

NETWORK ACCOUNT REQUEST FOR NON-DISTRICT EMPLOYEES

USER INFORMATION

FULL LEGAL NAME (PLEASE PRINT)

FIRST M.I. LAST

SIGNATURE _____ DATE _____

DISTRICT LOCATION INFORMATION

SCHOOL OR WORK SITE _____

POSITION TITLE _____

(Please be specific, College & Career Consultant, Teaching Intern, MS Administrative Intern, Parent Teacher Association Member, etc...)

START DATE _____ END DATE _____

ASSIGNMENT INFORMATION

YOUR COMPANY/ORGANIZATION: _____

YOUR COMPANY EMAIL: _____

Does your organization have a current MOU or DSA with Highline Public Schools? Y N / MOU DSA

MOU/DSA Title: _____

NON-DISTRICT SUPERVISOR: _____

NON-DISTRICT SUPERVISOR CONTACT PHONE: _____

NON-DISTRICT SUPERVISOR SIGNATURE: _____

DISTRICT SUPERVISOR OR POINT OF CONTACT: _____

DISTRICT SUPERVISOR EMAIL: _____

DISTRICT SUPERVISOR SIGNATURE: _____

For OFFICE use only: (REV TAC 20150903)

- | | |
|---|---|
| <input type="checkbox"/> District computer | <input type="checkbox"/> District email |
| <input type="checkbox"/> Student Information Systems (illuminate, etc.) | <input type="checkbox"/> BusinessPlus finance |
| <input type="checkbox"/> BusinessPlus HR | <input type="checkbox"/> Network storage/share |
| <input type="checkbox"/> Printer/Copier | <input type="checkbox"/> District phone number |
| <input type="checkbox"/> SharePoint pages _____ | <input type="checkbox"/> Department folder _____ |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Administrative Override* |

Account	<input type="checkbox"/> Contractor	<input type="checkbox"/> Consultant	<input type="checkbox"/> Vendor	<input type="checkbox"/> Partner
Classification:	<input type="checkbox"/> Intern (Non- Instructional)	<input type="checkbox"/> Temp	<input type="checkbox"/> Substitute	<input type="checkbox"/> Volunteer
	<input type="checkbox"/> Agent	<input type="checkbox"/> PTSA	<input type="checkbox"/> Intern (Instructional)	<input type="checkbox"/> SRO
	<input type="checkbox"/> OT/PT	<input type="checkbox"/> Nurse	<input type="checkbox"/> Psychologist	<input type="checkbox"/> AgentCert