PATERSON PUBLIC SCHOOLS
Preparing All Children for College and Career

Department of Technology
PPS Applications: 973 321-1015 Fax: 973 321-0901
ppsapps@paterson.k12.nj.us

Edumet Security Clearance

(Please fill out the form and email it back to PPSAPPS@paterson.k12.nj.us)

Requestor (Print Name):	
Signature:	
Title:	
Department or School:	
Phone:	
Date:	
Approved By	
Supervisor's Name:	
Signature:	
Title:	
Department or School:	
Phone:	
Date:	

Important: Justification of security clearance or change in status must be included. Please indicate level of security and locations requested.

Edu-Met Software Needed on PC Yes ☐ No ☐

(Use "-" to indicate range "Schools 5-15" use "," as separator "3, 6, 8, etc.")

Location(s) Needed:

Human Resources:
Attendance☐ Evaluations☐ Position Control☐ No Access☐ View only☐

Payroll:
Lookup☐ Remote Payroll☐ No Access☐ View only☐

Accounting:
Requisitions☐ Budget Build☐ No Access☐ View only☐

Remove Edu-Met access☐

JUSTIFICATION:_____
_____

Business Administrator APPROVED ☐ DENIED ☐

Signature: _____ **Date:** _____

Comments:

IT Department APPROVED ☐ DENIED ☐

Signature: _____ **Date:** _____

Comments: