

MAY 2004 LEA STAFF AND PUPILS RETURN

RETURN CHECKLIST

Please ensure you complete and return the following items for your school by the specified return date. This term guidance will be available on the ICT Solutions Website, <http://ictsolutions.norfolk.gov.uk> (Follow the A-Z of services to Phoenix Support - LEA Termly returns). If you have any problems accessing the website then please contact me on the number below and paper copies will be made available.

Please ensure your data is as accurate as possible, that you have included all new pupils and have taken all leavers off roll. Also, ensure ALL your pupils have permanent UPN's.

NOTE: If you have any pupils on roll that were under 3 years old on 31/8/2003 Phoenix will not identify them on the Yeargroups file. Please DO NOT edit the return but either telephone or e-mail me with details.

FILES TO RETURN:

PUPIL DATA M04
STAFF DATA M04
ABSENCE DATA M04
RECRUIT DATA M04
PUPIL TAB.
STAFF TAB.
YEARGROUPS M04 (please see guidance above)
EY DATA M04 (if applicable)

Send the files via the Secure Data Transfer system to the MIC **by 17th May 2004**. Any schools unable to return the May 2004 Return files using SDT should send them in on floppy disk to:- **Jane Blackwell, Room B28, Management Information Centre, Education Department, County Hall, Martineau Lane, Norwich, NR1 2DL (Tel: 01603 222352 / 222355) E-mail: jane.Blackwell@norfolk.gov.uk**