

**MiSiS Access Request Form for
SCHOOL-BASED PERSONNEL**



**Los Angeles Unified School District
Information Technology Division**
My Integrated Student Information System (MiSiS)
<http://misis.lausd.net>

Form #: ITD-SEC-FORM-102C
(Rev. 2/21/2014)

Please print all information. All fields are required unless marked 'optional'.

NOTE: This form will ONLY be accepted if...

- You work at a charter school
- You are a solo administrator

Everybody else must apply via EZ Access
<https://ezaccess.lausd.net>

User Role Selection
Use **A** to add one or more user roles.
Use **R** to remove one or more user roles.

ALL Schools

___ Counselor
___ ODA Testing Score User
___ Office Manager
___ Principal
___ Scheduling Administrator
___ School GATE Coordinator
___ Summer School Counselor

___ Teacher (Certificated staff only)

Remove Access from Previous School

(Name of previous school)

Identification (to be completed by the user) Request Date: _____

Name (First) _____ (MI) _____ (Last) _____

Title _____ Employee No. _____

E-mail _____@lausd.net Phone () _____ ext. _____

School/Office Name _____ Location Code _____

Confidentiality Agreement

As a user of the My Integrated Student Information System (MiSiS), I understand that I will have access to confidential student, family, and employee records. In addition:

- **I understand** that I am entrusted with protecting the information within this system, in accordance with LAUSD bulletins 1077.1 (Information Protection Policy) and 2469 (Pupil Records: Access, Confidentiality, and Notice of Educational Rights), and state and federal confidentiality laws.
- **I understand** that I may not discuss information related to records with non-authorized employees.
- **I understand** that I must guard records from being viewed by non-authorized employees.
- **I understand** that sharing my Single Sign-On (SSO) username and password will result in immediate disciplinary action.
- **I understand** that I must meet all requirements of the Acceptable Use Policy (Bulletin 999), located at the bottom-right of the LAUSD website.

Violation of any of the terms above may result in disciplinary action as specified in District bulletins 999 and 1077, as well as legal liability and/or penalty under state and federal confidentiality laws.

User's signature _____ **Date** _____

Site administrator's signature Date Site administrator's job title

Site administrator's full name (please print) Site administrator's e-mail address @lausd.net

⇒ Please note: Site administrators are defined as principals or assistant principals. ⇐

MiSiS Account Notification

Optional: Please also notify the person below once the account is ready for use.

Name _____ Title _____ E-mail: _____@lausd.net

***** MiSiS / ITD Use Only *****

() - Approved () - Disapproved - Reason _____

MiSiS _____ Date ____|____|____ ITD Security _____ Date ____|____|____

Please submit via **FAX (213) 241-8966** (no cover page required)