

Employee Full Name	
Section	
Telephone	

Do you need access to the system's training environment?	YES	NO
---	-----	----

Level of Requested Access	Search Only	Enables searching by name or NDE Student ID
	State	Enables searching, creating, and updating NDE Student ID Data
	Help Desk	For use only by NDE Helpdesk and NDE Trainer teams
	Super User	For use only by system leader

- I acknowledge my access to these systems may provide access to confidential, personally identifiable information that must be used solely for the legitimate educational purpose required of my assigned NDE job responsibilities and must not be disclosed.
- I understand that I must comply with the Family Educational Rights and Privacy Act (FERPA [20 U.S.C 123g; 34 CFR Part 99]) and all other applicable state and federal law
- I understand that unauthorized viewing, reproduction, copying, or distribution of any student record or information is prohibited. Users violating the authorized use of the NDE systems will lose access privileges to NDE systems and may be subjected to corrective or disciplinary action. Illegal access or misuse of personally identifiable data may also be punishable by fine and/or Imprisonment.
- I have received, read, and understand the NDE Data Access and Use Policy and Procedures.

	SIGNATURE	DATE
EMPLOYEE		
SUPERVISOR		
LEADERSHIP COUNCIL		
SYSTEM OWNER:		

NDE ACTIVATION DISTRIBUTION		
System Leader	Date	Comments