



Fort Plain Central School District

Data Protection Officer
25 High Street
Fort Plain, NY 13339
Telephone: (518) 993-4000 ext. 1005
Email: Jessica.sanders@fortplain.org
Website: www.fortplain.org

Online Application Request

Employee Name _____ Grade Level _____

Building _____ Program _____

Principal/Supervisor _____

Software Name _____ License Quantity _____

Vendor Providing _____ Software Website URL _____

Reason for Request:

Technician Reviewing _____ Date _____

Data Field to be sent:

Reviewed Terms and Services ____ Review Privacy Policy ____

Does software comply with: COPPA ____ HIPPA ____ FERPA ____

Already own software that performs the same process? Yes ____ No ____

If yes, what? _____

NERIC e-Signature: (Manager) _____ Date: _____

Forward hard copy or email to building principal/supervisor listed

Building Principal/Supervisor

Approved Denied

Reason for Denial _____

Authorized Signature _____

Print Name _____ Date _____

Director of Finance

Approved Denied

Reason for Denial _____

Authorized Signature _____

Print Name _____ Date _____

Data Protection Officer

Third Party Agreement Signed Parent Bill of Rights Signed

Approved Denied

Reason for Denial _____

Authorized Signature _____

Print Name _____ Date _____