

Principals – approve your school’s application

1. **Follow the link in the email notification** to go straight to your school’s application.

Go to [Inside the department](#) and add **The Arts Unit Community tile** to essentials for easy access.



The Arts Unit Community

2. Select your school’s **application number** starting A-000 from the homepage.

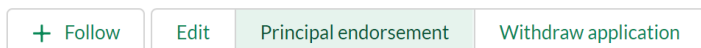
MY APPLICATIONS

Application number

[A-000000394](#)

You can also go to ‘Programs’ and select the relevant program page to find your school’s application and more information.

3. Select ‘**Principal endorsement**’ on the **top right**.



4. Choose ‘**Approved**’ and include any comments. Choose **Next**, then **Finish**. The application status is now **submitted**.

Principal endorsement

As the approving principal, please confirm your approval of this application. Once approved, The Arts Unit can then review the submission.

If you would like to write a comment to the teacher making the application, please add your approval comments below and select 'Finish'.

Approval

--None--

Approved

Declined

Help & support

Please contact the relevant program for enquiries.

For IT help with TAU Community portal, please [log an EdConnect remedy request](#) or email tausupport@det.nsw.edu.au.