


**Center for Educational Performance and Information (CEPI)
and Michigan Department of Education (MDE)
Michigan Educational Information System (MEIS)
Authorized User Removal Request Form**

Tips for Completing Your MEIS Authorized User Removal Request Form

- The MEIS Authorized User Removal Request Form may be typed online using Adobe Acrobat Reader (see below) and then printed. If a form is incomplete or illegible, processing time may be delayed.
- If you do not already have the free Adobe Acrobat Reader, you may click the "Get Acrobat Reader" logo (on the right) and follow the online instructions to install the program on your computer. 
- The form requires the signature of the requester, as listed in Step 2. Please ensure that your district has at least one authorized user for each application to which you need access in the MEIS.
- An authorized user with a name change must request to remove access from his/her previous account and create a new MEIS account. The User Name is based on the last name and first name of the account holder and this information cannot be changed in the MEIS. Please complete the following steps for this process:
 - Complete an MEIS Authorized User Removal Request Form for each MEIS account for which access removal is required, and then fax the form to (517) 335-0488.
 - Obtain a new MEIS account by accessing the Internet and by going to: www.michigan.gov/meis. Click on the large MEIS logo to get to the "MEIS User Management System" Web page. Click the "Create an MEIS Account" link on the left and follow the online instructions (notice that the system asks for your last name first and then your first name). Be sure to make note of the new MEIS login and password. To change the password that is automatically assigned by the MEIS, go back to the "MEIS User Management System" Web page. Log in using the MEIS login name and password that was previously assigned. Follow the online instructions to change your password. Remember MEIS passwords are case sensitive.
 - Complete and fax a security agreement form under this new MEIS account for each application you wish to access. MDE and CEPI security agreements can be found on the Internet. For CEPI applications, go to: www.michigan.gov/cepi. On the left navigation bar, click "MEIS Data Services." Security agreements are located under the links for the individual applications listed on the left navigation bar. For MDE applications, go to: www.michigan.gov/meis. The applications are listed alphabetically, with security agreement links for the individual applications.

**Please fax the completed and signed MEIS Authorized User Removal Request Form to:
(517) 335-0488**

E-mail CEPI questions to: cepi@michigan.gov
E-mail MDE questions to: help-desk@michigan.gov

**Center for Educational Performance and Information (CEPI) and
Michigan Department of Education (MDE)
MEIS Authorized User Removal Request Form**

Step 1. ISD Code: _____ ISD Name: _____
District Code: _____ District Name: _____

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

Name (type or print) Title

E-mail Address (Area Code) Phone Number, Extension

Step 3. Enter the account information of the individual for whom permissions are to be removed.

Name of Individual to have Permissions Removed Login Name MEIS Account Number

NOTE: If someone else is replacing the user in Step 3, the new person will need to download and complete the applicable application security agreement form(s). MDE and CEPI security agreements can be found on the Internet. For CEPI applications, go to: www.michigan.gov/cepi. On the left navigation bar, click "MEIS Data Services." Security agreements are located under the links for the individual applications listed on the left navigation bar. For MDE applications, go to: www.michigan.gov/meis. The applications are listed alphabetically, with security agreement links for the individual applications. A separate security agreement form must be completed for each application for which access is requested.

Step 4. Check below to specify the application(s) from which this individual should have his/her permission(s) removed for your district.

CEPI Applications

- All CEPI Applications
- Administrator Data Review (ADR)
- Credential Data Exchange (CDX)
- Financial Information Database (FID)
- Graduation/Dropout Review & Comment (GAD)
- Registry of Educational Personnel (REP)
- School Code Master (SCM)
- School Infrastructure Database (SID)
- Single Record Student Database/Unique Identification Code (SRSD/UIC)
- Title I Supplemental Educational Services (SES)

MDE Applications

- All MDE Applications
- Annual Vocational Authorization Application
- Cash Management System (CMS)
- Child Nutrition Programs (CNP)
- Michigan Electronic Grants System (MEGS)
- Michigan Profile for Healthy Youth (MiPHY)
- Migrant Education Data System (MEDS)
- Online Recommendations
- School Accountability/AYP
- School Bus Inventory (SE-4107)
- Substitute Permit Application

Other, please specify: _____

Step 5. For the requester: *Please sign below.* I request that the individual named above (in Step 3) have his/her permission(s) removed from the CEPI and/or MDE applications as indicated.

Name of District/Agency Date

Signature of Requester (From Step 2)

Step 6. Fax this form to: (517) 335-0488

Send questions regarding CEPI applications via e-mail to: cepi@michigan.gov

Send questions regarding MDE applications via e-mail to: help-desk@michigan.gov