<u>AFTER COMPLETION, THIS FORM IS STRICTLY CONFIDENTIAL</u>

Security Form – Level 0 Access to Student Data –District Data Coordinator
Western New York Regional Information Center

This form is used to establish administrative access to the WNYRIC Level 0 Application at a level required for District Data Coordinators (DDC) of participating Local Education Agencies (LEA). An LEA is a public school district, charter school, nonpublic school, or BOCES in New York State.

The level of access required for a DDC includes functionality to import/input, view and confirm the readiness of student data from his/her LEA for NYSED data collection via the WNYRIC Data Warehouse. The DDC level of access also includes the functionality to create additional Level 0 users from his/her LEA, as indicated on this form in Part A. The DDC can limit the level of access for these users.

Security access for a district data coordinator is provided at a "district level". This means the user has access to **all student data in Level 0** from the LEA indicated in part A. Student data includes demographic, enrollment, program, special education, attendance, student teacher linkage, free and reduced lunch, assessment, student grades and credit GPA data. Access to additional student data may also be included as NYSED data collection requirements change.

Instructions:
1. The person requesting Level 0 access must complete Part A on-line, review Parts B and C, and print the form.
2. The requestor must sign part C on page 2 of this form.
3. If the requestor is the LEA's designated district data coordinator, he or she must sign Part D as well. If he or she is not, then the designated District Data Coordinator must sign it.
4. The District Superintendent or Charter School/ Non-Public School Principal must sign Part E.
5. **Once the form is complete with all required signatures, please scan the form and e-mail it to the WNYRIC Data Warehouse Team at dataview@e1b.org.** Please indicate "**Level 0 Security and your LEA name"** in the subject line of the e-mail.
6. Upon receipt of the signed form, WNYRIC will review the form for completeness and establish access. The requestor and/or the DDC will be notified when this has occurred. WNYRIC requires two (2) business days after the form is received to establish access. This assumes there is no need to request additional information.

If you have questions about this form, please e-mail dataview@e1b.org

PART A - Authorized User Request_____

Complete this section to identify the person to be authorized with Level 0 security permissions at a DDC/CIO level for confidential student data. This user will also have the security to create access (e.g. read, write) to the student data for additional users within the district/BOCES/school as needed.

Local Education Agency: _____BEDSCODE _____

Last Name: _____ First Name: _____ Middle Initial: __

Telephone #: _____ Building: _____

Position Title: _____

LEA Address: _____City: _____ Zip Code: _____

Requestor's Work Email Address: _____

PART B - USER ID and Password

USER ID: Each new authorized user of the system chooses a unique user identifier (USERID) up to 25 characters long. Please use the space below to do so. If you already have a Level 0 user ID, please enter your existing user ID.

Level 0 USER ID (5–25 char.) _____

(This userid must be in the form of your name, i.e. JSMITH, JOHNSMITH, JOHNCSMITH, etc)

PASSWORD: For new users, WNYRIC will assign a temporary password. This PASSWORD is the information that allows a user, and only that user, to use the USERID and the level of access associated with it. WNYRIC will advise the requestor once the user ID and temporary password are established. If the requestor has an existing Level 0 user ID and password, WNYRIC will advise the requestor of this as well.

- o The new user will be responsible for changing the temporary password to one of the user's creation upon accessing   the Level 0 application.
- o Passwords are changed on-line within the application. Passwords must be between 6 and 15 characters. Only letters, numbers, a period, or an underscore are allowed. They are case sensitive.
- o Passwords are required to be changed at least every 6 months effective July 1, 2016. Password changes will be required on July 1 and January 1 of a given school year.
- o If a password is lost, forgotten, or stolen, contact the WNYRIC DW Team at dataview@e1b.org.

PART C: ACCEPTABLE USE OF LEVEL 0 DATA WAREHOUSE:

As a user of the Level 0 software application, through the Western New York Regional Information Center at Erie 1 BOCES, I agree not to:

1. Violate the property rights and copyrights in data and computer software applications.
2. Obtain unauthorized access to and use of an account, data, files and the network facilities, or use such facilities for purposes other than those intended.
3. Obtain unauthorized access to and use of an account or any information contained in a Level 0 data file or the network facilities for personal or private gain.
4. Access or use files or data containing personally identifiable education records without proper authorization.
5. Disclose, without proper authorization, the contents of any database or file containing personally identifiable information from the education records of students.

Any person who engages in unauthorized or unacceptable use of the Level 0 Application may be subject to disciplinary and/or legal action as appropriate. Erie 1 BOCES reserves the right immediately to suspend or terminate use by any authorized user for a violation of the Level 0 Application Use Policy.   The undersigned acknowledges that he/she has read the foregoing Level 0 Application Acceptable Use Policy and agrees that his/her use the Level 0 application will be consistent with the requirements of this policy and all applicable laws and regulations.

Authorized User's Signature _____ **Date:** _____

Part D: District Data Coordinator Signature.

The person listed in Part A of this form and who signed Part C, may or may not be the designated district data coordinator for the LEA named in Part A. The statement below needs to be signed by the designated DDC.

 As the DDC of (insert LEA name   ), I understand I am ultimately responsible for confirming data in the WNYRIC Level 0 application is ready for submission to the WNYRIC Level 1 Data Warehouse.

District Data Coordinator (DDC) Name: _____

Signature _____**Date:** _____

Part E: Superintendent or Charter School/Nonpublic School Principal Signature

Name_____ **Date:** _____