

NETWORK ACCOUNT REQUEST FOR NON-DISTRICT EMPLOYEES

USER INFORMATION

FULL LEGAL NAME (PLEASE PRINT)

FIRST M.I. LAST

BIRTHDATE ____/____/____ 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 ____/____/____ REQUIRED - 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)

- | | |
|---|---|
| <ul style="list-style-type: none"> ┆ District computer ┆ Student Information Systems (illuminate, etc.) ┆ BusinessPlus HR ┆ Printer/Copier ┆ SharePoint pages _____ ┆ Other _____ | <ul style="list-style-type: none"> ┆ District email ┆ BusinessPlus finance ┆ Network storage/share ┆ District phone number ┆ Department folder _____ ┆ 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 |