

## OEAA Secure Site District Administrator Approval Process and Expectations

The Office of Educational Assessment and Accountability (OEAA) Secure Site provides access to federally protected student data for the purpose of administering Michigan state assessments. It is imperative that both the district superintendent and the person requesting the District Administrator role in the OEAA Secure Site understand the sensitive and confidential nature of the data accessible on the OEAA Secure Site and affirm agreement with all [Family Educational Rights and Privacy Act \(FERPA\)](https://studentprivacy.ed.gov/ferpa) regulations (<https://studentprivacy.ed.gov/ferpa>).

Each district should have at least one District Administrator in the OEAA Secure Site. The expected duties of the District Administrator are as follows:

- Review and accept or reject all requests for access to the OEAA Secure Site for the district and public schools in the district within 30 days of the request being submitted.
  - Ensure each person requesting access is granted the least amount of access they need to perform their responsibilities.
  - If unfamiliar with the person requesting access or their responsibilities, check with that person's immediate supervisor to ensure they need access.
  - Ensure each person requesting access is familiar with FERPA regulations.
  - Ensure that each person requesting access understands that the student data contained in the OEAA Secure Site is protected under FERPA.
  - Ensure that each person requesting access understands that printed reports, documents, and test tickets containing student information are also protected under FERPA and are to be kept secure or securely destroyed.
  - Ensure that the OEAA Secure Site Security Agreement form is completed and attached to each request for access; if it is not completed or attached, the request must be rejected.
- Regularly check the list of district/school individuals who have access on the OEAA Secure Site and remove access promptly for individuals who no longer need it.
- Ensure that all individuals with access to the OEAA Secure Site understand that their login and password should never be shared; this includes logging in themselves and then sharing their screen with another person who does not have the same level of access to the OEAA Secure Site.
- Ensure that people with access to assessment vendor systems—such as the College Board, ACT, and Data Recognition Corp (DRC)—understand that all security rules also apply to these vendor systems.
- Notify OEAA at [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov) immediately if any of the above rules are broken.

The district superintendent and the person requesting District Administrator access must complete the OEAA Secure Site District Administrator Access Request form and the OEAA Secure Site Security Agreement form. Once the forms are completed, the applicant must log into [MiLogin for Business](https://milogintp.michigan.gov/eai/tplogin/authenticate) (<https://milogintp.michigan.gov/eai/tplogin/authenticate>), launch the OEAA Secure Site service, and request the District Administrator role on the [Request Access](http://www.michigan.gov/securesitetraining) ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)) page, with the completed forms attached.

OEAA Secure Site District Administrator Level User Access form directions:

- The district superintendent must complete all sections of the left-hand column, including acknowledging all statements. If the district superintendent is requesting the District Administrator Level role, they only need to complete the right-hand side of the form.
- The district administrator applicant must complete all sections in the right-hand column, including acknowledging all statements.