NonPublicSchools Access Request Form

I understand I am requesting access or to have access removed for myself or for another person for NonPublicSchools. 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: _____

County/District: _____   ☐ Existing User: _____

☐ **ADD ROLES**   ☐ **REMOVE ROLES**   *See back of form for role definitions*

☐ NonpublicSchoolsCounty

CO _____

☐ NonpublicSchoolsDistrict

LE _____

☐ NonpublicSchoolsReadOnly

OPI ONLY ROLES

☐ NonpublicSchoolsOPI

☐ NonpublicSchoolsReadOnly

Authorized Representative Signature

Name: _____   Title: _____   Phone: _____

Signature: _____   Date: _____

NONPUBLIC SCHOOLS ROLES DEFINITIONS

NonpublicSchoolsOPI: This role will allow the user to access all pages of the appliction and assigned to OPI Staff only.

NonpublicSchoolsReadOnly: This role must be assigned with an additional role. This allows users to see what the additional role is permitted to see but will not allow the user to change the data in the application.

NonpublicSchoolsCounty: This role will allow the user to enter data at the county level for both the county and any LE in the county. Only county superintendents or their equivalent should be give this role. Users with this role MUST have at least one county assigned in the location code.

NonpublicSchoolsDistrict: This role will allow the user to enter data at the District level. Only District employees should be given this role. Users with this role MUST have at least one District assigned in the location code.