



**WEB SYSTEMS USER ID REQUEST – REGIONAL PROFESSIONAL DEVELOPMENT CENTERS (RPDC)
 CONSULTANT LOGS**

RPDC REGION	REGION CODE 998-00 __
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INSTRUCTIONS

All fields must be complete and appropriate signatures in place before access can be granted to the RPDC Consultant Logs.

- **Roles:** Indicate the level of access to be established for the individual named below (Consultant = Data Entry or Director = Allows Submittal of Monthly Logs).
- **FTE and Percentage of Duties by Initiative:** Indicate the total FTE and the percentage of time the individual named below will be responsible for each initiative(s).
- **Submission:** Fax or email this form (with the appropriate signatures) to (573) 526-5946 or collaborativework@dese.mo.gov.
- **Questions:** Contact Office of Special Education at (573) 751-0186 / (573) 751-3520 or email collaborativework@dese.mo.gov.

Note: Compliance Consultants needing access to IMACS are required to also complete a Web Systems User ID Request form (MO 500-2377) at: <http://dese.mo.gov/forms/MO5002377.pdf>

CONFIDENTIALITY AGREEMENT: Employees and contracted staff of the Missouri Department of Elementary and Secondary Education (Department) 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 is 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/YYYY)
USER’S MOTHER’S MAIDEN NAME (LAST)	USER’S EMAIL ADDRESS	USER’S PHONE NUMBER
USER’S SIGNATURE	USER ID	

ROLE

RPDC Consultant Logs <input type="checkbox"/> Consultant Access <input type="checkbox"/> Director Access <input type="checkbox"/>	FTE
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PERCENTAGE OF DUTIES BY INITIATIVE (only those applicable to the new user)

CW	MELL-MIG	MELL-IMG	PBIS	PBIS-CS	PLC	PLC-CS	CC	IC	BSS	DRDP	TLE	CCR	RPDC-CS

ASSURANCES AND CERTIFICATION

The RPDC Director accepts the responsibility for the actions requested on this form, and by submitting this form requests the Department make the changes.

SIGNATURE OF RPDC DIRECTOR	PHONE NUMBER	DATE
PRINTED NAME OF RPDC DIRECTOR	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