



Washoe County  
School District

# SchoolCity/NWEA MAP Assessment and Reporting Platforms Request for Schoolwide Access 2021-2022 School Year

Schoolwide access grants the user permissions to view assessment and demographic data\* for all students included in the assigned school(s) for the purpose of supporting instruction at the school level. **Schoolwide accounts are deactivated at the end of the school year and must be reauthorized at the start of each school year.** School level access is not intended for classroom teachers. School level access will not be granted to ESP (classified) staff.

*\*TIP: MAP Growth assessment results are available through Infinite Campus and pre-defined reports in WCSD BIG (Business Intelligence Gateway). SchoolCity or NWEA/MAP reports may be generated/shared by the classroom teacher or site administrator.*

Principals and assistant principals are automatically granted schoolwide access for SchoolCity (K-12) and NWEA MAP Reading (K-3). Schoolwide access to these platforms must be requested annually by other licensed educational personnel (not ESP staff) as required to support classroom teachers throughout a school including deans, building coaches, and counselors.

**\*\*\*IMPORTANT: Passwords must NEVER be shared; access authorized for individual users. (WCSO, AP 7230)**

### Request for Schoolwide Access

#### 1. Schoolwide access requested to provide school level support for (check purposes and/or describe reason for request).

- Data Analysis
- Intervention/Enrichment
- PLC Support (common tests)
- School Performance Plan/SPP
- Special Programs
- Other (describe): \_\_\_\_\_

#### 2. Select Platform:

- MAP (K-3 only, Read by Grade 3)
- SchoolCity (K-12, district assessments)

Type/Print:

Employee: \_\_\_\_\_ Position: \_\_\_\_\_

WCSO Email: \_\_\_\_\_@washoeschools.net

School: \_\_\_\_\_

*(Principal may sign for their own school only; for multiple schools employee must submit one form per school)*

By signing below, I understand that I am responsible for maintaining the security of student and employee data. I will not provide information to any member of the public or utilize data for outside research. If information is needed for personal or third-party research or requested by the public, I will contact or refer the requestor to the WCSO Office of Accountability.

\_\_\_\_\_  
*EMPLOYEE Handwritten Signature or Electronic Signature*

\_\_\_\_\_  
*Date*

**★ Principal Special Request:** Staff who are not in an administrator, coaching, or counseling role, yet are in a leadership position that demands frequent review and monitoring of schoolwide data from these systems, **require a signature from the school principal.**

**Note: AP, Dean, etc. may not sign as the principal.**

\_\_\_\_\_  
**PRINCIPAL** *Handwritten Signature or Electronic Signature*

\_\_\_\_\_  
*Date*

For Assessment Department use only:

Process Date \_\_\_\_\_

Return this form via email to [assessmentsupport@washoeschools.net](mailto:assessmentsupport@washoeschools.net), fax 775.333.6081 or school mail ATTN: Department of Assessment rev 7.23.2021