

## **Active Directory Tasks for End of School Year (User Accounts)**

We are satisfying our security auditors by removing access codes for teachers and staff on a timelier basis from one school year to another. Please follow the guidelines below.

Note that retirements, terminations and resignations happen throughout the year, (not just at the end of a school year). These guidelines pertain not only to end of school year but anytime these actions occur.

### **Retired Employees:**

Set the accounts to expire at the end of the day of their last day of work. Once their account is disabled, they should be removed from all site groups to avoid FERPA violations since they are not actively teaching and they get placed in the Transfer OU.

Note: There will be occasions when a retired employee's account needs to be extended from their date of retirement.

In these cases, for auditing purposes you must:

- Have written approval that has to be made in writing (email) from the site administrator (the principal/director) that the account was extended XX days. The request must also give us a new date when the account should be disabled. Typically this shouldn't be more than 30 days or other further justification has to be provided for the extended period.
- Send this written approval to T&IS (emailed to: Judy Knerr at [knerrj@leonschools.net](mailto:knerrj@leonschools.net)) so that we have a record for the auditor that the account was extended XX days.

### **Terminated/Resigned Employees:**

Set the accounts to expire at the end of the day of their last day of work. Once their account is disabled, they should be removed from all site groups to avoid FERPA violations since they are not actively teaching and they get placed in the Transfer OU.

### **Employees on Official Leave of Absence:**

If an employee is on an official leave of absence from the district, they are technically still employed by LCS and the accounts can stay open. However, they should be removed from all site groups to avoid FERPA violations since they are not actively teaching and they get placed in the Transfer OU under StaffExtendedLeave OU in the Active Directory.