

Long Term Sub Computer, Email and Gradebook Access Form

This form is to be used to request that a long term sub have access to any of the following items:

- Computers
- Email
- Electronic Gradebook system

These requirements must be met before a long term sub can be created.

- The substitute must be in place for 6 weeks or longer
- Principal must sign off on all requested items of access
- Teacher who is to be absent will give the sub her Gradebook credentials (if Gradebook access has been requested)
- Teacher upon return must agree to change their Gradebook password (if Gradebook access is requested)
- Sub will have to agree to an electronic AUP on initial logon

I _____ From _____
(Principal's signature) (School's name)

Request that _____, _____ with the
(Last Name) (First Name)

Have access to the following items: (circle all that apply)

Computers Email Electronic Gradebook

From _____ to _____
(Start date) (End date)

Today's Date: _____

Send via email or fax to the attention of Margie Rutledge.