TA Request Form

for Instructors

UMass Amherst | Information Technology

Instructors: Use this form or send an email with this information to your department scheduling representative to sponsor and request Moodle/LMS access for undergraduate TAs and unofficial graduate TAs.

To receive access:

- Student should get FERPA certified in OWL every year.
  http://www.oit.umass.edu/support/spire/about-ferpa-certification
- Student must sign TA FERPA Agreement in SPIRE once every 6 months.
  (Main Menu > Student Home > TA FERPA Agreement)
- Student's name should appear on this form or in your email for the specific class.

Today's Date __ __ / __ __ / __ __ __ __ **Term** _____

Class (e.g. COMM 221 Section 01) _____

TA Name (please print)		**8-digit SPIRE ID**
(first name)	(last name)	
(first name)	(last name)	
(first name)	(last name)	
(first name)	(last name)	
(first name)	(last name)	

Class (e.g. COMM 221 Section 02) _____

TA Name (please print)		**8-digit SPIRE ID**
(first name)	(last name)	
(first name)	(last name)	
(first name)	(last name)	
(first name)	(last name)	
(first name)	(last name)	

Instructor (Sponsor) Name _____
(first name) (last name)

Instructor Signature _____