



Procedures for Data Access Agreement for Vendors

1. Vendor requests access to student and/or staff/business data from Executive Director/Director working with vendor.
2. MISD Executive Director/Director gets name and contact information of vendor who can discuss needed tables/information with District Data Analyst.
3. Vendor must supply a file layout detailing needed information/tables.
4. MISD Executive Director/Director in conjunction with vendor, District Data Analyst & Director of Student Information Services, meet to discuss information needed and data tables to be accessed.
 - a. Fill out Midland ISD authorization for Use of Information Form
 - i. Midland ISD will fill in list of tables
 - ii. Vendor will complete Description of Services
5. District Data Analyst(s) meet with District Network Administrator and Executive Director of Technology to determine vendor's accessibility pathways and permissions.
6. Executive Director/Director working with vendor, District Data Analyst, Director of Student Information Services, Assessment, & Student Data and Executive Director of Technology make final decision on tables needed and access.
7. "Authorization for Use of Information" agreement completed and signed by all necessary individuals/vendors.
8. Access to data granted (good for one school year).
9. Copies of signed authorization form will be made available to all parties.
10. All further data requests should be in writing to the Executive Director/Director working with vendor and the above process followed again to finalize vendor access.

Attached: Midland ISD Authorization for Use of Information Form



**Accountability, Assessment, and Student Data 615 W Missouri
Midland, Texas 79701
Phone: (432)240-1250
Fax: (432)689-1586**

AUTHORIZATION FOR USE OF INFORMATION

Midland Independent School District (Midland ISD) hereby authorizes _____
_____(Vendor) to obtain the following data for the exclusive purpose of
providing necessary services to Midland ISD. [Vendor is responsible for providing MISD file
layouts to be retained on file with this agreement, please attach and select one option below].

Select one of the following:

NOTE: If file layout is not provided, please attach detailed data requirements.

Vendor expressly understands and agrees that the data provided may contain confidential
information that may be used only in connection with services provided to Midland ISD. Vendor
further agrees to return or destroy the data upon written request as required by Midland ISD, and
any information generated from it, after the services have been provided and Vendor has fulfilled
its commitment to Midland ISD.

Describe services to be provided with use of this data and/or with other vendors:

APPROVED:

Midland Independent School District

Administrator/ Director Signature

Print Name

Title

Date

APPROVED:

Midland Independent School District

SIS Director Signature

Print Name

Title

Date

ACCEPTED AND AGREED

Vendor Contact Information:

Vendor Name

Address

City, State

Company Support URL

Phone/Fax Number

Vendor Representative & Technician Signature

Print Name

Title

Vendor and Technician Email Address

Date