



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

**User Role Selection**  
 Type **A**, to add one or more user roles, or **R**, to remove access from a previous school.  
**A** – Add, **R** – Remove.

\_\_\_\_/\_\_\_\_/\_\_\_\_  
 Start Date

\_\_\_\_/\_\_\_\_/\_\_\_\_  
 End Date (Optional)

**Teacher**  
 \_\_\_\_ Teacher  
 (Certificated personnel only.)

**School Office Personnel**  
 \_\_\_\_ Full Read Access  
 \_\_\_\_ School Office – Attendance  
 \_\_\_\_ School Office – Mark Reporting

**Special Functions**  
 \_\_\_\_ School Office – Attendance Plus\*  
 \*Requires addendum

**Options Schools**  
 \_\_\_\_ School Office – Hourly Attendance

**Previous School**  
 \_\_\_\_ Access from previous school

\_\_\_\_\_  
 (School name)

**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 Integrated Student Information System (ISIS), 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 ISIS user name 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 of the LAUSD website (link "AUP").

Violations of the above agreement 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.

Signature \_\_\_\_\_ Date \_\_\_\_|\_\_\_\_|\_\_\_\_

\_\_\_\_\_  
 Principal's signature Date

\_\_\_\_\_  
 Principal's full name (please print) Principal's e-mail address @lausd.net

**ISIS Account Notification**

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

Name \_\_\_\_\_ Title \_\_\_\_\_ E-mail: \_\_\_\_\_@lausd.net

\*\*\*\*\* ISIS / ITD Use Only \*\*\*\*\*

**Special Instructions** \_\_\_\_\_

( ) - Approved ( ) - Disapproved - Reason \_\_\_\_\_

ISIS \_\_\_\_\_ Date \_\_\_\_|\_\_\_\_|\_\_\_\_ ITD Security \_\_\_\_\_ Date \_\_\_\_|\_\_\_\_|\_\_\_\_