



# CSIP Access Request Form

I understand I am requesting access or to have access removed for myself or for another person for Continuous School Improvement Plan (CSIP). I will not release confidential information to others unless it is for the purposes directly connected to the program for which purpose it was originally intended. Each school is responsible for maintaining secure systems with which to access state systems to ensure the data is safeguarded. Each user must choose a strong password and secure their username and password. Usernames and passwords must never be shared or reused. Each user must agree to use the data only within the direct scope of their current employment and within the scope of the role granted, and to comply with FERPA and the OPI Student Records Confidentiality Policy.

Requester Name: \_\_\_\_\_

Date: \_\_\_\_\_

## User Information

Full Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

New User

Remove User: \_\_\_\_\_

District/School: \_\_\_\_\_

Existing User: \_\_\_\_\_

**ADD ROLES**

**REMOVE ROLES**

\*See back of form for role definitions\*

CSIPDistrictUser  
LE \_\_\_\_\_

CSIPSchoolUser  
SC \_\_\_\_\_

CSIPReadOnly

### OPI ONLY ROLES

CSIPOpiSupport

CSIPTitleManager

CSIPReadOnly

## Authorized Representative Signature

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send completed forms to [OPI.CSIP@mt.gov](mailto:OPI.CSIP@mt.gov)

## CSIP ROLES DEFINITIONS

CSIPDistrictUser: This role will allow the user to enter data for the District Plan, enter data for the School Plan for all schools belonging to the LE(s) assigned, and run District and School reports. Users with this role must have at least 1 district assigned to them.

CSIPSchoolUser: This role will allow the user to enter data for the School Plan(s) and run School reports. Users with this role must have at least 1 school code assigned to them.

CSIPopiSupport: This role will allow the user to enter data and run reports at any level as well as manage the Collection Dates table. Only OPI employees should be given this role.

CSIPTitleManager: This role will allow the user to override Title Status, enter data and run reports all levels. Only the appropriate OPI EOE manager should be assigned this role.

CSIPReadOnly: This role does not grant access to any pages. The user assigned this role must be assigned an additional role(s) to access pages and then will be able to view the data and run reports dependent on the role permissions.

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