RICHLAND ONE

PowerSchool Access Change Request Form: UPDATED

Updated: October 3, 2023

Information Required to Change Access

All information is needed to change access to any account. The form will not be processed without all information provided.

Last Name	
First Name	
Employee Munis ID	
Email Address	
Former School/Location	
New School/Location	
New Position (see chart below)	
New **Office/Classroom** Phone Number	803-
If this is a temporary access, please indicate the time that you will need this access.	

Purpose for Using PowerSchool

A. Principal	I. Substitute	Q. Attendance Clerk
B. Assist. Principal	J. CRT	R. CTE Consultant
C. School Counselor	K. Interventionist	S. Parent Educator
D. Lead Counselor	L. Reading Coach	T. Nurse
E. Teacher	M. District Consultant	U. Guidance Secretary
F. IA Serving as Teacher	N. SPED Consultant	V. Lead Teacher
G. Media Specialists	O. Database Specialist	W. SRO
H. IA	P. Front Office Clerk	X. Other (list specific position)

Employee Printed Name Signature Date

Principal/Department Head Printed Name Signature Date