

**Center for Educational Performance and Information  
MEIS Security Agreement to Access the  
Administrator Data Review (ADR) Application**

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

**Step 1.** ISD Code: \_\_\_\_\_ ISD Name: \_\_\_\_\_  
District Code: \_\_\_\_\_ District Name: \_\_\_\_\_

**Step 2.** The ADR Application produces reports that include student, personnel, safety and school directory information. Enter the name of the designated individual whom the superintendent/PSA chief administrator authorizes to view and download these reports through the ADR Application.

Name	Title
E-mail Address	Phone Number

**Step 3.** Please check **only one** of the boxes below for the level of access you are requesting:

**ISD Level:** View ISD, district-, and school-level reports.
  **District Level:** View district- and school-level reports.
  **School Level:** View school-level reports for buildings indicated below.
  **CEPI/State User Only.**

School/Facility (Please use additional sheets as necessary.)	School/Facility Code
_____	_____
_____	_____
_____	_____

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](http://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 the ADR Security Agreements Web page.

**Step 5.** For the individual to be authorized: ***Please sign below.***  
CEPI requires that you agree to abide by the regulations that govern the use of student data within the Family Educational Rights (FERPA - 34 CFR Part 99). A copy of FERPA is available at [http://www.michigan.gov/documents/FERPA\\_34CRF99\\_119434\\_7.pdf](http://www.michigan.gov/documents/FERPA_34CRF99_119434_7.pdf).

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 FERPA.

Signature of Individual to be Authorized	Date
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**Step 6.** For the superintendent/PSA chief administrator: ***Please Sign Below.***  
I attest that the above-named individual is authorized by me to view and download education data reports at the appropriate level as indicated above.

Name of District/Agency	Date
Signature of Superintendent/PSA Chief Administrator	Name and Title

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