



# San Antonio Independent School District

1702 N. Alamo Street ! San Antonio, Texas 78215-1213

Telephone (210) 299-2909 \* Fax (210) 228-3095

*PEIMS and Data Services*

## RACF User ID Request Form

(ESC-Region 20 Student System)

*Complete a separate form for each new or updated user ID requested. RACF User IDs may not be shared between personnel. Each authorized user must have a separate RACF User ID. Users must follow all applicable District policies and procedures for data confidentiality.*

Check one of the following for RACF ID:

Student     
  Student Inquiry     
  Change Authorities     
  Delete

Date: \_\_\_\_\_ ID# \_\_\_\_\_ DOB (MM-DD) \_\_\_\_\_

Requestor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Campus/DepartmentName: \_\_\_\_\_

Phone/E-Mail: \_\_\_\_\_

*Complete the following for new or changed RACF User IDs. If requesting an Inquiry Only RACF User ID or deleting a RACF User ID, do not complete the information below.*

System	Check for Application Needed
Maintenance	
Attendance *	
Grade Reporting	
Scheduling (Secondary Only)	
Discipline	
Historical (High School Only)	
DataQuery	
Street Directory	

*\* Attendance update is assigned ONLY to Attendance Clerks in secondary schools and Data Clerks in elementary schools.*

\_\_\_\_\_  
Requestor Signature

\_\_\_\_\_  
Principal Signature

### P&DS Use Only

Date Received	Date Updated	Updated By	RACF User ID Assigned/Updated