



eLicensing Verification Access - School District User Request

AU

School District Authorized User Request

This form is required to request access to the eLicensing Verification Access. This form is ONLY for authorized human resource or other administrative public school district staff with hiring authority.

\*For the purposes of this agreement—a "school district" is any public school district, public charter school, BOCES, facility school or state operated program to be known herein as "school district". \*\*For the purpose of this form and this lookup, "CDE" means the Colorado Department of Education—Educator Licensing Unit only and does not encompass any other CDE unit, program or system. \*\*\*The Licensing Coordinator is the single person at your school district that has been authorized by CDE to approve user access requests.

Instructions: All requests for access must be applied for via the eLicensing system in each requestor's unique account. Complete this form requesting to be an Authorized User (AU) for your district by seeking approval from your district's LC.

Please PRINT Requestor - to be known herein as "Authorized User (AU)" Required Field

1 Are you making this request on behalf of a public charter school? Yes No

Charter School Only a Are you employed directly by the charter school? b Are you the head of the governing board of the charter school? Governing Board Chairperson, Chairperson Contact Email, Name of Charter School, Charter School Address, Phone, 4 Digit School Number, Web Address, What school district holds your charter?

Requestor Last Name\*, First Name\*, Title\*, Email Address\*, Contact Phone\*

This agreement is between the Colorado Department of Education, Educator Licensing Unit (CDE) and the above listed SDO for direct access to CDE's eLicensing system. Access is not guaranteed and is solely at the discretion of CDE. Initial next to each of the following line items.

- A CDE agrees to provide access to the information contained within the eLicensing system as authorized by Colorado law to approved users.
B The school district agrees that the LC is an employee or designee\* of the school district and is not an employee of a private school, designated agency, institution of higher education or any other third party agency/employee.
C The AU understands and will abide by the mandatory school district reporting.
D The AU understands that no private email addresses are permitted, only those from a district domain are allowed.
E The school district understands that the access available via this lookup is limited by statute.
F The AU agrees not to share their login information with anyone for any reason.
G The AU agrees that none of the information that is obtained from within the eLicensing system shall be released to anyone as CDE is the official records custodian and such records are confidential and may not be subject to CORA.
H The district understands that the SDO, LC and or the AU must have their own eLicensing account and apply individually for any access.

By signing, I am requesting access to view records in CDE's eLicensing system, I also agree to enter into this agreement with CDE and agree to and understand the above. AU Signature\*, Date\*, The date should not be older than 60 days from the date in which the LC applies for eLicensing Verification Access.

Licensing Coordinator Last Name\*, First Name\*, Title\*, Email Address\*, Contact Phone\*, eLicensing Verification Access Number\* (this can be found on the certificate emailed to you)

Activation Request This activation request is a: New Request Change to an Existing User Please grant the above AU access to: Access to eLicensing Subsequent Arrest Report Query As this School District's Licensing Coordinator with CDE, I do hereby request that the above AU be granted access to the eLicensing system for official use only.

Details "Change to an Existing User" if you only need to modify an AU's access, complete this form, check the "change" box and then email this change request to CDElicensingBackgroundUnit@cde.state.co.us. "Subsequent Arrest Report Query" is access to the subsequent arrest report query.