



REQUEST TO EXTEND TEACHER ACCESS FOR SUBMITTING ATTENDANCE

This form is to be used when teacher attendance submission access needs to be extended beyond the standard time period. The request must be made immediately following the incident as described below and must only be made during the current school year. Users must open an online ticket at <https://lausd.service-now.com/esc>, create a new *Case*, and select *Incident* from the Ticket Type menu, then attach this fully completed form. For further assistance or questions call the MiSiS Helpdesk at (213) 241-5200 Option 8. Please allow 1-2 business days for your request to be processed.

Standard Access is as follows:

- Secondary teachers have access to submit attendance only on the day of instruction.
- Elementary teachers can submit and update attendance on the day of instruction and four previous instructional days.

If attendance is not submitted in MiSiS on the day of instruction, the Class Roster Five Column report must be used to record attendance. This document must be signed and dated by the teacher and used to enter attendance on a subsequent day. For auditing purposes, these paper attendance records must be retained for 5 years.

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

Date: _____	HelpDesk Ticket Number: <u>IM</u> _____
School Name: _____	Cost Center Code: _____
Principal's Name: _____	Phone Number: () _____
Principal's Employee Number: _____	Email: _____

Please select the reason(s) for requesting a change to your school's Teacher Attendance Access in MiSiS:

- | | |
|--|---|
| <input type="checkbox"/> District-wide Network (WAN) Issue | <input type="checkbox"/> Local Area Network (LAN) Issue |
| <input type="checkbox"/> Power Outage | <input type="checkbox"/> Other (please explain below): |

Please indicate the beginning date of your network and/or power outage: _____

Please indicate the end date of your network and/or power outage: _____

Note: Your request to extend attendance submission access will only affect Teacher access. Office user attendance submission access is not impacted. Your school's Attendance submission access will be changed to reflect past attendance edit access to the beginning date of your network and/or power outage on a one-to-one ratio. For example, an outage of two days will result in two days access to edit attendance in the past.

Other information (optional): _____

Principal's Signature: _____

Principal's LAUSD Email Address: _____

Confirmation of your request will be sent via email to the above address.