



Pupil Transportation Security Access

Michigan Department of Education Office of Special Education
December 2021

Use this form to request access to the school bus inventory system.

Step 1: Michigan Education Information System (MEIS) Account

Users must have a Michigan Education Information System (MEIS) account to complete this form. If you do not have a MEIS account, go to the [MEIS website](#) and select the **Create a New MEIS Account** link. Enter the required information and select **Submit**.

Enter the MEIS account in step 3 below.

Step 2: School District Information

District Name

District Code

Step 3: Designated User Information

Provide information for the designated individual who is authorized to use the MDE pupil transportation system to report data and assign internal security.

Name

Title

Email Address

Phone Number

MEIS Account Number

Request Access

Read Only

Edit/Update

Intermediate School District Administrator

Step 4: Designated User Signature

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 pupil transportation system be used only in the proper conduct of my organization’s business.

Signature of Individual Requesting Authorization Date

Step 5: Superintendent or Chief Operating Office Information and Approval

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

Name of Organization

Name Title

Signature of Superintendent Date

Step 6: Submit Form

Email, fax, or mail this signed form to:

Mr. Alejandro Trevino

Michigan Department of Education, Office of Special Education

P.O. Box 30008 Lansing, Michigan 48909

Fax: 517-241-7128

Phone: 517-241-1723

Email: trevinoa3@michigan.gov