SSID LEA User Agreement

Instruction Sheet

Steps

1. Complete the appropriate SSID User Agreement Form(s).
2. Read SSID System Usage Guidelines by the USBE Legal Department (next page).
3. Complete, sign, and have approved, the LEA User SSID Website Access Request Form.
4. If you have and LEA SSID Administrator; forward the form to your LEA SSID Administrator. They should log in and create the user account on the SSID website. They will then complete and sign the LEA Administrator section and return the form to the user.
5. If you do not have a LEA SSID Administrator: Please have someone with authority sign the form in the LEA Administrator section of the form (i.e., principal, director, etc…) and return the form to the user.
6. Scan and email an electronic copy to ssidhelp@schools.utah.gov.
7. SSID Support will review the form(s) and create, or approve the user account created by the LEA SSID Administrator.
8. SSID Support will then contact the user with their user ID and password.
9. The requester will login to the SSID website with a one-time password and change the password.
10. Questions and issues should be directed to ssidhelp@schools.utah.gov.

SSID System Usage Guidelines

Dear Local Education Agency Administrator:

Thank you for your interest in the USBE SSID 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 many NOT have access to the SSID 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 down-loaded, 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 down-loaded, 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 SSID website.

Please help us maintain the integrity and usability of the website by limiting access to the fewest possible number of individuals.

Sincerely,

Angie Stallings, Deputy Superintendent of Policy and Communication

Ben Rasmussen, Educational Director/Law

LEA User Agreement

SSID Website Access Request Form

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

I, _____, request USBE SSID website access while employed by the _____ Local Education Agency (LEA).

I understand and agree to the following:

➢ The password that I am issued will not be shared with anyone.

➢ I agree to use the SSID data only for its intended purposes.

➢ I will, at all times, ensure the security of data found on the SSID website.

➢ I will notify USBE upon termination of my employment or reassignment of duties.

Signature_____ Date _____

LEA #: _____ LEA School #: _____ LEA School Name: _____

First Name: _____ Last Name: _____

Title: _____ Phone #: _____

Primary E-mail: _____

Secondary E-mail: _____

Account Options:
☐ Primary Contact
☐ Merge Notifications

LEA Administrator/Director Name: _____

LEA Administrator/Director Signature: _____ Date: _____

LEA Administrator/Director Phone: _____

USBE Use Only

USBE Approval by: _____ Date: _____

Title: _____ Phone: _____

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