

# 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 \_\_\_\_\_ Copier(s) \_\_\_\_\_

Must have a Key Code/Cost Center to be added

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](mailto: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.

# Copier Machines and Locations

#	Type	Site	Location	ID
1	SCCOE	Office of the Supt.	1st Floor South	
2	SCCOE	Educator Prep	1st Floor South	
3	SCCOE	Special Education	3rd Floor South	
4	SCCOE	Child Care Support	3rd Floor South	
6	SCCOE	Superintendent's Office	2nd Floor South	
8	SCCOE	Print Services	1st Floor South	
9	SCCOE	Special Education	3rd Floor South	
10	SCCOE	Personnel Services	2nd Floor South	
12	SCCOE	Head Start	3rd Floor South	
15	SCCOE	Print Services Admin	1st Floor South	
16	SCCOE	Public Affairs	1st Floor South	
18	SCCOE	Internal Business	3rd Floor North	
20	SCCOE	Educational Progress	2nd Floor North	
21	SCCOE	DBAS #1	3rd Floor North	
22	SCCOE	Personnel Services	2nd Floor South	
23	SCCOE	PLISD	2nd Floor North	
24	SCCOE	General Services	1st Floor North	
26	SCCOE	Technology	2nd Floor North	
27	SCCOE	Head Start	3rd Floor South	
34	SCCOE	DBAS #2	3rd Floor North	
35	SCCOE	Educational Progress Administration	3rd Floor North	
39	SCCOE	SELPA	2nd Floor North	
40	SCCOE	Employment Services	2nd Floor South	
41	SCCOE	Payroll	3rd Floor North	
42	SCCOE	Datazone	2nd Floor North	
43	SCCOE	Personnel Services Administration	2nd Floor South	
44	SCCOE	Warehouse	1st Floor South	
45	SCCOE	Business Services Administration	3rd Floor North	
46	SCCOE	Personnel Services Administration	2nd Floor North	
47	SCCOE	Print Services Bindery	1st Floor South	
48	SCCOE	Personnel Services Front	2nd Floor South	

#	Type	Site	Location	ID
50	Offsite	Valle Vista	Rm E2	
51	Offsite	Gilroy High	Room M-15	
52	Offsite	Campbell Comm. School	B22	
53	Offsite	Silver Creek	Room L1	
54	Offsite	Piedmont High School	P18	
55	Offsite	Country Lane School	Classroom	
56	Offsite	South County Annex	Office	
57	Offsite	Independence High School	15	
58	Offsite	Foothill Annex ESP	Room G	
59	Offsite	Hester School	Break Room	
60	Offsite	Hester School	Office	
61	Offsite	Walden West Center		
62	Offsite	Independence High School	P22	
63	Offsite	Steinbeck SPED Office	Office	
64	Offsite	Oster Hearing Center	Office	
65	Offsite	Oster Hearing Center	Break Room	
66	Offsite	Leyva School	P2	
67	Offsite	Osborne School	Office	
68	Offsite	Blue Ridge	Office	
69	Offsite	Moreland	Room 109	
70	Offsite	Connect West	Room 1	
71	Offsite	Westmont High	Room G78	
72	Offsite	Buchser	Room P-2	
73	Offsite	Sunol Community	Student Support CTR	
74	Offsite	Wilcox School	Room P111	
75	Offsite	Sunol Community	Office	
76	Offsite	South County Annex	22	
77	Offsite	Monticello	25	
78	Offsite	Seven Trees Classrooms	Office	
79	Offsite	August Boeger	P2	
80	Offsite	Snell State Preschool	Office	
81	Offsite	Santa Teresa High	Room 808	
82	Offsite	Santa Teresa Elementary		
83	Offsite	Carolyn Clark	Room A-104	
84	Offsite	Leigh High School	Room 59	
85	Offsite	Hubbard School	Room E-2	
86	Offsite	McCollam Cluster	Office	
87	Offsite	Dartmouth School	Room 714	
88	Offsite	Seven Trees	Office	
89	Offsite	Bagby	Room 16	
90	Offsite	Gateway School	Office	

#	Type	Site	Location	ID
91	Offsite	Chandler Tripp ESP Intake	Office/Intake	
92	Offsite	Chandler Tripp	Office	
93	Offsite	Chandler Tripp	Work Room	
95	Offsite	Argonaut School	Room 11	
96	Offsite	Carson	Room E-21	
97	Offsite	Osborne School	Office	
98	Offsite	Orchard School	Room 37	
99	Offsite	Toyon School	Room 25	
100	Offsite	Ann Darling School		
101	Offsite	Hester School		
103	Offsite	Snell State Pre-School		
104	Offsite	Sierramont Middle Classroom 4A		
111	Offsite	Calaveras / FA Office	Room 4A	
112	Offsite	Calaveras / FA Office		
113	Offsite	Christopher AM / RM2		
114	Offsite	Chandler Tripp / FA Office		
115	Offsite	Early Head Start San Felipe		
116	Offsite	Edenvale / FA Office RM 3		
117	Offsite	Educare / Jeanette Santana		
118	Offsite	Educare / Tammy Paz		
119	Offsite	Educare / Tiffany Nguyen		
120	Offsite	Educare Atrium		
121	Offsite	Educare FA Office/Alisa Luong		
122	Offsite	Educare/ Site Director's office		
123	Offsite	Foothill / FA Office		
124	Offsite	Gilroy / FA Office		
125	Offsite	Glen View / FA Office		
126	Offsite	Hollister / Hallway between Holl 1 & 2		
127	Offsite	Hollister / Hollister 9 classroom		
128	Offsite	KR Smith / FA Office		
129	Offsite	Lyndale / FA Office		
130	Offsite	McKinley / FA Office (portables 5/6)		
131	Offsite	McKinley / FA Office (portables 5/6)		
132	Offsite	Rouleau Hallway (Portables Room 1&2)		
133	Offsite	Rouleau Kim's Area		
134	Offsite	Rouleau Staff Lounge		
135	Offsite	San Antonio / FA Office/Hallway		
136	Offsite	Snell / FA Office		
137	Offsite	Snell State Pre-School		
138	Offsite	Wool Creek / SD Office		