



REQUEST FOR INDIVIDUAL LONG DISTANCE ACCESS CODES

The new telephone long distance provider for Houston Independent School District is SBC Long Distance. In order to issue new codes for those employees who will be making long distance telephone calls, the following information is needed.

TEA: _____ Campus: _____

Employee Name: _____
Last Name First Name Middle Initial

Position: _____ Location/Room: _____

Employee Id Number: _____ Network ID: _____

By accepting this long distance code, I understand that all calls placed will be for business related matters only.

Employee Signature Date

Principal Signature Date

FORMS ARE TO BE RETURNED TO THE Telecom Department
Email completed forms to servicedesk@houstonisd.org

Telecom use only

Date received _____ Footprint ticket # _____

Emailed User _____ VoIP Sharepoint _____