



Center 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:
Nonpublic Schools - Parent District Code:
Parent ISD Code:

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 for the person whose access is to be removed.

Name:
MILogin 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](#). For MDE applications, go to the [MEIS web page](#). 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
<input type="checkbox"/> All CEPI Applications	<input type="checkbox"/> All MDE Applications
<input type="checkbox"/> Educational Entity Master (EEM)	<input type="checkbox"/> Cash Management System (CMS)
<input type="checkbox"/> Financial Information Database (FID)	<input type="checkbox"/> Child Nutrition Programs (CNP)
<input type="checkbox"/> Graduation and Dropout (GAD)	<input type="checkbox"/> Grant Electronic Monitoring System/Michigan Administrative Review System (GEMS/MARS)
<input type="checkbox"/> Michigan Student Data System (MSDS)	<input type="checkbox"/> Michigan Electronic Grants System Plus (MEGS+)
<input type="checkbox"/> Nonpublic School Personnel Report (NPSPR)	<input type="checkbox"/> Michigan Online Educator Certification System (MOECS)
<input type="checkbox"/> Registry of Educational Personnel (REP)	<input type="checkbox"/> Michigan School Health Survey System
<input type="checkbox"/> School Infrastructure Database (SID)	<input type="checkbox"/> Migrant Education Data System (MEDS)
	<input type="checkbox"/> School Bus Inventory (SE-4107)

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:

Step 6. Fax this form to CEPI: 517-335-0488
Send questions to: cepi@michigan.gov

For CEPI Use Only

Date Received:

Date Processed:

CST Initials: