

Michigan Department of Education
MEIS Security Agreement for School Accountability

District Code: _____ District Name: _____

Add a New User:

Step 1. Provide the name and contact information of the designated individual whom the Superintendent or Chief Information Officer authorizes to access, review and/or submit school accountability data for the district. Multiple users may be authorized to access this information using separate forms.

Name (Type or Print)	Title
Email Address	Phone Number

Step 2. Provide the Authorized MEIS Account # or ID to be Granted Access: _____
If you do not already have a MEIS account please visit <http://michigan.gov/meis> and click on the *Create a MEIS Account* link. Tip: Existing users can login here also to view/update their MEIS account information.

Step 3. Have the authorized Individual read and acknowledge the following statement by signing:
I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility. I am familiar with my district's FERPA policy.

Signature of Authorized Individual (Requesting Access)	Date
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Step 4. Have the Superintendent or Chief Information Officer read and acknowledge by signature with the following statement:
I attest that the above named individual is authorized by me to access, review and/or submit school accountability data to the Michigan School Report Card for my district and that the data is current and accurate.

Name of District/Agency	
Signature of Superintendent/Chief Information Officer	Date

Step 5. Fax, Email, or Mail this form to:
Office of Psychometrics, Accountability, Research and Evaluation (OPARE)
Michigan Department of Education
P.O. Box 30008
Lansing, Michigan 48909
Phone: (517) 373-1342 Fax: (517) 335-1186
Email: MDE-Accountability@michigan.gov

Remove User Access:

Optional: Districts can have multiple users authorized to access this information, however, if the new user above is meant to remove or replace someone else who is no longer authorized or employed by the district, provide their information below and their access will be removed. To verify and/or remove additional users, visit <http://michigan.gov/cepi> and click on CEPI Applications.

Name of Formerly Authorized Individual	Account Number
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