

TxSP and District Licensing Agreement
Automatic Renewal

Please provide ALL information requested below

1. Complete the requested information below:
 - a. Name of District: _____ Region Center: _____
 - b. Name of Superintendent: _____ Email Address: _____
 - c. Name of Businessperson for Billing: _____ Email Address: _____
 - d. Name of District Liaison with TxSP: _____ Position/Title: _____
Work email address: _____ Office phone number: _____
2. The annual budget cycle begins: September 1 ☐ July 1 ☐
3. Provide the District's PEIMS Snapshot Day enrollment number for the current school year (whichever is the most recent).
☐ Fall Snapshot Enrollment: _____, year: _____ ☐ Spring Snapshot Enrollment: _____, year: _____
4. Date of enrollment as a subscriber: _____ (date of enrollment determines the cost per student)
5. **Responsibilities of the District Liaison with TxSP (copy of this agreement should be given to the liaison).**
 - a. Ensure that the technology department will not block all correspondence from TxSP.
 - b. Receive a copy of the annual invoices and contact the business office to ensure the invoice is processed.
 - c. Receive annual password change and forward to district staff, who will be granted access to the site.
 - d. Notify TxSP if this person changes with a new name and email address.
 - e. Send the newsletter link to all staff or share it during a meeting so they can sign up for the latest updates.
 - f. **Notify all district users of the annual restrictions on sharing documents or passwords outside the ISD.**

_____ Initial

Directions for completing the License Agreement

1. Read the entire licensing agreement.
2. Initial where requested.
3. Sign page 5 of 5 electronically (signature must have the authority to sign the agreement by the superintendent).
4. Click on the submit button.

_____ Initial

Once the License Agreement has been Submitted

1. The Liaison will receive a signed copy of the agreement.
2. The liaison will receive an email with the ISD Login credentials (username and password).
3. The liaison and District staff with the login information will give access to the Vendor information on the website.
4. An invoice will be sent to the Liaison and Business office to be processed and paid within 30 days of receipt. This link should be shared with the business office.

_____ Initial

THE LICENSE AGREEMENT ("AGREEMENT")

This agreement is made by and between Texas School Procedures, with its principal place of business located at 2750 S. Preston Rd, Suite 116-519; Celina, Texas 75009 (hereinafter referred to as "TxSP"), and the Independent School District named above (hereinafter referred to as "The ISD").

WHEREAS, the ISD has requested, and TxSP, as Licensor, has agreed to grant, a limited-use product-only license to its service, including access to all section documents, electronic letters, required documentation, notifications, and thorough investigation formats to implement policies, as well as training on the use of the documents and the electronic access system;

WHEREAS, such limited-use product-only license is hereinafter referred to as the "Licensed Product";