

**Appendix A – \_\_\_\_\_ School District**

List the secondary school(s) operating under the authority of the LEA, and provide the ACT School Code and NCES School ID for each school. Designate one Authorized Official for each secondary school. A district level counselor or administrator may be granted access as a District Authorized Official. List the counselors or other school officials at each school who may be granted access as Authorized Users. Strike the names of previously authorized users who no longer require authorization. *\*Indicates required field*

<b>Authorized District Official (Counselor/Administrator):</b>	
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<b>School Name*</b>		<b>School Name*</b>	
ACT School Code*		ACT School Code*	
NCES School ID		NCES School ID	
Authorized Official*		Authorized Official*	
Authorized User 1		Authorized User 1	
Authorized User 2		Authorized User 2	
Authorized User 3		Authorized User 3	
Authorized User 4		Authorized User 4	
Authorized User 5		Authorized User 5	
Authorized User 6		Authorized User 6	

<b>School Name*</b>		<b>School Name*</b>	
ACT School Code*		ACT School Code*	
NCES School ID		NCES School ID	
Authorized Official*		Authorized Official*	
Authorized User 1		Authorized User 1	
Authorized User 2		Authorized User 2	
Authorized User 3		Authorized User 3	
Authorized User 4		Authorized User 4	

<b>School Name*</b>		<b>School Name*</b>	
ACT School Code*		ACT School Code*	
NCES School ID		NCES School ID	
Authorized Official*		Authorized Official*	
Authorized User 1		Authorized User 1	
Authorized User 2		Authorized User 2	
Authorized User 3		Authorized User 3	

<b>School Name*</b>		<b>School Name*</b>	
ACT School Code*		ACT School Code*	
NCES School ID		NCES School ID	
Authorized Official*		Authorized Official*	
Authorized User 1		Authorized User 1	
Authorized User 2		Authorized User 2	

Superintendent Signature: \_\_\_\_\_

Date: \_\_\_\_\_