



## Special Access Request Form

The persons signing this form attest to the requester's legitimate and ongoing educational purpose (see district policy FL) for accessing student data at a school or schools. **The form and e-mail address apply only to MyData Portal.** For assistance with any other district system contact Educational Technology at <https://www.dallasisd.org/informationtechnology>.

### INSTRUCTIONS

- Teachers' requests can only be authorized by principals.
- Central staff and contractors must obtain the authorization of an executive director or above.
- Scan and e-mail the completed form to [OIR@dallasisd.org](mailto:OIR@dallasisd.org).
  
- After an organization change (campus or department), this form must be resubmitted to retain special access.
- **Teachers requesting access to multiple campuses:** List *all* TEA numbers in the space provided and obtain all principals' signatures before submitting. Do not submit individual requests for each school.
- **Requesters without employee ID number:** Provide last four digits of the SSN in place of a district employee ID number.

### REQUESTER

Employee ID: \_\_\_\_\_

ORG # \_\_\_\_\_

First Name \_\_\_\_\_

MI \_\_\_\_\_

Last Name \_\_\_\_\_

### TYPE OF ACCESS (check only one)

Access to all district schools:

Central staff

Access to select schools (list below):

Campus level access\*

Teacher\*

\*I request access to the following feeder group(s) or TEA number(s):

Describe reason for requesting special access: \_\_\_\_\_

\_\_\_\_\_  
Requester Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approver Printed Name

\_\_\_\_\_  
Approver Signature

\_\_\_\_\_  
Date

Campus level access will expire at end of the school year

Revised: 26-Jun-24



Evaluation &  
Assessment