



Corporate 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"/> Contractor <input type="checkbox"/> Higher Duties
*Start Date:	
*End Date:	
*Division:	*Directorate:
*Business Unit:	
*Employee Email: _____ @det.nsw.edu.au	*Phone Number: _____
*Access required: <input type="checkbox"/> Student Enrolment <input type="checkbox"/> HSC <input type="checkbox"/> Suspension <input type="checkbox"/> TRIM <input type="checkbox"/> Student Enrolment Census <input type="checkbox"/> Best Start Kindergarten & Year 7 <input type="checkbox"/> Tell Them From Me <input type="checkbox"/> Telstra Call Centre <input type="checkbox"/> Student Attendance & Engagement <input type="checkbox"/> Human Resources (Schools) & COVID ILSP <input type="checkbox"/> Asset Management <input type="checkbox"/> NCCD <input type="checkbox"/> Student Attendance Census <input type="checkbox"/> Professional Development & Accreditation <input type="checkbox"/> Corporate Finance <input type="checkbox"/> Check-in Assessment <input type="checkbox"/> NAPLAN <input type="checkbox"/> School Dashboard <input type="checkbox"/> Human Resources (Corporate) <input type="checkbox"/> Resource Consumption <input type="checkbox"/> VALID <input type="checkbox"/> School Finance <input type="checkbox"/> Remedy	
*Access required at: <input type="checkbox"/> Student/Employee Level <input type="checkbox"/> Aggregate Level	
*Which School/Organisation Unit do you need access to:	
<input type="checkbox"/> All	
<input type="checkbox"/> By Operational Directorate: _____	
<input type="checkbox"/> By Principal Network: _____	
<input type="checkbox"/> By School: _____	
<input type="checkbox"/> By Organisation Unit: _____	
*Please provide the request's purpose and how data will be used <small>(Please note: SCOUT provides access to data to support staff in undertaking their day-to-day work. There are restrictions on extract of data from the SCOUT system. If data is required as a one off request or required for sharing or release please make a request via data.services@det.nsw.edu.au):</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 Executive Director:	*Role:
*Email: _____ @det.nsw.edu.au	*Signature: _____
	*Date: _____

Please email the completed form to scout.support@det.nsw.edu.au and include 'Corporate User Scout Access Approval Form' in the email subject line. The maximum access period can be granted is 12 months and access will be expired automatically unless new form is submitted.

PART C – OFFICE USE ONLY

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