LEON COUNTY SCHOOLS
BUILDING THE FUTURE TOGETHER

Focus Access Request Form

T&IS Office Use Only	Date Completed:	TIS Initials:

Select One	☐ ADD	☐ CHANGE	☐ DELETE	

Name Key:		PID Number:	
First Name:		Last Name:	
Network User Name (AD Account):		Request Date:	

School Number:		School Name:	
School Number:		School Name:	
School Number:		School Name:	
School Number:		School Name:	
School Number:		School Name:	

Principal or Director Signature: _____

Instructions: Select the appropriate Role OR/AND select the individual update Functions Needed.

Select Role:

School-Principal/AP	☐	District-View Only	☐
School-View Only	☐	District-TIS	☐
School-Athletics View	☐	District-ESE Update	☐
School-Guidance Counselor	☐	District-ESE View Only	☐
School-Nurse (DOH Only)	☐	District-Health Services	☐
School-Health Aide	☐	District-Help Desk	☐
School-EDEP Manager	☐	District-Homeless Update	☐
School-ESE Coordinator	☐	District-Intervention Services	☐
School-Mental Health Counselor	☐	District-Records Center	☐
Teacher	☐	District-Enrollment Update	☐
Teacher-ESE (IEP/SSS)	☐	District-Safety & Security	☐
Long Term Substitute	☐	District-School Choice Update	☐
Intern	☐	District-SRO	☐
		District-Student Services	☐
		District-Test Management	☐
		District-Transportation Update	☐
		District-Transportation View	☐

	District-Transportation Supervisor	☐
	District-Leadership View	☐
	District-Membership View	☐
	District-Nutrition Services	☐

Select (update) Functions Needed:

Enrollment Update	☐	Grading Update	☐
Attendance Update	☐	Grade History Update	☐
Scheduling (Master)	☐	Discipline Update	☐
Student Schedule Update	☐	ELL Update	☐
FASTER	☐	DOP/DJJ Update	☐
School-Elem Report Card Print	☐	504 Update	☐