

Michigan Department of Education
Office of Field Services
Migrant Education Database Security Access

School District Code: _____

School District Name: _____

Step 1 Name of the designated individual who is authorized to use the Migrant Education Database System to report data.

Name (type or print) Title

Email address Phone number

Step 2 Access the Internet and go to the following URL: <http://www.meis.mde.state.mi.us/>

Step 3 Click on the **USER MANAGEMENT** link. There you will be instructed on how to create a new account.

Step 4 Once a MEIS account number is obtained, please enter the following requested information:
Designee's MEIS Account: _____

Step 5 For the designated individual:

Edit/Update

I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility. I further understand that by reporting data via the Internet, I am certifying that the data reported is correct. All information I obtain from the Migrant Education Database System shall be used only in the proper conduct of my organization's business.

New Designee Replacement Designee Close MEIS Account: _____

Signature of Designee Date

Mother's Maiden Name (for identification purposes only)

Step 6 For the Superintendent or Chief Operating Officer:

I attest that the above named individual is authorized to submit pupil transportation information and data to the MDE.

Name of Organization

Signature of Superintendent/Chief Operating Officer or Designee Date

Step 7 Mail or fax this form to:

Michigan Department of Education
Office of Field Services
P.O. Box 30008
Lansing, Michigan 48909
Fax: (517) 335-2886
Email: lambh@michigan.gov