



April 2023

School Name:

School Address (please include State):

Main Phone Number:

Roles and Responsibilities Overview

As discussed, the ClassMate implementation team is the key to both the initial and on-going success of your organization. Please identify these key staff members.

Once completed, please email the completed form to ctesupport@harriscomputer.com

ClassMate System Administrator

Name	Job Title	E-mail Address	Main Phone	Cell Phone (optional)

Location Administrator(s) If applicable

Name	Job Title	E-mail Address	Main Phone	Cell Phone (optional)

State Reporting Team

Name	Job Title	E-mail Address	Main Phone	Cell Phone (optional)



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ClassMate Support

Please identify up to **THREE** authorized ClassMate Support Contacts Below: these individuals should be updated as role or staff changes occur.

Name	Job Title	E-mail Address	Main Phone	Contact

Key Data Managers

Name	Job Title	E-mail Address	Main Phone	Cell Phone (optional)
Attendance-				
Discipline -				
Grading -				
Scheduling -				
Registration -				
State Reporting -				