

## OEAA Secure Site District Administrator User ID Request

This form is to request a District Administrator User Level ID for the OEAA Secure Site. **The district administrator level user will be responsible to create new users, change level of access for current users, and deactivate users for the district as needed.**

The OEAA Secure Site provides access to federally protected student data, it is imperative that both the District Superintendent and the administrator level applicant understand the sensitive and confidential nature of the data accessible on the OEAA Secure Site and affirm compliance with all Family Educational Rights and Privacy Act (FERPA) regulations ([www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html)).

To obtain a district administrator level access, the District Superintendent must all sections in the left column and the applicant must complete all sections in the right column.

District Superintendent	District Administrator Applicant
<input type="checkbox"/> I commit to comply with FERPA guidelines in the use of the OEAA Secure Site.	<input type="checkbox"/> I commit to comply with FERPA guidelines in the use of the OEAA Secure Site.
<input type="checkbox"/> I commit to notify <a href="mailto:mde-oeaa@michigan.gov">mde-oeaa@michigan.gov</a> when the applicant no longer needs administrator level access.	<input type="checkbox"/> I accept the responsibility to ensure that secure site users are aware of FERPA regulations applicable to the use of the OEAA Secure Site.
<input type="checkbox"/> I delegate to the applicant the responsibility to ensure that OEAA Secure Site users are aware of FERPA regulations applicable to the use of the OEAA Secure Site.	<input type="checkbox"/> I accept the responsibility to create, maintain, and delete district and school users in the OEAA Secure Site.
<input type="checkbox"/> I delegate to the applicant the responsibility to create, maintain, and delete district and school OEAA Secure Site users.	<input type="checkbox"/> I accept the responsibility to gather FERPA compliance agreements from users of the OEAA Secure Site.
<input type="checkbox"/> I delegate to the applicant the responsibility to gather FERPA compliance agreements from users of the OEAA Secure Site.	<input type="checkbox"/> I accept the responsibility to gather FERPA compliance agreements from users of the OEAA Secure Site.
Name: _____	Name: _____
Signature: _____	Signature: _____
Title: _____	MEIS ID: _____ <small>(always starts with an "A")</small>
District Name: _____	District Name: _____
Date: _____	Date: _____
Phone: _____	Phone: _____
E-mail: _____	E-mail: _____

Fax this form to 517-335-1186 or scan and email to [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov). Please do not include a cover sheet.