**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** |  |

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

|  |
| --- |
| **Services requiring subscription** – please tick for access (you may be asked for confirmation of subscription)  Health and Safety  Insurance  School Meals Support Service  Free School Meal Lists  **Services that will automatically be given** – please delete to remove access  Mainstream SEN Funding Report  Transport Lists  Penalty Notices  Safeguarding (including Governors information)  CIEE Pupil Work Permit  School Finance |

**Approval from Headteacher / Line Manager**

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