

**Peach County Board of Education**

**Georgia Department of Education Portal Application Rights and Roles Request**

Date: \_\_\_\_\_

Requested by: \_\_\_\_\_

Signature: \_\_\_\_\_

Requested for: \_\_\_\_\_

Department: \_\_\_\_\_

Title: \_\_\_\_\_

**Role(s) Requested:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applications Requested:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Assessment Director**

This person is the testing coordinator for the district and has access rights into AYP and Assessment Processing applications.

**BlackBox/PCGenesis System Administrator**

This person has full editing rights to update the district's user roles/information and to maintain Lotus Notes IDs. This person is not responsible for uploading or signing off on any particular collection.

**CPI Coordinator**

This person has the editing rights to access CPI reports and upload, validate and generate reports in data transmission. This person also has the rights to view TRS and PSERS reports and is responsible for uploading, validating and generating reports for TRS and PSERS data transmission.

**Career/Technical/Agriculture Education Director**

The Career, Technical, and Agriculture Education Director is responsible for the system's administration of career and technical educational services for students. These responsibilities include preparing the Annual LOCAL PLAN FOR IMPROVING.

**Consolidated Application Coordinator**

This person is responsible for checking and inputting the information into the Consolidated Funding Application. They have full edit rights to assign particular programs within the application. This person grants access to other users within the district. They update and work with all Title Programs within the CFA application. The Coordinator can upload the data and also must sign off on the program prior to the superintendent sign-off.

**Curriculum Director**

This person is responsible for the curriculum in the school system and works with the counselor and the teachers within each LEA in the district. There is no particular role for data transmission defined other than the standard access rights to Consolidated Grant, Interactive Reports and for the purpose of obtaining an ID in Lotus Notes.

**Facilities Coordinator**

This person has full edit rights to update the Facilities Database. They are responsible for updating, adding, deleting any data pertaining to their school system. They also have rights and are responsible for entering, editing, and validating the Central Directory, which houses the information in regards to the school and the local administrators.

**Financial Review Coordinator**

This person has full edit rights to upload, validate and run reports in data transmission.

**FTE Coordinator**

This person is responsible for editing, and validating FTE data transmitted for the FTE data collection. FTE Coordinators are also responsible for generating reports from the FTE web application. This user also has access rights to Assessment Processing.

**Grants Management Preparer**

This person has the edit rights to Grant Funds and Grant Completion Reports for their system and can upload the Monthly Report of Expenditures in data transmission.

**Grants Management Submitter**

This person has access rights to submit the DEO147 Monthly Report of Expenditures and Estimated Requirements for Grant Funds and Grant Completion Reports for their system in data transmission.

**Media Coordinator**

The person has an assigned role but the only rights into system reports are Consolidated Funding and Interactive Reports.

**School Nutrition Coordinator**

This person has edit rights into the School Nutrition Online Reporting System for the purpose of reviewing or entering data. School nutrition coordinators are responsible for reporting school and district level operating data to the state agency. They have access to Monthly reports of meal counts and financial data that are used to facilitate payment of state and federal funds earned based on the number of lunches, breakfasts and snacks served.

**School Nutrition Director**

This role is used primarily for communication purposes via Lotus Notes. Only local positions with the job titles of School Nutrition Director, School Nutrition Program Director-Trainee or School Nutrition Manager/Supervisor (as defined by State Board of Education Rule 160-5-1-.22) should be included in this role. School nutrition directors are held accountable for managing the fiscal status of the School Nutrition Program, complying with state and federal regulations and for controlling the quality of the foods served.

**Special Education Director**

This person has an assigned role but the only rights into system reports are Consolidated Funding and Interactive Reports. This person has a Lotus Notes ID for the purpose of communications with the department of education.

**Student Record Coordinator**

This person has the rights to Student Record for uploading, editing, and validating Student Record data transmitted for the Student Record data collection. Student Record Coordinators are also responsible for generating reports from the Student Record web application.

**Student Services Director**

This person is responsible for those services that support students within a local system outside the regular classroom setting. Such services may include those provided by school social workers/visiting teachers, school counselors, school health nurses, school psychologists, hospital/homebound teachers, student support teams. No current role is assigned in system reports. This person has access to Consolidated Funding and Interactive Reports. This person has a Lotus Notes ID for the purpose of communications with the Georgia Department of Education.

**Superintendent**

This person is the chief officer of the school system. There can only be one superintendent per system. Superintendent's have access to all applications for their district and have the final sign-off on all data collections. They have access rights to every application.

**Technology Coordinator**

This person receives information and responds to issues concerning both administrative and educational technology. They assist the employees with technology issues within their school district/schools. They are responsible for applications which Lottery Funding, Annual School and System Technology Survey, State K-12 network for Internet access; system level technology plans, E-Rate, Lotus Notes accounts, Title II-D-Ed Tech Grants, and cases of Internet abuse.

**Title I Director**

This person is responsible for managing the implementation of the Title I program at the school level. Program management includes interpreting federal legislation regarding the Elementary and Secondary Education Act; setting achievement standards for at risk children; planning for school wide and targeted assistance programs; and setting policies to ensure all provisions of the legislation are met. This person has access rights into AYP and Assessment Processing in system reports.

**Title II/Staff Development Coordinator**

This person is responsible for the system staff development program. This includes, but is not limited to, maintaining and implementing a system **plan** for Staff Development, heading up the Staff Development Advisory Committee conducting periodic needs assessments of system personnel for staff development, arranging and organizing all staff development programs for the school system, and maintaining the budget of the system staff development program including the state staff development allotments awarded to their district. This person has access rights into AYP and Assessment Processing in system reports.

**The Title III/ESOL Coordinator**

This person is responsible for the system's administration of educational services for students with limited English proficiency (LEP). These responsibilities include the identification and eligibility documentation of students who need English language assistance, obtaining the most current information of state laws, state rules, and federal laws that affect LEP students. They are to identify and implement the English language instructional programs and curricula based on scientifically based research. They are to provide and promote parental and community participation in English language programs (ESOL) including initial and annual parental notification of students requiring English language assistance. They are to document the accommodation process for LEP students in statewide assessments and ensure the annual assessment of all four-language skills for all identified LEP students. This person has access rights into AYP and Assessment Processing in system reports.