



Application Access Form State Level Request

Purpose of Request: (Select One)

- New Access
- Modify Access
- Remove Access

Division:

User Role:

- State Employee
- Contractor

First Name:

Last Name:

CA Number:

Job Title:

Current User ID: (If applicable)

Work Email Address:

Work Telephone Number:

Select one role per application request.

Accountability	Administrator Application Manager	Graduation Cohort	Administrator Application Manager
Attendance Funding	Application Manager Read Only	Help Desk Administrator	Administrator Application Manager
Course Master	Administrator Read Only	Highly Qualified Teachers	Administrator Application Manager Region User
Data Reports	Administrator Application Manager	Local Payment Processing	Account Administrator Application Manager
Discoverer	Administrator User	Personal Information Reporting System (PIRS)	Administrator Administrator II Application Manager Statewide Inquiry Super User
EIS Production	Administrator Application Manager SDE Technical Staff	School Nutrition	Application Manager SDE Administrator
Enhanced EIS Data Entry	Administrator Application Manager	SDE Directory	Administrator SDE Administrator
eReporting	Account Administrator Administrator Application Manager Statewide Inquiry	Security Management	Application Manager Security Administrator
eTiger	Account Administrator Application Manager Content Administrator Program of Study Administrator Read Only	SSRS Reports	Administrator Application Manager

Justification: All access must be justified. List specific job duties that require access to the requested application(s). Additional information relevant to your request should be included.

By entering my name below, I attest to the accuracy of information provided on this form. In addition, I understand that by virtue of employment with the TDOE, I may have access to confidential student and teacher data, including personally identifiable information (PII). I understand that the unauthorized disclosure of PII is prohibited by federal and state law, including the Federal Educational Rights and Privacy Act of 1974 ("FERPA"), the Tennessee Data Accessibility, Transparency and Accountability Act ("DATAA"), Individuals with Disabilities Education Act ("IDEA"), and the National School Lunch Act.

I acknowledge that I fully understand that improper disclosure of PII to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that improper disclosure of PII violates TDOE policy and could constitute just cause for disciplinary action, including termination of my employment, regardless of whether criminal or civil penalties are imposed.

Employee Name: (First & Last Name)

The form must be submitted by applicant's supervisor.

Supervisor's Name: (First & Last Name)

Title:

Date Form Completed:

Please send the completed form to the e-mail address listed below.

EIS.Help@tn.gov

Internal Tennessee Department of Education Use Only

I hereby attest that the information on this form is accurate to the best of my knowledge. I further attest that the employee indicated above requires access to the checked application(s).

Access Granted To The Following Application(s):

Processor Name:

Account Activation Date:

Accountability		<input type="text"/>
Attendance Funding		<input type="text"/>
Course Master		<input type="text"/>
Data Reports		<input type="text"/>
Discoverer		<input type="text"/>
EIS Production		<input type="text"/>
eReporting		<input type="text"/>
eTiger		<input type="text"/>
Federal Application Consolidated Tracking System		<input type="text"/>
Graduation Cohort		<input type="text"/>
Help Desk Administrator		<input type="text"/>
Highly Qualified Teachers		<input type="text"/>
Local Payment Processing		<input type="text"/>
Migrant LEA Uploads		<input type="text"/>
Personal Information Reporting System		<input type="text"/>
School Nutrition		<input type="text"/>
SDE Directory		<input type="text"/>
Security Management		<input type="text"/>
SSRS Reports		<input type="text"/>
Training Table		<input type="text"/>

New Account User ID:

Additional Notes: