**REMOVE USER**

**DISTRICT / SCHOOL NAME**

**DISTRICE NUMBER**

**NAME (First)**       **(Last)**

**e-MAIL ADDRESS**

**USER ID**

School employee YES [ ]  Employee ID

 NO [ ]  User ID

**ACCESS: Finance** [ ]  **HR** [ ]  **Both** [ ]

**SMARTeR** (If applies) [ ]

**Who can we contact with questions:**

 **FOR cmERDC USE ONLY**

**USER LOCKED:** SMART Login Mgmt[ ]

**REMOVED FROM:** User Classes [ ]

SMART eR[ ]

 Permissions [ ]

Assignments [ ]

**Other Comments:**

Completed By:       Date:

**REMOVE CITRIX LOGON** Completed       Citrix Login
Delete email on master list YES [ ]  NO [ ]

Delete email on Constant Contact YES [ ]  NO [ ]

De-activate email on Perfex (keeping prior tickets information) YES [ ]  NO [ ]