



Center for Educational Performance and Information (CEPI) and Michigan Department of Education (MDE)

SSO/MEIS Authorized User Removal Request Form

Please type or print clearly; otherwise, the processing of your form may be delayed.

Step 1 Entity Name: _____ Entity Code: _____

Step 2 For the requester: Please enter your contact information so that we can contact you, if necessary.

Name: _____ Title: _____

E-mail Address: _____ Phone: _____

Step 3 Enter the account information of the individual for whom permission(s) are to be removed.

Name of Individual to be Removed Single Sign-On (SSO) ID MEIS Account #

NOTE: If someone else is replacing the user in Step 3, the new person will need to complete the appropriate application security agreement form(s). MDE and CEPI security agreements can be found on the Internet. For CEPI applications, go to: www.mi.gov/cepi. On the left navigation bar, click "MEIS Data Services." Security agreements are located under the links for the individual applications listed on the left navigation bar. For MDE applications, go to: www.mi.gov/meis. The applications are listed alphabetically, with security agreement links for the individual applications. A separate security agreement must be completed for each application for which access is requested.

Step 4 Please specify the application(s) from which this individual should have permission(s) removed for your entity.

CEPI Applications		MDE Applications	
<input type="checkbox"/>	All CEPI Applications	<input type="checkbox"/>	All MDE Applications
<input type="checkbox"/>	Administrator Data Review (ADR)	<input type="checkbox"/>	Annual Vocational Authorization Application
<input type="checkbox"/>	Credential Data Exchange (CDX)	<input type="checkbox"/>	Cash Management System (CMS)
<input type="checkbox"/>	Educational Entity Master (EEM)	<input type="checkbox"/>	Child Nutrition Programs (CNP)
<input type="checkbox"/>	Financial Information Database (FID)	<input type="checkbox"/>	Michigan Electronic Grants System (MEGS)
<input type="checkbox"/>	Graduation/Dropout Review and Comment (GAD)	<input type="checkbox"/>	Michigan Profile for Healthy Youth (MiPHY)
<input type="checkbox"/>	Michigan Student Data System (MSDS)	<input type="checkbox"/>	Migrant Education Data System (MEDS)
<input type="checkbox"/>	Registry of Educational Personnel (REP)	<input type="checkbox"/>	Online Recommendations
<input type="checkbox"/>	School Infrastructure Database (SID)	<input type="checkbox"/>	School Accountability/AYP
<input type="checkbox"/>	Single Record Student Database (SRSD)	<input type="checkbox"/>	School Bus Inventory (SE-4107)
<input type="checkbox"/>	Title I Supplemental Educational Services (SES)	<input type="checkbox"/>	Substitute Permit Application
<input type="checkbox"/>	Other (please specify):		

Step 5. For the requester: By signing below, you request that the individual named in Step 3 have his/her permission(s) removed from the CEPI/MDE applications as indicated.

Name of Entity

Date

Signature of Requester (From Step 2)

Step 6. Fax this form to: (517) 335-0488

Send questions regarding CEPI applications to: cepi@michigan.gov

Send questions regarding MDE applications to: help-desk@michigan.gov