



# Special Education Personnel Approval Agreement for School Districts

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## **Michigan Online Educator Certification System (MOECS) Account Authorization to Process Special Education Personnel Approvals**

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School districts use the Michigan Online Educator Certification System (MOECS) to process approvals for special education personnel.

Authorization may only be granted once this form, **specific to Special Education Personnel Approvals**, has been approved by the Michigan Department of Education, Office of Special Education.

A separate form must be completed for each user in your school district.

**Author:** Michigan Department of Education, Office of Special Education

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### **Step 1: Michigan Education Information System (MEIS) Account**

Assigned personnel 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](http://www.michigan.gov/meis) (www.michigan.gov/meis). Click on the MEIS logo. On the next screen, click on "Create a New MEIS Account" and follow the directions.

### **Step 2: School District/School Information**

District/School Code \_\_\_\_\_

District/School Name \_\_\_\_\_

Nonpublic School Building Number \_\_\_\_\_



**Step 3: Authorized User Information**

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

User's Title \_\_\_\_\_

Authorized User's MEIS Account Number \_\_\_\_\_

Authorized User's MEIS Account Login Name \_\_\_\_\_

**Step 4: Requesting Individual Signature**

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.

\_\_\_\_\_  
Signature of Individual Requesting Authorization

\_\_\_\_\_  
Date

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

Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

I attest that the above-named individual has authorization to access MOECS and perform the function of processing Special Education Personnel Approvals on behalf of the school district/school listed above.

\_\_\_\_\_  
Signature of Superintendent/Chief Operating Officer

\_\_\_\_\_  
Date



## **Step 6: Submit Form**

Mail, fax, or email this signed form to:

Julie Markham

Michigan Department of Education, Office of Special Education

P.O. Box 30008

Lansing, Michigan 48909

Fax: 517-373-8414

Email: [markhamj@michigan.gov](mailto:markhamj@michigan.gov)