Request for Email Account and Other Resources for Contract Employees

For contract employees to qualify for an email account in the ccboe.us/calhoun.k12.al.us domain, they shall have a contract on file with Personnel and perform work for Calhoun County Schools on a regular basis. If Calhoun County Schools has a contract with an agency to send "consultants" to Calhoun County Schools on an as needed basis, they generally do not qualify and should use the email account provided to them by the agency. However, we will review all requests.

Contract Employee legal Name: _____ _____ _____
(First Name) (Middle Name) (Last Name)

Requester: _____ **Department/School:**_____

Start Date: _____ **End Date:** _____

Work to be Performed or Position: _____

Is contract employed through Kelly Services? _____ **Yes** _____ **No** _____**Other**

Has contract employee had background check? _____ **Yes** _____ **No**

Has contract employee been E-Verified? _____ **Yes** _____ **No** _____ **NA**

Other Access Requested: Inow-should have permissions equal to ____ **Teacher**____ **Office**____ **Other**
If other, please specify: _____

SETS Account with permissions equal to _____ **Staff** ____ **Office** _____ **User**

Reason for Request: _____

Signature of Requester: _____

Signature of Administrator: _____

_____**Denied** _____ **Approved Date:** _____
_____**Initials**