



**Email & PS Access Request ~
(Non-MPPS Employee)**
for
Mt. Pleasant Public Schools
720 N. Kinney Ave. Mt. Pleasant, MI 48858
989.775.2300
989.775.2309(FAX)



Individual Name	POSITION~ TITLE~ROLE
Individual's Personal Email:	

PS	Email	LOCATION	How Long Does Individual Need Email or PS Access?
		FANCHER	
		GANIARD	
		HIGH SCHOOL & GI-Tec	
		KINNEY	
		MAINTENANCE~TRANSPORTATION	
		MCGUIRE	
		MIDDLE SCHOOL	
		OASIS/WAY	
		PULLEN	
		ROSEBUSH (GSRP)	
		VOWLES	

<i>Requested by Building Administrator:</i>	<i>Date:</i>
<i>Why does this individual need an MPPS email?</i>	<u>Email & PS Access</u>
<i>HR Office Signature:</i>	<i>Date:</i>
<i>Documented on MPPS Email & PS Access Spreadsheet for Technology</i>	<i>Date:</i>