

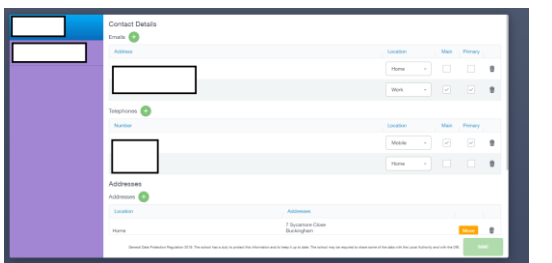
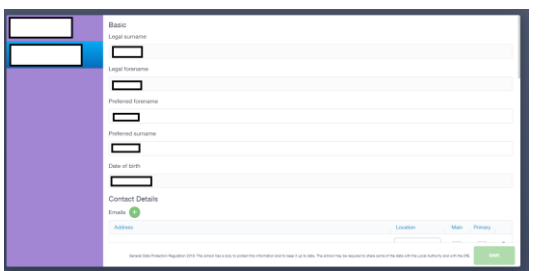

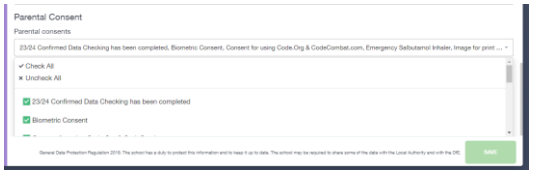


How to complete the annual data check

<p>Log into Edulink One https://www.edulinkone.com/#!/login</p> <p>The school ID is TBS</p> <p>Your username and password reminder has been emailed to you.</p> <p>Your screen will look something like this.</p>	
<p>You need to find the Update Information Button and might have to click on the More button to find it.</p>	
<p>Click on the Update Information Button - this will show your information. Please check by scrolling down the page that all your details are correct. You can make changes for you by using the green plus icons to add details. Make sure you save using the green save button at the bottom.</p>	
<p>Now click on your child's name on the left hand panel, or use the Black Arrows in the App to select their name.</p>	
<p>Slowly scroll to the bottom of the Page. Check in each panel that the information is correct for your child, again make changes using the green plus to add details. New family contacts can be added in the Family/Home section.</p> <p>Please see below for the final step.</p>	
<p>Please move all the way to the bottom of the screen and click on the drop down arrow next to parental consent. Tick the relevant consents including the “24/25 Confirmed Data Checking has been completed” box and press save.</p>	

Thank you for completing this data checking exercise.