

Request for **Blackboard Connect** User ID
School/Local District Access

Los Angeles Unified School District
School Operations Division
Blackboard Connect Notification System

SECTION 1: TO BE COMPLETED BY THE REQUESTOR

Please complete all information electronically.

* Required fields

* Name (First) _____ (MI) _____ (Last) _____

* Title: _____ *LAUSD Employee # _____

* LAUSD Email: _____ @lausd.net (Only LAUSD email addresses accepted.)

* School/Local District Name: _____

* Location Code: _____ *Local District: _____ *Telephone # (_____)

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

As a user of the **Blackboard 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 1077.1 (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 Blackboard 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.net>.

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.

*Requestor Agreed/Signed:

*Date:

SECTION 2: Blackboard Connect – Account Request Type and Statement of Purpose

Blackboard Connect allows for the sending of General, Attendance and Emergency communications to families and employees.

* User ID Request: (Select one of the listed options) New Change Delete

• Purpose for Access: _____ In Place of: _____

SECTION 3: Principal/Local District Administrator Approval

School requests for **Blackboard Connect** access must be approved by the Principal or designee; Local District requests by the Local District Administrator or designee.

* Principal/Local District Administrator NAME: _____ *TITLE: _____

* Principal/Local District Administrator EMAIL ADDRESS: _____ @lausd.net

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

* Authorized Signature:

*Date:

SCHOOL OPERATIONS / BLACKBOARD CONNECT USE ONLY

Received:	<input type="checkbox"/> AG	<input type="checkbox"/> CR	<input type="checkbox"/> PI	Date:	/ /	Emailed To:	<input type="checkbox"/> CR	<input type="checkbox"/> PI
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:		
Account Created By:	<input type="checkbox"/> CR	<input type="checkbox"/> PI	Date:	/ /				

UPDATED 06/2015

Fax the Approved Form to **(213) 241-8486**
Los Angeles Unified School District
School Operations Division – Blackboard Connect
Beaudry Building, 18TH Floor