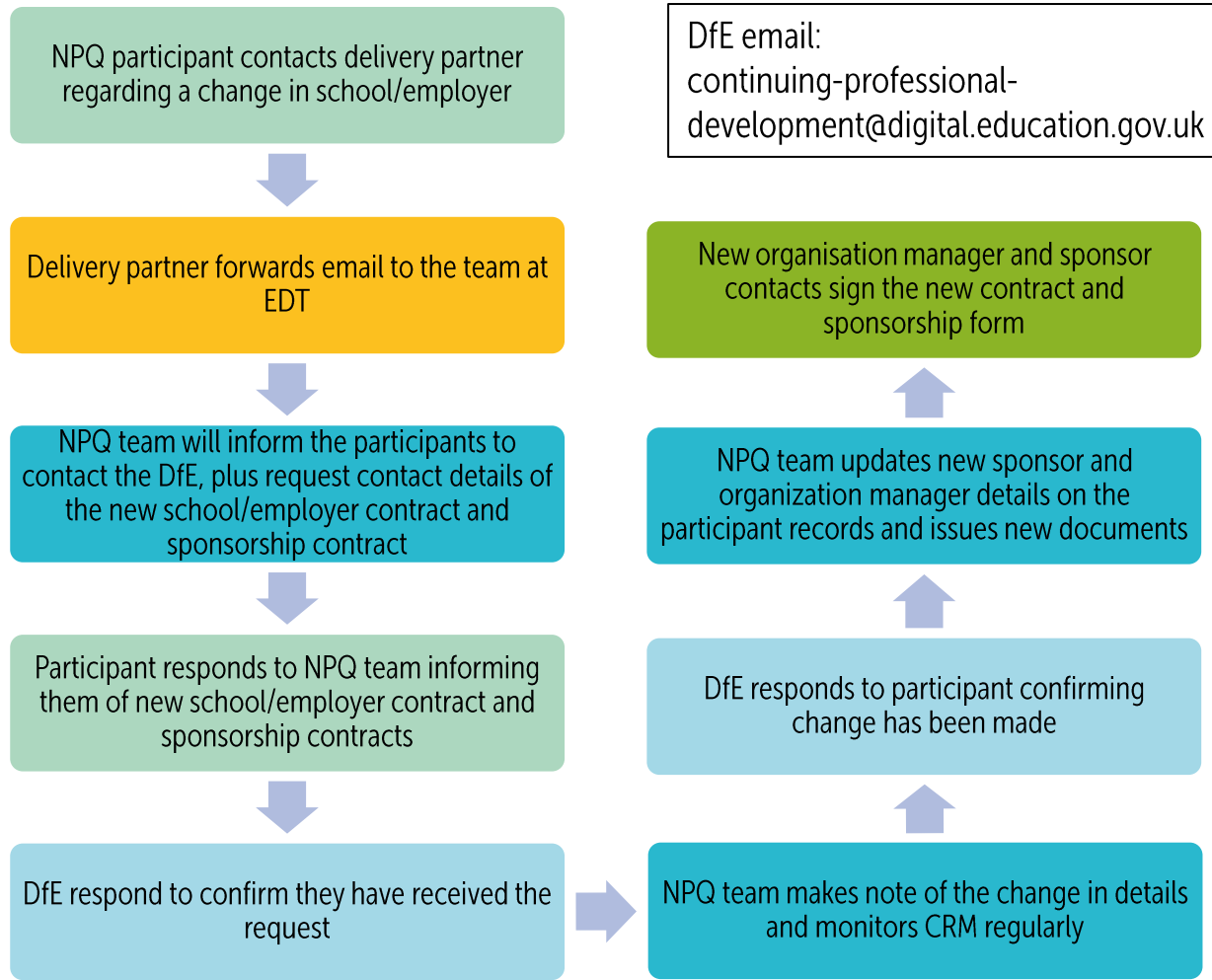


Delivery partner (DP) process and guidance for a participant changing school/employer



The DfE has informed us that participants who are changing schools need to contact them approximately **2-3 weeks** before the change takes place.

The Department will not update and amend records too far in advance. If they are contacted too far in advance, they will respond to the participant asking them to re-contact them closer to when the change in employer takes place.

If the participant has changed schools before contacting the DfE, the participant will need to inform the DfE of this.

Action key

Participant

Delivery partner

NPQ team

DfE

School contact

Participant is required to provide the DfE with the following:

1. TRN
2. Name and URN of old school
3. Name and URN of new school
4. Changes in email address
5. Chosen NPQ