

**BEMIDJI AREA SCHOOLS
BEMIDJI, MINNESOTA**

DATE: NOVEMBER 21, 2016

TO: BOARD OF EDUCATION

FROM: DR. JAMES HESS, SUPERINTENDENT OF SCHOOLS

**SUBJECT: DESIGNATING IDENTIFIED OFFICIAL WITH AUTHORITY TO
ACCESS MDE EXTERNAL USER ACCESS RECERTIFICATION
SYSTEM**

COMMENTS:

Effective April 1, 2014, the new External User Access Recertification System replaced the Superintendent Authorization Forms with a single system that provides information and control at the district over who has access to MDE secure systems. For statewide testing, this system is used to grant and maintain access to Test WES, Assessment Secure Reports, and the Graduation Requirements Records (GRR) system.

To begin using the External User Access Recertification System, the district must designate the Identified Official with Authority to assign job duties and authorize external user access through an upcoming school board meeting. The school board meeting minutes must clearly designate the person as the Identified Official with Authority and these minutes must be provided to MDE in order to authorize this person.

_____introduced the following resolution and urged its adoption:

**RESOLUTION DESIGNATING MINNESOTA DEPARTMENT OF EDUCATION EXTERNAL
USER ACCESS RECERTIFICATION SECURE SYSTEMS AUTHORIZATION**

WHEREAS, MDE's External User Access Recertification System is a password protected website for members of educational organizations who have received prior approval to access statewide testing and graduation information. On behalf of Bemidji Area Schools, Kathy Palm is designated by the School Board as the authorized representative for the secure site for Minnesota Department of Education Secure Systems information. This School Board action will be forwarded to the Minnesota Department of Education as a matter of record.

THEREFORE BE IT RESOLVED, the School Board of Independent School District No. 31, Bemidji, Minnesota, designates Kathy Palm, Director of Curriculum and Administrative Services, as the Identified Official with Authority with the Minnesota Department of Education for External User Access Recertification System related to the testing and graduation information of Independent School District No. 31, Bemidji Area Schools.

The motion for the foregoing resolution was seconded by _____, and a tabulation of votes is as follows:

AYES:
NOES:
ABSENT:

WHEREUPON, the foregoing resolution was duly passed and adopted.