



## VPN Remote Access Request

I am requesting VPN access to Spring ISD's internal network from an offsite location other than a Spring ISD campus/facility.

VPN access is required by me for the following reason(s):

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Due to requirements of the Fair Labor Standards Act and overtime compensation, non-exempt employees will not be issued VPN access.

Employee Name \_\_\_\_\_

Department/Campus \_\_\_\_\_

Position (Please print) \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee's Chief \_\_\_\_\_ Date \_\_\_\_\_

Please submit completed form to the Technology Department.

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APPROVED or DENIED:

Information Technology Officer \_\_\_\_\_ Date \_\_\_\_\_