



THE INFORMATION ON THIS FORM IS STRICTLY CONFIDENTIAL



**Security Form – Level 0 Warehouse
Complete and fax to Student Data Services at (631) 240-8967
or email britchie@esboces.org and ball@esboces.org**

Complete this section to identify the person authorized to access Level 0 with District Admin access.

School District / Agency: _____

Last Name: _____ First Name: _____

Telephone #: _____ Building: _____

Position Title: _____

Email Address: _____

ID AND PASSWORD SELECTION AND PROCEDURE

Each authorized user of the system will be given a unique User ID and password.

- Use this form to request an individual ID.
- The District Level Administrator or District Data Coordinator, in the district must sign the Level 0 security form. We require two (2) business days turnaround after the form is received
- Passwords associated with individual User IDs (ex., MYNAME) can be changed by those users online at any time.
- Passwords associated with individual User IDs (ex., MYNAME) need to be 8 or more characters; letters, numbers and special characters. They **are** case sensitive.
- User Names and Passwords are not to be shared.
- If a password is lost, forgotten, or stolen, contact Student Data Services (631) 218-4195

***** **IMPORTANT** *****

**As the District Level Administrator or District Data Coordinator of _____
I give permission for the person named above to receive a User ID and password for Level 0 with District Admin access. However, I understand that I am ultimately held responsible for confirming that the data in Level 0 is correct and ready for submission to the Level 1 Data Warehouse. In order to accomplish this I will be given an ID and Password with District Admin/Lock access.**

**District Level Administrator or _____ Date: _____
District Data Coordinator (Signature)**

Student Data Services

Charles King, Divisional Administrator Peter Desjardins, Program Administrator

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, gender identity or expression, transgender status, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the implementation of the applicable laws should be directed to either of the ESBOCES Civil Rights Compliance Officers at ComplianceOfficers@esboces.org; the Assistant Superintendent for Human Resources, 631-687-3029, or the Associate Superintendent for Educational Services, 631-687-3056, 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005, 646-428-3800, OCR.NewYork@ed.gov.