To set up your reports we will just need you to complete the sections below then email it back to [support@reportcomplete.com](mailto:support@reportcomplete.com) attaching any appropriate files. Any questions? Contact us on 01772 369311.

**1.** Examples of how you want your reports to look for each key stage. You can attach word documents or scanned examples.

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

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

**4.** Your teacher and form names, please add these to the table below

*For Head teachers and any teachers who need to view* ***all*** *reports, add an asterisk (\*) before their name.*

| **Teacher Name**  (egMrs Jane Smith) | **Name of Form/Class**  (e.g. 2A, Owls, etc.)  *For Job shares add the same class name for each teacher.* | **Keystage**  (Rec, KS1, KS2) | **Year**  (R,1,2,3,4,5,6) |
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| Please add more rows if required | | | |

**5.** Finally we can add the student list for each teacher as part of our service. We just need a CSV file with your student data which is easily exported from SIMS with the following headings:

**Forename** - **Surname** - **Gender** – **Form/Class** - **UPN** – **DOB (optional) – Year (if mixed year forms)**

There is a guide to creating a CSV file at <http://help.reportcomplete.com>  
  
Note: You can also manually add pupil data in school if you wish.