

EMPLOYEE NAME: _____

SCHOOL DISTRICT: _____

BLDG: _____ POSITION: _____ BUS. PHONE: _____

EMAIL ADDRESS: _____

- ADD USER ACCOUNT (all unselected categories will be treated as "no access")
- MODIFY EXISTING USER ACCOUNT (only what is checked will be modified)
- TERMINATE USER ACCOUNT

**Grant
Full
Access**

**No
Access**

LEA Roles

LEA Collector

- Review data collected
- Review reports Level 1 and Level 2
- Collect and prepare district student/staff/fiscal data

* Recommendation: EMIS Coordinator with one individual as backup

LEA Reviewer

- Review data collected
- Review reports Level 1 and Level 2

* Recommendation: Department Supervisors, Principals, District Staff

LEA Submitter

- Review data collected
- Review reports Level 1 and Level 2
- Certify / Submit EMIS data to ODE

* Recommendation: EMIS Coordinator with one individual as backup

LEA Editor

Grants access to the Emis Flat File Editor (EMISFFE) Application.

I have read the [LGCA Security Policy and Procedures](#) and agree to abide by those documents.

Superintendent: _____ Date: _____

Treasurer: _____ Date: _____

Employee: _____ Date: _____