**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)*

|  |
| --- |
| **Services requiring subscription** – please tick for access (you may be asked for confirmation of subscription)[ ]  Health and Safety [ ]  Insurance [ ]  School Meals Support Service**Other services available** – please tick to grant access[ ]  Free School Meal Lists [ ]  Mainstream SEN Funding Report [ ]  Transport Lists [ ]  Penalty Notices [ ]  CIEE Pupil Work Permit [ ]  School Finance[ ]  Safeguarding**Access to safeguarding only** (appropriate for those who are not required to have access to pupil data for their job)[ ]    |

**Approval from Headteacher / Line Manager / Appropriate ECC Education Staff**

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