

# NON-EMPLOYEE EMAIL REQUEST

Wenatchee School District staff email account creation is managed under the Electronic Mail Operations Procedure. Please print the [Wenatchee Acceptable Use Procedure, Board Policy 2022-P](#), read and initial each page. Once completed please fill out the Non-Employee Email Request Form, located below, and sign the form indicated you have read and understand the [Wenatchee Acceptable Use Policy 2022-P](#). Send the Initialed AUP and signed Non-Employee Email Request for via inter-department mail to the Operational Technology Support Coordinator.

Student teachers, grant employees, or other personnel not directly working for Wenatchee School District but requiring an email account for collaboration during their time with the district would have to meet the requirements outlined in section 5.1.6 of the process outlined below:

Contract employees and Student Teachers who are assigned with duty in the Wenatchee School District, either by inter-local agency agreements or approved Human Resources agreements but are not managed by WSD Human Resources are required to read and sign a copy of the WSD AUP (Acceptable Use Policy, Board Policy 2022P), in order to receive an email account and sent to HR for approval.

The online version of this procedure is official; therefore, all printed versions are unofficial copies.

These staff will not receive a Skyward account but will be added into an Organizational Unit within Google Services for access only for the duration of their time with the district and only with access within the district for business purposes.

HR will then notify and forward the signed copy of the AUP to the System Administrator (Directory Services) where the copy of the signed AUP will be kept on file for the duration of the contract employee tenure and the account created.

Contract employee accounts will be tagged with an expiration date corresponding to their contract end date.

Guests (public access) of the Wenatchee School District will not be issued an electronic mail account under any circumstance or condition, but are allowed to use a personal web-based electronic account for access within the Wenatchee School District network. Guests include, but are not limited to Business Consultants, Educational Consultants, Parent or Community Groups and essentially anyone not currently an employee of the Wenatchee School District or under any agreement of services.

## NON-EMPLOYEE EMAIL REQUEST FORM

First Name:	
Last Name:	
Primary Building:	
Job Title/Role:	
Contract End Date (if applicable):	



I have read and will abide by the policies outlined in [Wenatchee Acceptable Use Procedure, Board Policy 2022-P](#).

Print Name:	
Signature:	
Date:	