

### Required Data Fields Checklist

#### Student Report

Folder	Item	✓
<b>Personal</b>	• Surname	
	• Known name (or First name)	
	• Date of Birth	
	• Gender	
	• Postcode	
	• UPN	
	• House	
	• Year	
	• Class	
	• Teacher	
	• Teacher 2	
<b>SEN</b>	• Current SEN stage	
<b>Parental Consent</b>	• Type	
	• Status	

#### Parent Report

Folder	Item	✓
<b>Personal</b>	• Surname	
	• Known Name (or First name)	
	• Date of Birth	
	• Gender	
	• Postcode	
	• UPN	
<b>Parent Guardian 1</b>	• PG1: Title	
	• PG1: Surname	
	• PG1: First Name	
	• PG1: Postcode	
	• PG1: Mobile	
	• PG1: Email	
	• PG1: Relationship	
	• PG1: Parental Responsibility	
<b>Parent Guardian 2</b>	• PG2: Title	
	• PG2: Surname	
	• PG2: First Name	
	• PG2: Postcode	
	• PG2: Mobile	
	• PG2: Email	
	• PG2: Relationship	
	• PG2: Parental Responsibility	