



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
DIVISION OF LEARNING SERVICES - OFFICE OF DATA SYSTEM MANAGEMENT

WEB SYSTEMS USER ID REQUEST – PUBLIC

LOCAL EDUCATIONAL AGENCY (LEA) NAME	COUNTY-DISTRICT CODE
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INSTRUCTIONS

For the individual being given access to the LEA Web Applications, provide the LEA name and county-district code, the user's first and last name, date of birth, mother's maiden name, and email address. This information is necessary to process the application and to verify the individual's identity.

Roles: Select a 1, 2, or 3, or in the box, place a check mark to indicate the level of access that is needed to be established for the individual named below; 1 = View Only, 2 = Data Entry (cannot submit), 3 = Authorized Representative (allows you to view, enter data, and submit/approve data). By placing a check mark in items that require levels of access, you will be given the only option available for that access. The district PIN code is required if granting access to Personally Identifiable Information (PII).

The designated User Manager for the district/agency can make additions/changes for staff members to permit them to perform the functions described. **Submit this form to the district/agency User Manager** (contact the superintendent's office to identify this individual). If the User Manager is unable to make these changes, then fax this form to 573-526-4125, or email this form (with the appropriate signatures) to webappsloginassistance@dese.mo.gov. District User Managers may wish to use this form and keep copies for their records. Do not send copies of this form to the Department of Elementary and Secondary Education (DESE) if they have been processed in the district.

QUESTIONS: Contact the Office of Data System Management at 573-522-3207 or dsm@dese.mo.gov. By providing a security PIN code you have enabled the ability to grant access to confidential information including individual student information contained in the Missouri Department of Elementary and Secondary Education's data systems. These data are protected by state and federal laws and must be maintained in a confidential manner at all times.

CONFIDENTIALITY AGREEMENT: Employees of local school districts or the Missouri Department of Elementary and Secondary Education that have access to confidential data are required to maintain the information in a confidential manner. The unauthorized access to, modification, deletion, or disclosure of information 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 confidential information outside the intended and approved use are strictly prohibited. Users violating the authorized use will lose access privileges to the system. Illegal access or misuse of this information may also be punishable by fine and/or imprisonment. Acknowledge by signature, that a signed physical record is maintained documenting that the user receiving access to confidential information has acknowledged and agreed to adhere to the [Missouri Department of Elementary and Secondary Education's Data Access and Management Policy](#).

INFORMATION FOR INDIVIDUAL BEING ADDED OR CHANGED

USER'S FIRST NAME	USER'S LAST NAME	USER'S DATE OF BIRTH (MM/DD/YEAR)
USER'S MOTHER'S MAIDEN (LAST) NAME	USER'S EMAIL ADDRESS	USER'S PHONE NUMBER
USER'S SIGNATURE		USER ID

GRANTING ACCESS LEVEL (Mark a 1, 2, or 3) *Food & Nutrition Services applications and Educator Certification District/University applications are limited to one Authorized Representative per district/institution.

<input type="checkbox"/> Adult Computer Enrollment System (ACES) <input type="checkbox"/> Annual Report of the County Clerk <input type="checkbox"/> Annual Secretary of the Board Report (ASBR) <input type="checkbox"/> Annual Performance Report (APR) <input type="checkbox"/> APR - Student Level (PIN Required) <input type="checkbox"/> Core Data Collection <input type="checkbox"/> Educator Certification District* <input type="checkbox"/> Educator Qualifications <input type="checkbox"/> ePeGS - CTE Base & Performance Grant <input type="checkbox"/> ePeGS - Child Care Grant <input type="checkbox"/> ePeGS - Early Childhood Special Education (ECSE) <input type="checkbox"/> ePeGS - Enhancement Grant <input type="checkbox"/> ePeGS - Homeless <input type="checkbox"/> ePeGS - Perkins State Institution <input type="checkbox"/> ePeGS - Math and Science <input type="checkbox"/> ePeGS - Missouri Preschool Program	<input type="checkbox"/> ePeGS - MO Connect & Learn <input type="checkbox"/> ePeGS - Elem & Sec Ed Act (ESEA) Consolidated <input type="checkbox"/> ePeGS - Parents as Teachers (PAT) <input type="checkbox"/> ePeGS - Parents as Teachers (PAT) IP <input type="checkbox"/> ePeGS - Part B Targeted (Level 2 or 3 only) <input type="checkbox"/> ePeGS - Perkins – Postsecondary <input type="checkbox"/> ePeGS - Perkins - Secondary <input type="checkbox"/> ePeGS - Perkins State Institution <input type="checkbox"/> ePeGS - Refugee <input type="checkbox"/> ePeGS - School-Age Community Grant <input type="checkbox"/> ePeGS - School Improvement SIG Cadre3 <input type="checkbox"/> ePeGS - School Improvement SIG Cadre 3A <input type="checkbox"/> ePeGS - School Improvement (a) <input type="checkbox"/> ePeGS - School Improvement Grant (g) (SIG) <input type="checkbox"/> ePeGS - Special Education Part B <input type="checkbox"/> ePeGS - Title ID-SEA (only for 002-017/347-347)	<input type="checkbox"/> Food & Nutrition Services-Apps* <input type="checkbox"/> Food & Nutrition Services-Claims* <input type="checkbox"/> Food & Nutrition Services-Direct Cert.* <input type="checkbox"/> Migrant Education COE <input type="checkbox"/> MOSIS Data Collection (PIN Required) <input type="checkbox"/> MOSIS ID Assignment (PIN Required) <input type="checkbox"/> Nonpublic Registration Public School Verification <input type="checkbox"/> Prop C Compliance <input type="checkbox"/> School Finance <input type="checkbox"/> Tiered Monitoring Food & Nutrition Services
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GRANTING ACCESS (Place a check mark in the appropriate box)

<input type="checkbox"/> Compliance Plans (Fed. & State) Admin OR <input type="checkbox"/> Compliance Plans (Fed. & State) User <input type="checkbox"/> HSE - Missouri Option Program	<input type="checkbox"/> MAP Results District Level <input type="checkbox"/> MAP Results Student Level (PIN Required)	<input type="checkbox"/> Special Education IMACS Admin OR <input type="checkbox"/> Special Education IMACS <input type="checkbox"/> Special Education Profile <input type="checkbox"/> Special Education Surrogate
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ASSURANCES AND CERTIFICATION

The superintendent/authorized representative accepts the responsibility for the actions requested on this form and by submitting this form requests the Department of Elementary and Secondary Education to make those changes.

SIGNATURE OF SUPERINTENDENT OR AUTHORIZED REPRESENTATIVE	DISTRICT PIN CODE (if required)	PHONE NUMBER	DATE
PRINTED NAME OF SUPERINTENDENT OR AUTHORIZED REPRESENTATIVE		EMAIL ADDRESS	

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