



**External User Access Request Form for District System Access**

**GENERAL INSTRUCTIONS AND INFORMATION**

- Every field is required to be completed. Use multiple forms, if needed.
- In the “APPLICATION” section please check the appropriate box for the system(s) for which you are requesting access.
- Email or fax the completed & signed form to your DISTRICT SPONSOR (school or administrative office).
- All accounts will automatically be deactivated June 30<sup>th</sup> of each year.

**NOTICE: Persons who are requesting access to the School District system(s) must comply with FERPA Memorandum of Understanding (MOU). Only persons who have been identified as an Education Official under FERPA in an executed contract or MOU may be considered for access. Persons must have an understanding of and agree to the School District of Philadelphia’s Policy 815: Acceptable Use of Internet, Technology and Network Resources.**

**A – APPLICATION(S) ACCESS REQUESTED:** (Type an X in the appropriate box next to the application)

**1.) Charter School Personnel**

- CSP (Charter School Payments)  
 COMPASS (Transportation)  
 SIS/Infinite Campus (Student Information System)

**2.) Bus Garages/Non-Public School Personnel**

- COMPASS (Transportation)

**3.) Contracted Personnel**

- COMPASS (Transportation)  
 Naviance (College & Career Readiness Tool)  
 QLIK (Performance Dashboards)  
 Performance LMS (Cornerstone)  
 Schoolnet Curriculum Engine (District Scope and Sequence and Resources)

**4.) File Sharing / Transfer**

- PYDIO (FTP – File Transfer Protocol access)

<b>B – EXTERNAL USER REQUEST INFORMATION</b>	
First Name	Last Name
Work E-mail (personal email addresses will not be accepted)	Phone Number (mobile or desk number)
Organization Name	Organization Phone Number
Position and Primary Functions (e.g. secretary, nurse)	
Requestor Signature	Date

<b>C – REQUESTED SCHOOL(s)</b>	
School Code	School Name

<b>D – DISTRICT SPONSOR INFORMATION</b>		
Sponsor Name & Title		E-mail
Office/Department/School		
Please detail the purpose for providing system access:		
<i>(circle one)</i> BOE or LCA	Meeting Approval Date	Limited Contract Authority (LCA) or Board of Education (BOE) Contract #
District Office Sponsor Signature <i>(Director level or above)</i>		Date
Chief Officer Signature		Date

**SPONSORING OFFICE INSTRUCTIONS**

- The sponsoring office provides the Chief Officer approved form to the District Help Desk.
- Email this form as an attachment to [helpdesk@philasd.org](mailto:helpdesk@philasd.org), which will generate a help desk ticket.
- Once processed, the username and password information will be emailed to the external user applicant and the help desk ticket will be closed.