



CREATION OF A NEW ORGANISATION UNIT (School, Preschool or Business Unit)

Return to: Data, Reporting and Analytics

Email: education.datareportinganalytics@sa.gov.au

7th Floor, 31 Flinders Street Adelaide SA 5000 Box 1152, GPO ADELAIDE, SA 5001 Phone: 8226 3269

Name of New Location (maximum of 50 characters including spaces)

Grid for Name of New Location (50 columns)

Abbreviated Name (36 characters used for the location listing on the internet)

Grid for Abbreviated Name (36 columns)

Description of New Location

Principal/Director's Name: [] Employee ID []

Postal Address: []

[] Postcode: []

Location Address: * []

(actual street location) [] Postcode: []

Reports to Org Unit Name [] Reports to Org Unit Number []

Partnership: []

Phone: [] Fax: [] Email: []

Type of Location/School (E.g. Primary, Area, Administration Unit, etc.): [] Range of year levels (schools only) []

Names of other Locations with similar functions (non-school locations only) []

Status: [] Proposed [] Open Parent location: [] (usually for Junior Primary Schools or Child Parent Centres) (Please mark [x] in appropriate box)

Contact Person/Manager Name: [] Contact Position: []

Date at which new record to be made effective: [] i.e. opening date

Background to Creation of Record:

Large empty box for background information

Details of Person Authorising New Record (e.g. Director, Principal or Manager):

Authorised by: [] Title/Position []

Location: [] Phone []

Signed: _____ Date: []

*Where no street exists, please supply information that will accurately describe the location.