

Provision of Information for Electoral Purposes

Name of School

Address in full including postcode

Name of person in school to be contacted in case of queries
[CAPITALS PLEASE]

Telephone number

An excel spreadsheet should be created with the column headings highlighted in bold beneath for all pupils

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
	First or Christian names <u>in full</u>	Surname of Pupil	Door number and street name	Village etc (if any)	Town/City	Postcode	Date of Birth DD/MM/YYYY
1							
2							
3							
4							
etc							

Notes

1. All data must be entered in a excel spreadsheet and saved with the school name eg City High School Belfast
2. Please ensure that the First Line of the address (ie Door number and street name only) are in column 3
3. All columns must be completed for each pupil
4. When completed send to the address specified in the Requisition