



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 DIVISION OF LEARNING SERVICES – OFFICE OF DATA SYSTEM MANAGEMENT
WEB SYSTEM USER ID REQUEST FORM - HIGH SCHOOL EQUIVALENCY (HSE) SYSTEM

INSTRUCTIONS

Enter the First Name, Last Name, Date of Birth, and Mother’s Maiden Name for the staff member that you wish to have access to the HSE system. Once completed, please fax to: 573-526-5710 or email signed forms to hse@dese.mo.gov.

TEST CENTER

TEST CENTER NUMBER

Individual examinee information contained in the Missouri Department of Elementary and Secondary Education’s (Department) HSE system is collected for the purpose of a central location for all examinee information and testing centers to be maintained. The data are protected by state and federal laws and must be maintained in a confidential manner at all times.

Employees of local school districts, testing centers, or the Department that have access to records in the HSE system are required to maintain this information in a confidential manner. The unauthorized access to, modification, deletion, or disclosure of information from the HSE System may compromise the integrity of the system, violate individual student rights of privacy, and/or constitute a criminal act and subject the employer to a loss of federal funds.

Unauthorized viewing, reproduction/copying, and/or distribution of any student record or information outside the intended and approved use of the HSE system is strictly prohibited. Users violating the authorized use of the HSE system will lose access privileges to the system. Illegal access or misuse of this information may also be punishable by fine and/or imprisonment.

FIRST NAME	LAST NAME	MOTHER’S MAIDEN NAME
DATE OF BIRTH	PHONE NUMBER	USER ID

EMAIL ADDRESS

SIGNATURE

BOTH SIGNATURES ARE REQUIRED FOR DEPARTMENT TO PROCESS

CHIEF EXAMINER SIGNATURE	DATE
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The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.