

# BULK UPLOAD SHEET

## WHAT INFORMATION MUST BE REPORTED?

Schools **must** report any music copied, arranged or shared to a VLE from print publications or digital downloads. The table below outlines the minimum data required for each reported work.

● Mandatory    
 ● Nice to have    
 ● Not required

		Digital	Physical
A	Own arrangement (Yes / Empty)	●	●
B	Source of Copy <sup>1</sup>	●	●
C	Website	●	●
D	Song title / Musical work	●	●
E	Song writer / Composer name	●	●
F	Original arranger	●	●
G	Music publisher	●	●
H	Publication	●	●
I	ISBN	●	●
J	ISMN	●	●
K	Print publisher	●	●
L	Number of copies	●	●
M	From page	●	●
N	To page	●	●
O	Comments on submission	●	●
P	Reporting date - From (dd/mm/yyyy)	●	●
Q	Reporting date - To (dd/mm/yyyy)	●	●
R	Digital copy (Yes / No)	●	●
S	Digital source	●	●
T	Name of digital platform	●	●
U	Only lyrics were copied (Yes / No) <sup>2</sup>	●	●

<sup>1</sup>For print: Print publication or Single piece of sheet music  
 For digital: PDF download copy or PDF download or purchased from a website  
 From an educational platform: (Charanga, Sing Up or Sparkyard only) Digital platform  
 For anything else: Other

<sup>2</sup>Complete this column only if you have copied lyrics from a physical or digital piece of sheet music. YouTube and any free online lyric sites are not recognised for educational use, and must not be reported.