

District Allowed Email Domain Update Form

Please complete the information below to add or update the district's allowed staff email domain for state reporting.

District Name:

District Number:

Current District Email Domain:

New District Email Domain:

Effective Date:

Does the current domain need to be removed from the allowed list: YES or NO (Please circle one.)

Is this new domain an addition to current district domain(s): YES or NO (Please circle one.)

Additional information:

For data security purposes, districts must provide staff email addresses at the district's official email domain. It is important to note that email domains cannot be third party or higher education institution domains. (i.e. @yahoo.com, @gmail.com, @utk.edu).

Each district email domain and staff record must be actively managed by the district and in compliance for all HR and FERPA requirements. By signing my name below, I attest to the accuracy of information provided on this form.

District Authorized signature

Date

Please submit this form via email to DT.Support@tn.gov.