

# Request for Email Account and Other Resources for Contract Employees

*For contract employees to qualify for an email account in the ccboe.us domain, they shall have a contract on file with Calhoun County Schools(CCS) human resources and perform work for CCS on a regular basis. If CCS has a contract with an agency to send "consultants" on an as needed basis, they generally do not qualify and should use the email account provided to them by the agency. However, the CCS Technology Department will review all requests.*

Contract Employee Legal Name: \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

Requesting administrator: \_\_\_\_\_ Department/School: \_\_\_\_\_

Contract start date: \_\_\_\_\_ Contract end date: \_\_\_\_\_

Position / Work to be performed: \_\_\_\_\_

Is contract employed through EDUStaff? Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

Individual has completed background check? Yes \_\_\_\_\_ No \_\_\_\_\_

Individual has been E-Verified? Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

Please select appropriate permissions for PowerSchool or Special Programs(SPED) if needed:

PowerSchool: School Admin \_\_\_\_\_ Teacher \_\_\_\_\_ Office \_\_\_\_\_ Counselor \_\_\_\_\_ Nurse \_\_\_\_\_

Special Programs: School Admin \_\_\_\_\_ Teacher \_\_\_\_\_ Office \_\_\_\_\_ Counselor \_\_\_\_\_ Nurse \_\_\_\_\_

Signature of requesting administrator: \_\_\_\_\_

Technology Approval:

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied Reason for denial: \_\_\_\_\_

Signature of Technology representative: \_\_\_\_\_