

## **CHECKING YOUR YEAR 10 LEARNERS ON KENTCHOICES**

At the beginning of June, the KentChoices team will upload two files to the Secure Area:

1. Your Year 10 Cohort List
2. Learner Changes Template

\*You will receive an alert from eprospectus **on Monday 8<sup>th</sup> June**

\*The files will be automatically deleted **by Friday 19<sup>th</sup> June**.

### **What You Need to Do:**

1. **Cross-check the cohort list** against your own student database
2. Record **any** changes using the **Learner Changes Template**
  - a) **Pink headings** – copy exact data from your Cohort List (so we can match the learners)
  - b) **Green headings** – Action and Learner Changes to be made
  - c) **Yellow headings** – Medway addresses
3. Save the updated template – with your school's name
4. Log in to the **Admin Site**
5. In the **Schools** section, select **Secure Uploads**
6. Drag and drop your saved spreadsheet
7. Send a **Notification** to the **KentChoices Team**
8. We will receive an email confirmation once the updates have been completed.
9. You can now issue your logins.

**Please note:** Checking your learners does not mean you need to issue logins at this stage.

### **Why You Need to Check the Data:**

Your Year 10 cohort data is based on information from your January 2026 census and may now be out of date. Updating this information ensures learners are linked to the correct school, allowing careers teams to track them effectively for the September Guarantee.

### **Top Tips:**

Submitting monthly 'leaver and joiner' reports to KCC Management Information will help reduce learner discrepancies on KentChoices.

If you only have a few changes, call us on **03301 651 120**

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