

Request for **Connect** User ID  
School/Community of Schools/Region Access

Los Angeles Unified School District  
Connect Notification System

**SECTION 1: TO BE COMPLETED BY THE REQUESTOR**

Please complete all information electronically. All fields are required.

- Name (First) \_\_\_\_\_ (MI) \_\_\_\_ (Last) \_\_\_\_\_
- Title: \_\_\_\_\_ LAUSD Employee # \_\_\_\_\_
- LAUSD Email: \_\_\_\_\_ @laUSD.net (Only LAUSD email addresses accepted.)
- School, CoS or Local District Name: \_\_\_\_\_
- Location Code: \_\_\_\_\_ Region: \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_

**Submission / Agreement (to be agreed to and signed by requestor)**

As a user of the Connect notification system application, 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 Educational 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 LAUSD Connect User Name and Password will result in immediate disciplinary action.
- I understand that I must meet all requirements of the "Acceptable Use Policy" (Bulletin 999), located at <http://www.lausd.org>.

Violation of any of the terms above may result in disciplinary action as specified in District Bulletins 999, 1077, and 2469 as well as legal liability and/or penalty under state and federal confidentiality laws.

**Agreed/Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SECTION 2: Connect – Account Type**

*Connect allows Schools, Community of Schools or Regions to send General, Attendance and Emergency communications to families and employees within their site(s).*

- **User ID Request:** (Select  one of the listed options)    **New**     **Move** (Complete below)     **Delete**

• **Move from:** \_\_\_\_\_

**Move to:** \_\_\_\_\_

**SECTION 3: Principal / Community of Schools / Region Administrator Approval**

**Blackboard Connect** access must be approved by the School, Community of Schools or Local District Administrator or designee.

- School/CoS/Reg Administrator **NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_
- School/CoS/Reg. Administrator **EMAIL ADDRESS:** \_\_\_\_\_ @laUSD.net

The signature below authorizes the requestor in Section 1 **Connect** access:

• **Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CONNECT OFFICE ONLY**

User Name: _____	Role: <input type="checkbox"/> School Standard User	<input type="checkbox"/> School Standard1 User (Top)
<input type="checkbox"/> Training Email Sent	<input type="checkbox"/> Location Change	From: _____ To: _____
<input type="checkbox"/> Welcome Email Sent	Account Created By: <input type="checkbox"/> JA <input type="checkbox"/> YL	Date: _____ / ____ / ____

Email Completed Form to [Yesenia.Lopez@lausd.net](mailto:Yesenia.Lopez@lausd.net), [Janet.Akiyama@lausd.net](mailto:Janet.Akiyama@lausd.net) and [Paul.ishimaru@lausd.net](mailto:Paul.ishimaru@lausd.net)  
Los Angeles Unified School District-Connect Office