



## Pupil Transportation Security Access

Michigan Department of Education Office of Special Education  
5/29/2020

Use this form to request access to the school bus inventory system.

### **Step 1: Michigan Education Information System (MEIS) Account**

Users must have a Michigan Education Information System (MEIS) account to complete this form. If you do not have a MEIS account, go to the [MEIS website](http://www.michigan.gov/meis) (www.michigan.gov/meis) and click on the MEIS logo. On the next screen, click on "Create a New MEIS Account" and follow the directions. Enter the MEIS account in step 3 below.

### **Step 2: School District Information**

District Name

District Code

### **Step 3: Designated User Information**

Provide information for the designated individual who is authorized to use the MDE pupil transportation system to report data and assign internal security.

Name

Title

Email Address

Phone Number

MEIS Account Number

### **Request Access**

Read Only

Edit/Update

Intermediate School District Administrator

