



Removing MiSiS Access from Former Employees



School Name: _____ Location Code: _____

Contact Person/Title: _____ Request Date: _____

Phone: _____ Email Address: _____@lausd.net

Please remove all MiSiS Access from the following employees:

Employee Name (First/Last)	Employee ID
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____

Principal's Name: _____

Principal's Signature: _____ Date: _____

Email address: _____@lausd.net *(Note: Principal will receive an e-mail confirming the changes.)*

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

For assistance with creating and/or attaching a form to a ticket, please call the ITD Help Desk at (213) 241-5200, option 5.