

STUDENT FILE HEADER

Files with a mixture of single and double-sided pages are scanned as double sided, and blank pages removed. Some blank pages may appear in the output file.

SCHOOL NAME Not indexed	
SURNAME 50 CHRS mandatory	
GIVEN 50 CHRS mandatory	
DOB DD/MM/YYYY mandatory	
STUDENT NUMBER 50 CHRS optional	
HOUSE 50 CHRS optional	
DATE COMPLETED DD/MM/YYYY optional	
DATE COMMENCED DD/MM/YYYY optional	
Part of Parts Optional	

of

FILEforce use

NOTES FOR PREPARATION

This is the header sheet that will appear at the beginning of each file.

It can be completed by using

ADOBE form	allows you to continually fill in the same form
By hand	Please PRINT IN CAPITAL LETTERS ONLY
	Dates are 03/03/2006 with slashes not dashes

Place this sheet in the front of each folder or packet.

DO NOT STAPLE TO ANYTHING.

<p>For more information call 1300 300 395 Ask for Scanning Centre Supervisor</p>
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