

CONFIDENTIAL

CCSD NEW HIRE or CHANGE FORM FOR TECHNOLOGY

NEW HIRE DATE: _____ INACTIVATION DATE: _____ CHANGE OF TITLE/BLDG: _____

EFFECTIVE DATE: _____ TITLE: _____ BUILDING: _____

TEACHER ID NO: _____ DOB: _____ EMP ID NO: _____

EMPLOYEE NAME: _____

POSITION: _____ DEPARTMENT: _____

PHONE NUMBER: () _____ - _____

***This number will be used for notification of snow days and/or delayed openings for permanent employees only. ***

PERSONAL E-MAIL ADDRESS:

_____ @ _____

MAILING ADDRESS: _____

NOTE:

eSchool Plus Password: (Set by employee) _____

(Password must be at least 8 characters and must contain at least one upper case, one lower case and one numeric character)



AUP Received and on file in Personnel Department.

NOTE: Acceptable Use Policy will need to be signed and returned before ID can be set up.

Once ID and password are activated, a confirmation will be sent to employee with detailed instructions via e-mail if provided above. Letter will be sent to home address if e-mail address is not provided.

THE TECHNOLOGY TEAM CAN BE REACHED BY CALLING (845) 878-2094, ext. 238