

**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>

(Rev. 08/25/2020)

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

NOTE: This form to be used for:

- Users at schools with transitioning administrators

All other users must apply via
OneAccess
<http://oneaccess.lausd.net>

User Role Selection

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

For ALL Schools

- ___ Categorical Programs Coordinator
- ___ Counselor
- ___ Discipline Admin Designee
- ___ Health Office
- ___ Office Manager
- ___ Option School User
- ___ Principal
- ___ School Full Read
- ___ School GATE Coordinator
- ___ School Limited Read
- ___ Scheduling Administrator
- ___ Special Education Provider
- ___ Teacher (Certificated staff only)

Secondary Schools Only

- ___ Counselor Plus
- ___ Sec School Office – Mark Reporting
- ___ Secondary Athletic Director

Summer School Only

- ___ Summer School Counselor
- ___ Summer School District Administrator
- ___ ESY District Administrator

**Remove Access from Previous
School/Location**

(Name of previous school or location)

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 Education 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 User 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) _____@lausd.net
Site administrator's email address

⇒ 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 _____

Attach this form to an online ticket for MiSiS at: <https://lausd-myit.onbmc.com>

For assistance with creating and/or attaching a form to a ticket, please call the ITD Help Desk at (213) 241-5200, option 5.