

## MEIS Security Agreement Form for Charter School Management Companies Office of Educator Excellence

### Michigan Online Education Certification System (MOECS)

**Step 1.** You must have a MEIS account to complete this form. If you already have a MEIS account, go to Step 2. If you do not have a MEIS account, go to [MEIS](#). Click on the MEIS logo. On the next screen, click on “Create a MEIS account” and follow the directions.

**Step 2.** Identify the type of request:

- New User     Add Profile/Access     Add Feature/ Access  
 Add School/ LEA     Duplicate Request

Date Requested

**Step 3.** Enter your information as an authorized user

**Name of Management Company:**

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**MEIS Account Number:** \_\_\_\_\_

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

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 maintain on individuals. A copy of the Privacy Act of 1974 is available at [The United States Department of Justice](#) website.

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

\_\_\_\_\_  
*Date*

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

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Telephone No.** \_\_\_\_\_

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

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

\_\_\_\_\_  
*Date*

**Charter School Name** \_\_\_\_\_

**Charter School Code** \_\_\_\_\_

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**Charter School Code** \_\_\_\_\_

**VIEW ACCESS ONLY** – This option allows the user to view information in MOECS, but does not allow the user to:

- Edit demographic information
- Run reports
- Apply for permits
- Apply for School Nurse Certificates

**ACTION ACCESS** – This option includes the ability to view information and also allows the user to:

- Edit demographic information
- Run reports
- Apply for and manage permits
- Apply for Annual Career Authorizations
- Apply for School Nurse Certificates
- Manage professional development data
- Apply for Special Education personnel approval

Please email this completed form to [MDE-EducatorHelp@michigan.gov](mailto:MDE-EducatorHelp@michigan.gov).