

**WATERTOWN CITY SCHOOL DISTRICT**  
1351 Washington Street, P.O. Box 586, Watertown, NY 13601-0586  
(315) 785-3720

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**REQUEST FOR TEMPORARY EMAIL AND NETWORK ACCESS**

<b>NAME</b>			
<b>POSITION</b>			
<b>BUILDING</b>			
<b>AGENCY*</b>			
<b>START</b>		<b>END</b>	

Temporary Email / Network Access accounts are good for a maximum of eight (8) weeks **UNLESS** you are approved as a full / half year substitute. If you need temporary access longer than 8 weeks, but are **NOT** a full / half year sub you will need to re-submit another form for approval.

\*This box is for non-Watertown City School District employees who are working within the District through an outside agency. Email and network access will be granted on an annual basis and will need to be renewed every year.

**EMPLOYEE SIGNATURE:** \_\_\_\_\_

**ADMINISTRATOR SIGNATURE:** \_\_\_\_\_

**SIGNED FORMS SHOULD BE RETURNED DIRECTLY TO THE PERSONNEL OFFICE FOR FINAL APPROVAL. THE PERSONNEL OFFICE WILL FORWARD THE FORM TO THE DISTRICT'S NETWORK ADMINISTRATOR TO SET UP THE ACCOUNT(S).**