

NEOMIN Account Application Form for Data Collector Access

Name: _____ District: _____

Please grant access to the following roles:

_____ LEA Reviewer

The LEA Reviewer has access to verify and review data collected. This role can NOT collect data or submit to the Ohio Department of Education.

_____ LEA Collector

The LEA Collector has the ability to run a data collection and review the data collected. This role can NOT submit data to the Ohio Department of Education.

_____ LEA Submitter

The LEA Submitter has the ability to review data collected and to submit the data to the Ohio Department of Education.

NOTE: An individual can be given more than one of the above roles at the same time. For example, EMIS Coordinators may be collectors, reviewers, and submitters. However, if the district does not choose to give access to all areas to the same individual, each LEA must have at least one individual assigned to each of the three roles above.

NOTE: Granting an individual access to these roles gives the user access to data in all EMIS reporting periods. It is not possible to limit access to individual reporting periods.

Applicant's Signature: _____ Date: _____

Treasurer's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____