

Substitute Network Account Request Form

Network accounts are made available to substitute teachers at a principal's request. These accounts are only active for a pre-determined amount of time (as indicated below).

Only TISD campus principals are authorized to request a substitute teacher network account.

All use of substitute network accounts is governed by TISD Network policies. Account sharing – use of one account by more than one individual - is specifically prohibited.

Substitute Information

* First Name		
* Last Name		
* Start Date		
* End Date		

Teacher Information

* First Name	
* Last Name	
* Building	
Phone Extension	

- Once a network account is generated a confirmation email will be sent to the requesting principal and registrar with the information needed to access the network and Teacher Access Center.
- Use of the Tomball ISD network is subject to the same guidelines as the Tomball ISD's **Technology and Internet Acceptable Use Policies**.

Violation of the any of the terms may result in account or privilege suspension without prior notice.

Complete, Sign, and Return to Technology Services (C/O eSchoolPLUS Administrator)

If you have any questions, please contact the TISD Technology Help Desk at 281-357-3052 ext. 209

Principal Signature

Date

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