



Naviance Access Request

(For Local District and Beaudry Central Office Staff only)

Identification (to be completed by the user)

Name (Last) _____ (First) _____ (MI) _____
Title _____ Employee # _____ Email _____
Phone # _____

User/Role

Please make a selection between Local District or central offices

Beaudry Central Office

Division/Office: _____
Title: _____

LD Administrator User Role:

- Overview of most student data including demographics, academic history, and survey and assessment results
- View and run school-level reports
- View college and career planning tools

or

Local District

Local District: _____
Title: _____

LD Administrator User Role:

- View most student data for LD schools including demographics, academic history, and survey and assessment results
- View and run school-level reports for LD schools
- View college and career planning tools

Confidentiality Agreement

As a user of Naviance I understand that I will have access to confidential student records. In addition:

- I understand that I am entrusted with protecting the information within this system, in accordance with LAUSD bulletins 1077.1 (Information Protection Policy) and 2469 (Pupil Records: Access, Confidentiality, and Notice of Educational Rights), and state and federal confidentiality laws.
- I understand that I may not discuss information related to records with non-authorized employees.
- I understand that I must guard records from being viewed by non-authorized employees.
- I understand that sharing my Single Sign-On (SSO) username and password will result in immediate disciplinary action.
- I understand that I must meet all requirements of the Acceptable Use Policy (Bulletin 999)

Authorization

User's Signature _____
Site Administrator's Name _____
Site Administrator's Signature _____
Site Administrator's Email _____@lausd.net

Date _____
Site Administrator's Job Title _____
Date _____

Internal Use Only

Approved
 Disapproved reason: _____

Approved by _____

Please submit request for access by via email to nchave2@lausd.net