



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

**WEB SYSTEMS USER ACCESS DELETE REQUEST**

NAME OF LOCAL EDUCATIONAL AGENCY (LEA) OR INSTITUTION OF HIGHER EDUCATION (IHE)	COUNTY-DISTRICT OR IHE CODE
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**INSTRUCTIONS**

Please provide the name of the LEA/IHE and the county-district/IHE code number, as well as the first & last names and user ID for the individual whose Web Applications access is being removed. This information is necessary to process the application and to verify the individual's identity.

**Place a checkmark next to each type of access that needs to be removed for the user.**

When completed, please fax this form to 573-526-4125, or email this form (with appropriate signatures) to [webappsloginassistance@dese.mo.gov](mailto:webappsloginassistance@dese.mo.gov).

**QUESTIONS:** Contact the Office of Data System Management at 573-522-3207 or email [dsm@dese.mo.gov](mailto:dsm@dese.mo.gov).

**CONFIDENTIALITY AGREEMENT:** Employees of local school districts, institutions of higher education, or the Department of Elementary and Secondary Education (DESE) 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 with previous 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 REMOVED**

USER'S FIRST NAME	USER'S LAST NAME	USER ID
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**REMOVING ACCESS**

<input type="checkbox"/> Educator Certification District	<input type="checkbox"/> Educator Prep Summary Level	<input type="checkbox"/> Food & Nutrition Services--Direct Cert.
<input type="checkbox"/> Educator Certification University (EPP)	<input type="checkbox"/> ePeGs--Missouri Preschool Program	<input type="checkbox"/> MOSIS Data Collection
<input type="checkbox"/> Educ. Cert.--Nonpublic Prof. Dev. Reporting	<input type="checkbox"/> Food & Nutrition Services--Apps	<input type="checkbox"/> Nonpublic Registration
<input type="checkbox"/> Educator Prep Student Level	<input type="checkbox"/> Food & Nutrition Services--Claims	<input type="checkbox"/> Tiered Monitoring Food & Nutrition Services

**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 to make those changes.

SIGNATURE OF AUTHORIZED REPRESENTATIVE	PHONE NUMBER	DATE
PRINTED NAME OF 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), 6<sup>th</sup> 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](mailto:civilrights@dese.mo.gov)