

Center for Educational Performance and Information
Security Agreement to Access the
Nonpublic School Personnel Report

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

Step 1. ISD Code: _____ District Code: _____

School/facility (building) Code: _____ School/facility (building) Name: _____

School Address: _____

Step 2. Enter the name of the designated individual whom the nonpublic school administrator authorizes to submit the nonpublic school personnel report data for the district.

Name

Title

E-mail Address

Phone Number

Step 3. For the authorized individual: If you already have an MEIS account, go to Step 4. If you do not already have an MEIS account number, access the Internet and go to the following URL: www.michigan.gov/meis. Click on the MEIS logo. On the next screen click on "**Create an MEIS Account.**"

Step 4. Authorized MEIS Account Number (e.g., A1234567): _____

Authorized MEIS Account Login Name (e.g., smithjan): _____

NOTE: If you are replacing a formerly authorized individual, please download and complete an MEIS Authorized User Removal Request Form. This document can be downloaded from:
http://www.michigan.gov/documents/CEPI-MDE_MEISRemovalReqFrm_119601_7.pdf.

Step 5. For the individual to be authorized: *Please sign below.*

I agree to comply with the requirements of the Privacy Act of 1974 governing records maintained on individuals. A copy of the Privacy Act is available at <http://www.usdoj.gov/foia/privstat.htm>.

By signing this agreement, I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility. I agree to comply with the requirements of Privacy Act of 1974.

Signature of Individual to be Authorized

Date

Step 6. For the nonpublic school administrator: *Please Sign Below.*

I attest that the above-named individual is authorized by me to access the school/facility (building) data submission for school personnel to the Nonpublic School Personnel Report for my school/facility (building) and that the data are current and accurate.

Name of District/Agency

Date

Signature of Nonpublic School Administrator

Name and Title

Step 7. Fax this form to CEPI: (517) 335-0488
Send questions to: cepi@michigan.gov