



LOUISIANA DEPARTMENT OF EDUCATION

SEE-001

Revised: 01/24/2017

LEADS Scholarships for Educational Excellence (SEE) Site Level Security Request Form

To obtain access to the Louisiana Scholarships for Educational Excellence (SEE) portal <https://leads5.doe.louisiana.gov/pt/>, complete this form in its entirety for **each user**. **Scan and E-mail** the completed form to studentscholarships@la.gov.

COMPLETION INSTRUCTIONS: To **select a check box**, double-click and select the **Checked** menu box. To **enter data**, highlight or double-click each shaded field.

Date: _____ **Effective Date:** (if different from the current date): _____

Site Code: _____ Parish/Diocese: _____

Nonpublic School Name: _____

Select all that apply:

Delete this User ID

_____ (enter User ID or User Name)

_____ (enter Reason)

Create a **new** USER ID (Indicate new user information below)

Full Name of User: _____

Telephone number: _____

E-mail address: _____

Add SEE access to an existing User ID

_____ (enter User ID or User Name)

Telephone number: _____

E-mail address: _____

I have read and agree to adhere to the policies as listed in the *LDOE Nonpublic Schools Security and Confidentiality Policy*.

Signature of Principal or Administrator approving this request: _____

Comments: _____

***** This section for Louisiana Department of Education official use only *****

User ID: _____ **Temporary Password:** _____ **Date Assigned:** _____ **Assigned by:** _____

Louisiana Believes.