

# Appointment and/or Removal of DDSM Form

TO: OSPI Customer Support  
FROM: \_\_\_\_\_, Superintendent  
ORGANIZATION: \_\_\_\_\_  
RE: Appointment/Removal of District Data Security Manager(s)

I, **(Print Name of Superintendent)** \_\_\_\_\_ authorize the appointment and/or removal of the District Data Security Manager (DDSM) role for the following individuals.  
**\*Note, Customer Support will verify a school district Superintendent based on the Superintendent listed in EDS.**

**Signature of Superintendent:** \_\_\_\_\_

## Appointment of District Data Security Manager (DDSM)

The following individual has been duly appointed by me as the DDSM. By signing this, the DDSM acknowledges that they have read, understands, and agrees to abide by the [Education Data System Security Management Policy](#). As the DDSM you acknowledge that you are responsible and accountable for user access, user security, and directory management within your district. Included, but not limited, in this responsibility are the following tasks:

### Manage EDS Accounts for Users within your Organization and Child Organizations:

- Create and update accounts
- Assign approved/appropriate access
- Inactivate access once no longer approved/appropriate
- Password Resets
- Prevent Users from displaying or sharing their passwords and accounts

### Manage Directory Information for your Organization and Child Organizations

- Add and update Directory information

### Security Protocols

- Family Educational Rights and Privacy Act (FERPA)
- EDS Acceptable Use Policy

Print Name of newly appointed DDSM: \_\_\_\_\_

Signature of newly appointed DDSM: \_\_\_\_\_

EDS Account Username (Email): \_\_\_\_\_ Phone: \_\_\_\_\_

**\*Note, a person MUST HAVE AN EDS ACCOUNT to be assigned DDSM access.**

## Removal of DDSM, if applicable.

Print Name of DDSM for removal: \_\_\_\_\_

EDS Account Username (Email): \_\_\_\_\_

### Submit this form to:

Email a scanned, signed copy to [CustomerSupport@k12.wa.us](mailto:CustomerSupport@k12.wa.us) (Preferred)

OR

Mail original to: Office of Superintendent of Public Instruction  
Customer Support/Director of Application Development  
P.O. Box 47200  
Olympia, WA 98504-7200

OSPI Customer Support will respond by email to requestor and the newly appointed DDSM.

November 2019