

**MiSiS Access Request Form for
REGION AND
CENTRAL OFFICE STAFF**



(Rev. 08/20/2024)

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

User Role Selection

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

ITS and ODA Employees Only

ODA Testing Score Administrator

ODA Testing Score User

District Offices

Athletic Director

Behavior Emergency Administrator

CTE District Administrator

District Administrator

District American Indian Program

District Limited Read

District Migrant Education

District SSPT

Enrichment Administrator

GATE Office Administrator

HR Credentialing

Multilingual and Multicultural Education Dept

NPS District Administrator

Nursing Office Administrator

Operations Administrators

Option School District Administrator

Option School User

School Police

Transportation Administrator

Transportation Requestor (Magnet Off.)

Secondary Schools Only

CTE Scheduling Administrator

CTE Teacher

Special Education

District Special Education Provider

SPED CDS Director

SPED CDS School Administrator

SPED Placement Administrator

SPED Placement Program Specialist

SPED Viewers

Student Health & Human Services

Pupil Services – Administrator

Pupil Services – Homeless

Pupil Services – SARB

Pupil Services – School Based

Student Discipline & Expulsion Support Unit

Student Support Administrator

Student Support – School Based

Remove Access from Previous School

(All school user roles will be removed automatically when new roles are granted for Central Office staff.)

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 (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. ⇩

SHHS Coordinator name _____ SHHS Coordinator signature _____

MiSiS Account Notification (Optional: Please also notify the person listed below once the account is ready for use.)

Name _____ Title _____ E-mail: _____@lausd.net

***** MiSiS / ITS Use Only *****

() – Approved () – Disapproved – Reason _____ MiSiS _____ Date ____|____|____

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

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