



ALEDO ISD BOARD MEETING TEMPLATE

MEETING DATE: July 22, 2013

AGENDA ITEM: TEAL User Administration+

PRESENTER: Lynn McKinney

ALIGNS TO BOARD GOAL(S): All

Background Information:

Texas Education Agency Login system, TEAL, provides secure access to TEA applications, which enables a district to access student records, educator records, school financial data, and other information that must be kept secure from unauthorized access.

Administrative Considerations:

- The superintendent is the Primary Request Submitter in the TEAL system and is the approver of all requests for the district.
- With board approval the district may designate a Primary Request Submitter Designee that is allowed to approve district requests in the absence of the superintendent.
- There are short timelines involved with TEAL approvals. It is recommended that the district have a board approved designee in case the superintendent is unavailable.

Fiscal Note:

None

Administrative Recommendation:

Administration recommends approval of Lynn McKinney as the Primary Request Submitter Designee (Backup Submitter) for the district.