

Appointment and/or Removal of DDSM Form

TO: OSPI Technical 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 EDS.support@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 Technical Support will respond by email to requestor and the newly appointed DDSM.

January 2025