



Michigan Online Educator Certification System (MOECS)
User Removal Form

Step 1. Contact information for individual requesting removal:

Name: _____

Title: _____

Email Address: _____

Step 2. Individual whose access needs to be removed:

Name: _____

Email Address: _____

Step 3.

Please check the access(s) below that you would like removed:

- School District SCECH Coordinator Assist. SCECH Coordinator
- Education Preparation Provider (EPP) Substitute Staffing Agency Management Company

Please fill out applicable entity information below

District Name: _____

District Code: _____

Education Preparation Provider (EPP): _____

Substitute Staffing Agency: _____

Management Company: _____

***If the individual is from a substitute staffing agency or management company, we will remove their access from all the school districts attached to that account.*

Step 4. Signature of individual requesting removal:

Signature

Date

Please email this completed form to MDE-EducatorHelp@Michigan.gov.

If you need to request access for a new user please complete the applicable MOECS Access form that can be found at https://www.michigan.gov/mde/0,4615,7-140-5683_57223---,00.html