



LOUISIANA DEPARTMENT OF EDUCATION

Data Access Request

Step 1—Employee/Supervisor

Date Request Made: _____ Employee Email: _____

Employee Requiring Access: _____
First MI Last

User ID: _____ Ú@}^ÅK

Office/Section: _____

1) What data will you need to access in order to complete your duties?

2) Explain how you will use the data.

Employee's Manager : _____ Date: _____

Step 2 – Data Governance and Privacy Office (DGP)

Employee should have access to the following systems:

Approved by Privacy Committee _____ Date: _____

Step 3 - Upon approval, the OTS security request form will be sent from DGP to OTS to have access granted.

Date Access granted by OTS security: _____

Louisiana Believes