Leaving or removing a user from a Reading Schools application

How to leave or remover a user from a Reading Schools application

- Go to the Reading Schools website
- Click on the 'Log in' link in the top right corner of the screen
• Fill in your Email address and password, then click on the Log in button at the bottom left of the page

• Click on ‘View’ to see your school application

Welcome Helen Symington

Your dashboard is where you can start a new Reading Schools application or access any previous applications.

You can be a contact and work on more than one school’s Reading School application at the same time.

If you have saved or submitted an application for a Reading School, you will find this in the ‘Your applications’ section.
The lead contact can remove a user by clicking ‘Remove’ beside the user’s name.
A user can leave by clicking on 'Leave' beside their own name.