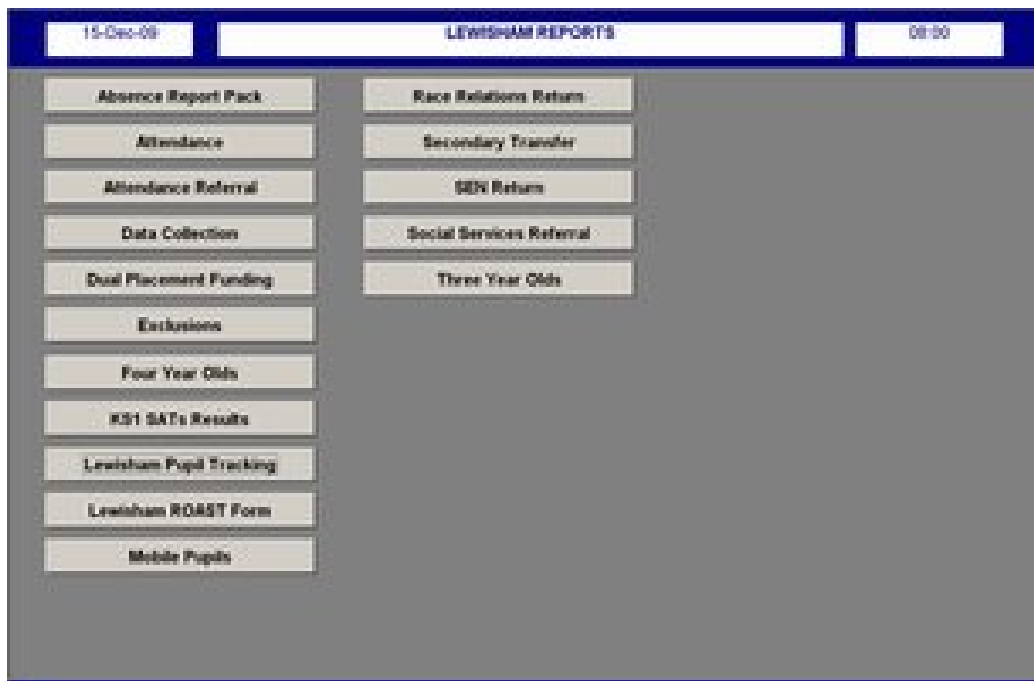


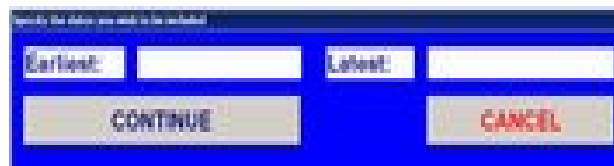
Lewisham Pupil Tracking

The pupil tracking report is an automated file which is sent to Lewisham Local Authority on a weekly basis, however there may be times in which you will need to complete this manually. Please follow the simple steps below:

To select the report, go into Pasapp then from the **Main Menu**, select **External Reports, Lewisham Reports** and then **Lewisham Pupil Tracking**.



Then you will be presented by the following window. To gather the correct information in the file, please enter the dates of the Monday and Friday of the previous week. Click continue when you have finished entering the dates.



A dialog box with a blue border. It contains two input fields labeled "Start Date:" and "End Date:". Below the input fields are two buttons: "CONTINUE" and "CANCEL".

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In the following message click OK to send the file.



This will then complete the return for you and automatically send the file to Lewisham LA.



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