# CEPI logoCenter for Educational Performance and Information and Michigan Department of Education

# User Removal Form

**Please type or print clearly**; otherwise, the processing of your form may be delayed. CEPI will email you when your form has been processed (generally within three business days).

**Step 1.** Please enter your entity information. For nonpublic schools, please include your parent district and ISD.

**Entity Code:**  **Entity Name:** 

**Step 2.** For the requester: Please enter your information so we can contact you, if necessary.

**Name:** 
**Email:**  **Phone:** 

**Step 3.** Enter the name and any available account information (**if known**) for the person whose access is to be removed.

**Name:** 
**MiLogin for Business Account ID:** 

**MEIS Account ID:** 

**NOTE:** If someone else is replacing this user, the new person will need to complete the appropriate application security form(s). For CEPI applications, go to the [CEPI Security Forms web page](https://www.michigan.gov/cepi/applications/security). For MDE applications, go to the [MEIS web page](https://mdoe.state.mi.us/meis/Login.aspx). A separate form must be completed for each application.

**Step 4.** Specify the application(s) from which this individual should have permission(s) removed for your entity.

| **CEPI Applications** | **MDE Applications** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Step 5.** For the requester (from step two): ***Please sign below.***

By signing below, you request that the person named in Step 3 be removed from the indicated applications.

**Signature: ** **Date:** 

Email this form to CEPI: cepi@michigan.gov

**\****Requestor will receive relevant email updates.*