

# RADNOR TOWNSHIP SCHOOL DISTRICT



## NETWORK RESOURCE REQUEST FORM

Complete this form in its entirety and return it to the Technology Department in the Administration building.

Is this a new employee?	If yes, is this a temporary employee?
Employee Name: _____	Date resource to begin _____ end _____
Building: _____	
Employee Group: _____	If LTS replacing whom : _____
Job Title: _____	
Grade Level or Department _____	Phone number/extension: _____

Briefly describe the reason for the request:

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Select the resource(s) being requested. For folder access, specify Read or Update.

Resource*	✓	Resource*		✓
District Email	<input type="checkbox"/>	eSchoolPLUS (SunGard login)	<input type="checkbox"/>	<input type="checkbox"/>
Email group(s) required:	<input type="checkbox"/>	Student Maintenance	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Attendance	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Discipline	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Mark Reporting	<input type="checkbox"/>	<input type="checkbox"/>
Group-shared network folders:	<input type="checkbox"/>	Scheduling	<input type="checkbox"/>	<input type="checkbox"/>
Building:	<input type="checkbox"/>	Transportation	<input type="checkbox"/>	<input type="checkbox"/>
Admin Workgroups folder(s):	<input type="checkbox"/>	Transcripts	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Student Activities	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Schoology	<input type="checkbox"/>	<input type="checkbox"/>
ShoreTel phone system	<input type="checkbox"/>	Teacher Access Center-TAC	<input type="checkbox"/>	<input type="checkbox"/>
Replacing a current extension? _____	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Voicemail only?	<input type="checkbox"/>	Business functions (ProSoft-Harris)	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Budgetary Accounting	<input type="checkbox"/>	<input type="checkbox"/>
Schoolwires (rtsd.org login)	<input type="checkbox"/>	Requisitions	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Personnel	<input type="checkbox"/>	<input type="checkbox"/>
IEPPlus	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Performance Tracker/NWEA/PVAAS	<input type="checkbox"/>	<input type="checkbox"/>

***Has employee read the RTSD Policies 815, 815.1, 829? Yes / No***

To be processed, this request must be completed and signed by the following:

Administrator/Supervisor:

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Date of Request:

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