

TEAMS **Student** Information System Access Request

If you have questions or need assistance completing this form please contact: [Leila Gale](#) 877-7422 or [Estela Jimenez](#) 877-7567.

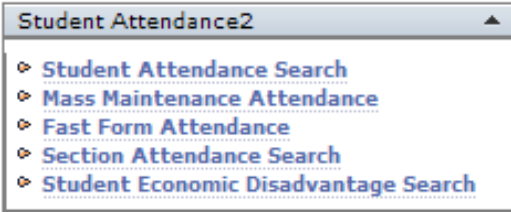
To be completed by Requestor:

| | | |
|---|--|-------------|
| 1. Campus/Location: _____ | 2. Date: _____ | |
| 3. Requested by: _____ | 4. Title: _____ | |
| 5. Employee(s) for whom the access is being requested: | | |
| Name and Title: _____ _____ _____ | Name and Title: _____ _____ _____ | |
| 6. Add | Change | Remove |
| 7. Student Menus: (Check one or more. Click on link to view sample menu.) | | |
| Attendance | Contact Maintenance Only | |
| Discipline | Enrollment | |
| Grading | Grading Setup | |
| Master Schedule Administration | Scheduling | |
| Student Transcripts/Rank/GPA | View Student Information | |
| View Student Transcripts | | |
| 8. Approval: | | |
| Campus/Dept Administrator Signature: _____ | | Date: _____ |

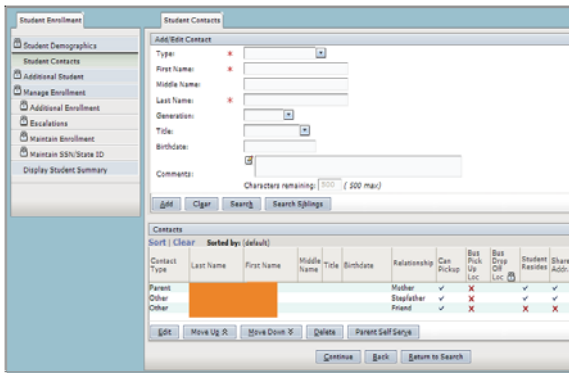
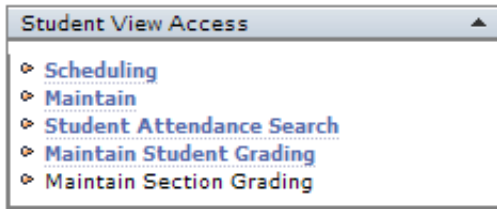
To be completed by School Resources Division:

| |
|---|
| Date of Receipt: _____ |
| School Resources Division Approval: _____ Date: _____ |
| PEIMS Coordinator: _____ Date: _____ |
| Completed by: _____ Date: _____ |

Student Attendance (Attendance Clerks):



Student Contact Maintenance Only (via Maintain)-To Update Contact Information Only:



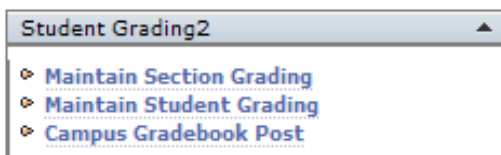
Student Discipline (Discipline Clerks):



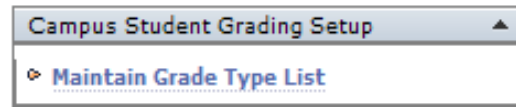
Student Enrollment (Enrollment Clerks):



Student Grading (Grading Clerks):



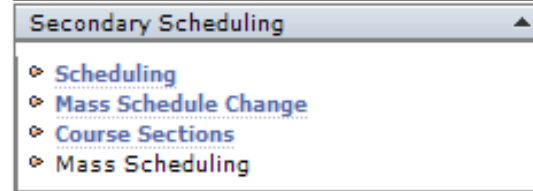
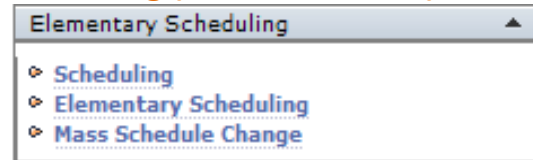
Campus Student Grading Setup(Grading Clerks):



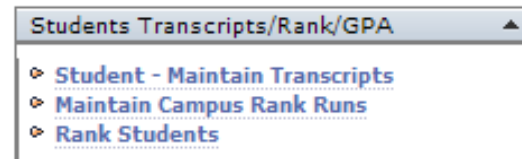
Student Master Schedule Administration (Campus Admin & Lead Counselors Only):



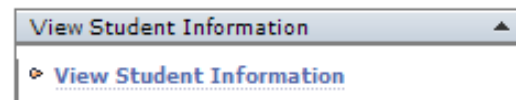
Scheduling (Schedule Clerks):



Student Transcripts/Rank/GPA (Registrars):



View Student Information (Campus/Dept Admin):



View Student Transcripts (Campus/Dept Admin):

