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

Rev. 05/29/2025