

**Michigan Department of Education
Department of Information Technology Services**

MEIS System Security Access for Online Substitute Permit Application
(A separate form must be completed for each user in your district/school)

District Code: _____ Nonpublic School Building Number: _____

District Name _____

Step 1. Name of the designated individual who is authorized to use the Online Substitute Permit Application website.

Name (type or print)	Title
e-mail address	Phone Number

Step 2. Once an MEIS account number is obtained, please enter the following requested information:

Designee's MEIS Account: _____

Step 3. For the designated individual:

I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility.

Signature of Designee	Date
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Step 4: For the Superintendent or Chief Operating Officer:

I attest that the above-named individual is authorized to submit the Online Substitute Permit application form to the Michigan Department of Education. I also understand that by submission of the Online Substitute Permit application form, *the school district/school verifies that the individual has completed at least 90 semester hours of satisfactory credit (minimum of 2.0 cumulative grade point average) consolidated at one regional accredited four-year college or university, and that no appropriately certificated teacher was available at the time of the assignment.*

Signature of Superintendent/Chief Operating Officer or Designee	Date
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Mail or fax this form to:

Linda Campbell
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Office of Professional Preparation Services: Teacher Certification
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