



STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
POST OFFICE BOX 94064, BATON ROUGE, LOUISIANA 70804-9064
 Toll Free #: 1-877-453-2721
 http://www.louisianaschools.net

Site Level Security Request Form for Nonpublic Schools

To obtain access to the Louisiana Educational Accountability Data System (LEADS) for inquiry and update of the Nonpublic Annual School Report, complete this form in its entirety for **each user**. Send the completed form by mail to the address above or fax to (225) 342-0178, **ATTN: Ancillary Resources Section - Nonpublic School Approval**.

Site Code: _____

School Name: _____

Parish: _____

Select one:

- Create a new USER ID (*Indicate new user information below*)
- Delete this USER ID (*Enter User ID*) _____
- Reassign this USER ID to (*Indicate new user information below*)

User Name: _____ (*Enter Full Name*)

Phone: _____

E-mail address: _____

I have read and agree to adhere to the policies as listed in the *Security and Confidentiality Policy*.

Signature: _____ Date: _____
 User for which request is being made

Approval Signature: _____ Date: _____
 Principal or Designated School Administrator

Important Notice: In accordance with BESE *Bulletin 741 (Nonpublic) Louisiana Handbook for Nonpublic School Administrators*, School administrators who fail to submit a Nonpublic School Annual Report during the annual reporting period (October 1-15), will be responsible for the loss of the school's academic classification causing the suspension of Brumfield vs. Dodd compliance. This oversight will consequently make the school ineligible for federal and state funding the following school year.

***** This section for Louisiana Department of Education official use only *****	
User ID: _____	Password: _____
Date Assigned: _____	Assigned by: _____

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