



**Child Information Data Correction Request Form
Funded Early Education for 3 & 4 year olds
2020-2021**

Provider Name	
DfE URN	
Funded Period to be changed	

To be completed if you have input incorrect information about a child on to the Funded Early Education Portal, that you are not able to correct yourself. Please use **BLOCK CAPITALS**.

Child's details (please use legal names)

Gender (please tick)	<input type="checkbox"/> Male	<input type="checkbox"/> Female
First name		
Last name		

Details to be corrected (please complete relevant sections only)

UNIVERSAL HOURS		Incorrect details on portal	Correct details
Child's date of birth			
Type of offer (please tick)		Stretched <input type="checkbox"/> Term time <input type="checkbox"/>	Stretched <input type="checkbox"/> Term time <input type="checkbox"/>
Start date			
Number of hours (from first day of claim)	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		
	Sunday		
	Total hours per week		

EXTENDED HOURS		Incorrect details on portal	Correct details
Child's date of birth			
Type of offer (please tick)		Stretched <input type="checkbox"/> Term time <input type="checkbox"/>	Stretched <input type="checkbox"/> Term time <input type="checkbox"/>
Start date			
Number of hours (from first day of claim)	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		
	Sunday		
	Total hours per week		

Declaration

I confirm that all details provided are true and correct.

Signature	
Name	
Date	
Telephone number	

Please email this form to fundedearlyeducation@surreycc.gov.uk using egress as it contains confidential data.

For office use only
