



Raymondville Independent School District

One Bearkat Boulevard, Raymondville, Texas 78580
Phone: (956) 689-2471 • FAX: (956) 689-5869 – Business Office

FINANCE DEPARTMENT SKYWARD USER ID REQUEST FORM

Please print or type form. All blanks must be filled out.

☐ New Employee

☐ Modify Employee Access

☐ Remove Employee Access

EMPLOYEE DATA:

Name: _____ Last 4: _____
Last First MI. Social Security Number Date of Birth

Address: _____
Street Address City State Zip Code Telephone

Job Title: _____ Principal/Director/Coordinator: _____
Signature

Dept/Campus: _____ Dept/Campus Phone # _____

Date Requested: _____ Date Needed: _____

Please indicate the type of job responsibilities the Employee will be performing on Skyward: _____

USE OF SCHOOL DISTRICT INFORMATION

By signing this document, you agree to conduct yourself in a responsible, professional, and appropriate manner while using Raymondville I.S.D. computer resources. You also agree that you will not use Raymondville I.S.D. computer resources for illegal, commercial, or political purpose, that you will treat all data that you have access to appropriately and that you are the only authorized user of your User ID(s).

Employee Signature Date

FINANCE DEPARTMENT USE ONLY

User ID	Password

COMPLETED	RECEIVED
Date Active: / /	
Date Inactive: / /	

Comments: _____