

GEM\$ User Access Form

for LEA Superintendent/Executives

Instructions:

1. This form is for those LEA employees who will hold the LEA Superintendent/Chief Executive role.
2. Complete the user information section.
3. Read and initial the LEA Superintendent/Chief Executive terms and conditions.
4. Obtain/provide the required signatures. *Adobe Certificated Signatures* are acceptable.
5. Upload the completed form to your GEM\$ LEA Document Library in the LEA Users folder, LEA Superintendent/Chief Executive subfolder.
6. DESE will randomly check this documentation against funding applications being filed in GEM\$ and may return funding applications bearing a roleholder in this role that does not appear on this form in the LEA Document Library. For details on GEM\$ user roles, see [DESE User Role Guidance](#) and [training materials](#).
7. Update and file a new form to reflect any changes to personnel holding this role.

LEA Name:

LEA Org Code:

Name of Proposed User:

Title:

Email Address:

Phone:

(Check carefully for accuracy, will serve as user name)

Each LEA Superintendent/Chief Executive must agree to the following:	Initials
1. The LEA's actual Superintendent/Chief Executive will approve all funding applications in this role unless unavailable for a period of time that would cause unreasonable delay in the administration of a funding application.	
2. The person proposed on this form to hold the role of LEA Superintendent/Chief Executive is an employee of the LEA and appears as an authorized signatory for the LEA on the Contract Authorized Legal Signature (CASL) form on file with DESE. If not, please update the CASL form with DESE prior to filing this form and assigning this role.	
3. Note that if the proposed user is ineligible as an authorized signatory for the LEA per CASL requirements, they may not assume the role of LEA Superintendent/Chief Executive in GEM\$.	
4. Vendors/contractors may not be assigned the role of LEA Superintendent/Chief Executive without prior written authorization from DESE in extenuating circumstances only. See form .	

Note

When determining access for LEA staff and third parties, such as vendors (if applicable), consult with your attorney to ensure compliance with required user access forms and all confidentiality laws, including the Family Educational Rights & Privacy Act (FERPA) and Privacy Act (PII).

New User Signature and Date

New User LEA Title

Is the proposed new user on the LEA's current CASL form?

Superintendent/Chief Executive Signature and Date

Adobe Certificated Signatures are acceptable. Instructions are available at: <https://helpx.adobe.com/acrobat/using/certificate-based-signatures.html>