



### School Services Tailored Support - Full School Access (Please note: This form is for DoE staff use only).

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

\*Which school do you need access to:

\*Start Date:

\*End Date:

\*For which staff (Please provide employee details in the below fields)

*Employee Name:	*Employee Email:	*Approval Initial		
		Principal	DEL	PEO

**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(s).

\*Approval: **A + B1/B2**

	Name	Signature
* <b>A:</b> School Services PEO:		
* <b>B1:</b> School Principal: <b>OR</b> * <b>B2:</b> Director, Educational Leadership:		

**N.B. This form is NOT designated for requesting access to multiple schools in Scout.**

Please email the completed form to [scout.support@det.nsw.edu.au](mailto:scout.support@det.nsw.edu.au) and include 'School Services Tailored Support - Full School Access Approval Form' in the email subject line.