



School District of Philadelphia

Contracted Teacher Access Request Form

This form will be used to collect the necessary information to create user accounts for 'Contracted Teachers' specifically for the Online Report Card Systems. Principals are required to complete the form, sign it and fax it to the Office of Information Technology at **215-400-5556** for processing. Once the accounts are created and the school receives the account information, the Contracted Teachers must then be assigned to their appropriate classroom so they can enter report card marks for students:

For K-8 teachers – Principals are to use the TRA system to make the room assignments

For 9-12 teachers – Principals or Roster staff are to use the 'Edit User' feature of the Online High School Report card system to make the proper subject/section assignments.

General Instructions and Information:

- Please complete one form for each company that has a teacher working at your school.
- Please print all information. Every field is required. Use multiple forms as needed.
- Form **MUST** contain printed and signed Principal names.
- Teacher Social Security Number is required.
- "Sponsor" - the school, office or organization that is funding the position(s).
- All accounts will automatically be deleted on July 1 of the current school year.
- **DO NOT** fill in the **Username or Password** field – this information will be faxed/e-mailed to you.

School Number: **School Name:**
Phone: **Fax:**

SDP Contact E-mail*: @phila.k12.pa.us * must be an SDOP employee

Contracted Company:

Sponsor:

REQUIRED CONTRACTED TEACHER INFORMATION:

First Name	Init	Last Name	SSN	FOR OIT USE ONLY	
				Username	Password

Principal Name (Print): _____

Principal Signature: _____ **Date:** _____