



# Security Account Removal Form

Revised 2/25/2016

*Please print or type.*

Submitted by: \_\_\_\_\_ District: \_\_\_\_\_ Date: \_\_\_\_\_

**Remove ALL access on NCC systems (no longer employed by district, retiree, etc)**

|                      |                      |
|----------------------|----------------------|
| Employee Name: _____ | Employee Name: _____ |
| Employee Name: _____ | Employee Name: _____ |
| Employee Name: _____ | Employee Name: _____ |
| Employee Name: _____ | Employee Name: _____ |
| Employee Name: _____ | Employee Name: _____ |

**Remove access on NCC to specific systems (staff role has changed within the district, etc)**

|                      |                    |
|----------------------|--------------------|
| Employee Name: _____ | Application: _____ |
| Username: _____      | Application: _____ |
| Employee Name: _____ | Application: _____ |
| Username: _____      | Application: _____ |
| Employee Name: _____ | Application: _____ |
| Username: _____      | Application: _____ |
| Employee Name: _____ | Application: _____ |
| Username: _____      | Application: _____ |
| Employee Name: _____ | Application: _____ |
| Username: _____      | Application: _____ |
| Employee Name: _____ | Application: _____ |
| Username: _____      | Application: _____ |
| Employee Name: _____ | Application: _____ |
| Username: _____      | Application: _____ |
| Employee Name: _____ | Application: _____ |
| Username: _____      | Application: _____ |
| Employee Name: _____ | Application: _____ |
| Username: _____      | Application: _____ |

Applications examples are State Software, USASDW, StudentInformation, GradeBook, EMIS-r, etc.