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|  | **Setting up new account on the Services for Schools Interactive Order System** |  |

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| \*Official Name : |  |
| \*Name : |  |
| \*Address |  |
| \*Postcode |  |
| \*Email Address |  |
| \*Telephone Number: |  |
| \*DfE Number |  |
| \*LEA Number |  |
| \*School Status |  |
| \*School Type |  |
| \*Number of Pupils on Roll: |  |
| Governors |  |
| \*Staff (headcount) |  |
| Acreage |  |
| Site UPRN |  |
| Gross Floor Area |  |

**PLEASE NOTE: All sections with an asterix must be completed. Schools can be any educational establishment. External status is to be used where the educational establishment is either an Independent School, College or outside of the county boundaries.  
  
Please return all completed forms to** [**servicesforschools@nottscc.gov.uk**](mailto:servicesforschools@nottscc.gov.uk)