standards Authority (NESA) for the award of the Record of School Achievement (RoSA).

The RoSA is a significant credential for students leaving school after completing Year 10 and before the Higher School Certificate (HSC). The RoSA may also be the credential awarded to students who attempt, but prove ineligible for the HSC.

The RoSA has both mandatory requirements and options such as NESA’s [‘up2now’ portfolio](https://up2now.net.au/people/login) and online [literacy and numeracy tests](http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/leaving-school/Literacy-and-numeracy-tests).

The following attachments will assist you in meeting your responsibilities:

Attachment 1: Requirements of the NSW Education Act 1990 in relation to the RoSA

Attachment 2: 2019 RoSA advice for principals

Attachment 3: 2019 RoSA implementation support

For advice and support in monitoring RoSA requirements, principals may wish to contact their Director, Educational Leadership; the NESA Liaison Officer; or the Director, Secondary Education.

The attached documentation has been developed in consultation with NESA and the NSW Secondary Principals’ Council.

Thank you to you and your staff for your commitment and hard work in supporting students to gain a Record of School Achievement.

Regards

**Murat Dizdar**

**DEPUTY SECRETARY, SCHOOL OPERATIONS AND PERFORMANCE**

NSW DEPARTMENT OF EDUCATION