

Employee Full Name	
Section	
Telephone	

Level of Requested Access **Do you need access to the system’s training environment?** YES NO

ROLE	Basic Student	<ul style="list-style-type: none"> At least one “Role” activation code will be required before access will be granted to the NSSRS validation website. “Roles” will include access to any validation (errors) and verification reports, except those that contain program data
	Basic Staff	
	Data, Research, & Evaluation Team	
	Post Secondary	
PROGRAMS	Assessment	<ul style="list-style-type: none"> “Programs” activation codes grant access to any validations (errors) and verification reports containing data for that program.
	Free/Reduced-Price Lunch	
	Special Education	
TOOLS	Student Demographics	Access to some “Tools” is automatically granted based on “Role”
	Graduation Cohort Analysis	
	Student Lookup by ID	

SEE SECOND PAGE FOR SUMMARY OF ROLES AND RELATED ACCESS

- 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: Director Teacher Certification OR APS Leadership Council Member		

NDE ACTIVATION DISTRIBUTION		
System Leader	Date	Comments

Summary of Roles and Related Access

Role	You will get access to	You might need to add
Basic Student	<ul style="list-style-type: none"> All student error information except Free & Reduced lunch, Special Education, and Assessment All student verification reports except Free & Reduced lunch, Special Education, and Assessment Enrollment Lookup by ID Expected Graduation Year Lookup Programs Fact Student Summary Attendance 	Free & Reduced Lunch Program Modifier Special Education Program Modifier Assessment Program Modifier Student Demographics Graduation Cohort Analysis Tool Student Lookup by ID
Basic Staff	<ul style="list-style-type: none"> All Staff Error information All Staff Verification Reports 	

ROLES

Program Modifiers	Student Data Steward	Basic Student	Staff Data Steward	Basic Staff
Assessment	Included	Activation Code	Not Available	
Free & Reduced Lunch	Activation Code		Not Available	
Special Education	Included	Activation Code	Not Available	