

**SCHOOL DISTRICT OF PHILADELPHIA  
INFORMATION TECHNOLOGY  
REQUEST FOR FILE SHARE ACCESS**

**PLEASE PRINT CLEARLY**

<hr/> <small>Employee Full Name</small>	<hr/> <small>User Name</small>	<hr/> <small>Mother's Maiden Name</small>
<hr/> <small>Email Address</small>	<hr/> <small>Org Number and Name</small>	<hr/> <small>Work Phone #</small>

File Share Name: (example: "HR on Filer3")  
\_\_\_\_\_

Level of Access: (check one)  Read-Only  Read / Write

Access duration: (check one)  Permanent  Temporary (Until \_\_\_/\_\_\_/\_\_\_)

Special Instructions / Notes:  
\_\_\_\_\_  
\_\_\_\_\_

**Fax this Request to the Data Operations Center -- 215-400-4441**

\_\_\_\_\_

Requestor's Signature \_\_\_\_\_ Date: \_\_\_\_\_  
I have read and will comply with the terms of the Philadelphia School District's Computing and Internet Acceptable Use Policy, as defined at the website <http://www.phila.k12.pa.us/aup>.

Approved by (please print) \_\_\_\_\_  
Administrator Name, Title

Authorizing Signature \_\_\_\_\_ Date: \_\_\_\_\_  
I approve this user's access to the School District's computer resources.