

# Computer Account Request Form

**PLEASE PRINT AND COMPLETE  
ALL INFORMATION**

Last Name	First Name	Middle Initial:	Gender <input type="checkbox"/> M <input type="checkbox"/> F	Home Phone (      )
Home Street Address:			City:	Zip:

Start Date:	End Date (if known):
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**Student Teacher**

**Volunteer**

**Contract Employee – Please select company below.**

Barton-Malow

Chartwells

Camp Fire

Conleys Security

Enviro-Clean

ITH

Midland County ESA

Mid-Michigan Health

Midland Police

PESG

Other \_\_\_\_\_

Location(s) where working, studying, volunteering or using technology:	Specific Access Requested (ID Badge, Building Access, Email, Teacher Access Center, etc.)

## Form Instructions:

Please print clearly and fill in all information possible. This form is to be completed by any person not employed by Midland Public Schools requesting access to the Midland Public Schools facility, security or technology resources. **Incomplete forms will be returned, delaying the process.**

### Demographic Information:

Please print the full last name, first name, middle initial, gender, home phone, home street address, city and zip code.

### Start/Stop Dates:

Please enter the date starting/started in the district.

Please enter the date ending in the district if known. The end of the school year will be used if no ending date is provided.

### MPS Sponsor:

Please enter the name of the Midland Public Schools employee arranging access to MPS Resources. This is the MPS employee we will contact if we cannot contact the applicant.

### Location:

Enter each location where working, studying, volunteering or using technology.

### Signature:

Please sign and date the bottom of this form.

**Please return completed form to Human Resources**

\_\_\_\_\_  
MPS Sponsor Printed Name (Last, First)

\_\_\_\_\_  
MPS Sponsor Phone Number

\_\_\_\_\_  
MPS Sponsor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

By signing this form you agree to abide by the Midland Public Schools Guidelines for Acceptable Use of  
Telecommunications and Technology.