



LOUISIANA DEPARTMENT OF EDUCATION

PII Exception Authorization Request *Allowing Access to PII*

This form should be completed by the privacy committee with the staff needing access. After form is completed, it should be returned to manager and staff for documentation purposes.

Step 1—Identify the Need to Access PII

Date Request Made: _____ Office/Section: _____

Employee(s) Requiring Access: _____

1) What PII do you need to complete your job duties?

2) What specific work will you be doing?

Employee's Manager: _____

Step 2 – Determine the Exception

Appropriate Exception – LEA Superintendent/Charter Leader Authorization, Parental or Legal Age of Majority Consent, or Audit

Steps to Access:

Step 3 – Required Documentation *(please retain for audit purposes)*

Step 4– Privacy Committee Approval

Legal Approval: _____

Date: _____

Committee: _____

Date: _____

Notes:

Louisiana Believes