

# 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 <u>MEIS website</u> (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 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.		
Title		
Phone Number		



#### **Step 4: Designated User Signature**

Email, fax, or mail this signed form to:

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 pupil transportation system be used only in the proper conduct of my organization's business.

Signature of Individual Requesting Authorization	Date
Step 5: Superintendent or Chief Operat Approval	ing Officer Information and
I attest that the above-named individual is auth information and data to the MDE.	norized to submit pupil transportation
Name of Organization	
Name	Title
Signature of Superintendent	Date
Step 6: Submit Form	

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