Supplemental MyData Access Form

This supplemental form is needed when a principal would like to grant schoolwide access to MyData for teachers who have a primary job code as a classroom teacher, yet, have duties requiring them to have schoolwide access to student-level data (e.g., SLC Lead Teacher). Coaches and coordinators, as well as Assistant Principals, do not require this supplemental form UNLESS their primary job code shows them as a classroom teacher. Likewise, if a classified staff member requires access, their name and employee ID should be reported on this form. This form needs to be submitted together with a Request for DSS/MyData UserID Authorization form for each individual employee.

Please fill out and fax form to (213) 241-8420. No cover page is required.

Name of Principal: ____________________________________________

Loc Code:_______  School Name:________________________________________

Principal’s Signature: ___________________________ Date: __________

I understand that access to and use of these reports is restricted to authorized employees with a reasonable need to utilize them in order to perform their assigned duties. I am requesting that the individuals listed below have access to all teacher and student reports for our school, and magnet(s), if any, based on their assigned duties. I ensure that these individuals will not take any action that will jeopardize the security of these records.

Employee Name ___________________________ Emp # __________

Employee Name ___________________________ Emp # __________

Employee Name ___________________________ Emp # __________

Employee Name ___________________________ Emp # __________

Employee Name ___________________________ Emp # __________

Employee Name ___________________________ Emp # __________

FOR ITD USE ONLY

☐ Approved  ☐ Disapproved  By _______________________ Date ___/___/___

School Mail to ITD, DSS Office, Beaudry Building, 9th Floor -or- Fax to (213) 241-8420 - No cover page required

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