Request to Correct Meeting Patterns for Past Days

This form is to be completed by the school staff when meeting patterns for past days need to be corrected. Users must open an online ticket at https://lausd.service-now.com/esc, select *Request Software Application Technical Support*, and attach this fully completed form along with the requested documents. For further assistance or questions, users can call the MiSiS Helpdesk at (213) 241-5200, Option 8. *Prior to submitting this request, please ensure the correct Period Groups exist.*

All fields are required. Please print or type all information.

School Name: _____ Cost Center Code: _____ LD _____ Request Date: _____

Principal's Name: _____ Principal's Email: _____

Please provide a reason for the requested change(s).

Date	Period Group Name	Period(s)

Principal's Signature: _____

Name of HelpDesk Agent, if known _____ Ticket Number _____
                                                                          (Required)