

# **ADDITIONAL USER FORM**

***IMPORTANT NOTICE: Teachers may not authorize other teachers on their account.  
This form expires every year on June 30<sup>th</sup>.***

TEACHER'S NAME: \_\_\_\_\_ SCHOOL SITE: \_\_\_\_\_

I would like to add \_\_\_\_\_ to my Teacher Center Account because they are...  
(Helper's Name)

- An instructional aide in my classroom
- A parent volunteer
- Other (please explain) \_\_\_\_\_

This is my helper's Badge number, ending with the first letter of the teacher's last name.  
(Parents may invent a nine-digit number, i.e., phone number with additional zeroes.)

\_\_\_\_\_

**HOW LONG MAY THIS ADDITIONAL USER HAVE ACCESS TO THE OWNER'S ACCOUNT?**

(One must be checked to be valid.)

- One day only: \_\_\_\_\_.
- Beginning \_\_\_\_\_ through \_\_\_\_\_.
- Valid throughout the school year.

**SIGNATURE** \_\_\_\_\_ Date \_\_\_\_\_

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