

2014-2015 Oath of NGS Student Record Form

Texas Migrant Education Program (MEP)

Instructions for Completing the Oath of Student Record Security and Confidential Integrity for the New Generation System (NGS)

The Oath of Student Record Security and Confidential Integrity form is required of all NGS users. The following instructions may be helpful when completing the form.

Field	Information to Include
Date	Include day, month and year.
Signature of User	The actual user must sign in this blank.
Printed Name of User	Please print legibly the user's name.
User's E-mail Address	Provide the user's work e-mail address, if available.
Position	Enter the user's job title (e.g., NGS Data Specialist, Recruiter, etc.).
District or ESC Name	Provide the district name or Regional ESC number (e.g., Lucky ISD, Region 21 ESC, etc.).
User's Area Code/Telephone Number	Provide the user's work telephone number, including area code.
Region Number	Provide the region number of the user's education service center.
User's Area Code/Fax Number	Provide the user's work fax number, including area code.
County Number and District Number	Provide the user's county and district numbers.
State	Write <i>Texas</i> .
Signature of the Migrant Contact Person	Provide signature of the main contact for the MEP at the user's district or region. Note: If the person seeking the NGS password is also the Migrant Contact Person for the district, the ESC Migrant Contact Person must sign in this blank.
Printed Name of the Migrant Contact Person	Please print legibly the name of the Migrant Contact Person.
Area Code/Telephone Number	Provide the work telephone number, including area code, of the district/region Migrant Contact Person.
Area Code/Fax Number	Provide the work fax number, including area code, of the Migrant Contact Person.
Signature of ESC Migrant Contact	Provide signature of the ESC Migrant Contact Person.
Annual Training Date	Provide the date the user was trained on NGS. Note: This is required for full access users only.
Assigned Security Level	1 – Full access (for those who will be updating and adding records). The proficiency with NGS of these users may be monitored using the NGS Quality Control Checklist. 2 – Read only

Reminder: Please print legibly so data can be entered correctly into NGS by TEA staff.

**2014-2015 Oath of Student Record Security and Confidential Integrity
for the New Generation System (NGS)**

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with requirements concerning the New Generation System security and confidential integrity of migrant student record data entry, maintenance, and transference in compliance with the Family Educational Rights Privacy Acts of 1974 (FERPA).

IN WITNESS WHEREOF I affix my hand on this the ____ day of _____, 20____.

Signature of User

Printed Name of User

User's E-mail Address

Position

District or ESC Name

User's Area Code/Telephone Number

Region Number

User's Area Code/Fax Number

County Number and District Number

State

Signature of Migrant Contact Person

Printed Name of Migrant Contact Person

Area Code/Telephone Number

Area Code/Fax Number

Signature of ESC Migrant Contact

Annual Training Date (Full access users only)

Assigned Security Level (circle one): I = Full Access (Update and Add Records) II = Read Only Access

ESCs must fax form to 512-463-8057. Retain one copy for your files and mail the original to address below.

School districts must mail the original to their ESC; however, in addition to mailing, they may fax this form to their ESC for faster processing. The ESC must mail the original to TEA.

**Migrant Education Program
Texas Education Agency
Curriculum Division
1701 North Congress Avenue
Austin, Texas 78701**

To be used by NGS Office: User ID: _____ Password: _____
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