

**Center for Educational Performance and Information  
MEIS Security Agreement to Access the  
Graduation/Dropout Review and Comment (GAD) Application**

Please type or print clearly; otherwise, the processing of your form may be delayed.

**Step 1.** Please check **only one of the four boxes** below for the permissions being requested:

<p><b>DISTRICT USER ONLY</b></p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <input type="checkbox"/> <b>Reviewer</b> View-only access to data.         </div> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <input type="checkbox"/> <b>Requester</b> Can link UICs and request changes to student-level data.         </div> </div> <p>_____</p> <p>District Code                      ISD Code</p> <p>_____</p> <p>District Name</p>	<p><b>OR</b></p>	<p><b>ISD USER ONLY</b></p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <input type="checkbox"/> <b>Reviewer</b> View-only access to data.         </div> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <input type="checkbox"/> <b>Approver</b> View-only access to data, and can approve district requests to change data         </div> </div> <p>_____</p> <p>ISD Code</p> <p>_____</p> <p>ISD Name</p>
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**Step 2.** Enter the name of the individual the superintendent/PSA chief administrator authorizes to access the GAD Application.

Name _____	Title _____
E-mail Address _____	Phone Number _____

**Step 3.** For the authorized individual: If you already have an MEIS account, go to Step 4. If you do not already have an MEIS account number, access the Internet and go to the following URL: [www.michigan.gov/meis](http://www.michigan.gov/meis). Click on the MEIS logo. On the next screen click on "**Create an MEIS Account**" and follow the online instructions.

**Step 4.** Authorized MEIS Account Number (e.g., A1234567): \_\_\_\_\_

Authorized MEIS Account Login Name (e.g., smithjan): \_\_\_\_\_

**NOTE:** If you are replacing a formerly authorized individual, please download and complete an MEIS Authorized User Removal Request Form. This document can be downloaded from the GAD Security Agreements Web page.

**Step 5.** For the individual to be authorized: *Please sign below.*

I agree to abide by the regulations that govern the use of student data within the Family Educational Rights and Privacy Act (FERPA - 34 CFR Part 99), as well as the Privacy Act of 1974, governing records maintained about individuals. A copy of FERPA is available at [http://www.michigan.gov/documents/FERPA\\_34CFR99\\_119434\\_7.pdf](http://www.michigan.gov/documents/FERPA_34CFR99_119434_7.pdf), and the Privacy Act is available at <http://www.usdoj.gov/oip/privstat.htm>.

By signing this agreement, I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility. I agree to comply with the requirements of FERPA and the Privacy Act of 1974.

Signature of Individual to be Authorized _____	Date _____
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**Step 6.** For the superintendent/PSA chief administrator: *Please Sign Below.*

I attest that the above-named individual is authorized by me to view and download education data reports at the appropriate level as indicated above.

Name of District/Agency _____	Date _____
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Signature of Superintendent/PSA Chief Administrator _____	Name and Title _____
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**Step 7.** Fax this form to CEPI: (517) 335-0488  
Send questions to: [cepi@michigan.gov](mailto:cepi@michigan.gov)