



**SCHOOL EXCEPTIONS**

Please print all information. All fields are required unless marked 'optional'. **Please submit to [Focus@LAUSD.net](mailto:Focus@LAUSD.net).**

YOU **MUST** HAVE ACCESS TO MISIS BEFORE APPLYING FOR ACCESS TO FOCUS REPORTING & DASHBOARDS.

**Access Selection**

Use an 'X' to mark the user role for which you are applying.

**Please check one.**

School Level – Composer

School Level – Read Only

**Note:** *Read Only* role provides permissions to view dashboards and reports in the catalog. *Composer* role provides permissions to access and edit reports for personal use and read only access to dashboards.

**Identification (To be completed by the user)**

Request Date: \_\_\_\_\_

Name (First) \_\_\_\_\_ (M) \_\_\_\_\_ (L) \_\_\_\_\_

Title \_\_\_\_\_ Employee Number \_\_\_\_\_

E-Mail \_\_\_\_\_@lausd.net Phone \_\_\_\_\_

School/Office Name \_\_\_\_\_ Cost Center Code \_\_\_\_\_

**Confidentiality Agreement**

**As a user of the Focus Reporting & Dashboards 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 Single-Sign-On (SS) username 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 the bottom-right of the LAUSD website.

Violation of any of the terms above may result in disciplinary action as specified in District bulletins 999 and 1077, as well as legal liability and/or penalty under state and federal confidentiality laws.

User's signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Principal's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Employee No.

\_\_\_\_\_  
Principal's full name (please print)

\_\_\_\_\_  
Principal's e-mail address @lausd.net

**Focus Reporting & Dashboards Account Notification**

Optional: Please also notify the person below once the account is ready for use.

Name \_\_\_\_\_ Title \_\_\_\_\_ E-mail \_\_\_\_\_@lausd.net

\*\*\*\*\* Focus / ITD Use Only \*\*\*\*\*

( ) – Approved ( ) – Disapproved – Reason \_\_\_\_\_

Focus Reporting & Dashboards \_\_\_\_\_ Date \_\_\_\_|\_\_\_\_|\_\_\_\_