SEQTA

Authorisation of School Contacts

School name: _____

Schools are asked to nominate two key personnel who SEQTA staff can contact when decisions need to be made.

School Technical Contact (STC): An IT administrator who has a good understanding of the school's network, computer hardware and infrastructure, and software environments.

School Education Contact (SEC): Someone with an understanding of all aspects of the school's educational environment including policy, procedures, use of IT in the classroom and should have an excellent understanding of the features and use of the SEQTA Suite.

SEQTA will not undertake any work that may require additional payment or affect the school's data without approval, in writing, from the School Education Contact.

	School Technical Contact	School Education Contact
Name		
Position		
Email address		
Phone		
Mobile		

Both STC and SEC are to be completed even if only changing one contact.

Authorisation of school contacts

Either the person who signed the Contract or the school Principal must sign off school contacts and any subsequent changes to the school contacts.

The above school contacts are nominated and authorised by:

Name (please print)	Position	Signature	Date

Form return details

To return the form or if you have any questions, please contact your Customer Success Manager by email (helpdesk@seqta.com.au) or phone (1300 4 SEQTA).