Updated: 05/17

Government of South Australia
Department for Education and Child Development

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

Return to: Data Management and Information Systems

Email: DECD.DMA@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)

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

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 ☒ 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:

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.