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| **SCHOOLS ONLINE PRINCIPAL’S DELEGATE ACCESS** | |
| This form is to be used by the school **Principal** to notify the SACE Board of South Australia of staff members requiring access to Schools Online as a Principal’s Delegate or to remove access. | |
| **School Name:** | |
| **Contact number** | **SACE School Number:** |
| **Please email this form to: askSACE@sa.gov.au**  On receipt of this form the SACE Board of SA will:   * Grant and confirm by return email that the nominated user’s Principal’s Delegate access to Schools Online has been completed * Only complete Access Required until (date) column **if** the access to schools online is for a limited period. * To remove a former Principal's delegate access, complete the column Remove. This removes their access as a Principal Delegate at your school but does **NOT** remove the user from School Online. | |

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| **Provide Details of the nominated Delegate** | | | |
| **Full Name** | **School Email Address**  **(Please print clearly)** | **Access Required until (date)** | **Remove** |
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**OOLS ONLINE PRINCIPAL’S DELEGATE ACCESS**

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| **Principal’s Name:** | |
| **Principal’s Signature** | **Date:** |
| **Please note:** The Principal’s Delegate will need to accept the terms and conditions of the Confidentiality Agreement at first login to proceed with access to School’s Online | |
| **SCHOOLS ONLINE SUPPORT** | |
| The askSACE team is available to answer any questions you have relating to Schools Online between the hours of 8.30 and 5.00 pm Monday to Friday on 1300 322 920 or via email at [askSACE@sa.gov.au](mailto:askSACE@sa.gov.au) | |