



Student Teacher - User Access Request Form
Teacher Access Center (TAC)
Gradebook

Learning Management Services

PLEASE PRINT LEGIBLY (complete all sections below as needed):

STUDENT TEACHER INFORMATION

LAST NAME: _____ FIRST NAME: _____

SCHOOL: _____

DISTRICT USERNAME: _____ CONTACT PHONE #: _____

START DATE: _____ END DATE: _____

MASTER TEACHER NAME: _____ CONTACT PHONE #: _____

MASTER TEACHER EMPLOYEE ID: _____

Access to these systems will only be granted with the consent of the master teacher.

SECTION A: Teacher Access Center (TAC)

TAC Access ☐ Yes ☐ No _____ (Master Teacher Initials)

SECTION B: Gradebook

Gradebook Access ☐ Yes ☐ No _____ (Master Teacher Initials)

SECTION C: To be read and completed by MASTER TEACHER, ADMINISTRATOR and STUDENT TEACHER.

Sections A and/or B to be completed before administrator signature.

Acknowledgment of Confidentiality and Acceptable Use Provisions

As an employee of the Everett School District #2, I am aware that student and employee data to which I have access must be treated in a confidential manner. I am aware that any breach of confidentiality or abuse of my position may result in disciplinary action. Examples of such data or materials which require confidentiality include, but are not limited to, reports and computer terminal display information. In consideration for the privilege of using and having access to Everett School District information systems, I hereby release the Everett School District #2 from any and all claims and damages of any nature arising from my use of these systems, without limitation. Further, I have read and agree to abide by the Regulations for Acceptable Use of the Everett School District Network, which I have reviewed and understand.

Student Teacher Signature

Date

Master Teacher Signature

Date

Administrator Signature

Date

Attach completed form in [ServiceNow](#) Request and return original form to CRC-LMS, Attn: Forms.

SECTION D: Learning Management Services Department Approval

TAC: _____ Gradebook: _____

LMS Director Signature

Date