

MCS D SYSTEM DISABLE/DEACTIVATE/SUSPEND REQUEST

Staff Name: _____ Eff Date: _____ Staff Id: _____

Staff Position: _____ Staff Location: _____

Circle One: EMPLOYEE SUB SCBOCES Contractor/Consultant/Other

Reason: Retirement Resignation Termination Suspension

Request received from: _____

Date: _____ Format: _____

Systems	Handled by	Date Disabled	Technology Staff Use	Handled by	Date Disabled
<input type="checkbox"/> SafeSchoolsNY	_____	_____	<input type="checkbox"/> AD Login/email	_____	_____
<input type="checkbox"/> StaffTrac	_____	_____	<input type="checkbox"/> Wireless	_____	_____
<input type="checkbox"/> NWEA	_____	_____	<input type="checkbox"/> Archive enabled	_____	_____
<input type="checkbox"/> Tripod	_____	_____	<input type="checkbox"/> CLASSLINK	_____	_____
<input type="checkbox"/> SchoolMessenger Admin	_____	_____	<input type="checkbox"/> Email Groups	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/> Phone	_____	_____
<input type="checkbox"/> IEP Direct	_____	_____	<input type="checkbox"/> Voice Mail	_____	_____
<input type="checkbox"/> LEXIA	_____	_____	<input type="checkbox"/> Phone Directory	_____	_____
<input type="checkbox"/> Wisk & Wyatt	_____	_____	<input type="checkbox"/> Schooltool	_____	_____
<input type="checkbox"/> RTIM	_____	_____	<input type="checkbox"/> Schoology	_____	_____
<input type="checkbox"/> HMH SAM	_____	_____	<input type="checkbox"/> My Learning Plan	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/> iPad	_____	_____
<input type="checkbox"/> WinCap	_____	_____	<input type="checkbox"/> Apple ID	_____	_____
<input type="checkbox"/> EDOC	_____	_____	<input type="checkbox"/> Help Desk	_____	_____
<input type="checkbox"/> SchoolDude-Room Res	_____	_____	<input type="checkbox"/> Equipment	_____	_____
<input type="checkbox"/> Board Doc	_____	_____	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Aesop	_____	_____	<input type="checkbox"/> Brain POP	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/> Castle Learning	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/> Discovery Ed	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/> Edmentum	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/> Exam Gen	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/> Gizmos	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/> Lifetouch	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/> Proj Wisdom	_____	_____
<input type="checkbox"/> SECURITY NOTIFIED	_____	_____	<input type="checkbox"/> Ready A-Z	_____	_____
<input type="checkbox"/> PLANT OPS NOTIFIED	_____	_____	<input type="checkbox"/> Learning.com	_____	_____
<input type="checkbox"/> FOOD SERV NOTIFIED	_____	_____	<input type="checkbox"/> Sullivan Lib DB	_____	_____
<input type="checkbox"/> TRANSPORTATION	_____	_____	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	_____	_____
<input type="checkbox"/> Bldg Principal Notified	_____	_____	<input type="checkbox"/>	_____	_____
(Reading Horizon, Super Kids, Naviance, HMH SAM)			<input type="checkbox"/>	_____	_____
			<input type="checkbox"/>	_____	_____
			<input type="checkbox"/>	_____	_____
			<input type="checkbox"/>	_____	_____

NOTES: