



## Request to Correct Meeting Patterns for Past Days

This form is to be completed by the school staff when meeting patterns for past days need to be corrected. Users must open an online ticket at <https://lausd-myit.onbmc.com>, select *Request Software Application Technical Support*, and attach this fully completed form along with the requested documents. For further assistance or questions, users can call the MiSiS Helpdesk at (213) 241-5200, Option 8. *Prior to submitting this request, please ensure the correct Period Groups exist.*

***All fields are required. Please print or type all information.***

School Name: \_\_\_\_\_ Cost Center Code: \_\_\_\_\_ LD \_\_\_\_\_ Request Date: \_\_\_\_\_

Principal's Name: \_\_\_\_\_ Principal's Email: \_\_\_\_\_

Please provide a reason for the requested change(s).

Date	Period Group Name	Period(s)

Principal's Signature: \_\_\_\_\_

Name of HelpDesk Agent, if known \_\_\_\_\_ Ticket Number \_\_\_\_\_  
(Required)