

Request for Email Account and Other Resources for Contract Employees

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

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

Requesting administrator: _____ Department/School: _____

Contract start date: _____ Contract end date: _____

Position / Work to be performed: _____

Is contract employed through EDUStaff? Yes _____ No _____ N/A _____

Individual has completed background check? Yes _____ No _____

Individual has been E-Verified? Yes _____ No _____ N/A _____

Please select appropriate permissions for PowerSchool or Special Programs(SPED) if needed:

PowerSchool: School Admin _____ Teacher _____ Office _____ Counselor _____ Nurse _____

Special Programs: School Admin _____ Teacher _____ Office _____ Counselor _____ Nurse _____

Signature of requesting administrator: _____

Technology Approval:

_____ Approved

_____ Denied Reason for denial: _____

Signature of Technology representative: _____