

# DAI Assignment Change Steps

## SIS Cycle Coordinator Remove

Please follow the steps below to make assignment changes:

*(See sample email at the end of this document.)*

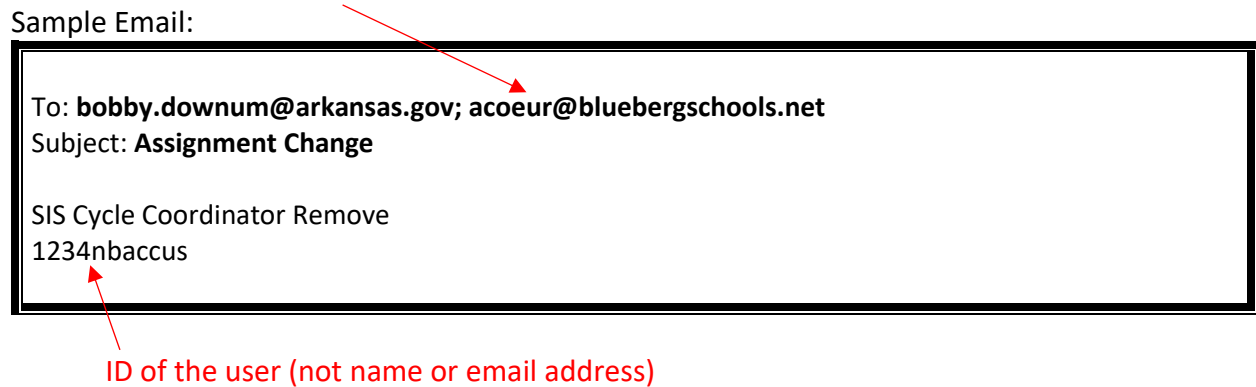
- Visit the “District Access Information” page at the link below
  - <https://eis.ade.arkansas.gov/dai/>
  - navigate to your entity and examine current assignments
- send an email to “**bobby.downum(at)arkansas.gov**” & **your entity superintendent**
  - Please include no others, as this becomes your superintendent’s digital signature

Upon completion, you will receive a confirmation email.

***Email should be exactly in this format so that automated scripts will recognize the request.  
Please include no other email addresses and no other text.***

Superintendent email (this is an example – use your superintendent’s email address)

Sample Email:



To: **bobby.downum@arkansas.gov; acoer@bluebergschools.net**  
Subject: **Assignment Change**

SIS Cycle Coordinator Remove  
1234nbaccus

ID of the user (not name or email address)

***\*NOTE: There can be no other text in the body of the email.  
The only thing that should be in the body are the two lines:  
the request on the first line, and the User ID on the second line.  
Signature, images, or anything beyond the two needed lines will not be recognized.***