

# Alaska Migrant Web System

## Records Management User Access Form

### 2018-2019 School Year

The Alaska Migrant Web System (ak.msedd.com) is for the use of the Alaska Department of Education & Early Development Migrant Education Program, and may be accessed and used only for official Migrant Education Program business, and by authorized personnel using district issued computers only.

#### User Information

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**District:**

**First and Last Name:**

**Title:**

**Email Address** (*district email only*):

**Telephone Number:**

**Purpose of Access:** Records Management for MEP Web System

#### Duration of Agreement:

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July 1, 2018 – June 30, 2019

#### Assurance Agreement

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By signing on the line below, the user agrees to the following:

- To safeguard the security of any password provided to you by system administrators.
- To follow FERPA guidelines and not distribute or share any student information or migrant records.
- To not share the system access you have been given.
- To not perform actions on Alaska Department of Education & Early Development Information Technology resources which are inconsistent with the spirit of this agreement, violate any State or Federal law or result in system instability.
- To not download and save COEs from the web system to a personal computer.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The State of Alaska reserves the right to rescind this agreement at any time without prior notification.**

Please return form by **August 15, 2018** to:  
Jannessa Luerra, [jannessa.luerra@alaska.gov](mailto:jannessa.luerra@alaska.gov)