



LOUISIANA DEPARTMENT OF EDUCATION

Official Transcript System (OTS) Security Request Form

rev 09/20/2022

Instructions:

- Complete Sections 1 and 2. One form per user.
- Failure to properly complete this form will result in delays
- Submit completed Security Request Form by Email to Yshauna.Sanders@la.gov

Section 1 – General Information

Sponsor Site Code: _____ Name of School: _____
 Full Name of User: _____ User ID: _____
 Phone: _____ Email: _____ Date: _____

Public District/School Access (View/Print): (Data access limited to 2006 and later records)

OTS Coordinators are limited to 1 per school as designated by LEA Superintendent or OTS coordinator.
 Contact the district's local security coordinator to have this access granted.

Nonpublic OTS Coordinator (Limit 2 per school as designated by the Nonpublic School Principal)

Create new UserID (select this box if you do not currently have a UserID)

Delete user

And/or select one of the following levels of access:

School Access View/Print (Data access limited to 2006 and later records)

School Access View Only (Data access limited to 2006 and later records)

 Principal's Signature Date

** This Section For Official State Use Only **	
Curricular Resources OTS Coordinator: _____	Date: _____

Louisiana Believes