**SD-STARS Power User Permission Form**

School districts can use this form to permit users to have the Power User permission in SD-STARS. The person receiving access must be using SD-STARS for an educational purpose. The district should fill out, sign, and return this form to [STARSHelp@state.sd.us](mailto:STARSHelp@state.sd.us) or mail it to the following address.

SD-STARS Staff, SD Dept. of Education

800 Governors Drive

Pierre, SD 57501

**IMPORTANT:**

* The form should be signed and submitted by either a School Principal or a District Superintendent (rather than the individual receiving this permission).
* The District: Power User permission will be given only to individuals who finish the SD-STARS Power User training. The SD-STARS team at the Department of Education will manage this permission level. STARS Account Managers (SAMs) will not be able to add Power Users.
* If a Power User does not have either the District: Superintendent or District: Management role in SD-STARS, this form authorizes the SD-STARS team to add the District: Management role.
* Power Users have access to student data for all students in the district, including free and reduced lunch status.

# District & Power User Information

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| --- | --- |
| District Name: Click here to enter text. | Date: Click here to enter text. |
| District Contact: Click here to enter text. | District Contact Phone: Click here to enter text. |
| District Contact Job Title: Click here to enter text. | District Contact Email: Click here to enter text. |
| Name of Power User: Click here to enter text. | Power User Phone: Click here to enter text. |
| Power User Job Title: Click here to enter text. | Power User Email: Click here to enter text. |

# District Approval

I approve the above individual to have access to the District: Power User permission and, if applicable, the District: Management permission in SD-STARS. I agree that this access complies with federal (ex: FERPA), state, and local laws and policies. I also agree that the individual would make a good candidate to be a Power User, as explained on the [Power User Fact Sheet](https://doestars.sd.gov/GetFile.aspx?f=B8351E1F-45F0-4A39-B12F-A0794A7B1F7E).

District Contact’s Signature:

Date: