B2B School Information Request

To enable student data to upload to Essex (B2B) we need to know how your school management information system is setup and who best to talk with in your school. In order for us to get started could you please complete the information requested below and return this to [schooldata@essex.gov.uk](mailto:schooldata@essex.gov.uk) quoting **B2B Set Up** in the email subject.

**Data Contact – Who to contact for queries?**

Name

Email

Telephone

**Technical Contact:**

Who to contact about technical configuration in or for your school? For example, who has system administration privileges to install software.

Name

Email

Telephone

**Which school information system do you use, and which version?**

**If you use SIMS, do you have an account for ‘My Account’?**

**Who provides your management information system support?**

Once we have the above details and we know the system you are on we can proceed with the B2B setup for your school.