You can type your information online. Print form for signatures and send via school mail or fax to the DSS / MyData office.

Identification (to be completed by the user)   Request Date: ____/____/ _____

Name (First) _____ (MI) _____ (Last) _____ _____

- Employee # __ __ __ __ __ __ __ __   Job Class Code _____ Title _____ ____

- LAUSD email: _____@lausd.net (* *Only LAUSD email address accepted*)

- School/Office Name _____ Phone # (_____) _____ - _____ x_____

- Location Code(s) _____ Local District ____ Building _____ Room # _____

Submission/Agreement (to be agreed to and signed by user)

By logging in to the Decision Support System, I understand that I will have access to confidential student and personnel records and agree that:

- I will not take any action that will jeopardize the security of these records,
- I will not discuss with non-authorized personnel any information regarding these records,
- I will not allow these records to be reproduced in any form or viewed by non-authorized personnel, and
- I understand that the use of LAUSD computer equipment, software, and information will be restricted to District-approved work only, and that I will be the only one authorized to use the UserID.

Agreed/signed _____ Date ____/____/____

Endorsement (to be completed by user's principal / location administrator only)
- Report(s) requested:
  MYDATA ( )   STUDENT ( )   APRT ( )   ELAR ( )   DELAR ( )   SELAR ( )   PARR ( )   IEPPREP ( )
  IEPDREP ( )   ISIS_ADHOC ( )   LZ ( )   SHAR ( )   SPPL ( )   TRAV ( )   DISCO PLUS ( )
- UserID request: Add ( )   Change ( )   Delete ( )   Special Instructions: _____
- UserID profile: General ( )   School ( )   Local District ( )   District-wide ( )

- Print principal's / administrator's NAME: _____ TITLE: _____
- Endorsement (to be signed by principal / location administrator only) _____ Date ____/___/____

ITD Use Only   ITD Use Only

WORKGROUP						LOCATION	USER ACCOUNT
General	Local Admin	ELAR	IEPPREP	SHAR	DISCO PLUS	Add / Delete	Reactivate /
Board	Researcher	DELAR	IEPDREP	SPPL		Loc Code _____	Deactivate
Principal	Teacher	SELAR	ISIS_ADHOC	TRAV			
Pref Loc	APRT	PARR	LZ				

D/B CONN	DSSWH	IODS	IEPPREP	ISISPREP
ROLES	DSS_APRT_S DSSWH_DSSWH_S	IODS_SELAR_S IODS_DELAR_S IODS_ELAR_S IODS_PRINCIPAL_S	IEP_DISCO_S	DSS_ISISADHOC_S
EUL	DISCODSS	DISCOIODS	DISCOIEP	DISCO_ADHOC

DB UserID: New__ Change__ Current User ID_____ Retention: Indefinite__ Until __/__/__ Purpose for Access:_____

Special Instructions _____

( ) - Approved   ( ) - Disapproved   Authorized _____ Date ____/___/____

DSS _____ Date _____   Emailed _____ Date _____   Copy to DBA (for Disco Plus accounts) _____