



528 Educational Highway  
Warren, OH 44483  
Phone: 330-847-6464  
Fax: 330-847-8568

**Northeast Ohio Management Information Network**

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Please read and sign below for acceptance of NEOMIN authorizing non-district employees to access the ProgressBook Suite software for the \_\_\_\_\_ school year on behalf of the district.

By requesting NEOMIN to grant access to non-district employees, \_\_\_\_\_ (“District”) understands that the person(s) authorized to perform this duty have access to private data regarding staff and students that relate to the District. The District and the company are responsible for guarding the security and confidentiality of the data.

If needed, the District is responsible for any communication to students and/or parents notifying them that access to this data has been authorized by the district. Legal counsel is recommended if there is uncertainty whether notification to students and/or parents is required.

NEOMIN provides the management system and data access only. NEOMIN is not responsible for the data or guarantee the accuracy of the data.

\_\_\_\_\_  
Printed name of non-district employee

\_\_\_\_\_  
**Company/Organization** where non-district employee is employed

Please acknowledge that the District agrees by completing the section below.

\_\_\_\_\_  
*District Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*District Superintendent Printed Name*

\_\_\_\_\_  
*District Superintendent Signature*