



CORE DATA ACCESS ENROLLMENT FORM

DISTRICT IT STAFF, READ FIRST: Before you complete this form, please take careful consideration into deciding the district staff who will have access to your district's Core Data. This form designates which district staff will be provided access to the district's Core Data and associated files via FTP server.

- This form must be **typewritten** and **signed by a District Authorized Signer** in order for TSB to process.

REASON FOR ENROLLMENT FORM SUBMISSION:

- NEW UPDATE (Any changes to "Who I want to give access to district Core Data to:")

I, _____ (Authorized Signer Name), authorize enrollment of my district in the Core Data program from TSB. I request and authorize access to the Core Data, associated data files, and FTP account information for _____ (District Name) be provided to the following individual(s) specified in **"Who I want to give access to district Core Data to:"** section below.

Who I want to give access to district Core Data to:

Name: _____ Employee Number: _____

E-mail: _____ Phone: _____ Position: _____

Name: _____ Employee Number: _____

E-mail: _____ Phone: _____ Position: _____

Name: _____ Employee Number: _____

E-mail: _____ Phone: _____ Position: _____

By signing this form, District Authorized Signer understands:

- The Core Data access being offered to your district is an optional service provided by TSB and that the release of district's Core Data is entirely at the choosing of District Authorized Signer.
- I (District Authorized Signer) and district will take all necessary precautions to ensure that Core Data, associated data files, and FTP account information and systems used to store all related Core Data files and account information are kept secure, and access is controlled and limited to authorized person(s) listed in "Who I want to give access to district Core Data to" above.
- TSB cannot control what happens to the district's Core Data, associated data files, and FTP account information once access has been released to the above person(s).
- TSB will provide access to the district's Core Data and associated files via FTP server, and FTP account information related to district's Core Data transmitted via e-mail can be intercepted by other people.
- TSB reserves the right to disable access to district's Core Data or change FTP account information in cases where access to the Core Data is believed to have been compromised, with or without notice from the District Authorized Signer.
- I will notify TSB of any changes to the individuals listed in "Who I want to give access to district Core Data to:" via e-mail or AccessPoint request AND I will provide TSB a revised, up-to-date "Core Data Access Enrollment" form.
- Any changes to individuals listed under "Who I want to give access to district Core Data to:" will necessitate changing of district's FTP password related to district's Core Data access.

Name of District Authorized Signer: _____

Signature of District Authorized Signer: _____ Date: _____

For TSB Staff Use Only:

Received: _____ Request #: _____ Completed: _____