



TX-NGS Oath of Student Record Security and Confidential Integrity

Instructions: Texas districts must send the signed form to their ESC. The ESC will forward the signed form to TEA.

Applicant Information

First Name		Last Name	
Title			
Work Email			
Work Telephone Work Fax Number			
District/ESC Name			
Region Number County Number District Number			

TX-NGS Account Information—Security Level (choose one) + Training

TX-NGS Access <input type="checkbox"/> Write <input type="checkbox"/> Read Only	ECOE Access <input type="checkbox"/> No Access <input type="checkbox"/> Access	ECOE Role <input type="checkbox"/> Approver <input type="checkbox"/> Recruiter <input type="checkbox"/> Both	Applicant's Training Date: _____
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Applicant Acknowledgement

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with requirements concerning the Texas-New Generation System security and confidential integrity of migrant student record data entry, maintenance, and transference in compliance with the Family Educational Rights Privacy Acts of 1974 (FERPA).

Applicant Signature:	Date:
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Verifying Authority and Acknowledgement (completed by applicant's supervisor)

Name (First and Last)	
Title	
Work Email	
Work Telephone Fax Number	
<i>I certify that: 1) I have verified the identity of the above applicant; 2) I have determined that he or she has a need for TX-NGS information; 3) I have confirmed that he or she completed appropriate training; and 4) the above-mentioned individual is requesting the correct level of TX-NGS access.</i>	
Verifying Authority Signature	Date:

ESC Review and Verification (completed by the ESC Migrant contact for LEA applicants)

ESC Migrant Contact Name:	ESC Migrant Contact Signature:	Date:
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Applicant Information

Field	Information to Include
Name (First and Last name)	Please type the applicant's name.
Title	Enter the applicant's job title (e.g., TX-NGS Data Specialist, Recruiter, etc.).
Work E-mail Address	Provide the applicant's work e-mail address . No personal e-mail will be accepted.
Work Telephone	Enter the applicant's work telephone number, including area code.
Work Fax Number	Provide the applicant's work fax number, including area code.
District/ESC Name	Provide the district or ESC name (e.g., Lucky ISD, ESC Region 21, etc.).
Region County District Number	Enter region, county and district number. If the information is missing, the account will not be processed.

TX-NGS Account Information

Field	Information to Include
TX-NGS Access	Full Access (for those who will be updating and adding records). Read Only (Only able to view records and run reports).
ECOE Access	No Access Access (Minimal level required for recruiter, approver, or both).
ECOE Role	Select the appropriate role for ECOE access.
Annual Training Date	Provide the date the applicant was trained on TX-NGS.

Applicant Acknowledgement

Field	Information to Include
Signature of Applicant	The actual applicant's signature.
Date	The date the applicant signed the application.

Verifying Authority and Acknowledgment

Field	Information to Include
Name	Please type the name of the verifying authority reviewing application.
Title	Enter the verifying authority's job title (e.g., MEP Administrator).
Telephone	Provide the work telephone number, including area code
Fax	Provide the work fax number, including area code
Verifying Authority Signature	Verifying authority signature confirming the data is accurate and complete.

ESC Review and Verification

Field	Information to Include
ESC Migrant Contact Name	Please type the name of the ESC Migrant Contact reviewing application.
ESC Migrant Contact Signature	Verifying ESC signature confirming the data is accurate and complete.
Date	The date the ESC Migrant Contact signed the application.

TX-NGS Account Procedures and Reminders

- School districts send the signed TX-NGS Oath Form to their ESC. ESCs should keep a copy on file and mail the original to State MEP.
- School districts must notify their ESC immediately when a staff member, with an TX-NGS and/or an MSIX account, is no longer working with the Migrant Education Program in their district. ESCs must notify the TEA MEP staff as soon as they are contacted by the school district.
- ESCs must also notify the TEA MEP staff when an ESC staff member, with an TX-NGS and/or an MSIX account, is no longer working with the Migrant Education Program.
- TX-NGS accounts showing inactivity for three consecutive months will be deactivated automatically.



ECOE Designation Form | Approver & Recruiter(s)

Instructions: Texas districts must send the signed form to their ESC. The ESC will forward the signed form to TEA.

Approver Information—Enter the information for the designated approver.

Name (First and Last Name)			
Title			
Work Email			
Work Telephone Work Fax Number			
District/ESC Name			
Region Number County Number District Number			

Assigned Recruiter(s)—Specify the recruiter(s) to add to this approver.

First Name	Last Name	Add	Remove
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Verifying Authority and Acknowledgement (completed by the supervisor)

Name (First and Last)			
Title			
Work Email			
Work Telephone Fax Number			
<p><i>I certify that: 1) I have verified the identity of the above applicant; 2) I have determined that he or she has a need for TX-NGS information; 3) I have confirmed that he or she completed appropriate training; and 4) the above-mentioned individual is requesting the correct level of TX-NGS access.</i></p>			
<p>Verifying Authority Signature</p>			<p>Date:</p>

ESC Review and Verification (completed by the ESC Migrant contact for LEA applicants)

ESC Migrant Contact Name:	ESC Migrant Contact Signature:	Date:
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Approver Information

Field	Information to Include
Name (First and Last name)	Please type the approver's name.
Title	Enter the approver's job title (e.g., TX-NGS Data Specialist, Migrant Specialist, etc.).
Work E-mail Address	Provide the approver's work e-mail address. Personal emails are not permitted.
Work Telephone	Enter the approver's work telephone number, including area code.
Work Fax Number	Provide the approver's work fax number, including area code.
District/ESC Name	Provide the district or ESC name (e.g., Lucky ISD, ESC Region 21, etc.).
Region County District Number	Enter region, county and district number.

Assigned Recruiter(s)

Field	Information to Include
First Name	Please type the recruiter's first name.
Last Name	Please type the recruiter's last name.
Add/Remove	Flag a previously completed form to add or remove assigned recruiters.

Verifying Authority and Acknowledgment

Field	Information to Include
Name	Please type the name of the verifying authority reviewing application.
Title	Enter the verifying authority's job title (e.g., MEP Administrator).
Telephone	Provide the work telephone number, including area code
Fax	Provide the work fax number, including area code
Verifying Authority Signature	Verifying authority signature confirming the data is accurate and complete.

ESC Review and Verification

Field	Information to Include
ESC Migrant Contact Name	Please type the name of the ESC Migrant Contact reviewing application.
ESC Migrant Contact Signature	Verifying ESC signature confirming the data is accurate and complete.
Date	The date the ESC Migrant Contact signed the application.

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