

**School District of Philadelphia  
Office of Information Technology  
Request for ScholarChip Access**

\_\_\_\_\_  
Print Name of Person requesting Access

Employee ID #: \_\_\_\_\_

\_\_\_\_\_  
Email

\_\_\_\_\_  
Work Phone #

\_\_\_\_\_  
Org #

\_\_\_\_\_  
School/Org Name

**Access duration (check one):**     permanent     temporary until \_\_\_\_/\_\_\_\_/\_\_\_\_

I  had  did not have a login at my last location.

Last location \_\_\_\_\_

Position at last location \_\_\_\_\_

Position at new location \_\_\_\_\_

Are you replacing anyone?  yes  no

Name of person being replaced \_\_\_\_\_

Primary functions to be performed using ScholarChip system (e.g., view only, attendance, alerts, id card tasks, etc)

\_\_\_\_\_

\_\_\_\_\_

**Principal Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal Approval Signature:** \_\_\_\_\_

Email the approved form to the SDP Help Desk to [HelpDesk@philasd.org](mailto:HelpDesk@philasd.org), you must copy your principal on the Help Desk email.

Any questions, contact the SDP Help Desk at: 215-400-5555 or [HelpDesk@philasd.org](mailto:HelpDesk@philasd.org)