

# Ector County Independent School District Odessa, Texas

## Memorandum

**TO:** Board of Trustees

**FROM:** Tom Crowe, Superintendent of Schools

**SUBJECT: REQUEST FOR APPROVAL OF ALTERNATE APPROVER FOR SUPERINTENDENT**

**DATE:** August 19, 2014

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TEA allows and encourages the Superintendent of large school districts to request that a designee be set up to approve all district access to TEA confidential and non-confidential data.

We request that the Board authorize Heather Potts, Director of Information Systems/District PEIMS Coordinator, to act in the Superintendent's stead in the following capacity:

- act as the superintendent's Primary Request Submitter Designee for approving staff requests (also referred to as "submitting requests to TEA") for access to all TEA web applications accessed through the Texas Education Agency Secure Environment (TEA SE).
- act as the superintendent's Alternate Approver for approving staff requests for access to all TEA web applications accessed through the Texas Education Agency Login (TEAL).

This authorization is valid for the 2014-15 school year and beyond.

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It is recommended that the Board of Trustees approve this authorization for Heather Potts.

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Respectfully submitted,

**Tom Crowe**  
*Superintendent of Schools*