

Ector County Independent School District Odessa, Texas

Memorandum

TO: Board of Trustees

FROM: Tom Crowe, Superintendent of Schools

**SUBJECT: REQUEST FOR APPROVAL OF TEXAS EDUCATION AGENCY (TEA)
ALTERNATE APPROVER FOR SUPERINTENDENT**

DATE: July 19, 2016

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 2016-17 school year.

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

Respectfully submitted,

Tom Crowe
Superintendent of Schools