

Hempstead Public Schools



Network Security and Approval Form

Section 1 – General Staff Demographics

First Name	
Last Name	
Assigned School	
Department	
Job Title	
Employee ID	
Date of Board Education Appointment	
NYS TEACH ID #	

Section 2 – Technology Systems Access Request

Network Login		Email	
AESOP		My Learning Plan	
PowerSchool		Power Teacher	
Instructional Data Warehouse (IDW)		Timepiece	
finance Manager			
Other			
Approval:		Assistant Superintendent for Human Resources	

Section 3 – Employees Leaving the District

The employee listed above is leaving the District and his/her account should be disabled as follows:			
Exit Date (BOE Meeting)		Immediate Inactivation	
Approval		Assistant Superintendent for Human Resources	