**To request an account for the secure area of Essex Schools Infolink, please complete the form below. Accounts are not to be shared and are for individual use only. The form must be signed by your Headteacher, or line manager (if ECC Colleague)**

**User Details:**

|  |  |
| --- | --- |
| **School Name** |  |
| **DfE Number** |  |
| **Your Title & Full Name** | Mr / Miss / Ms / Mrs |
| **Job Title** |  |
| **Your Email Address at School** |  |
| **Contact Telephone Number** |  |

**Access Required:** *(Subject to subscription – where applicable)*

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| [ ]  Health and Safety [ ]  Insurance [ ]  Passenger Loading List\* [ ]  Information Governance[ ]  Free School Meals\* [ ]  SEN Data[ ]  Employee Wellbeing [ ]  Penalty Notice Data[ ]  All Services [ ]  School Meals Service ***\*School Specific Information******Please note the following services will be accessible by anyone with an account:**** ***Finance***
* ***School Closure Notification***
 |

**Approval from Headteacher / Line Manager**

|  |  |
| --- | --- |
| **Headteacher / Line Manager Name** |  |
| **Headteacher / Line Manager Signature** |  |
| **Date** |  |