

**General Information:**

To request a new TEASE username, or to modify or revoke existing access to TX21st, complete this form. Obtain the required signatures, and follow instructions in Section 7 for printing and e-mailing this form. Your user name and password will be issued to you via e-mail.

**Section 1: User Information**

First Name	<input type="text"/>	Birth Month	<input type="text"/>	Birth Day	<input type="text"/>
Middle Name	<input type="text"/>				
Last Name	<input type="text"/>				
Organization Name - Grantee or Fiscal Agent	<input type="text"/>		Phone Number	<input type="text"/>	
Job Title	<input type="text"/>		Work Mailing Address	<input type="text"/>	
1st Year NOGA ID (15 digit Federal Project ID)	<input type="text"/>		City	State	Zip Code
21st Century Area of Responsibility (Center Name/s)	<input type="text"/>		E-mail	<input type="text"/>	

**Section 2: Type of Access**

- CREATE a new TEA SE user account.
- ADD TX21st app to my existing TEA SE user account.
- MODIFY my TX21st access - My needs have changed.
- REVOKE my TEA SE user account.

**Section 3: User Role**

- Center Staff - Can only enter data for their center (i.e. SC).
- Grantee Staff - Can review & enter data for all centers (i.e. PD/FES).
- Grantee Approver - Read Only access with data certification rights.
- BOTH Grantee Staff & Approver - (see descriptions above).
- Grantee Evaluator - Read Only access for Independent Evaluator.

**Section 4: Certification and Approval (check all)**

- I understand that confidential information is any information that has the potential to identify a student, including aggregates with fewer than five members; social security numbers of students or staff; and e-mail addresses of members of the public.
- I agree that access to confidential data will be limited to the purpose intended by the TX21st application, and agree to limit the data viewed to that necessary for that purpose.
- I understand that any unauthorized disclosure of confidential student information is illegal as provided in the Family Educational Rights & Privacy Act of 1974 (FERPA) and implementing federal regulations found in 34 CFR, Part 99. FERPA is specially incorporated Texas Open Records Act as an exception to records that are subject to disclosures to the public (Government Code, Section 552.026).
- I understand that any data sets or output reports that I, or my authorized representative, may generate using confidential data are to be protected. I will not distribute to any unauthorized person any data sets or reports that I have access to or may generate containing confidential data.
- I understand that release of confidential student information is prohibited by the Texas Government Code, Section 552.352, and that such an offense constitutes a Class A misdemeanor.
- I certify that the information contained in the registration form is, to the best of my knowledge, correct and that the education agency for which I work has authorized me as a representative. I further certify that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations.
- I understand that my username and password are CONFIDENTIAL and may not be shared with another person or entity under any circumstances whatsoever.

## Section 5: Signatures (all required)

User's Signature

User's Typed Name

Date

Executive Director's Signature

Executive Director's Typed Name

Date

District Superintendent's Signature

District Superintendent's Typed Name

Date

## Section 6: TEA Approval (TEA Office Only)

TEA 21stCCLC State Coordinator Signature (or designee)

Date

Grantee ID

Center ID

## Section 7: Submitting Your Request

All signatures are required. Print, scan, and e-mail your request for TEA SE access to the TX21st Student Tracking app to: [21stCentury@tea.state.tx.us](mailto:21stCentury@tea.state.tx.us)