



School Finance Access Request Form

I understand I am requesting access or to have access removed for myself or for another person for School Finance applications. 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/County: _____

Existing User: _____

ADD ROLES

REMOVE ROLES

See back of form for role definitions

MAEFAIRS

MaefairsCompensationExpenditure

MaefairsDistrictBudget

MaefairsDistrictEnrollment

MaefairsDistrictTFS

MaefairsTuition

MaefairsCounty

MaefairsReadOnly

Transportation

TransportationBus

TransportationIndividualContract

TransportationCounty

TransportationReadOnly

County

CountyCoUser

CO _____

CountyNonLocatedCOUser

CO _____

Authorized Representative Signature

Name: _____ Title: _____ Phone: _____

Signature: _____

Date: _____