



Workforce Development Information Systems (WDIS)

Authorized Signature Form

IMPORTANT: The Florida Department of Education requires all database certifications be signed by the district superintendent or his/her official "authorized designee." This designee must be an **executive level administrator, a direct report to the superintendent, and should not be the district reports coordinator.**

While the appointment of an official authorized designee is at the discretion of the district superintendent, it will be the responsibility of the district reports coordinator to maintain the accuracy of all those named in this file.

Please send this signed and completed form back to the FDOE and we will update our records accordingly. Please send via email to the WEDS Team at WEDSTeam@fldoe.org

District Name

(Enter full district name)

Superintendent's Name

Superintendent's Email

Superintendent's Signature

Submission Date

I hereby appoint the following individuals, in addition to the Business/Financial Officer to be an official authorized designees for the Superintendent, and are hereby authorized to approve all database certification files.

Designee 1 Name

Designee 1 Email

Designee 1 Signature

Designee 2 Name

Designee 2 Email

Designee 2 Signature

Clear Form

