

Guidance to submitting School Closure notification

Steps

1. Open link to closure notification form
2. Enter School details
 - a. First name
 - b. Last name
 - c. Job title
 - d. Email address
 - e. Telephone contact
3. School (directory selection)
 - a. Begin to type name of school
4. Reason
 - a. Selection choice
5. Type of closure (full or partial)
6. Closure details
 - a. Free text to explain details for the reason
7. Date closed from
8. Date expected to reopen
9. Codeword
 - a. The word that supports legitimacy for request
 - b. WORD_xxxx (DfE number)
 - i. TEXT, UNDERSCORE, NUMBERS
10. Submit Form (send your message)

