



School User Scout Access Approval Form (Please note: This form is for DoE staff use only).

PART A – REQUESTER INFORMATION (All fields marked with an asterisk (*) are required)

*Employee Name:	
*Role:	
*Is this role: <input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary <input type="checkbox"/> Higher Duties
	*Start Date:
	*End Date:
*Operational Directorate:	*Principals Network:
*School Name:	
*Employee Email: _____ @det.nsw.edu.au	*Phone Number: _____
*Information required:	*Request's purpose and how data will be used: <small>Please provide detailed explanation in the next section (ie. why this information is required for your role)</small>
<input type="checkbox"/> Student and School Level Performance <small>(Check-in Assessment, NAPLAN, HSC, Best Start, VALID)</small>	
<input type="checkbox"/> Enrolment & Attendance	
<input type="checkbox"/> School Finance	
<input type="checkbox"/> Tell Them From Me & NCCD	
<input type="checkbox"/> School Dashboard & Resource Consumption	
<input type="checkbox"/> Professional Development & Accreditation <small>(Provided to roles responsible for Professional Development & Accreditation only)</small>	
<input type="checkbox"/> Human Resources (Schools) & COVID ILSP <small>(Provided to roles with direct supervision of staff only)</small>	

PART B – AUTHORISATION / CERTIFICATION

The access to Scout requested above is appropriate and consistent with applicable policies that apply to data governance and information access in the Department. Your application will be verified with respective data owners.

I certify that the above information is correct and request access to Scout for the above employee.

*Name of Principal/Director:	*Role:
	*Signature:
*Email: _____ @det.nsw.edu.au	*Date:

Please email the completed form to scout.support@det.nsw.edu.au and include **'School User Scout Access Approval Form'** in the email subject line.

PART C – OFFICE USE ONLY

Name of Approver:	
Phone Number:	Email: _____ @det.nsw.edu.au
Signature:	Date: