



Reach Each Child

# Pulaski County Public Schools

## Office of the Information Technology

89 Commerce Street, Pulaski, Virginia 24301

School or SBO Department Name: \_\_\_\_\_

To access the administrative side of PowerSchool, the employee's Principal/Cabinet Officer must complete this form with appropriate signatures and return to the Information Technology Department. By signing this form the employee certifies they have read and understand both FERPA and HIPPA regulations and disclosing student information to unauthorized individuals is in violation of both state and federal regulations.

**Principal/Cabinet Officer is required to coordinate with the IT Director prior to conducting any training. Whether the individual meets the criteria to have access will be a joint decision between the Principal/Cabinet Officer and the IT Director.**

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Cabinet Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Cabinet Officer, please describe the duties the employee will perform that requires access to the administrative side of PowerSchool.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Area trained in: \_\_\_\_\_

Trainer's Name: \_\_\_\_\_

Trainer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Information Technology: \_\_\_\_\_ Date: \_\_\_\_\_

Approval

Disapproval