

## OEAA Secure Site Nonpublic School Administrator User ID Request

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

The OEAA Secure Site provides access to federally protected student data, it is imperative that both the school administrator/principal 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 Nonpublic School Administrator Level Access, the nonpublic school administrator or principal must complete all sections in the left column and the applicant must complete all sections in the right column.

School Administrator/Principal	Nonpublic School Administrator Level Access 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 assure 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 assure 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 OEAA Secure Site users.
<input type="checkbox"/> I delegate to the applicant the responsibility to create, maintain, and delete 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>
School Name: _____	School 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.