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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF COMMUNITY HEALTH  
OFFICE OF DRUG CONTROL POLICY  
320 SOUTH WALNUT, LANSING, MI 48913

JANET OLSZEWSKI  
DIRECTOR

Date: April 7, 2003  
To: LEA, PSA and Consortium Coordinators  
From: Judith M. Pasquarella, Manager  
Education Section  
Subject: H.R. 1 "No Child Left Behind Act of 2001" Title IV, Part A  
*Safe and Drug-Free Schools & Communities Act*  
FY 2003-2004 Michigan Electronic Grants System (MEGS) Application Lab

The Office of Drug Control Policy (ODCP) is offering internet-based computer lab training sessions to local education agencies (including public school academies and intermediate school districts) to assist them in completing the FY 2003-2004 *Safe and Drug Free Schools and Communities Act* online application using MEGS. Participation is optional.

You may register for one of the three sessions, and may invite one other person from your district to share a workstation with you. ODCP will wait list individuals as sessions are filled. One additional training session may be scheduled in May 2003, if needed. Those planning on attending must telephone or fax their registration to: Elaine Reynolds at (517) 335-0733 or (517) 335-2121(fax number). Seating is limited so register early. There is no training fee, however, participants are responsible for their own travel and lodging. Lunch is provided.

In order to use MEGS you must first obtain a MEIS account. This can be done by going to the Web site: <http://meis.mde.state.mi.us/userman/> and then clicking "Create a MEIS Account." Users with a valid MEIS account entered into the system can log on to the MEGS system: <http://meis.mde.state.mi.us/megs/>

Check below to register for one session:

**April 8, 2003**

9 a.m. - 1 p.m.  
Wexford-Misaukee ISD  
Computer Lab  
9905 E 13<sup>th</sup> Street  
Cadillac, MI 49601  
(231) 876-2306  
18 seats available

Yes

**April 22, 2002**

9 a.m. - 12 p.m.  
Ingham ISD  
CNA Lab  
2630 Howell Road  
Mason, MI 48854  
(517) 676-1051  
25 seats available

Yes

**May 12, 2002**

9 a.m. - 12 p.m.  
Washtenaw ISD  
Computer Lab  
1819 S. Wagner Road  
Ann Arbor, MI 48106  
(734) 994-8100  
28 seats available

Yes

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NAME

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SCHOOL NAME

( ) \_\_\_\_\_

PHONE NUMBER