

Copier Access Request Form

Requirements for Access:

- 1. Must have a cost center with 5710-15 or 5750-15 activated.

Division _____

Department _____

Title _____

First Name _____

Last Name _____

User Name* _____

(this is not your email address) The user name you log into your computer with

Phone _____

Email _____

Key code or Cost center _____

Key code/Cost center REQUIRED for copier access

Copier(s) _____

Location _____

Address _____

Mail Code _____ Floor/Room _____

City _____ State _____ Zip _____

** See page 2 for list of copiers - enter copiers separated by commas

*** List only one location - users can print to all copiers via secure print.

****Please Do Not Print and Scan This Form****

Complete This **Digital Form** and Email to: print_services@sccoe.org

This form must be downloaded to your computer and opened in Adobe Acrobat Pro or Reader. This form cannot be processed while displaying in a web browser.

Adult Education (Offsite)					
copier #	ID#	Queue Names	Site	ROOM	Location
36	B412867	36_AED_South County_Anne	Alt Ed		South County Annex
67	501987	67_Osborne	Alt Ed	Office	Osborne School
68	501985	68_Blue Ridge	Alt Ed	Office	Blue Ridge
73	501986	73_Sunol	Alt Ed	Student Support CT	Sunol Community
75	501991	75_Sunol	Alt Ed	Office	Sunol Community
97	501988	97_Osborne	Alt Ed	Office	Osborne School
Early Learning Services (Offsite)					
copier #	ID#	Queue Names	Site	ROOM	Location
80	505693	80_Snell_State_Pre-School	ELS	Office	Snell State Pre-School
91	505678	91_Chandler_Tripp_ESP_Inta	ELS	Office/Intake	Chandler Tripp ESP Intake
92	501998	92_Chandler_Tripp	ELS	Office	Chandler Tripp
93	501992	93_Chandler_Tripp	ELS	Work Room	Chandler Tripp
110	505645	110_San_Felipe	ELS		San Felipe
111	505646	111_Educare	ELS		Atrium
112	505647	112_Educare	ELS	FA Office	Atrium
114	505649	114_Calaveras	ELS	FA Office	Calaveras
116	505651	116_Chandler_Tripp_HS	ELS		Chandler Tripp
117	505652	117_Christopher_SPS	ELS	RM2	Christopher
118	505653	118_Christopher_Ranch	ELS	FA Office	Christopher
119		119_Dahl	ELS	Temporarily Closed	Temporarily Closed
120	505655	120_Edenvale	ELS	FA Office RM 3	Edenvale
121	505656	121_Educare	ELS	Tiffany Nguyen	Educare
122	505657	122_Educare	ELS	Jeanette Santana	Educare
123	505658	123_Educare	ELS	Tammy Paz	Educare
124	505659	124_Foothill	ELS	FA Office	Foothill
125	505694	125_SCA_HS	ELS	Gilroy FA Office	South County Annex
126	505661	126_Glenview	ELS	FA Office	Glenview
127	505662	127_Hollister	ELS	Hallway between Ho	Hollister
128	505663	128_KR_Smith	ELS	FA Office	KR Smith
129	505664	129_McKinley	ELS	FA Office	McKinley
130	505665	130_McKinley	ELS	Kitchen Area	McKinley
131	505666	131_San_Antonio	ELS	FA Office/Hallway	San Antonio
132	505654	132_Snell	ELS		Snell
133	505668	133_Wool_Creek	ELS		Wool Creek
134	505669	134_Lyndale	ELS	FA Office	Lyndale
135	505670	135_Rouleau	ELS	Rouleau Hallway (P	Rouleau
136	505671	136_Rouleau	ELS	Rouleau Staff Loung	Rouleau
137	505672	137_Rouleau	ELS	Rouleau Kim's Area	Rouleau
138	505673	138_Hollister	ELS	Hollister 9 classroom	Hollister
139	505674	139_Educare	ELS	Site Director's office	Educare

SCCOE Ridder Park					
copier #	ID#	Queue Names	Site	ROOM	Location
1	B428485	01_Superintendent	SCCOE	2S	SCCOE
2	B432057	02_Library	SCCOE	S1	SCCOE
3	B432078	03_Special_Education	SCCOE	S3	SCCOE
4	B430841	04_child_care_suppor	SCCOE	S3	SCCOE
6	B432058	06_Superintendents_Office	SCCOE	S2	SCCOE
9	B432073	09_Special_Education	SCCOE	S3	SCCOE
10	B432059	10_Personnel_Commision	SCCOE	S2	SCCOE
12	B432060	12_Head_Start	SCCOE	S3	SCCOE
16	B432061	16_SELPA	SCCOE	S1	SCCOE
18	B432076	18_Internal_Business	SCCOE	N3	SCCOE
20	B432062	20_Educational_Progress	SCCOE	S2	SCCOE
21	B432063	21_Payroll	SCCOE	N3	SCCOE
22	B432064	22_Human_Resources	SCCOE	S2	SCCOE
23	B432075	23_PLISD	SCCOE	N2	SCCOE
24	B432065	24_General_Services	SCCOE	N1	SCCOE
26	B432068	26_Technology_Services	SCCOE	N2	SCCOE
27	B432071	27_Head_Start	SCCOE	S3	SCCOE
34	B432066	34_DBAS	SCCOE	N3	SCCOE
35	B412620	35_Educational_Admin	SCCOE	S2	SCCOE
39	B432077	39_SELPA	SCCOE	S2	SCCOE
40	B432069	40_Employment_Services	SCCOE	S2	SCCOE
41	B432072	41_Payroll	SCCOE	N3	SCCOE
42	B432070	42_Datazone	SCCOE	N2	SCCOE
43	B432067	43_HR_Admin	SCCOE	S2	SCCOE
44	B428134	44_Warehouse	SCCOE	Warehouse	SCCOE
45	B428136	45_Business_Services_Admin	SCCOE	N3	SCCOE
46	B428133	46_HR_Administration	SCCOE	HR	SCCOE
48	B428135	48_HR_Front	SCCOE	HR Front	SCCOE
Migrant Education, South County Annex, Walden West (Offsite)					
copier #	ID#	Queue Names	Site	ROOM	Location
38	B413348	38_Migrant_Education	Migrant Ed		Snell State Preschool
56	505660	56_Migrant_ED_SCA	Migrant Ed	Office	South County Annex
104	505667	104_Migrant_Education	Migrant Ed		Snell State Pre-School
37	B413000	37_SCA_FrontDesk	SCA		South County Annex
102		102_SCA_StaffLounge	SCA		South County Annex
61	501997	61_Walden_West	Walden		Walden West Center

Special Education (Offsite)					
copier #	ID#	Queue Names	Site	ROOM	Location
50	505698	50_Valle_Vista	SpEd	Rm E2	Valle Vista
51	505703	51_Gilroy_High	SpEd	Room M-15	Gilroy High
52	505676	52_Campbell_Community	SpEd	B22	Campbell Comm. School
53	505714	53_Silver_Creek	SpEd	Room L1	Silver Creek
54	505690	54_Piedmont_High	SpEd	P 18	Piedmont High School
55	505680	55_Country_Lane	SpEd	Classroom	Country Lane School
57	505684	57_Independence	SpEd	15	Indendence High
58	505682	58_Foothill_ESP	SpEd	Room G	Foothill Annex ESP
59	501994	59_Hester	SpEd	Break Room	Hester School
60	505683	60_Hester	SpEd	Office	Hester School
62	505685	62_Independenc_High	SpEd	P 22	Independence High School
63	505696	63_Steinbeck	SpEd	Office	Steinbeck SPED Office
64	501989	64_Oster	SpEd	Office	Oster Hearing Center
65	501982	65_Oster	SpEd	Break Room	Oster Hearing Center
66	505687	66_Leyva	SpEd	P 2	Leyva School
69	505705	69_Moreland	SpEd	Room 109	Moreland
70	505679	70_Connect_West	SpEd	Room 1	Connect West
71	505715	71_Westmont_High	SpEd	Room G78	Westmont High
74	505716	74_Wilcox_School	SpEd	Room P111	Wilcox School
76	505695	76_South_County_Annex_AE	SpEd	22	South County Annex
77	505688	77_Norwood_Creek	SpEd	25	Monticello
78	501984	78_Seven_Trees	SpEd	Office	Seven Trees Classrooms
79	505675	79_August_Boeger	SpEd	P2	August Boeger
81	505692	81_Santa_Teresa_High	SpEd	808	Santa Teresa High
82	505691	82_Santa_Teresa_Elem	SpEd		Santa Teresa Elem
83	505677	83_Carolyn_Clark	SpEd	Room A-104	Carolyn Clark
84	505686	84_Leigh_High	SpEd	Room 59	Leigh High School
85	505711	85_Hubbard_School	SpEd	Room E-2	Hubbard School
86	501996	86_McCollam	SpEd	Office	McCollam School
87	505681	87_Dartmouth	SpEd	714	Dartmouth School
88	501983	88_Seven_Trees	SpEd		Seven Trees
89	505700	89_Bagby	SpEd	Room 16	Bagby
90	501993	90_Gateway	SpEd	Office	Gateway School
95	505699	95_Argonaut_School	SpEd	Room 11	Argonaut School
96	505702	96_Carson	SpEd	Room E-21	Carson
98	505689	98_Orchard	SpEd	Room 37	Orchard School
99	505697	99_Toyon	SpEd	Room 25	Toyon School
100	501990	100_Ann_Darling	SpEd		Anne Darling
101	501995	101_Hester_VI	SpEd		Hester School
103	505712	103_Zarcone	SpEd		Zarcone
105	505713	105_Sierramont	SpEd	Room 4A	Sierramont Middle
108	505710	108_Buchser	SpEd		Buchser