

Alaska Migrant Web System Recruiter 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

District:

First and Last Name:

Title:

Email Address (*district email only*):

Telephone Number:

Purpose of Access: Recruiter Access for MEP Web System

Duration of Agreement (please check one):

July 1, 2018 – December 31, 2018

July 1, 2018 – June 30, 2019

Assurance Agreement

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.

Recruiter Assurance Agreement

Printed Name: _____

Signature: _____ Date: _____

Migrant Coordinator/Records Manager Assurance Agreement

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