

## External Drive Data Encryption Recovery Form

In order to maintain the security of our encrypted drive scheme, in situations where a teacher has forgotten the password to access the data or is having some other issue with the drive, the Technology department requires this form to be filled out and submitted to the helpdesk and associated with a work order before we can attempt to recover the drive/data. We will make every reasonable effort to recover the data but cannot guarantee against losses. Please create a work order before filling out this form.

**This section should be filled out by the user experiencing difficulties:**

Full Name: \_\_\_\_\_

Campus: \_\_\_\_\_ Workorder #: \_\_\_\_\_

Room: \_\_\_\_\_

Description of device\*: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of problem: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

**This section should be filled out by the Principal (campus staff) or user's Director (Administration)**

I, \_\_\_\_\_, authorize the Midland ISD technology department to attempt to recover access to the device indicated above or to recover the data therein and provide the recovered drive/data to the above individual.

\_\_\_\_\_  
Principal/Director Signature

\_\_\_\_\_  
Date

\*For Device Description, please include make, model, and serial number if available. Physical descriptions such as color, and approximate size would also be helpful.