

# **Education, Health and Care (EHC) Hub Professional Contributor Guide**

- **Managing Cases and Providing Advice**

Classification: Public

**Date: September 2025**

**Author: Derbyshire Local Offer Website**

**Version: V1**



## **Document Control**

Version	Changes	Author	Date
V1.0	Created	Derbyshire Local Offer	September 2025

# About this document

This document is a guide for persons involved in providing advice to a child or young person’s Education, Health and Care (EHC) Needs Assessment or views as part of a review of an EHC Plan using [Derbyshire County Council’s EHC Hub](#).

In the context of this document, “the contributor role” relates specifically to the level of access and permissions granted to an EHC Hub user account.

A person accessing the EHC Hub with the contributor role may include any professional within education, health and care involved in directly responding to requests for information or the allocation or management within a team of contributors.

The local authority has control and responsibility for granting the contributor role to relevant persons, to link relevant persons to teams and designate managers within teams.

This document covers:

- Case Navigation
- How to contribute to an EHC needs assessment
- Advice Submission
- Document Uploads

## Contents

<b>Education, Health and Care (EHC) Hub Professional Contributor Guide.....</b>	<b>1</b>
Managing Cases and Providing Advice.....	1
Document Control .....	2
About this document .....	3
Introduction .....	4
Putting children, young people and their families at the heart of the EHC process.....	4
<b>Viewing the ‘My Cases in Progress’ work tray.....</b>	<b>5</b>
Searching for a Case .....	5
Using the search bar:.....	6
Using the filters: .....	6
<b>Viewing a Case File .....</b>	<b>8</b>
Status of the Process .....	8
Details of the Case.....	9
<b>How to contribute advice to an EHC needs assessment.....</b>	<b>13</b>
Requests for Advice .....	14
Strengths and Needs .....	16
Outcomes, Steps and Provisions .....	17
Documents.....	18
The Child or Young Person’s Views .....	20
The Parent, Carer or Guardian’s Views.....	20
Contact Us .....	22

## **Introduction**

Since the introduction of The Children & Families Act 2014 and the SEN Code of Practice (2014), local authorities across England have been implementing new processes and pathways to support children and young people with Special Educational Needs and / or Disabilities (SEND). In place of Statements and Learning Disability Assessments, local authorities have a duty to provide an Education, Health & Care Plan (EHCP) for children and young people aged up to 25 who need more support than is already available.

At the heart of the new legislation is a vision of collaborative working across Health, Education and Social Care and an engaging person-centred approach to the whole EHC pathway. However, the administrative processes currently in place to facilitate such an approach is a significant barrier that has left many local authorities struggling to sustain the volume of work, as well as to meet the statutory timeframes set by the Code (SEND Code of Practice 2014).

For many local authorities, the years since the introduction of the reforms has been a challenging period of significant change set against the backdrop of increased demand and ever-challenging budgets. A new way of working is needed, that not only supports local authorities to meet their statutory obligations more efficiently, but that achieves the SEND Code's core principle of the child or young person being at the heart of everything we do.

### **Putting children, young people and their families at the heart of the EHC process**

For children, young people and their families, SENCos, education settings and professionals across education, health and social care, the Hub can be a one-stop digital resource for them to access and contribute information throughout their EHC journeys.

It can be accessed 24 hours a day on a smartphone, tablet or computer and is designed to be easy and intuitive to use without any need for formal training.

One of its most powerful features is the opportunity that it provides to truly capture the child or young person's voice. The *About Me* and *My Parent / Carer's Views* areas are unique multimedia spaces for uploading short video clips, photographs and scanned documents alongside written text to capture a dynamic narrative about their aspirations at the assessment stage, and later for Section A of the EHC Plan.

The EHC Hub offers:

- Online EHC assessment request pathway, including uploading/ sharing reports and or documents
- EHC case tracker with clear, contextual information advice and guidance as well as complete visibility of the statutory timeframes that relate to their case (review and assessment)
- Multimedia spaces to capture the child, young person & families views
- Secure 24/7 online access to all key information, documentation and reports
- Draft EHC plan consultation with ability to submit comments and feedback
- EHCP Review meeting information and invitations
- Ability to provide views/ feedback ahead of the EHC Review meeting
- Automated email alerts and notifications of case updates
- Access for advocates or independent support workers
- Access to multiple child/ Young person's cases via the one login
- Download and save/ print all online case information
- Visibility of the Case Timeline to see all recent case activity

When you log into the EHC Hub, you will see a list of any cases currently assigned to you that are in progress:

To view a case, click the Child/Young person's name. The case file will be displayed:

## Searching for a Case

By default, all cases in progress assigned to a contributor will be displayed. There are two methods to search through your cases, the search bar and the filters, at the top of the screen:

Search by name or case ID

Search

Filters

Clear

Case status

All

Setting

All

Last updated since

dd/mm/yyyy

☐ Impending deadline

☐ Tribunal in progress

☐ Looked After Child

☐ Closed outside of process

☐ Overdue deadline

☐ Safeguarding

☐ Not in Education, Employment or Training

☐ Include closed cases

☐ Mediation in progress

☐ Educated Other Than at School

Update results

**Using the search bar:**

Search

Filters

Clear

Start typing the name or the case ID into this field and the system will filter the list to display cases that match this criterion. For example, if you start typing “ha” in here, any case name that contain ha will be displayed.

**Using the filters:**

Case status

All

Setting

All

Last updated since

dd/mm/yyyy

☐ Impending deadline

☐ Tribunal in progress

☐ Looked After Child

☐ Closed outside of process

☐ Overdue deadline

☐ Safeguarding

☐ Not in Education, Employment or Training

☐ Include closed cases

☐ Mediation in progress

☐ Educated Other Than at School

Update results

The display can be filtered by Case Status, Education setting and Last updated since.

**Case Status** – click ‘All’ in the Case status field and a box will be displayed showing all the statuses available. Click to select the required status:

Case status

All

All

Request for assessment in draft

New request for assessment

Request for assessment (information gathering)

Decision to assess pending

Decision made not to assess

Assessment in progress

Decision to issue plan pending

Decision made not to issue an EHC Plan

Draft EHC Plan (not yet shared)

Draft EHC Plan (shared)

Review pending

Draft EHC Plan amendment (not yet shared)

Draft EHC Plan amendment (shared)

Review in progress : A review meeting has been arranged

Review in progress : Meeting stage of review

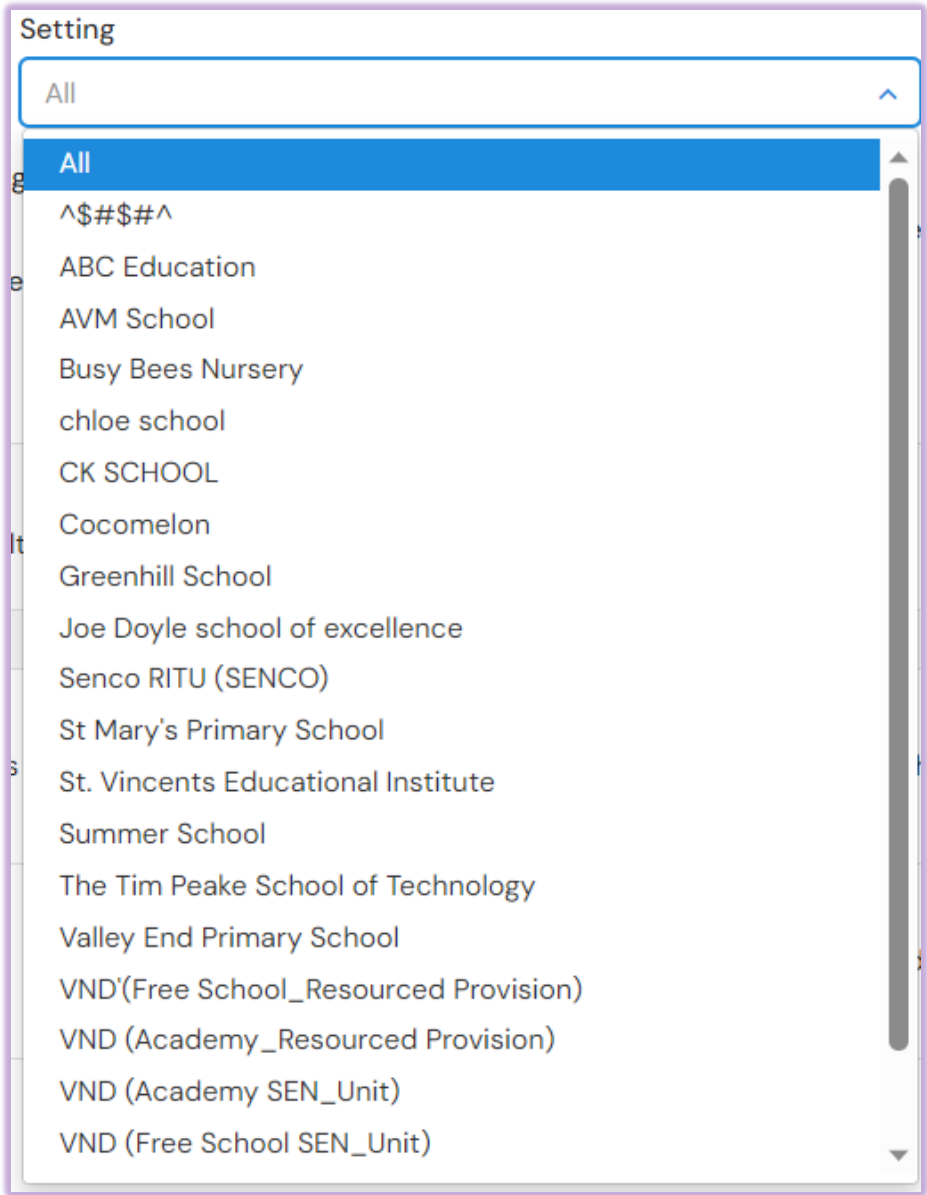
Review : Draft report

Review : Report Submitted

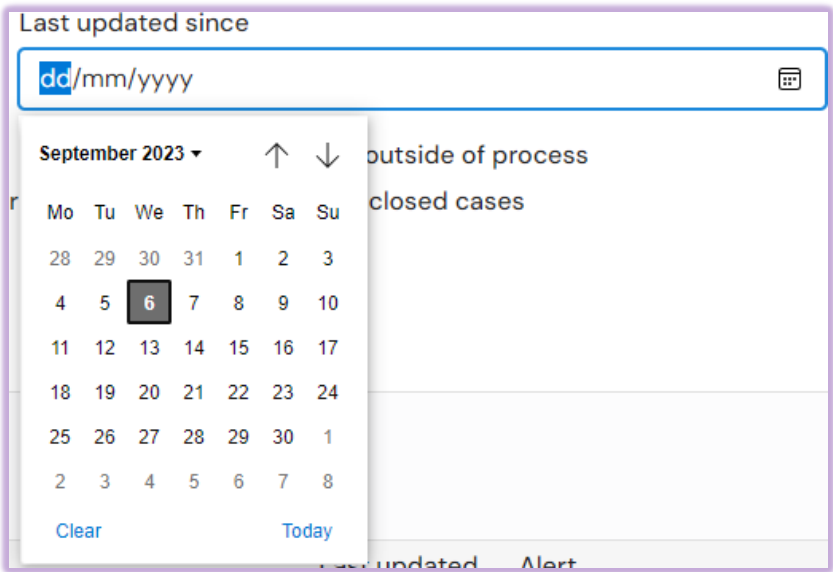
Review : Draft EHCP (not yet shared)

Review : Draft EHCP (shared)

**Education Setting** – Click on All in the Education setting field to view the available education settings. Click to select the required education setting:



**Last updated since** – Type in the date required with a dash between the day, month and year. Alternatively, left click on the field and select the date from the calendar:



Navigate around the calendar using the arrows in the top right and left corners until the correct date is available. Left click on the date to select it.


There are also 10 checkboxes for you to use:

- Impending Deadline
- Overdue Deadline
- Mediation in progress
- Tribunal in progress
- Safeguarding
- Educated Other Than at School
- Looked After Child
- Not in Education, Employment or Training
- Closed outside of Process
- Include closed cases

To clear any filters, click ‘Clear’ all filters button at the top of the filters.

## Viewing a Case File

To view a case, click the Child/Young persons name. The following page will appear:



**Penny Forest**

Date of birth 06 Jan 2019  
Year group Year 4  
Case ID EHC/22/0070  
Status Assessment in progress

**Family**

Parent - Alana Smith  
email  
Parent

**Case co-ordinator**

Coordinator - Alana Smith  
alana.smith-coordinator@idoxgroup.com

**Education setting**

Busy Bees Nursery  
(01234 556677)  
Alana - SENCO

**Notes**

**Key dates**

1. Request

2. Decision

3. Assessment

4. Decision

5. EHC Plan

Assessment decision: 13 Sep 2022

Plan decision due: 01 Jan 2023

### EHC needs assessment process

Following our decision to carry out an EHC needs assessment, we are coordinating the gathering of advice from professionals, like yourself, across health, social care and education.

Everyone being asked to provide advice for the EHC needs assessment must respond within 6 weeks. This timeframe is defined in the Special Education Needs and Disability Regulations 2014.

**Contributing your advice:**

1. On this page, you can access the advice template to complete. Alternatively if this child/ young person is not known to your service, please indicate this to us at your earliest convenience.
2. You can also see who else has been requested to provide advice for this EHC needs assessment. You will be able to view all of the advice submitted once all responses have been received.
3. The advice template for you to complete has been set by us as a way of consistently gathering information from all professionals. You also have the opportunity to upload additional reports / information to support your advice.
4. The information recorded in the advice template will later automatically pre-populate our draft EHC Plan. We may however choose to edit all of the advice received in order to produce a cohesive EHC Plan.
5. At the bottom of this page there are two areas for the child/ young person and the parent, carer or guardian to record their views. Please refer to this content to help inform your advice. [Less...](#)

**Requests for advice**

Name	Job title	Specialism	Requested	Request due	Request completed	Status
Alana - SENCO	SENCo	Education	13/09/2022	25/10/2022		Pending
Alana - Contributor	EP	Social Care	13/09/2022	25/10/2022		Pending <a href="#">Read</a>
Health Team		Health	13/09/2022	25/10/2022		<a href="#">+ Add professional</a>

## Status of the Process

The top of the screen will show what stage of the process the EHC plan is currently at:

1. Request

2. Decision

3. Assessment

4. Decision

5. EHC Plan

Underneath this, key details relevant to the stage of the process will be displayed:

1. Request

2. Decision

3. Assessment

4. Decision

5. EHC Plan

Assessment decision: 13 Sep 2022

Plan decision due: 01 Jan 2023




**Details of the Case**

The left-hand side of the screen can be used to access different parts of the case record.

The top section shows the Child/Young person’s name, Date of Birth, Year group, Case ID and current status of the process as well as a photo if uploaded by a parent/carer/guardian or the case co-ordinator:

Penny Forest



Date of birth

06 Jan 2019

Year group

Year 4

Case ID


EHC/22/0070

Status

Assessment in progress

When you click the 3 dots in the top right and select ‘Edit details’, you will be given more information about the child record:

Penny Forest



Date of birth

06 Jan 2019

Year group

Year 4

Case ID

EHC/22/0070

Status

Review : Draft report

View details

Publish r

EHC

Here you

provided

You will then see the following information:

- Child or young person’s details
- Child or young person’s main contacts (family and involved professionals)
- Current Education Setting
- Previous Education Setting

This is what the screen will look like:

1. Child or young person's details

Tags

☐ Safeguarding

☐ Educated Other Than at School

☐ Looked After Child

☐ Not in Education, Employment or Training

☒ None

First name

Penny

Middle name(s)

UPN

A UPN consists of 1 letter, 11 numbers and 1 number or letter.

Internal system reference

Year Group Offset

0

A value of 0 means the child or young person is in their age expected year group.

NHS Number

Ethnicity

White British

Preferred written language

English

Email address

Address:

Preferred method of contact

☒ Email

☐ Post

Last name

Forest

Preferred name

ULN

Date of birth

06/01/2019

Age in years

4

Year Group

Nursery

Gender

Female

Legal status

No legal status (lives with parent/s)

Preferred spoken language


English

Main telephone

Scroll down to the bottom of the screen and click ‘Cancel’ to go back to the case view.

Below the child details, there are other sections for Family, Case Co-ordinator, Education Setting, Notes & Timeline and Key Dates:

Penny Forest



Date of birth06 Jan 2019

Year groupYear 4

Case IDEHC/22/0070

StatusAssessment in progress

Family

Parent – Alana Smith  
email  
Parent

Case co-ordinator

Coordinator – Alana Smith  
alana.smith+coordinator@idoxgroup.com

Education setting

Busy Bees Nursery  
(01234 556677)  
  
Alana – SENCO

Notes

[Timeline](#)

Key dates

Case start date12 Sep 2022

Decision to assess made on13 Sep 2022

Decision to issue EHCP by01 Jan 2023

Case to be completed by29 Jan 2023

You can expand or collapse each section by clicking the section heading or the arrow at the end of each section header:

Penny Forest



Date of birth

06 Jan 2019

Year group

Year 4

Case ID

EHC/22/0070

Status

Assessment in progress

Family

▼

Case co-ordinator

▼

Education setting

▼

Notes


▼

Key dates

▼

- Family** – This will show the details of any parent, carer, guardian, the young person or advocate who has access to the case
- Case co-ordinator** – This will show the case co-ordinator responsible for overseeing the process
- Education Setting** – This will show the details of the education setting which has access to the case
- Notes** – This is where you can view the case timeline. Click on View details to see this information:

Notes

 [Timeline](#)

**Key Dates** – this will display the key dates in the process, based on the statutory date requirements. For example, it could show the start date of the case, when the decision to assess needs to be made and when the case needs to be completed:

Key dates	
Case start date	12 Sep 2022
Decision to assess made on	13 Sep 2022
Decision to issue EHCP by	01 Jan 2023
Case to be completed by	29 Jan 2023

## How to contribute advice to an EHC needs assessment

If you have been requested to provide advice, you will receive an email to inform you of the request. The email will look similar to this:

Dear Professional Contributor,

Case ID: 3559

You have been requested to provide advice about a child or young person as part of the EHC needs assessment process under Section 36 (1) of the Children and Families Act 2014. To view the case and provide a response, please sign in to your account.

Sign in to your account

Your advice must be provided within 6 weeks of the request date. This timeframe has been set by the time limits in the Special Education Needs and Disability Regulations 2014.

Best regards,  
EHC Hub Team

When you log into the hub, the case will be displayed in your My cases work tray and can be found by using the case reference included in the notification email.

When you click on the case file, the case will open to the “Assessment” stage:

1. Request

2. Decision

3. Assessment

4. Decision

5. EHC Plan

Assessment decision: 13 Sep 2022

Plan decision due: 01 Jan 2023

EHC needs assessment process

Following our decision to carry out an EHC needs assessment, we are coordinating the gathering of advice from professionals, like yourself, across health, social care and education.

Everyone being asked to provide advice for the EHC needs assessment must respond within 6 weeks. This timeframe is defined in the Special Education Needs and Disability Regulations 2014.

Contributing your advice:

1. On this page, you can access the advice template to complete. Alternatively if this child/ young person is not known to your service, please indicate this to us at your earliest convenience.

2. You can also see who else has been requested to provide advice for this EHC needs assessment. You will be able to view all of the advice submitted once all responses have been received.

3. The advice template for you to complete has been set by us as a way of consistently gathering information from all professionals. You also have the opportunity to upload additional reports / information to support your advice.

4. The information recorded in the advice template will later automatically pre-populate our draft EHC Plan. We may however choose to edit all of the advice received in order to produce a cohesive EHC Plan.

5. At the bottom of this page there are two areas for the child/ young person and the parent, carer or guardian to record their views. Please refer to this content to help inform your advice.

Less...

You will see some information at the top of the page to assist you with providing your advice.

If you scroll down the page you will see your advice request.

If this child/ young person is not known to your service, this can be indicated on the advice template.

The assessment page provides access to complete your response and will also see who else has been asked to provide advice. You will be able to view all responses once your (or your team's) response has been submitted.

The advice template for you to complete has been set by the hub as a way of consistently gathering information from all professionals. You can also upload additional documents to support your advice.

The information submitted in the advice template will later pre-populate onto the draft EHC Plan should the local authority decide to issue one. They may however choose to edit all the advice received in order to produce a cohesive EHC Plan. Any changes made while drafting an EHC Plan will not change your original submission of advice at the assessment stage.

At the bottom of this page there are two areas for the child/ young person and the parent, carer or guardian to record their views.

**Requests for Advice**

If you have been requested to provide advice, your name will be displayed in the list below:

Requests for advice							
Name	Job title	Specialism	Requested	Request due	Request completed	Status	Action
Alana - SENCO	SENCo	Education	11 Sep 2023	23 Oct 2023		Pending	
Alana - Contributor	EP	Social Care	11 Sep 2023	23 Oct 2023		Pending	<a href="#">Edit</a>

If the request for advice was originally allocated to a team, and the team manager has allocated the request to you as a member of that team, the request may look like this:

Requests for advice							
Name	Job title	Specialism	Requested	Request due	Request completed	Status	Action
Rosario Picado		Education	29 Mar 2019	10 May 2019	19 Feb 2021	Closed	
Social Care Team West		Social Care	29 Mar 2019	10 May 2019			
Alana - Contributor	EP	Social Care				Pending	<a href="#">Edit</a>

The date of the request and the date your response is due will be displayed, as well as the status of the request for advice.

To enter your advice, click 'Edit':

Requests for advice							
Name	Job title	Specialism	Requested	Request due	Request completed	Status	Action
Alana - SENCO	SENCo	Education	11 Sep 2023	23 Oct 2023		Pending	
Alana - Contributor	EP	Social Care	11 Sep 2023	23 Oct 2023		Pending	<a href="#">Edit</a>

You will see the following page, which will show any notes added to your request for advice by the local authority:

Request for Advice

Assessment process under Section 36 (1) of the Children and Families Act 2014

A decision has been made to carry out an EHC needs assessment for this child or young person and you have been requested to provide advice. If you are to provide advice, please ensure that you do so within the statutory 6 week time frame set out by the SEND Code of Practice 2014.

Back

Download

Save

Submit

Request for Advice and Response Details

The following note is provided with this request by the Case Co-ordinator:

These are notes the Local Authority has added to this Request for Advice.....

\* Are you providing a response on behalf of someone else?

Yes

No

Clear Selection

You will need to specify if you are providing information on behalf of someone else or not; “Yes” or “No”.

If you are providing advice on behalf of someone else, you will need to enter their name and job title/role. If you are not providing advice on behalf of someone else, these details will be added for you from your user profile.

Indicate if information will be being provided, and the reason for this answer (Details). To select your answer, click on the appropriate radio button:

\* Will you provide information & advice for this child/young person?

Yes - Child or young person is known and meets the criteria for an assessment.

Yes - Child or young person has an allocated worker, who will be providing advice.

Yes - Child or young person is not known but meets the criteria for an assessment.

No - Child or young person is known but does not meet the criteria for an assessment.

No - Child or young person is not known and does not meet the criteria for an assessment

No - Other (please state reason)

If your response is part of a request for advice made to a team, this part may not appear to you or has already been completed by your manager.

Below this, there are free text fields for you to provide background details.

The first section has 5 fields to be completed:

- When did the child or young person first come into contact with your organisation?  
(This field is mandatory and must be completed before the advice can be submitted)
- Details of any discussion held between the child or young person and your organisation (if relevant)
- Details of any discussion held between the parent(s) or carer(s) and your organisation (if relevant)

- What has your organisation put in place already to support the child or young person's needs?  
(This field is mandatory and must be completed before the advice can be submitted)
- What has been the effect of any support or strategies already put in place by your organisation?  
(This field is mandatory and must be completed before the advice can be submitted)

Below that, there are 6 more sections, one for each area of need:

	SEN – Communication and Interaction	>
	SEN – Cognition and Learning	>
	SEN – Social, Emotional and Mental Health	>
	SEN – Sensory and/or Physical Health	>
	Health	>
	Social Care	>





Only complete sections which are relevant to your assessment of the child or young person's Special Educational Needs – leaving any advice area empty indicates to the local authority that you have not identified it as an area of need.

There are certain fields that are mandatory. These fields will be indicated with a red asterix. You will not be able to submit your advice unless these fields have been completed.





Click the green arrow beside the area of need you would like it edit, each section has the same layout and structure.

## **Strengths and Needs**

What are the child or young person's strengths related to learning in this area?

**B** *I* U ~~S~~  16 •
 



What are the child or young person's special educational needs related to learning in this area?

**B** *I* U ~~S~~  16 •
 





## Outcomes, Steps and Provisions

**What are the long-term outcomes to be achieved?**  
Long-term targets should include the child or young person's outcomes for the next key stage. Outcomes should be SMART (specific, measurable, achievable, realistic, time-bound) and should specify if they are education or training outcomes.

Remove

Outcome

Outcome

B I U S # 10+ 100 1000

Preparing for adulthood type

Nothing selected

**What are the short-term target(s) to achieve this outcome?**  
Short-term targets should include steps to achieving the child or young person's outcomes over the next year.

Remove

Steps to achieving outcome

Date to be achieved by

dd/mm/yyyy

Add step

If you want to add more steps, click 'Add steps'.

If you want to add more outcomes, click 'Add outcome' at the bottom of the screen.

Remove

Provision

Support Needed

B I U S # 10+ 100 1000

To be provided by

Staff / Student ratio

How much / Quantity

B I U S # 10+ 100 1000

How often

B I U S # 10+ 100 1000

Add provision

If you want to add more provisions, click 'Add provision'.

**Outcome** - Enter the details of the outcome in the text field.

**Preparing for adulthood type** – Select the relevant type(s) from the pick list.

**Steps** – to add a step, click 'Add step'. Enter the step to achieving outcome and the date to be achieved by

**Provision** – Click 'Add provision' button.

There is no limit to the number of Outcomes, Steps or Provision that can be added.

Click 'Save' at the top of the page to save the information you have entered.

Click the X button when you are finished with the section, this will take you back to your advice request home page and you can select another area of need to edit:

Communication and interaction

If a decision is made to provide an education, health and care plan (EHCP), this advice may be used in section B of the EHCP.

What are the child or young person's strengths related to learning in this area?

B

I

U

S

16

Documents

Any additional information to support the advice can be uploaded here:

If you want to add any documents, click 'Add Files':

Select files

Add files to the upload queue and click the start button.

Filename

Size

Status

Drag files here.

Add Files

Start Upload

0 b

0%

You will then need to navigate to the file wherever it is saved on your PC:

Open

This PC > Documents > EHC

Search EHC

Organise

New folder

Downloads

My Document

Pictures

Screenshots

User Guides

User Guides Vers

Idox Software Ltd

OneDrive - Idox S

This PC

3D Objects

Desktop

Documents

Downloads

Name

Status

Date modified

Type

Size

Meeting Notes

28/02/2022 11:51

OpenDocument Te...

5 KB

Supporting Document

29/08/2023 13:25

OpenDocument Te...

5 KB

File name

Supporting Document

All files

Open

Cancel

Click 'Open' and the file will be uploaded. The uploaded file will be displayed:

Documents

Supporting-Document.odt

Select files

Add files to the upload queue and click the start button.

Filename

Size

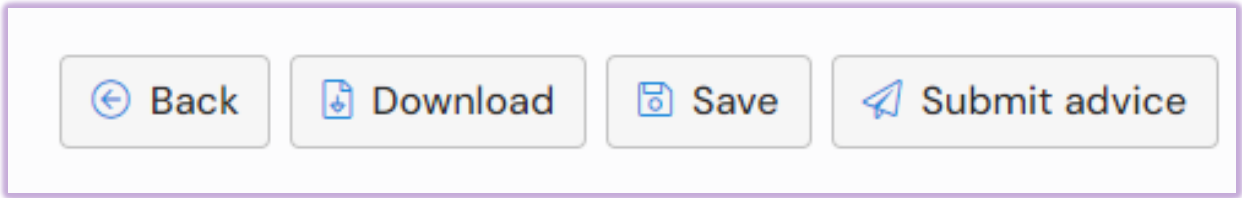
Status

Add Files

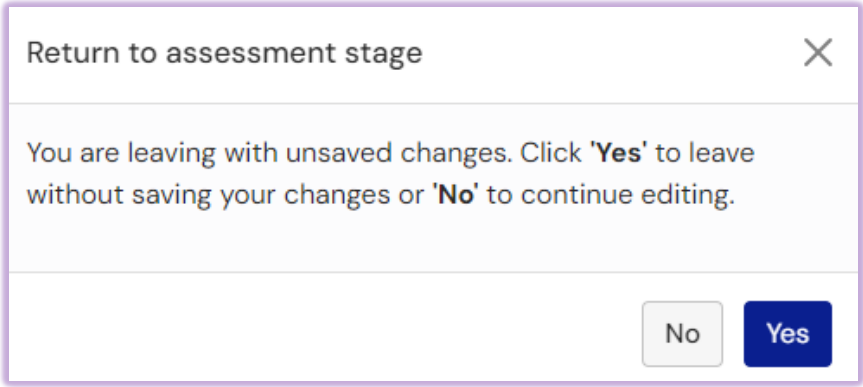
Start Upload

Uploaded 1/1 files

At the top of the screen, there are four options:



**Back** - This will return you to the assessment page (please make sure changes are saved before returning to the assessment page – a warning message will be displayed if there are unsaved changes):



**Download** – it is possible to download a copy of your response as a PDF document. When you click on download, the file can be saved to your device

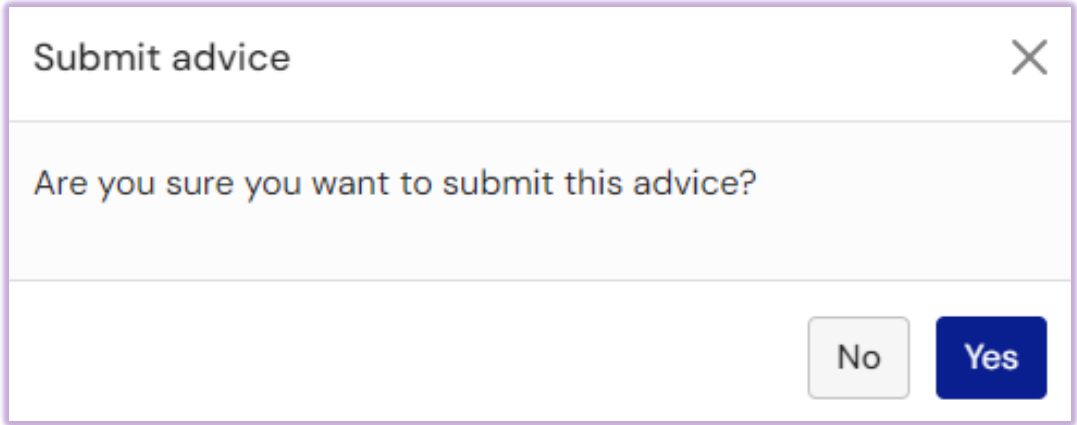
**Save** – allows you to save any information you’ve entered

**Submit advice** – click this when you have entered all your advice and are ready for this to be made available to view

**Submitting Advice**

When you are ready to submit your advice, click ‘Submit advice’.

You will be asked to confirm you wish to submit the advice – once submitted, your response cannot be changed:



When you click Yes, you will be taken to the Assessment page and the display of the Requests for advice will be updated and will change the status from ‘Pending’ to ‘Completed’:


Requests for advice							
Name ↑	Job title	Specialism	Requested	Request due	Request completed	Status	
Alana – SENCO	SENCo	Education	13/09/2022	25/10/2022	06/09/2023	Completed	<a href="#">Read</a>
Alana – Contributor	EP	Social Care	13/09/2022	25/10/2022	06/09/2023	Completed	<a href="#">Read</a>

Having submitted advice towards the assessment, you will be able to read all other professional advice that has been submitted. Click 'Read' beside advice you wish to view, you will also be able to download any submitted advice.


If there is an error in your submission, and the case remains at the assessment stage, it is possible for the case co-ordinator to re-open your response. However, please note that the request completed date will reflect the date of re-submission (if it is different to the date on which you originally submitted your response).

**The Child or Young Person’s Views**


You will also be able to view any information entered for the views of the Child or Young Person:




Things that are important to me  
[Open](#)




Things that are working well at home and school  
[Open](#)




Other information I think is important to know about me  
[Open](#)




Important things to know about my past  
[Open](#)




Things that I enjoy doing  
[Open](#)



How to communicate with me  
[Open](#)



My hope, dreams and aspirations for the future  
[Open](#)



Things I would like to change at home and school  
[Open](#)

A green tick in the top right-hand corner of the section means information has previously been entered this section. To view that information, click 'Open' and it will be displayed:

Things that are working well at home and school


Things that are working well at home and school

These things are working well.....


Maximum number of files = 100

**The Parent, Carer or Guardian’s Views**


You will be able to view any information entered for the views of the Parent, Carer or Guardian:




Important things to know about our family history  
[Open](#)




Things that are working well at home and school  
[Open](#)



Things that are not working well and we would like to change  
[Open](#)



Our hopes and aspirations for the future  
[Open](#)



Other information we think is important  
[Open](#)

A green tick in the top right-hand corner of the section means information has been added or changed as part of this review. To view that information, click 'Open' and it will be displayed:

Important things to know about our family history

Important things to know about our family history  
These are the important things to know.....

Maximum number of files = 100

## **Contact Us**

### **Post:**

Derbyshire SEND Admin  
Derbyshire County Council  
County Hall  
Matlock  
DE4 3AG

### **Email:**

[CS.SENDAdmin@derbyshire.gov.uk](mailto:CS.SENDAdmin@derbyshire.gov.uk)