

ParentMail Data Slips Cover Sheet

Please complete this cover sheet and include it with your data slips. Please print in BLOCK CAPITALS.

School Name	
Post Code	
Contact Name	
Contact email address	
MIS System	

How many data slips are enclosed?	
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Are all summer data slips included in this pack? (Please circle as appropriate)	Yes	No
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For Internal ParentMail office use only

SIMS Integrated?	Yes	No
Estimated processing time		

NB: Never link manually Asterisk (*) data with another Asterisk (*) data

Data Admin Name		
Start Date and Time	Finish Date and Time	Total Time to process

Checklist:

A – NO RED LINKS PUPILS / PARENTS unless data	
B – NO DUPLICATE PUPILS / PARENTS	
C – CORRECT ALLIGNMENT PUPILS / PARENTS	
D – CORRECT ALLIGNMENT PARENTS / GROUPS	

Comments:

Signed:	Date: