



**Application Access Form  
District & School Level Request**

**Purpose of Request:** (Select One)  
New Access  
Modify Access  
Remove Access

**User Role:** (Select One)  
District User  
School User  
Contractor

**First Name:**

**Last Name:**

**District Name:** District  
**Number:**

**School Name:** School  
**Number:**

**Job Title:**

**Current User ID:** (If applicable)

**Teacher License Number:** (If applicable)

**Work Email Address:**

**Work Telephone Number:**

Select one role per application request.

<b>Accountability</b>	District User	<b>Graduation Cohort</b>	District User
<b>Data Reports</b>	District User School User	<b>Highly Qualified Teachers</b>	District User
<b>Educator License Information</b>	District User	<b>Local Payment Processing</b>	Payment Requestor
<b>EIS Production</b>	District User District EIS Approval ADM District EIS Error Correction User School User School EIS Error Correction User	<b>Personal Information Reporting System (PIRS)</b>	Inquiry User
<b>Enhanced EIS Data Entry</b>	District User	<b>School Nutrition</b>	District User School User
<b>eReporting</b>	Chairperson of BOE County Clerk/City of SSD Recorder District Inquiry Superintendent/Director Trustee/Treasurer/Fiscal Agent		
<b>eTiger</b>	Instructor Program of Study User		
<b>Federal Application Consolidated Tracking System (FACTS)</b>	Instructor Program of Study User	<b>Attendance Funding</b>	District Read Only District User District Approver (NOTARY REQUIRED) School Read Only School User

**Notary Public (The Notary is required only if applicant is requesting District Approver access to Attendance Funding. The Notary's signature is also required. Please scan and email the Application Access Form.)**

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
Month Year

\_\_\_\_\_  
Signature of Notary Public

My commission expires on \_\_\_\_\_, \_\_\_\_\_.  
Month Year

[Notary Seal]

**Justification:** All access must be justified. List specific job duties that require access to the requested application(s). Additional information relevant to your request should be included.

By entering my name below, I attest to the accuracy of information provided on this form. In addition, I understand that by virtue of employment with the TDOE, I may have access to confidential student and teacher data, including personally identifiable information (PII). I understand that the unauthorized disclosure of PII is prohibited by federal and state law, including the Federal Educational Rights and Privacy Act of 1974 ("FERPA"), the Tennessee Data Accessibility, Transparency and Accountability Act ("DATAA"), Individuals with Disabilities Education Act ("IDEA"), and the National School Lunch Act.

I acknowledge that I fully understand that improper disclosure of PII to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that improper disclosure of PII violates TDOE policy and could constitute just cause for disciplinary action, including termination of my employment, regardless of whether criminal or civil penalties are imposed.

**Employee Name:** (First & Last Name)

**Supervisor's Name:** (First & Last Name)

**Title:**

**Supervisors:** *Please send the completed form to the district representative (EIS Contact). This form must be submitted by a district representative.*  
[Click here to see a list of district representatives.](#)

**Submitted By:** (First & Last Name)

**District representatives (EIS Contacts) should only accept forms from district supervisors.**

**Date Form Completed:**

*Please send the completed form to the e-mail address listed below.*

***EIS.Help@tn.gov***

Internal Tennessee Department of Education Use Only

I hereby attest that the information on this form is accurate to the best of my knowledge. I further attest that the employee indicated above requires access to the checked application(s).

Access Granted To The Following Application(s):	Processor Name:	Account Activation Date:
Accountability		
Attendance Funding		
Data Reports		
Educator License Information		
EIS Production		
Enhanced EIS Data Entry		
eReporting		
eTiger		
Federal Application Consolidated Tracking System		
Graduation Cohort		
Highly Qualified Teachers		
Local Payment Processing		
Migrant LEA Uploads		
Personal Information Reporting System		
School Nutrition		

New/Current Account User ID:

Additional Notes: