

TS Gold Site ISD/RESA Employee Request Form

This form is to be used for ISD/RESA employees to gain access to the TS Gold Site in order to provide support for local districts administering the Kindergarten Entry Assessment (KEA).

Because the TS Gold Site provides access to federally protected student data, it is imperative that the school administrator and the user requesting access understand the sensitive and confidential nature of the data accessible on the TS Gold Site and affirm compliance with all Federal Education Rights and Privacy Act ([FERPA](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html)) regulations (www.ed.gov/policy/gen/guid/fpco/ferpa/index.html).

The ISD/RESA employee requesting access must confirm their commitment to the FERPA statement below by providing their signature and contact information (left column). In order to obtain a TS Gold Site login associated with each local district who will be implementing the KEA, **each** local school superintendent must confirm that this ISD/RESA employee is authorized to access the KEA student data and all additional demographic information in the TS Gold Site associated with their school district by completing information requested in the right column.

ISD/RESA Employee	Local School District Superintendent
<p>Please confirm your role:</p> <p>Ability to view KEA student data and all additional demographic information in the TS Gold Site.</p> <p>Please confirm your commitment to FERPA compliance:</p> <p>I commit to comply with FERPA guidelines in the use of the TS Gold Site.</p> <p>Name: _____</p> <p>Signature: _____</p> <p>ISD/RESA Name: _____</p> <p>Entity Code: _____</p> <p>Date: _____</p> <p>Phone: _____</p> <p>E-mail: _____</p>	<p>Please confirm the ISD/RESA Employee's role:</p> <p>I hereby grant permission for the named ISD/RESA staff to have the ability to have access to the KEA student data and all additional demographic information in the TS Gold Site associated with my school district.</p> <p>I commit to comply with FERPA guidelines in the use of the TS Gold Site.</p> <p>Name: _____</p> <p>Signature: _____</p> <p>District Name: _____</p> <p>District Code: _____</p> <p>Date: _____</p> <p>Phone: _____</p> <p>E-mail: _____</p>

This completed form should be faxed to 517-335-1186 or can be e-mailed to baa@michigan.gov.