

## **PSA Authorizer Access (View Only) to CEPI School/Student Data Applications**

In 2007, the Center for Educational Performance and Information (“CEPI”) developed an Authorizer’s Security Agreement granting “view only” access of academy specific data to the authorizers. The “view only” access grants authorizers permission to view data and to download data – the authorizer cannot edit data.

The Center for Charter Schools (“Center”) piloted the Authorizer’s Security Agreement with several academies in 2008. With the upcoming deployment of the Michigan Student Data System (MSDS), which will replace the Single Records Student Database (“SRSD”) submission, and the educational and performance value of the data collected by CEPI, the Center has incorporated access to CEPI data as a contract provision for all academies going through reauthorization and is requiring all academies authorized by Central Michigan University to complete and submit the attached Security Agreement to the Center.

### **Instructions for Completing the Security Agreement**

- Complete Step 1
- Complete Printed Name/Title and Date in Step 5
- Print form
- Provide signature in Step 5
- Submit via DST by no later than August 28, 2009. This is a Master Calendar Reporting Requirement. **Do not complete Step 6.**

Please continue to the next page to complete the Authorizer’s Security Agreement.

If you have any questions, please contact Vicki Bott at (989)774.2100 ext. 1475

**PSA Authorizer  
Use Only  
View Access**

**Center for Educational Performance and Information  
Security Agreement to Access Student/School Data Applications**

**Step 1.** Name of PSA Authorizing Agency: \_\_\_\_\_

Name of PSA: \_\_\_\_\_ District Code: \_\_\_\_\_

**Step 2.** Enter the name of the individual under the oversight of the authorizing agency from step 1 (see the Revised School Code, section 380.502) whom the PSA Administrator has authorized for view-only access.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Step 3.** Enter the user's account information:

MEIS Login Name: \_\_\_\_\_ MEIS Account Number (e.g., A1012345): \_\_\_\_\_

SSO Account ID (e.g., smithj1234): \_\_\_\_\_

**Note:** If you are replacing a formerly authorized individual, please complete an Authorized User Removal Request form to remove that user's access.

**Step 4.** For the individual to be authorized: ***Please read and sign below.***

I agree to abide by the regulations that govern the use of individual student data within the Family Educational Rights and Privacy Act (FERPA - 34 CFR Part 99) [\[link\]](#) and the Privacy Act of 1974 [\[link\]](#). I also agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility.

\_\_\_\_\_  
**Signature of Individual to be Authorized**

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

**Step 5.** For the PSA administrator:

The PSA administrator must initial the box(es) for each application that he/she is approving the requester to access. **VIEW ONLY** access will be granted to the authorized individual for these applications.

<b>Initials</b>	<b>Application Name</b>	<b>Initials</b>	<b>Application Name</b>
	Registry of Educational Personnel (REP)		Graduation/Dropout Review and Comment (GAD)
	Administrator Data Review (ADR)		School Infrastructure Database (SID)
	Financial Information Database (FID)		Michigan Student Data System (MSDS)

I attest that the above-named individual from the authorizing agency is approved by me to view each application identified in the box(es) initialed above.

**Signature of PSA Administrator:** \_\_\_\_\_

\_\_\_\_\_  
**Printed Name and Title**

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

**Step 6. Please fax this form to CEPI at: (517) 335-0488**  
**E-mail questions to CEPI at: cepi@michigan.gov**