To: Superintendents, Non-public Principals, LINK Portal Security Coordinators

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Subject: Identifying Key Contacts via the LINK portal

The Indiana Department of Education is requesting that all public/charter schools as well as any accredited non-public schools complete the listing of Key Contacts within the LINK Portal. This can be done via the Security Coordinator, who was designated by the superintendent or the organization's leader. We encourage every Security Coordinator and Organization Leader to watch this <u>training video for Security Coordinators</u>.

Key Contacts:
Communication from the IDOE to the appropriate contacts at your corporation, school, or educational organization is critical for effective communication to increase support and notify schools of various opportunities, including financial matters. Collecting, obtaining and maintaining these critical business contacts, now known as "Key Contacts" is important in IDOE's effort to streamline communication processes. The list of key contacts is outlined below.

- **Superintendent** – all corporations/charters.
- **Assistant Superintendent** - all corporations/charters.
- **Principal** - all public/charter and non-public schools.
- **Assistant Principal** - all public/charter and non-public schools
- **Financial Contact** - all organizations
- **Chief Technology Officer** - all corporations/charters, accredited non-publics
- **Assessment Test Coordinator*** - all corporations/charters, accredited non-publics
- **Special Education Director*** - all corporations/charters and special education cooperatives. Each organization will enter the person who is assigned directly to it.   For example, if a corporation is a member of a cooperative, the cooperative will enter the director of the cooperative. The corporation will enter its local director (if applicable).

*Please note that IDOE has NOT transferred the official lists of "Assessment Test Coordinator" and "Special Education Director" to the Key Contact list. IDOE will officially communicate the new procedures when these transitions happen. Please continue to follow the official, existing procedures, so these offices at the IDOE have the contact information they need.

Also, please note that IDOE has pre-populated the Superintendent and Principal information that we have received from the schools from the period 1 Certified Position (DOE-CP) collection. Some schools did not submit these data, so it will be important to review/update this information.

Indiana educators are now able to use their school-provided email credentials to login to Indiana Department of Education (IDOE) systems via the LINK portal (https://link.doe.in.gov). What this means is that all public and non-public accredited schools are able to use Google's G-Suite for Education or Microsoft's Office 365, for the login and password for future IDOE applications. For information on how to configure your organization, please visit https://www.doe.in.gov/link/unified-access

More information regarding the Security Portal can be found online at https://www.doe.in.gov/link/unified-access

Questions can be directed to link@doe.in.gov