

Pittsford Schools

User Request Form: New Hire

User information (please print)

First Name: _____ Last Name: _____ Hire Date: _____

Cell Phone Number: _____

The employee will be contacted to set up an initial password.

Please check all the building(s) that the employee will be working at:

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Allen Creek | <input type="checkbox"/> Park Road | <input type="checkbox"/> Calkins Road Middle | <input type="checkbox"/> Barker Road East |
| <input type="checkbox"/> Jefferson Road | <input type="checkbox"/> Thornell Road | <input type="checkbox"/> Sutherland High | <input type="checkbox"/> LOMB |
| <input type="checkbox"/> Mendon Center | <input type="checkbox"/> Barker Road Middle | <input type="checkbox"/> Mendon High | <input type="checkbox"/> TMF |

Department/Grade Level: _____

- Administrator Teacher Paraprofessional School Nurse Coach Drivers Education Instructor
 Club Advisor Supervisory & Technical Office Professional Custodian Maintenance & Grounds
 Food Service Security Guard Bus Driver Contractor

Regular Substitute (Semester or longer, initiated by Human Resources)

Receives a network account, email account, Infinite Campus account, and Office 365 account

Substituting for: _____ Start and End Date: _____

Please refer to the account matrix for proper rights.

Administrator Signature: _____ **Date:** _____

Routing:

- Copy to Technology Services Office
 Copy to Special Education Director

Human Resources or building administration keeps original copy.