

Washoe County School District

## SY 2024-2025 School Level Access

Middle/High: Department Leader, Instructional/Data Coach

## Applications: i-Ready, SchoolCity

**Obtaining School Level User Access**: School level user access for teachers in instructional leadership roles must be formally *authorized on a yearly basis*. Access to the listed platform(s) may be granted to licensed educators filling certified and administrator positions only. School level access will not be granted to ESP (classified) staff.

**IMPORTANT:** Passwords must NEVER be shared. Access is authorized for individual users. (WCSD Board Policy 7205) User accounts must be reauthorized at the start of each school year. Accounts should be deactivated upon departure from the position, school, or district.

Request for School Level User Access

1Teacher Special	Assignment				
O Department Leader	O Instructional Coach	O Data Coach	Content Area(s):		
2Personal Inform	ation				
Employee Name:					
WCSD Username (E	Email):				
School:					
Job Title (position):				Grade Level(s):	
3Platform(s):	i-Ready	(6-8)	School	ity (6-12)	

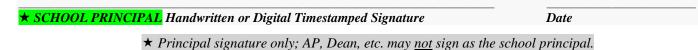
**<u>REQUESTOR</u>**: By signing below, I agree to use the application and available resources as intended and authorized by the school principal. I understand that I am responsible for maintaining the security and privacy of student and employee data. I will not disclose employee, student, or school information to any member of the public or utilize data for outside research. If information is needed for personal or third-party research or requested by the public, I will contact or refer the requestor to the WCSD Office of Accountability.

**REQUESTOR Handwritten or Digital Timestamped Signature** 

Date

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**School Principal:** By signing below, I acknowledge the requestor will have direct access to school, teacher, class, and student level data, program features and tools associated with the requested application(s). If the requestor leaves the school or their position changes such that their school level access should be removed, I will immediately advise the Department of Assessment.



Return completed PDF document via email to assessmentsupport@washoeschools.net or school mail ATTN: Department of Assessment