



Annual District and School Site Verification (MDE-ORG) System

I, _____ ← Authorized Official (superintendent, executive director, board chair)
grant the following staff members access to District and School Site Verification (MDE-ORG) System for:

School district number and type:

Organization name:

First column – enter name of the staff member you are authorizing access to District and School Site Verification System.

Second column – type the working title of the authorized person.

Third column – choose Add (to add), Remove (to remove) or Keep (to reauthorize). If completing by hand, write in the correct action.

Fourth Column – There is only one role.

- Authorizations are to be updated annually.
- Be sure to include all names of those currently authorized with “Keep” chosen in column three.
- Review the policy below the signature line with all authorized persons. Note: Save the authorization form to your desktop before sending to make future updates easier.

Important Message for Authorized Official (superintendent, executive director, board chair):

1. Please type your signature in the designated area. Email this authorization from the superintendent/executive director/board chair email address only—no exceptions. Save the authorization to your computer, then send the completed authorization to mde.testwes@state.mn.us with the subject line: “District and School Site Verification”.
2. Let your staff know you have authorized or reauthorized their access to the District and School Site Verification (MDE-ORG) interface. Each authorized user must then request access to the secure program using the Minnesota Department of Education (MDE) User Account login. We do not send emails upon acceptance. If you need a receipt, select the delivery receipt feature in your email software.
3. We will send email notification to the Authorized Official only if the authorization is rejected. Do not scan or fax form. Email with form attached must come directly from the authorized official’s email address.

Name	Title	Action Required <i>Add/Remove/Keep</i>	Role
			Site Verification Coordinator
			Site Verification Coordinator
			Site Verification Coordinator

Signature of Authorized Official

Date (mm/dd/yyyy)

Identified Official with Authority (superintendent/executive director/board chair): By typing your name on this signature line above, you are verifying you are the Identified Official with legal Authority to authorize persons listed on this authorization access to Minnesota Department of Education (MDE) secure site and verify that you have reviewed the following agreements and acknowledgements with all authorized persons listed in the above table:

- All authorized persons agree to restrict their activities when using the MDE secure program solely to submitting, gathering, or processing information as permitted by their application role and organization access as authorized by their supervisor.
- All authorized persons 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. All authorized persons agree to abide by the security standards prescribed by the Minnesota Department of Education.
- 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.
- All authorized persons understand and agree that any sign-on or password instructions issued are for their exclusive use pursuant to this agreement and are not to be shared with or delegated to others.
- All authorized persons further agree to maintain procedures within their office that safeguard the privacy and confidentiality of data. This includes, but is not limited to, always logging off from the MDE secure web site when leaving their computer unattended; protecting their password or sign-on from access by others, and not authorizing another person to access data using their password or sign-on; and any other procedures that may be necessary to prevent unauthorized access to the MDE secure program.
- All authorized persons agree, 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, all secure data and financial information is intended for verification purposes only and is not to be combined with additional available data for other purposes.
- All authorized persons understand and agree that continued access to the software depends upon their compliance with the procedures and data practices policies as outlined. Failure to abide by this agreement will result in access being discontinued.
- All authorized persons acknowledge that they may be subject to criminal and civil penalties if they do not abide by the above policy.