LEON COUNTY SCHOOLS
BUILDING THE FUTURE TOGETHER

# Focus Access Request Form

FOCUS

| *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: | |

Additional Instructions:

Principal or Director Signature: _____

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

School Roles:

| | | | |
|---|---|---|---|
| School-Principal | ☐ | Long Term Substitute | ☐ |
| School-Assistant Principal | ☐ | Intern | ☐ |
| School-View Only | ☐ | Lively Grad Profile | ☐ |
| School-Athletics View | ☐ | | |
| School-Guidance Counselor | ☐ | | |
| School-Nurse (DOH Only) | ☐ | | |
| School-Health Aide | ☐ | | |
| School-EDEP Manager | ☐ | | |
| School-Referral Coordinator | ☐ | | |
| School-Mental Health Counselor | ☐ | | |
| School-Gifted Coordinator | ☐ | | |
| School-ELL Update | ☐ | | |
| School-504 | ☐ | | |
| School-Reading Coach | ☐ | | |
| School-Elem Report Card Print | ☐ | | |
| Teacher | ☐ | | |
| Teacher-ESE | ☐ | | |

Schools Select (update) Functions Needed: (Requires Training)

| | | | |
|---|---|---|---|
| Enrollment Update | ☐ | Grading Update (Admin Only) | ☐ |
| Attendance Update | ☐ | Grade History Update | ☐ |
| Scheduling (Master) | ☐ | Discipline Update | ☐ |
| Student Schedule Update | ☐ | DOP/DJJ Update | ☐ |
| FASTER | ☐ | | |
| | | | |

District Roles:

| | | | |
|---|---|---|---|
| District-View Only | ☐ | District-Transportation View | ☐ |
| District-TIS | ☐ | District-Transportation Supervisor | ☐ |
| District-ESE Update | ☐ | District-Leadership View | ☐ |
| District-ESE View Only | ☐ | District-Membership View | ☐ |
| District-ESE View Only/SSS Update | ☐ | District-Nutrition Services | ☐ |
| District-Health Services | ☐ | | |
| District-Help Desk | ☐ | | |
| District-Homeless Update | ☐ | | |
| District-Intervention Services | ☐ | | |
| District-Records Center | ☐ | | |
| District-Enrollment Update | ☐ | | |
| District-Safety & Security | ☐ | | |
| District-School Choice Update | ☐ | | |
| District-SRO | ☐ | | |
| District-Student Services | ☐ | | |
| District-Test Management | ☐ | | |
| District-Transportation Update | ☐ | | |