

TEACHER eSIS | GRADEBOOK ACCOUNT REQUEST FORM

CHECK ALL THAT APPLY: <input type="checkbox"/> ESIS ACCT <input type="checkbox"/> GRADEBOOK ACCT <input type="checkbox"/> OR SPED ACCT				EXISTING USER ACCT MODIFICATION REQUEST: <input type="checkbox"/> LOCATION CHANGE <input type="checkbox"/> NAME CHANGE	
EMPLOYEE ID# (REQUIRED)	LAST NAME	FIRST NAME	MI	WORK PHONE #	
PREVIOUS NAME [FOR USER NAME CHANGES ONLY]			PREVIOUS SCHOOL(S) /DEPARTMENT(S) [FOR THOSE MOVING TO NEW LOCATION]		
CURRENT SCHOOL(S) / DEPARTMENT(S) – If multiple locations, please list all			JOB TITLE -- INCLUDE SUBJECT TAUGHT & GRADE LEVEL(S)		
WORK EMAIL ADDRESS (REQUIRED)*		*Note to PPS Employees: To obtain an email account, go to the PPS intranet site at: http://www.pps.k12.or.us/departments/information-technology/1247.htm . Fax to x63162 or Pony to: BESC, IT Dept attn: IT Accounts.			
SUPERVISOR NAME PRINTED		SUPERVISOR SIGNATURE		SUPERVISOR EMAIL ADDRESS	
		X			
CONFIDENTIALITY REQUIREMENTS: Access to eSIS is limited to those who have a “legitimate educational interest” as defined by federal and state law as well as District policy (2.50.021 AD). Information or access to student information is not to be made available to any other person including students, volunteers, or non-school agencies without express written permission of the legal parent/guardian. Direct questions regarding this policy to your school administration or the District General Counsel.					
I acknowledge that student information is confidential, and I will not inappropriately use or discuss said information. I will keep my account password(s) secure and not allow anyone else to use it. I will lock my account, or log out when I am not using the system(s). I understand that if I fail to abide by these laws and policies my privileges may be suspended or revoked and appropriate disciplinary or legal action may be taken.					
EMPLOYEE SIGNATURE			DATE		
X					

STEP 1: COMPLETE TEACHER CHECKLIST (check and fill out all that apply below)

- Yes, I have signed up and received EdBox Training (Middle & High Schools Only)
- I job share with the following teacher: (print name) _____
- I job share for the following courses: (print course name & code #, if possible) _____
- I am substituting for a teacher: (print teacher name on leave) _____
- ACTION REQUIRED: Give this form to the school secretary or data clerk to complete Step 2.**



NOTE: eSIS Training is not required, but is available online via the [PPS Learning Campus](#) to learn how to input grades and attendance via the Teacher Assistance module. To register for a course (eSIS for Elementary Teachers or eSIS for Secondary Teachers), use your email login name and password.

STEP 2: COMPLETE SCHOOL OFFICE STAFF CHECKLIST (#1-3 below must be completed by the School Secretary or Data Clerk)

- 1. Teacher name has been added to eSIS (via Staff Maintenance > Staff Details – Last Name, First Name, Middle Initial, Gender)
- 2. Teacher PPS Employee ID# has been inputted (via Staff Maintenance > Staff Details)
- 3. Teacher has been assigned to homeroom and/or courses in eSIS (via Hrm Maintenance, and/or Course Section Maintenance)



Completed by: _____ Date: _____
 (Print School Secretary or Data Clerk Name)



NOTE: To avoid delays, school office staff must complete the checklist items above prior to submitting this form.

STEP 3: CHECK YOUR EMAIL INBOX (IT Security will send your login information via email when completed)

To avoid confusion & delay, either submit the form via fax: 503.916.3162, OR pony it to the BESC, L1, attn: SIS Support, not both

FOR IT USE ONLY

SIS APPROVER INITIALS		DATE	USER ID	eSIS USER NAME	SCHOOL LOCATION(S)	
TRAINED	PS EMP # VERIFIED	STAFF MAINT VERIFIED	EMAIL PWD VERIFIED	GRADEBOOK GENERATED	USER EMAILED	INITIALS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DATE: _____	DATE: _____	