Michigan Department of Education

Office of Field Services – Special Populations Unit

Migrant Education Database System (MEDS)

Security Access

School District/Program Code:_____

School District/Program Name:_____

Step 1 Name of the designated individual who is authorized to use the Migrant Education Database System to report data.

_____

Name (type or print) Title

_____

Email address and Phone number

Step 2 Access the Internet and go to the following URL**:** **https://cepi.state.mi.us/MEIS/login.aspx**

Step 3 Click on the "***Create a New MEIS Account***" link. There you will be instructed on how to create a new account.

Step 4 Once a MEIS account number is obtained, please enter the following requested information:
Designee's MEIS Account: _____

Step 5 For the designated individual:

❏ New Designee
Access Level Requested (circle one): *District/Data Entry* *District Admin/COE Approval*

❏ Edit/Update
Access Level Requested (circle one): *District/Data Entry* *District Admin/COE Approval*

❏ Close MEIS Account:_____

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 Migrant Education Database System shall be used only in the proper conduct of my organization's business.

_____ _____

Signature of Designee Date

Step 6 For the Superintendent or Chief Operating Officer:

I attest that the above named individual is authorized to submit pupil information and data to the MDE.

_____

Name of Organization

_____ _____

Signature of Superintendent/Chief Operating Officer or Designee Date

Step 7 Mail, fax or email this form to:

Michelle Williams, Migrant Education Consultant
Michigan Department of Education
Office of Field Services
P.O. Box 30008
Lansing, Michigan 48909
Fax: (517) 335-2886
Email: WilliamsM48@michigan.gov