



LAUSD EMPLOYEE FORM – ALL REQUIRED (*) FIELDS MUST BE COMPLETED IN ORDER TO PROCESS

*Name (Last)		* (First)		(Middle Initial)	
*Employee #			*LAUSD E-Mail Account		
*Position			*Primary Phone	Alternate Phone	
*School/Office (all assigned schools)					
*Location Code(s)					

NEW USERS COMPLETE THIS SECTION: (*Check One)

Administrator	<i>Principal, Assistant Principal, APEIS, APSCS</i>
Bridge Coordinator	
Dean/Counselor	<i>Secondary Only</i>
SDP IEP Case Manager	<i>Special Day Program Teacher or Transition Service Facilitator (TSF) with manager access</i>
RSP IEP Case Manager	<i>Resource Specialist Teacher (RST) with manager access</i>
Special Ed Assistant	<i>BII's Only (Service Tracking Access)</i>
Other IEP Access	<i>Special Ed Clerk Central/Local District Classified HCA Other:</i>
Nurse: (School, LVN, etc.) Provider Type:	Required: Immediate Supervisor: <hr/> <i>Print Name (This person will assign you to all your locations)</i>
DIS/Related Service Provider (APE, LAS, Psychologist, etc.) Provider Type:	Required: Related Service Immediate Supervisor: <hr/> <i>Print Name (This person will assign you to all your locations)</i>

REQUIRED SIGNATURES: Your application will be rejected if either signature below are missing. Only Directors and Principals can sign their own application.

I understand that I have access to confidential student records and I cannot discuss or share these records with unauthorized personnel.

***Agreed:**

(Print) User's Name	Signature	Title	Date
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***Approved:**

(Print) User's Name	Signature	Title	Date
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CHANGE/DELETE EXISTING ACCOUNT

Remove Location(s):	
Change of Location: <i>From:</i>	<i>To:</i>
Change Title/Role: <i>From:</i>	<i>To:</i>
No longer an Employee (<i>Inactivate User</i>)	
*Approved:	
(Print) User's Name	Signature Title Date

TRAINING AND SUPPORT

For Welligent training, sign up through MyPLN by logging into <https://achieve.lausd.net/mypln> with your Single Sign-On account.
 If you need an e-mail account or forgot your e-mail password call the ITD Helpdesk at (213) 241-5200 option 2.
 Questions? Call the Welligent Support Section at (213)241-5200 option 8.

Attach this form to an online ticket for Welligent Support at: <https://lausd-myit.onbmc.com>