Minnesota Department of Education

Access Authorization: Early Education Student – Superintendent Authorization

IMPORTANT MESSAGE TO SUPERINTENDENT

Typing your name on the signature line, located beneath the table of this document, ***verifies*** **to the Minnesota Department of Education (MDE) that** ***you are the Superintendent*** and fully aware of all those listed in the table below; and you are authorizing access to data protected by federal and state data privacy laws. All authorized persons may be subject to criminal and civil penalties if they fail to abide by established data privacy and MDE protocols. See second page for list of assurances.

My signature verifies that I am the Superintendent/Executive Director/Director granting the following staff members access for school district name and district number and district type listed below and that I agree to all listed assurances on page 2.

Please keep authorizations up to date. Directions to complete the table below:

1. Please update this document with the completion of your district's two-year plan for School Readiness after initial authorization.
2. Coordinate the Early Childhood Family Education and School Readiness staff names listed below with the Authorization for the Student Identification Validation User Agreement Form located at the bottom of the Document Download section of this page: http://www.education.state.mn.us/MDE/SchSup/DataSubLogin/StuIDValid/index.html .

   ECFE/SR staff may have "Maintainer" status IF local ECFE/SR staff and MARSS staff agree ECFE/SR staff may create a new student identity. If not, the request is for "View Only" status.

   BOTH REQUESTS (Early Education Student and Student Identification Validation) MUST BE DONE PRIOR TO EARLY CHILDHOOD AND MARSS STAFF ACCESSING EE STUDENT.

3. Include all pertinent School Readiness, Early Childhood Family Education and MARSS staff. First Column: Name of the staff member superintendent is authorizing access. Second Column: Title of the staff member (e.g., coordinator, principal). Remember to type names of all currently authorized persons. Indicate if the person is to remain authorized for the upcoming year by typing **(KEEP)** in the third column. If a person access is to be removed, type **(REMOVE)**. When adding a person, type **(ADD)** in the final column.

4. The document ***must*** be signed directly by the superintendent (type their own signature). Email the document **directly from the Superintendent's email address ONLY** to MDE.EEStudent@state.mn.us and put "Early Education Student Authorization" in the subject line. Track Changes must be left "on" in the version emailed to MDE to confirm Superintendent signature.
5. Do not scan. Do not fax. Do not send by USPS**.**

Name	**Title**	**KEEP, ADD or REMOVE**

Legal Agreements for Assigning Authorization to Early Education Student

- I agree to restrict my activities when using the Minnesota Department of Education (MDE) Early Education Student solely to obtaining and or resolving student identity information for students whom my district is responsible to report to the MDE.
- I agree to abide by the provisions of Minnesota Statutes Chapter 13 (Minnesota Government Data Practices Act); the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; and any other applicable statutes and regulations on privacy and confidentiality of data and information. No private data accessed in the course of the performance of this agreement shall be duplicated, used or disseminated except as authorized by statute or this agreement, either during the period of this agreement or thereafter.
- I agree to abide by the security standards prescribed by the MDE. All electronic data communications are to be encrypted or encoded at the protocol level using security standards developed by the Internet Engineering task Force (IETF) and the IP (IPSec) Working Group. This will ensure the safety and security of all business transactions, communication exchanges and education data protected under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and FERPA, 20 U.S.C. 1232g.
- I understand that any sign-on or password instructions issued are for my exclusive use pursuant to this agreement and are not to be shared with or delegated to others. I further agree to maintain procedures within my office, that safeguard the privacy and confidentiality of student data. This includes, but is not limited to, always logging off from the MDE Early Education Student Software when I am leave my computer unattended; protecting my password or sign-on from access by others, and not authorizing another person to access data using my password or sign-on; and any other procedures that may be necessary to prevent unauthorized access to the MDE Early Education Software.
- I agree that the Early Education Data, alone or in combination with any other student data received from any MDE source or school source is to be protected as private data. Further, Early Education Student Data is intended for verification purposes only and is not to be combined with additional available student data for other purposes.
- I understand that my continued access to the MDE Early Education Student software depends upon my compliance with the procedures and data practices policies outlined in this agreement. Failure to abide by this agreement will result in my access being discontinued.
- I also acknowledge that I may be subject to criminal and civil penalties if I do not abide by this agreement.

Superintendent Signature: _____**Date:**_____

School district: _____← (enter district name, number and type)

Reminder to Signatory: when you type your name, ***you are verifying you are the Superintendent/Executive Director/Director authorizing access***. *Support staff should* ***not*** *enter your name as this is serving as a legal signature. Do not enter a picture of the signature. MDE staff are required to confirm the Superintendent entered their own name prior to granting access. The form will be returned if someone other than the Superintedent enters their name.*
All forms are filed electronically in MDE electronic filing system.

Once you have submitted the form to MDE:

- Notify staff that they have been designated a specific role as an *Authorized User* in Early Education Student.
- Authorized Users must log-in to Early Education Student on the MDE website at: Data Submission Page
  - scroll down to Early Learning to request access, and then log out.
- Permissions will be granted in the order requests are received.