Center for Educational Performance and Information
MEIS Security Agreement for Requesting Access Rights to the Financial Information Database (FID) Application – Financial Forms

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. Enter the name of the individual the superintendent/PSA chief administrator authorizes to enter and submit financial form data or to view financial form data.

_____ _____
Name Title

_____ _____
E-mail Address Phone Number

Step 3. Please check **only one box** for the permissions being requested. At this time the only financial form available in the FID application is the Transportation Expenditure Report Form (SE-4094).

☐ **FID Forms User** (District Users can enter and submit data via electronic financial forms in the application; ISD Users can enter and submit data for ISD district; view and submit forms for constituent districts).

☐ **Current FID User:** Check here is you are an existing FID authorized user and are requesting that your current access for this district be amended. This agreement is required as permission to the forms function of the application could potentially provide access to student level data.

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"** and follow the online instructions.

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 FID 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 and Privacy Act (FERPA – 34 CFR Part 99) as well as the Privacy Act of 1974 governing records maintained on individuals. You may access a copy of FERPA from [link] and the Privacy Act from [link].

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

_____ _____
Signature of Individual to be Authorized **Date**

Step 6. For the lead administrator of the entity: ***Please Sign Below.***
I attest that the above-named individual is authorized by me to perform the function identified in the box checked above for the Financial Information Database (FID) Application.

_____ _____
Name of District/Agency **Date**

_____ _____
Signature of Entity Lead Administrator **Name and Title**

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