CONTRACTED/NON-EMPLOYEE

CONTRACTED/NON-EMPLOYEE TECHNOLOGY USER FORM (TUF)
DEPARTMENT OF INFORMATION SYSTEMS

1. PERSONAL INFORMATION (Please Print)

Last Name_____   First Name_____

Building_____   Assignment _____

Start Date_____   End Date _____

2. SERVICE(S) REQUESTED (Check all that apply)

_____   **Copier PIN #**

_____   **Email** (attach Acceptable Use Policy Form (**AUP Form #7542**) if not already on file with DIS)

_____   **eSchoolPLUS** roles will be assigned based on assignment

_____   **WEB TOOLS on PCSD Intranet** Web Tools will be assigned based on assignment

       (Call Slips, ERNIE, EMILY, DINO, SOAP, etc)

_____   **PSSP** for Substitute Special Education Teachers and Therapists ONLY

******Teacher Access Center (TAC)*******

Building Office Staff assigns TAC by adding substitute teacher to the permanent teacher's staff record

3. WHO DID THIS CONTRACTED/NON-EMPLOYEE REPLACE

Effective Date of Change _____

Who Did This Contracted/Non-Employee Replace _____

4. SIGNATURE OF RESPONSIBLE SUPERVISOR/PRINCIPAL

_____

Please Note: ACCEPTABLE USE POLICY (AUP FORM#7542) MUST ACCOMPANY THIS FORM)

ROUTE TO: **Send ORIGINAL TO: DIS @ Central Office, Attn: Susan Iwaszkiw via email (iwaszkiws@parmacityschools.org) and/or (fax: 440-885-8383) Received in DIS _____**