

# Completing the neaco Participant Data Collection Sheet

Activity Data								Student Data							
REQUIRED	REQUIRED	REQUIRED	Enter the time in this format: 09:00.	Enter the time in this format: 09:00.	Number	Number	REQUIRED - Please enter at least one institution (School, FE or HE) per student. If entering more than one, use a comma separated list	Date of Birth	Student	REQUIRED - Confirm Participant has viewed GDPR Statement	Male, Female, Other default is Unknown				
Text	Text	Date	Date	Time	Time	Contact	Estimated	Text	Text	Institution HEAT ID, URN, LAESTAB or	Date	Text	Yes/No	Text	
Event Title	Location	Start Date	End Date	Start Time	End Time	Hours	Student Total	First Name	Last Name	Institutions	DOB	Postcode	Accepted	Gender	
Choosing an HE Course	School	01.09.2018	01.09.2018	09:00	10:00	1	15	Victor	Dickens	neaco High School	09/09/2003	NE3 8CO	yes	male	
								Jessica	Black	neaco High School	12/09/2003	NE8 6YT	yes	female	
								Jasmine	Mitchell	neaco High School	17/09/2003	NE13 9FR	yes	female	
								Neil	Mathis	neaco High School	21/09/2003	NE1 OFD	yes	male	
								Jane	Jackson	neaco High School	09/10/2003	TY12 8PL	yes	female	
								Robert	Russell	neaco High School	10/10/2003	NE3 2ZX	no	male	
								Brandon	Peters	neaco High School	22/10/2003	TY9 4PI	yes	male	
								Sally	Jackson	neaco High School	12/11/2003	NE4 8MN	yes	female	
								Virginia	Hardacre	neaco High School	18/11/2003	NE3 OKL	yes	female	
								Nathan	Lawrence	neaco High School	01/12/2003	NE2 5JK	yes	male	
								Virginia	Bond	neaco High School	01/01/2004	TY5 7FD	yes	female	
								Sam	Wallace	neaco High School	19/01/2004	TY23 4OL	yes	Unknown	
								David	Gill	neaco High School	24/02/2004	NE9 9ID	no	male	
								Amanda	Mitchell	neaco High School	02/03/2004	NE8 4DS	no	female	
								Emily	Wright	neaco High School	31/05/2004	NE3 ODR	yes	female	
Student Finance Facts	School	01.09.2018	01.09.2018	15:00	16:30	1.5	10	Victor	Dickens	neaco High School	09/09/2003	NE3 8CO	yes	male	
								Jessica	Black	neaco High School	12/09/2003	NE8 6YT	yes	female	
								Jasmine	Mitchell	neaco High School	17/09/2003	NE13 9FR	yes	female	
								Neil	Mathis	neaco High School	21/09/2003	NE1 OFD	yes	male	
								Jane	Jackson	neaco High School	09/10/2003	TY12 8PL	yes	female	
								Sue	MacDonald	neaco High School	23/06/2004	TY7 8XD	yes	female	
								Frank	Simpson	neaco High School	30/06/2004	TY13 9FG	yes	male	
								Alex	White	neaco High School	15/07/2004	NE8 6TG	no	Other	
								Theresa	Fisher	neaco High School	22/07/2004	NE2 4HH	yes	female	
								Heather	Mackay	neaco High School	30/08/2004	TY7 3UH	yes	female	
Cambridge Uni Visit	HE Campus	10.09.2018	10.09.2018	09:30	16:00	6.5	5	Victor	Dickens	neaco High School	09/09/2003	NE3 8CO	yes	male	
								Jessica	Black	neaco High School	12/09/2003	NE8 6YT	yes	female	
								Jasmine	Mitchell	neaco High School	17/09/2003	NE13 9FR	yes	female	
								Neil	Mathis	neaco High School	21/09/2003	NE1 OFD	yes	male	
								Jane	Jackson	neaco High School	09/10/2003	TY12 8PL	yes	female	

Where an activity lasts/includes half an hour, enter a 0.5. Include all activities on one sheet (including those on different days).

15 Pupils took part in this activity. All are listed here with the relevant details.

10 Pupils took part in this activity. 5 are the same as above, 5 are new. **All** who took part in **this** new activity are listed.

The same 5 Pupils took part in this activity. As it's a **new** activity, they are listed here again with the relevant details.

**Yellow box** = Select from dropdown box in form.

*If a school/VI Form isn't listed, or they are not in school (such as a parent), you can leave this field blank.*

It is only necessary to **complete the first line** for each activity.

It is **essential to complete every field** for every student participant