



12. STUDENT RECORDS

There are two student record documents, one is a central data sheet and the other is a student profile to give background information to be made available to the external course provider(s).

12.1 Student Information Form (see Appendix E)

These forms must be completed by the school, in conjunction with the young person, and sent to the provider(s) and the L2W Project Manager before the student starts the L2W course. They are used to give the provider an understanding of the learning needs of the student, together with a pen portrait of any associated issues that might affect the student's work and attitude.

12.2 Ethnicity Categories – for use when completing the student details within the Student Information Form.

Asian or Asian British	Bangladeshi Indian Pakistani Other Asian Background Please specify.....
Black or Black British	African Caribbean Other Black Background Please specify.....
Chinese	Chinese
Dual Heritage	White and Asian White and Black African White and Black Caribbean Other Dual Background Please specify.....
White	British Irish Other White Background Please specify.....
Other	Other Ethnic Group Please specify.....
Prefer not to say	Please state

12.3 Student Record Form (see Appendix F)

These forms are to be completed by the school and sent to the L2W Project Manager. These documents are used to complete returns to the LSC/DCSF.