LACES Access Request Form

I understand I am requesting access or to have access removed for myself or for another person for LACES. 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 agency 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: Remove User:

New User

Agency: Existing User:

Job Duties:

See back of form for role definitions

ADD ROLES   **REMOVE ROLES**

Agency Full Access

Agency Read Only

Data Entry Clerk III

Teacher III

Authorized Representative Signature

Name: Title: Phone:

Signature: Date:

LACES ROLES DEFINITIONS

Agency Full Access: The user assigned this role has access to all areas within the assigned agency. May create, edit and delete records. Users: Site Directors

Agency Read Only: The user assigned this role has read only access to all areas within the assigned agency.

Data Entry Clerk III: The user assigned this role may add and edit student records. May not delete records.

Teacher III: The user assigned this role has access to their assigned classes and can add and edit hours for students in their classes. User has read-only access to student information (demographics, assessments, etc) for students enrolled in their assigned classes.