



Office of Professional Preparation Services
Michigan Online Education Certification System (MOECS)
MEIS Security Agreement Form for School Districts/Schools

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

Step 1. You must have an MEIS account to complete this form. If you already have an MEIS account, go to step 2. If you do not have an MEIS account, go to 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 2. **School District/School Information**

District/School Code District/School Name
Nonpublic School Building Number

Step 3. **Authorized User Information**

First Name Middle Name Last Name
E-mail Address Telephone Number
User's Title
Authorized User's MEIS Account Number (e.g., A1234567):
Authorized User's MEIS Account Login Name (e.g., smithjan)

Step 4. **In order to receive authorization to access MOECS, the user must sign below.**

As an authorized user of MOECS , 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 the Privacy Act of 1974 governing records maintained on individuals. A copy of the Privacy Act of 1974 is Available at www.usdoj.gov/foia/privstat.htm.

Signature of Individual Requesting Authorization

Date

Step 5. **Superintendent or Chief Operating Officer Information**

Name Title
E-mail Telephone Number

I attest that the above-named individual has authorization to access MOECS and perform the functions checked below on behalf of the School District/School listed above.

Signature of Superintendent/Chief Operating Officer

Date

First Name		Middle Name		Last Name	
Authorized User's MEIS Account Number (e.g., A1234567):					

Step 6. Functions That Will Be Performed in MOECS by the Authorized User:

Please check off all the functions for which you are seeking authorization.

Reports

- ☐ **View Permit Report**
- ☐ **View Annual Authorization Report**

Permits/Renewals

- ☐ **Apply for Substitute Permits/Renewals**
- ☐ **Apply for Full-Year Permits**
- ☐ **Apply for Emergency Permits**
- ☐ **Apply for Section 1233(b) Permits**
- ☐ **Apply for Limited License to Instruct**
- ☐ **Manage Permits** (i.e., delete a pending permit that was applied for in error, or e-mail a "pay fee" link to the educator)

Manage Demographics

- ☐ **View Demographic Information**
- ☐ **Edit Demographic Information**
- ☐ **Add Demographic Information**

☐ **View Certificates, Permits, and Annual Vocational Authorizations**

Annual Vocational Authorizations (AVAs) /Renewals

- ☐ **Apply for AVAs/Renewals**
- ☐ **Manage AVAs** (i.e., delete a pending AVA that was applied for in error, or e-mail a "pay fee" link to the teacher)

Two-Year Provisional/IOC Extensions

- ☐ **Sponsor Two Year Provisional/IOC Extensions**

School Nurse Certificates/Renwals

- ☐ **Apply for School Nurse Certificates/Renewals**

Professional Development Data

- ☐ **View Professional Development Data**
- ☐ **Manage Professional Development Data**

Credential Data Exchange

- ☐ **Upload Credential Data Exchange**
- ☐ **View Upload Status**

Please fax this form to : (517)373-0542

Or Mail to:

Department of Education
Office of Professional Preparation Services
P.O. Box 30008
Lansing, MI 48909