



Suwannee County School District Information Access Request/Termination Form

By submitting this form as a request for access to be granted, authorizing supervisor certifies that the user below has a legitimate educational interest in the requested access per FERPA compliance requirements. (<http://ed.gov/ferpa>)

User Information (Please print)

Full Name: _____ Date: _____
Last *First* *M.I.*

Assigned Location: _____
School(s)/Department

Official Job Title: _____ Employee ID#: 061 - ____ - _____

Access Request Details

Supervisor initial for each level of access requested. You may also add a custom request on the end of this form.

COMMON BROAD-LEVEL ACCESS

INITIAL	ACCESS	DESCRIPTION
_____	Teacher	All programs. Access to student information limited to students scheduled with user in FOCUS.
_____	Data Tech	FOCUS profile. High-level edit access to enroll students and edit school master schedule. Access to FLDOE reports. FOCUS Classified Tab (with SSN) authorization required due to State IDs used by FLDOE.
_____	Detailed View	FOCUS profile. High level view access to student information and school master schedule.
_____	District Reports	FOCUS profile. View access to custom reports that include district-level data. Detailed View at district level authorization required due to data included.
_____	Grades Edit	Low level view access to student information. Edit access to student grades.
_____	Guidance	FOCUS profile. Detailed View with edit access to student schedule, grades, attendance, 504 information, IEP upload, test accommodation information, student notes, programs, clubs, and sports team information. Middle-postsecondary access also has edit to graduation and dropout prevention information.
_____	Nurse	FOCUS profile. Mid-level view access to student information. Edit access to student immunizations, clinic visit log, medication administrations, and attendance. Health Services authorization required.
_____	School Admin	FOCUS profile. High-level edit access to enroll students and edit school master schedule. Access to FLDOE reports. FOCUS Classified Tab (with SSN) authorization required due to State IDs used by FLDOE. Only available to users with administrator job codes.

COMMON NARROW-LEVEL ACCESS

INITIAL	ACCESS	DESCRIPTION
_____	Address Edit	FOCUS profile. Low-level view access to student information. Edit access to student addresses, contacts, and parent accounts.
_____	Assessment Edit	FOCUS profile. Low-level view access to student information. Edit access to student test history.
_____	Attendance Edit	FOCUS profile. Mid-level access to student information. Edit access to student attendance and attendance letter printing.
_____	Classified Tab	FOCUS profile. Low-level view access to student information as well as student classified information (excluding SSN). Edit access granted to School Administrators and Data Techs when authorized.
_____	Classified Tab (w/ SSN)	FOCUS profile. Same access as Classified Tab with inclusion of student SSN and State ID information.
_____	Discipline Edit	FOCUS profile. Mid-level access to student information. Edit access to referrals, SESIRs, and attendance.
_____	ELL Edit	FOCUS profile. Low-level view access to student information. Edit access to student ELL tab and test history.
_____	Florida Reports	FOCUS profile. Access to FLDOE reports. FOCUS Classified Tab (with SSN) authorization required due to State IDs used by FLDOE.
_____	General Tab Edit	FOCUS profile. View and edit access to student general demographic information.
_____	IEP Edit	FOCUS profile. Low-level access to student information. Edit access to upload IEP and verify transportation membership category related to IEP. Student Services authorization required.
_____	Programs Edit	FOCUS profile. Mid-level access to student information. Edit access to student programs, clubs, and sports team information.
_____	Student Enrollment	FOCUS profile. High-level edit access to enroll students. FOCUS Classified Tab (with SSN) authorization required due to State IDs used by FLDOE.
_____	Student Schedule View	FOCUS profile. Low level access to student information.

COMMON EXTERNAL PROGRAM ACCESS

INITIAL	ACCESS	DESCRIPTION
_____	Bully Report School/District Recipient	Receives detailed email when bullying is reported via any school website.
_____	Canvas School Coach/Admin	Edit access to global announcements in Canvas. School Admin only available to users with administrator job codes and includes ability to impersonate users.
_____	Destiny School Admin	Edit access to all school data in Destiny.
_____	Edgenuity School/District Admin	Edit access to all school data in Edgenuity. Virtual Program Coordinator authorization required.
_____	Facebook School Editor	Access to post on Facebook on behalf of official school page.
_____	iReady School/District Admin	Edit access to all school data in iReady.
_____	PEER School/District Admin	Edit access to all school data in PEER. District Access also allows manual creation of students. Student Services authorization required.
_____	PM School/District Admin	View access to all school data in Performance Matters. Admins will be designated as such.
_____	RenPlace School/District Admin	View access to all school data and edit access to respective school level settings in Renaissance Place. Admins will be designated as such.
_____	Website Administrator	Edit access to school website or district edit access to department pages on district website.

OTHER NON-COMMON ACCESS REQUESTED

If necessary, use this area to request access not listed above.

Access Request

JUSTIFICATION OF ACCESS REQUESTED (REQUIRED)

Please describe the specific responsibilities that establish the need for this access.

District level or access requests for multiple schools must be signed by an appropriate district-level authority.

I understand that I am requesting access to confidential records. Access to these records is necessary for me to complete my assigned job duties. I will maintain confidentiality at all times. I understand that my access may be terminated in the event of supervisor request, position reassignment, or termination of employment.

Employee
Signature: _____ Date: _____

As supervisor of the above employee, I certify that this user has a legitimate educational interest in the requested access to perform his/her assigned job duties. (<http://ed.gov/ferpa>) Please grant access as requested.

Supervisor
Signature: _____ Supervisor
Printed Name: _____ Date: _____

Access request received and processed by IT Department.

IT Staff
Signature: _____ IT Staff
Printed Name: _____ Date: _____

Termination of Access

As supervisor of the above employee, I request the access listed on this form to be terminated.

Supervisor
Signature: _____ Supervisor
Printed Name: _____ Date: _____

Access termination request, position reassignment, or termination notification processed by IT Department.

IT Staff
Signature: _____ IT Staff
Printed Name: _____ Date: _____