



Grant Electronic Monitoring System/Michigan Administrative Review
System (GEMS/MARS)
Security Authorization Form for Sub-Recipient Users

| | |
|---------------------------------------|--|
| Name: | |
| Email: | |
| Phone: | |
| District/Agency Name and Code: | |
| MEIS ID Number: | |

To verify or create a MEIS account, access the MEIS website <http://www.michigan.gov/meis>.

If you are requesting access to a specific program, please enter below. Examples would be Title I, National School Lunch Program, CTE, Partnership Office, or Civil Rights, etc.

| | |
|--------------------|--|
| Program(s): | |
|--------------------|--|

If this request is a replacement for an existing Sub-recipient Administrator, please complete the following:

| | |
|-------------------------|--|
| Replacement For: | |
|-------------------------|--|

By signing this document you confirm that you agree to protect your user identification and password from others, whether authorized or not, to GEMS/MARS. You understand that ALL activity under your user identification is your responsibility and is tracked in GEMS/MARS.

| Signature | Print Name | Date |
|-----------|------------|------|
| | | |

Superintendent or Chief Operating Officer (COO) Signature:

| Signature – Authorized Official* | Print Name | Date |
|----------------------------------|------------|------|
| | | |

*For Public School Academies, this signature needs to be the school board president.

*For Nonpublic Schools, this signature needs to be the principal/administrator.

Forms may be emailed to mde-gems@michigan.gov.

*If you need assistance with this form, please contact the GEMS/MARS Team via email at mde-gems@michigan.gov.