


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

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 the Nonpublic School Personnel Report application.
- 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.

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

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

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Step 1. ISD Code: _____ District Code: _____
School/facility (building) Code: _____ School/facility (building) Name: _____
School Address: _____

Step 2. For the requester: In order for your removal request to be processed, please enter your contact information below. You will receive an e-mail notification from CEPI when the removal you have requested has been completed.

Name (type or print)	Title
E-mail Address	(Area Code) Phone Number, Extension

Step 3. Enter the account information of the individual for whom permission is to be removed.

Name of Individual to be Removed	Login Name	MEIS Account Number
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NOTE: If someone is replacing a formerly authorized individual, please download and complete the applicable application security agreement form. Security agreement forms can be downloaded from CEPI's Web site at <http://michigan.gov/cepi>. On the right navigation bar, click on "Nonpublic School Personnel Report," then click on "Nonpublic School Personnel Report Security Agreement" to obtain a security agreement form.

Step 4. For the requester: *Please sign below.* I request that the above-named individual have his/her MEIS account closed and/or permission removed from the Nonpublic School Personnel Report as indicated.

Name of School	Date
Signature of Requester (From Step 2)	

Step 5. Fax this form to: (517) 335-0488
Send questions via e-mail to: cepi@michigan.gov