

# Request for SCAN Authorization

Stanwood-Camano School District #401

All school district employees who need to make job related phone calls outside the local calling area are eligible to receive an access authorization number from the Washington State Department of Information Services. To receive the authorization number, the employee must fill out the request form, have his/her supervisor sign it, and send it to **Renee Herigstad/Stanwood High School** via inter-district mail or Fax it to **1371**. It may take 2-3 weeks to receive your number.

To receive the authorization number, the employee agrees to read and agree to adhere to, the following responsibilities and School Board Policy.

- To take all reasonable care to protect the confidentiality of the seven-digit personal authorization number.
- To use the SCAN long-distance system for job-related calls only. Personal long-distance toll calls can be made using a calling card or with an operator-assisted call.

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This form is for:      ADD       CHANGE       DELETE

*(Please Print)*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Prior Last Name \_\_\_\_\_

Current Building \_\_\_\_\_

Previous Building \_\_\_\_\_

Current Authorization Number \_\_\_\_\_

Need Calling Card?    YES    NO  
(Administrators Only)

Current Calling Card Number \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_