UPOD LEA User Agreement

Instruction Sheet

STEPS:

1. Print out UPOD User Agreement Form(s).
2. LEA contact person must sign and return their form before a password is assigned.
3. Sign and fax the form to Connie Nink at 801-538-7991.
4. Once an agreement form is received that person will be contacted to develop a password.
5. After the password is given that person will have the ability to develop passwords for all individuals needing to access the UPOD database.
6. The LEA contact person is responsible for maintaining a current list of people and their passwords and deleting those no longer eligible to access the database.
7. Problems should be directed to preschool specialist, Connie Nink at connie.nink@schools.utah.gov or by phone at 801-538-7948.

SSID System Usage Guidelines

Dear Local Education Agency Administrator:

Thank you for your interest in the UPOD website. Before requesting access to the site, please be aware that access is governed by the Federal Family Education Rights and Privacy Act. Per FERPA, access to student records maintained on this site is limited to "officials" within your local education agency who have a "legitimate educational purpose." This means

Volunteers may NOT have access to the UPOD website.

Access must be limited to those who need the information for legitimate educational purposes. Personal use of the information is prohibited.

Information that is downloaded, printed or saved must be destroyed when it is no longer needed to identify students.

Information about students in other districts or charter schools should not be downloaded, printed or saved for any reason.

Your password may not be shared with anyone else.

Violation of FERPA may result in the loss of federal funding. On the state level, violation will result in the termination of the violator's access to the UPOD website.

Sincerely,

Judy W. Park
Associate Superintendent, Data, Assessment and Accountability

Carol Lear
Coordinator, Government and Legislative Relations (School Law and Legislation)

LEA User

UPOD Website Access Request Form

Please provide the following information: (All fields are required – please print clearly)

I, _____, request USOE UPOD website access while

employed by the _____ Local Education Agency (LEA).
LEA Name

I understand and agree to the following:

- The password that I am issued will not be shared with anyone.
- I agree to use the UPOD data only for its intended purposes.
- I will, at all times, ensure the security of data found on the UPOD website.
- I will notify USOE upon termination of my employment or reassignment of duties.

Signature: _____ Date ____/____/_____

LEA Number _____ (Local Education Agency Number)

LEA School Number _____ LEA School Name _____

First Name _____

Last Name _____

Title _____

Primary email _____ @_____

Secondary email _____ @ _____

Phone (_____)_____ ext _____

LEA Admin. Name _____

LEA Admin. Signature: _____ Date ____/____/_____

LEA Admin. Phone (_____)_____ ext _____

USOE Use Only

USOE Approval _____ Date ____/____/_____

Title _____

Name _____

Phone (_____)_____ ext _____