



NonPublicSchools Access Request Form

I understand I am requesting access or to have access removed for myself or for another person for NonPublicSchools. I will not release confidential information to others unless it is for the purposes directly connected to the program for which purpose it was originally intended. Each school is responsible for maintaining secure systems with which to access state systems to ensure the data is safeguarded. Each user must choose a strong password and secure their username and password. Usernames and passwords must never be shared or reused. Each user must agree to use the data only within the direct scope of their current employment and within the scope of the role granted, and to comply with FERPA and the OPI Student Records Confidentiality Policy.

Requester's Name:

Date:

User Information

Full Name:

New User

Email Address:

Remove User

Phone Number:

Modify Existing User

County / District:

Role Actions

Add Roles

Remove Roles

DISTRICT ROLES

NonPublicSchoolsCounty CO:

NonPublicSchoolsDistrict LE#

NonPublicSchoolsReadOnly

OPI ROLES (Reserved for OPI)

NonPublicSchoolsOPI

NonPublicSchoolsReadOnly

Authorized Representative Approval

Name:

Title:

Phone Number:

Signature:

Date:

Submit by scanning and emailing to: opinps@mt.gov

For questions about access and roles, please contact Marla Swanby at 406-438-2160 or
Dylan Martin at 406-444-0466

NONPUBLIC SCHOOLS ROLES DEFINITIONS

NonpublicSchoolsOPI: This role will allow the user to access all pages of the application and assigned to OPI Staff only.

NonpublicSchoolsReadOnly: This role must be assigned with an additional role. This allows users to see what the additional role is permitted to see but will not allow the user to change the data in the application.

NonpublicSchoolsCounty: This role will allow the user to enter data at the county level for both the county and any LE in the county. Only county superintendents or their equivalent should be given this role. Users with this role MUST have at least one county assigned in the location code.

NonpublicSchoolsDistrict: This role will allow the user to enter data at the District level. Only District employees should be given this role. Users with this role MUST have at least one District assigned in the location code.