



## Student Data Services

750 Waverly Avenue  
Holtsville, NY 11742  
631-218-4195



# REGENTS ASAP Account Request for Regents Reports

Please submit names of 2 staff members who will be provided access to the web-based ASAP Regents Reporting Application.

**The ASAP application does not have building level access accounts, therefore the staff members assigned these accounts must have permission to view records for all district students.**

These staff members will be expected to disseminate ALL REGENTS SCORE REPORTS to appropriate building personnel in a timely manner.

	1 <sup>st</sup> Account Designee	2 <sup>nd</sup> Account Designee
Name		
Title		
Email		
Phone		

I request ASAP accounts for the above personnel. I understand these accounts provide access to Regents exam outcomes for all students in my district, and acknowledge that the account designees are aware of, and will adhere to, all FERPA regulations regarding access to student information.

**These accounts cannot be restricted to a specific school or department!**

District Level Administrator or District Data Coordinator:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

District: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

When completed, please email this form to [dwtshelp@esboces.org](mailto:dwtshelp@esboces.org).