



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY
EDUCATION
OFFICE OF CHILDHOOD-AFTERSCHOOL

WEB APPLICATIONS USER ID REQUEST – AFTERSCHOOL 21st CCLC – COMMUNITY-BASED

Agency Name	COUNTY-DISTRICT CODE
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INSTRUCTIONS

For the individual being given access to Web Applications, provide the agency 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 2 or 3 to indicate the level of access to establish for the individual named below; 2 = Data Entry (cannot submit), 3 = Authorized Representative (allows you to view, enter data, and submit/approve data).

Submit this form to Afterschool Programs Section at afterschool@dese.mo.gov.

QUESTIONS: Contact Afterschool Programs Section at 573-526-3961 or email afterschool@dese.mo.gov.

CONFIDENTIALITY AGREEMENT: Employees of community - based agencies 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 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 Agreement](#).

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 NAME (LAST)	USER’S EMAIL ADDRESS	USER’S PHONE NUMBER
USER’S SIGNATURE	USER ID	

GRANTING ACCESS LEVEL

Click on the dropdown arrow below, select either 2 or 3 or write either 2 or 3 on the line for access level requested (see instructions above for ‘roles’).
 ____ Tiered Monitoring Title IV, Part B: 21st Century Community Learning Centers (for Afterschool Programs)

ASSURANCES AND CERTIFICATION

The 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	

FOR DESE USE ONLY

DATE RECEIVED	DESE APPROVER	DATE FORWARDED TO ODSM
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The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute 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, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title VII/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 5th 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.

If you provide any “personal information” as defined in Section 105.1500, RSMo, concerning an entity exempt from federal income tax under Section 501(c) of the Internal Revenue Code of 1986, as amended, you understand and agree that you are voluntarily choosing to seek a state contract and providing such information for that purpose. The Department of Elementary and Secondary Education will treat such personal information in accord with Section 105.1500, RSMo, unless such information is subject to disclosure pursuant to federal or state law.