

Faculty/Staff E-mail Forward Request

Last Modified: January 21, 2009

Please complete and print the following form for terminated (or retired) faculty/staff to obtain a forward of their Longwood University e-mail **to another Longwood University e-mail account**. An e-mail forward will be granted upon request by the faculty/staff member's supervisor for a period of 30 days **from the termination notice**.

The completed form by the appropriate supervisor with signature must then be sent to User Support Services, who will forward the request to the system administrators for approval.

Please complete all fields below:

Terminated Employee Information

Name: _____

Department: _____

E-mail Address: _____

Please forward to: _____

Terminated Employee's Supervisor Approval

Name: _____

Department: _____

Phone Number: _____

E-mail Address: _____

Signature: _____

Date: _____

IITS Approval

Sys Admin Signature: _____

Date: _____