**Updating to the new school year:**

To set up your reports for this year we will just need you to complete the sections below and email this form and a pupil csv back to us :- [admin@reportassist.com](mailto:admin@reportassist.com)

**1** Your teacher/class names, may have changed, if so please complete the form below.

*For Head teachers and any teachers who need to view* ***all*** *reports, add an X*

*next to their name.*

| Teacher Name(eg Mrs Jane Hart) | Name of Class(eg 2A, Owls.. etc ) *nb. for Jobshares add the same class name for each teacher* | Keystage(Reception, KS1,KS2) | Year(R,1,2,3,4,5) |
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|  | Please add more rows if required |  |  |

**2.** To add this years pupil list we just need a CSV file with your pupil data which is easily exported from SIMS with the following headings: -

**Forename** - **Surname** - **Gender** - **Class** - **UPN** - **DOB**

There is a simple step by step guide on how to do this in the **resources** section of our web site at [reportassist.com](http://reportassist.com)

n.b. You can also manually add pupil data in school if you wish.

**3.** We will need examples of any changes to your report layouts, including subject changes

You can attach a word document or scanned examples of any changes you require.

Alternatively you can fax them to **0115 727 0770**

Please send your reply to [admin@reportassist.com](mailto:admin@reportassist.com) attaching this document and any appropriate files.

Kindest Regards

ReportAssist