



Temporary Account Application

New Account

Account Renewal Account # _____

Name:		
Contracted Position:		
Affiliated Organization:		
Location:		
Supervisor/Sponsor:		
Phone Numbers:	Work:	Personal:
Email Address:		
Account Dates:	Start:	End:
Access Needed:	**PowerSchool Account: <input type="checkbox"/>	

Supervisor/Sponsor Section

****If requesting PowerSchool access, please give a brief explanation of the duties of the applicant:**

Supervisor/Sponsor Signature: _____

Internal use only

Employee number: t_____ Password: _____

Info Systems
Initials:

Security

If you identify a security problem with district computers, notify Network Services immediately. Never demonstrate the problem to other users. Never use the account of another individual. Never reveal your password to anyone. Any user identified as a security risk will be denied access to computers and may be liable for disciplinary action or prosecution.

Initials _____

CONFIDENTIALITY AGREEMENT

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. FERPA requires that institutions adhere strictly to these guidelines. Student "education records," are broadly defined to include all records directly related to a student and maintained by an educational institution or someone acting on its behalf (e.g., contractors, auditors, volunteer workers, etc.). Records can be in any format, including email messages, other computer records, videos, photographs, etc. The district has a responsibility to make sure that education records will not be disclosed without proper permission. Be aware that student education records you may encounter while performing your work with the district are NOT public information and can only be released or discussed with specific personnel of the Fairbanks North Star Borough School District. Never speak of these records in public places, with mutual friends, or family members. The right to privacy also restricts the release of student education records via electronic means such as Facebook, Twitter, blogs and any other digital media site or service.

The information you may have access to is **NOT** public information and can only be released by specific personnel of the Fairbanks North Star Borough School District. Never release information to anyone without first checking with your immediate supervisor. As an employee, volunteer, substitute or temporary employee, it is very important that all information that you come in contact with be kept strictly confidential. Never speak of this data in public places, with mutual friends or family members.

I have signed this form and agree to abide by this agreement while I am dealing with student education records of the Fairbanks North Star Borough School District.

Signature

Date

Printed Name

FERPA allows for school district staff with a "need to know," the permission to access records as part of their job. This form is directed at individuals that are not permanently employed by the district but need special consideration to access student education records.

Form Routing:

Please fax form to Information Systems 452-3312. Please keep a copy in the school/department where special consideration for access has been requested.