Minnesota Department of Education

Superintendent Authorization for MARSS Web Edit System (WES)

I, _____(*enter first and last name*), Identified Official with Authority

_____(*enter superintendent, executive director, director, or board chair*)

grant the following staff members access to the MARSS Web Edit System for school district number and

type _____ (*enter number and type*), and organization _____ (enter

name of organization).

- First Column – enter name of the staff member you are authorizing access to the MARSS WES Interface.
- Second Column – type the working title of the authorized person.
- Third Column – type *add* if you are adding a person; type *remove* if the person's access is to be removed.
- Fourth Column – if you choose the User Role place an 'X' in this column.
- Fifth Column – if you choose the MARSS Coordinator Role place an 'X' in this column.
- Sixth Column – if you choose the MARSS Region Coordinator Role place an 'X' in this column.

Inform your staff that you have authorized their access to MARSS WES interface and they are to request access to the secure program using the Minnesota Department of Education (MDE) user account login.

Authorizations are to be updated whenever there is a change of authorization within your district/charter school which includes removing access due to a user or coordinator no longer employed or no longer needing access to MARSS WES.

Name	***Title***	***Enter One: Add Remove Keep***	***User Role***	***MARSS Coordinator Role***	***MARSS Region Coordinator Role***

Identified Official with Authority: by signing your name on the signature line, you are verifying you are the Identified Official with legal authority to authorize persons listed on this authorization access to the MARSS WES Minnesota Department of Education (MDE) secure site and verify that you have reviewed the following agreements and acknowledgements with all authorized persons listed in the above table.

- All authorized persons agree to restrict their activities when using the MDE secure program solely to submitting, gathering, or processing information as permitted by their application role and organization access as authorized by their supervisor.
- All authorized persons agree to abide by the provisions of Minnesota Statutes, Chapter 13 (Minnesota Government Data Practices Act); the Family Education Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; and any other applicable statutes and regulations on privacy and confidentiality of data and information. No private data accessed in the course of the performance of this agreement shall be duplicated, used or disseminated except as authorized by statute or this agreement, either during the period of this agreement or thereafter. All authorized persons agree to abide by the security standards prescribed by MDE.
- All electronic data communications are to be encrypted or encoded at the protocol level using security standards developed by the Internet Engineering Task Force (IETF) and the IP (IPSec) Working Group. This will ensure the safety and security of all business transactions, communication exchanges and education data protected under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 and FERPA, 20 U.S.C. 1232g.
- All authorized persons understand and agree that any sign-on or password instructions issued are for their exclusive use pursuant to this agreement and are not to be shared with or delegated to others.
- All authorized persons further agree to maintain procedures within their office that safeguard the privacy and confidentiality of data. This includes, but is not limited to, always logging off from the MDE secure web site when leaving their computer unattended; protecting their password or sign-on from access by others, and not authorizing another person to access data using their password or sign-on; and any other procedures that may be necessary to prevent unauthorized access to the MDE secure program.
- All authorized persons agree, alone or in combination with any other student data received from any MDE source or school source, is to be protected as private data. Further, all secure data and financial information is intended for verification purposes only and is not to be combined with additional available data for other purposes.
- All authorized persons understand and agree that continued access to the software depends upon their compliance with the procedures and data practices policies as outlined. Failure to abide by this agreement will result in access being discontinued.
- All authorized persons acknowledge that they may be subject to criminal and civil penalties if they do not abide by the above policy.

_____ _____

Official with Authority's Signature Date

Please email the signed completed authorization form from the Superintendent/Executive Director/Director/Board Chair email address only—no exceptions—to marss@state.mn.us.