



Request Multi-Site Manager Access

Regional managers/directors may request access to view records for one or multiple sites in the Nebraska Early Childhood Professional Record System (NECPRS) in order to oversee the Step Up to Quality Status of programs they are responsible for. This access is read-only and will allow the manager/director to monitor the Step Up to Quality status and training records of staff at multiple sites/locations. This person must be confirmed as a manager/director who is authorized to have access to view the program records and must have an account in the [Nebraska Early Childhood Professional Record System \(NECPRS\)](#). Only the records for sites participating in Step Up to Quality will be available for viewing.

To request Multi-Site Manager Access in NECPRS, please complete the following form:

Request for Multi-Site Manager Access

Name of Multi-site Manager(s):

NECPRS ID Number of Multi-site Manager(s):

Address, Email Address, and Phone Number of Multi-site Manager(s):

Please enter the license number, county district number, building code or Head Start grantee number for each site location you are requesting access for:

I confirm that I am authorized to request access to view the records for the program(s) above and that all information in this request is complete and accurate to the best of my knowledge. If submitting electronically, please keep in mind that a typed signature is equivalent to a handwritten signature.

Signature: _____

Date: _____