

Window Rock Unified School District No. 8
Technology Department

Power School Login Request Form

Part 1 Information.

User Information:

User First and Last Name: _____
Department/School Name: _____
User Job Title: _____
User Telephone Number: _____
User E-mail Address: _____

Check one:

- New Account
 Terminate Access
 Change Privileges:

Reason: _____

Part 2 Select User Preference:

- Lookup-The user will be able to view student data but cannot modify data.
 Attendance-The user will be able to view and modify student attendance data.
 Secretary or Registrar-The user will be able to view and modify student enrollment and attendance data.
 Building Administrators- (ex. Principal, Assistant Principal, Dean of Instruction, Social Worker)
The user will be able to view student data and modify discipline data.
 Counselor-The user will be able to view/modify student classes, grades, course history and discipline data.
 Nurse-The user will be able to view student data, modify health and emergency student records.
 Food Service Staff-The user will be able to view student data and modify Power Lunch student data.
 Transportation Staff-The user will be able to view and modify student transportation information.
 Teacher- The user will take view data, attendance electronically in class, setup and enter grades.
 Other- _____

Part 3 Training.

Access to Power School will be granted after training is completed.

- I have completed Power School Training on ____/____/____.
Date

Comments (if training is not yet completed): _____

THIS AGREEMENT is made between:

Window Rock Unified School District No. 8 (WRUSD #8) and _____

The Administrator or Principal is requesting to provide the employee with a login and password to access Power School (District Student Management System). The login and password are confidential in nature and WRUSD#8 holds the employee responsible for keeping it confidential.

By signing this document the employee certifies they will:

1. Not give or share user ID and password to other users or staff.
2. Immediately notify the Technology Department of any unauthorized use of your login and password or any other breach of security.
3. Immediately notify the Technology Department if you notice anything wrong with Power School or data.
4. Will accept responsibility for protecting the integrity of your password. (This includes not saving your login and password on your computer or any place where unauthorized users can have access to it.)
5. Ensure that you log out from your account at the end of each session.
6. Agree to comply with the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment or FERPA, Window Rock Unified School District No. 8 protects the rights of student education records with relation to the accuracy and privacy of their records.

_____/_____/_____
Employee Signature Date Supervisor Signature Date

To be completed by Technology Department:

- ID Assigned: _____ Initial Password Assigned: _____
Technology Department Staff Initials: _____ Date Completed ____/____/____
o Authorization incomplete. Return to sender.
Date returned to Technology Department ____/____/____ Date Completed: ____/____/____

Approved by CIA Director on September 1, 2009