**Report Layout and Design**

To set up your reports we will just need you to complete the sections below then email this form back to admin@reportassist.com attaching this document and any appropriate files.

**1.** Examples of how you want your reports to look for each keystage

You can attach word documents or scanned examples.

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

**2.** Name of Head Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.** How do you want to add Attendance Information? Manually **OR** CSV file

**4.** Your teacher/class names, please add these to 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 |  |  |

**5.** Finally we can add the pupil list for each teacher as part of our service.

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.

Regards

Report Assist