**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