DATA GOVERNANCE AND SECURITY

Request for Email Account and Other Resources for Contract Employees

For contract employees to qualify for an email account in the conecuhk12.com domain, they shall have a contract on file with Personnel and perform work for Conecuh County Schools on a regular basis. If Conecuh County Schools has a contract with an agency to send "consultants" to Conecuh County Schools on an as needed basis, they generally do not qualify and should use the email account provided to them by the agency. However, we will review all requests.

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

Requester: _____ Department/School:_____
Start Date: _____ End Date: _____

Work to be Performed or Position: _____

Has contract employee had background check? _____ Yes _____ No

Has contract employee been E-Verified? _____ Yes _____ No _____ NA

Other Access Requested:

PowerSchool should have permissions equal to ____ Teacher ____ Office _____ Other

If other, please specify: _____

Reason for Request: _____

Signature of Requester: _____

_____ Denied _____ Approved Date: _____

_____Initials