



**LAUSD EMPLOYEE FORM – ALL REQUIRED (\*) FIELDS MUST BE COMPLETED IN ORDER TO PROCESS**

*Name (Last)		* (First)		(Middle Initial)	
*Employee #			*LAUSD E-Mail Account		
*Position			*Primary Phone		Alternate Phone
*School/Office (all assigned schools)					
*Location Code(s)					

**NEW USERS COMPLETE THIS SECTION: (\*Check One)**

Administrator	<i>Principal, Assistant Principal, APEIS, APSCS</i>
Bridge Coordinator	
Dean/Counselor	<i>Secondary Only</i>
SDP IEP Case Manager	<i>Special Day Program Teacher or Transition Service Facilitator (TSF) with manager access</i>
RSP IEP Case Manager	<i>Resource Specialist Teacher (RST) with manager access</i>
Special Ed Assistant	<i>BII's Only (Service Tracking Access)</i>
Other IEP Access	<i>Special Ed Clerk Central/Local District Classified HCA Other:</i>
Nurse: (School, LVN, etc.)  <i>Provider Type:</i>	<b>Required:</b> Immediate Supervisor:  _____ <i>Print Name (This person will assign you to all your locations)</i>
DIS/Related Service Provider (APE, LAS, Psychologist, etc.)  <i>Provider Type:</i>	<b>Required:</b> Related Service Immediate Supervisor:  _____ <i>Print Name (This person will assign you to all your locations)</i>

**REQUIRED SIGNATURES:** Your application will be rejected if either signature below are missing. Only Directors and Principals can sign their own application.

*I understand that I have access to confidential student records and I cannot discuss or share these records with unauthorized personnel.*

**\*Agreed:**

_____	_____	_____	_____
(Print) User's Name	Signature	Title	Date

**\*Approved:**

_____	_____	_____	_____
(Print) User's Name	Signature	Title	Date

**CHANGE/DELETE EXISTING ACCOUNT**

Remove Location(s):	
Change of Location: <i>From:</i>	<i>To:</i>
Change Title/Role: <i>From:</i>	<i>To:</i>
No longer an Employee ( <i>Inactivate User</i> )	

**Approved:**

_____	_____	_____	_____
(Print) User's Name	Signature	Title	Date

**TRAINING AND SUPPORT**

*For Welligent training, sign up through MyPLN by logging into <https://achieve.lausd.net/mypln> with your Single Sign-On account.  
 If you need an e-mail account or forgot your e-mail password call the ITD Helpdesk at (213) 241-5200 option 2.  
 Questions? Call the Welligent Support Section at (213)241-5200 option 8.*

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