



South Washington County Schools

Keith Jacobus, Ph.D., Superintendent

District Service Center

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ADMINISTRATIVE REPORT

TO: Members of the School Board

FROM: Keith Jacobus, Superintendent

DATE: September 8, 2016

TOPIC/PURPOSE OF REPORT: To approve the Identified Official with Authority for MDE Reports

REFERENCE TO POLICY/STRATEGIC PLAN: Strategic Objective #3: Continuous Improvement

RECOMMENDED BOARD ACTION: Approval

DATE FOR BOARD ACTION: September 15, 2016

REPORT

Effective April 1, 2015, the new Extended User Access Recertification System replaces the Superintendent Authorization Forms with a single system that provides information and control at the district over who has access to MDE secure systems. For statewide testing, this system is used to grant and maintain access to Test WES, Assessment Secure Reports, and the Graduation Requirements Records (GRR) systems.

Yearly, the district must designate the Identified Official with Authority to assign job duties and authorize external user access through a school board meeting. The school board meeting minutes must clearly designate the person as the Identified Official with Authority and these minutes must be provided to MDE in order to authorize this person. Administration recommends Superintendent Jacobus and Executive Assistant, Dayna Bentdahl, be the two individuals Identified as the Officials with Authority.