



**Grant Electronic Monitoring System/Michigan Administrative Review  
System (GEMS/MARS)  
Security Authorization Form for Sub-Recipient Users**

<b>Name:</b>	
<b>Email:</b>	
<b>Phone:</b>	
<b>District/Agency Name and Code:</b>	
<b>MEIS ID Number:</b>	

To verify or create a MEIS account, access the MEIS website <http://www.michigan.gov/meis>.

If you are requesting access to a specific program, please enter below:

<b>Program(s):</b>	
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If this request is a replacement for an existing Sub-recipient Administrator, please complete the following:

<b>Replacement For:</b>	
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By signing this document you confirm that you agree to protect your user identification and password from others, whether authorized or not, to GEMS/MARS. You understand that ALL activity under your user identification is your responsibility and is tracked in GEMS/MARS.

<b>Signature</b>	<b>Print Name</b>	<b>Date</b>

Superintendent or Chief Operating Officer (COO) Signature:

<b>Signature – Authorized Official*</b>	<b>Print Name</b>	<b>Date</b>

\*For Public School Academies, this signature needs to be the school board president.

\*For Nonpublic Schools, this signature needs to be the principal/administrator.

Forms may be faxed to the Grants Coordination and School Support unit, Attn: GEMS/MARS Team, Fax: (517) 241-0496, or emailed to [MDE-GEMS@michigan.gov](mailto:MDE-GEMS@michigan.gov). Questions may be directed to [MDE-GEMS@michigan.gov](mailto:MDE-GEMS@michigan.gov) or (517) 241-6270.