**Request form to delete a school mailbox**

Only a school or academy in Suffolk who have an existing school mailbox should complete and return this form. This form should **only** be completed by **the Headteacher or School Business Manager/Bursar.**

Once complete please email the form to: [ITServicedesk@suffolk.gov.uk](mailto:ITServicedesk@suffolk.gov.uk)

|  |  |
| --- | --- |
| Name of school / academy | Full school name |
| 3-digit code for your school / academy | 3-digit code allocated to your school / academy |
| Contact name | Primary contact for this request |
| Job role of the requester | Headteacher/Business Manager/Bursar |
| Payroll number of the requester | Payroll number |
| Contact email address | Primary contacts email address |
| Email account(s) that needs to be deleted. Please state if there's more than one O365 mailbox that needs to be deleted | Details for each user’s mailbox which needs to be deleted |
| The date when you'd like the accounts deleted? | Date when accounts are to be deleted – please note it can take up to 3 working days for the request to be processed |

Please make sure you have answered all the questions on the form before submitting it.

After submitting a form, you will receive an email notification confirming the service request number assigned to the request.

If we require any additional details, we will then contact you on the details you have provided.

All mailbox deletion requests are actioning in-line with our standard terms and conditions for this service.