



NONPUBLIC SCHOOL MEMBERSHIP REPORT

APPLICATION USER'S GUIDE FALL 2009

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Introduction

The Nonpublic School Act, 1921 PA 302, permits the Superintendent of Public Instruction to inquire into the records of enrollment, qualifications of teachers, and course of study in nonpublic schools in the state. The completion of the Nonpublic School Membership Report is important because if the school meets the reporting requirements of the Nonpublic School Act, students may be eligible to receive auxiliary services. For additional information, go to www.michigan.gov/npshts. Please complete and submit the report by October 1, 2009.

Nonpublic schools may file the Nonpublic School Membership Report electronically using the Michigan Electronic Grants System (MEGS). MEGS is more than a grants system. It is also a repository for the Educational Technology Plan and several certifications you may be required to complete.

To submit information for the Nonpublic School Membership Report and to become an authorized user you must first obtain a Michigan Education Information System (MEIS) number (Step 1) and a MEGS system security (Step 2).

Hints for using MEGS.

MEGS is a web-based application that saves data to a central database. When navigating through any web-based application, especially MEGS, it is a best practice to use the on-screen navigation buttons to maneuver. Users should refrain from using the back and previous buttons on the internet toolbar; always use the MEGS onscreen menu options, including those in the header and footer sections of the application. You have to "apply" to create the "application" and use the **Submit Application** button to send the report to Michigan Department of Education (MDE).

- **Avoid using the back button** to navigate.
- **Save data** on each screen before navigating to the next screen.
- To return to the **Application Menu**, where the information is submitted to MDE, use the Application Menu link in the blue header.
- The **Submit Application** button is on the Application Menu page.
- To view the checklist for any comments from MDE, use the **View Comments** link in the Header or Footer. The checklist is interactive, you can write back to the department by adding and saving text in the *Comments to Consultant* section.
- **The forms are color coded by year.** The 0910 (09-10 school year) Nonpublic School Membership Report is Green. The 0809 (08-09 school year) Report is Blue, the 0708 (07-08 school year) Report is Red, the 0607 (06-07 school year) Report is Green and the 0506 (05-06 school year) Report is Blue. Ensure that you use the Green form to submit your membership counts.
- Each of the Nonpublic School Membership Reports has an eight digit number that can be used to identify the report: 0910-0557. The first four numbers are the school year, i.e. 0910 for the 2009-2010 school year. The last four numbers are sequentially generated numbers. As a rule you will only need to ensure that you have the correct school name in the header and the correct color report. **For this school year, schools should be working in the green report.**

STEP 1 - Obtain a MEIS number. *(Skip this step if you already have a MEIS account.)*

1. To create your MEIS account number and password, go to the MEIS site at: <https://cepi.state.mi.us/MEISPublic/step1.asp> or www.michigan.gov/npshts
2. Follow prompts until you receive your MEIS number, your username and password. Please note that your MEIS number will begin with the letter "A." The password is computer generated; therefore, it is highly recommended that you immediately change your password and print the page.



HINT – If you cannot locate your username or password, contact the help desk at 517-335-0505.

STEP 2 - Obtain MEGS Security Authorization. *(Skip this step if you already have a MEGS Security Authorization for the Nonpublic School Membership Report.)*

Each nonpublic school is allowed two “authorized officials” (AO) per application. Each AO must submit a MEGS security form to the MDE. Once an AO has been given rights to the system, they act as the system administrator for the school and can add any other staff to the system. These additional users do NOT need to submit security forms, but they do need to obtain a MEIS number as described in Step 1 above.

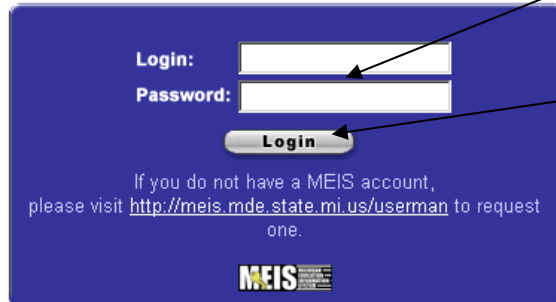
The security form can be found in Attachment A.

1. Complete the MEGS Security Authorization form for nonpublic schools using the MEIS number obtained in Step 1.
2. Fax form to 517-241-0496.
3. Your account will be activated one to two business days after receipt of the fax.

(Each electronic system has its own set of security forms that must be completed.)

STEP 3 – Log into the MEGS site.

1. Navigate to the following site:
<http://megs.mde.state.mi.us/megs/login.asp>



Use your login name and password given to you in Step 1

Then click on Login



HINT – If you get a message asking if you would like to become a “Peer Reviewer” select “No.” If it has been two business days since you faxed your form (from Step 2) and you still can’t log in, call the Grants Administration Office at 517-373-1806.

Validation Required! Please confirm all your contact information is correct. Enter any needed updates, then click **Validate**.

Contact SAVE VALIDATE

Instructions:
Please fill out all the required information (items with a * next to them).

MEIS Account ID a1022848

Name Mr. * Randolph James

Agency University of Michigan

Title Senior Associate Director, DRDA

Address 1 University of Michigan *

Address 2 3003 South State, Room 1044

City Ann Arbor *

State MI *

Zip Code 48109-1274 *

County

Type

System Security Level Level 5

Active

Mailing Name

Phone (734) 764-7242 * Ext

Fax (734) 764-8510 Ext

E-mail nihjm@umich.edu *

Summer Phone Ext

Summer Fax Ext

Summer Address

SAVE VALIDATE

If you haven't worked in MEGS in a while, you will be asked to validate your information.

If all the required fields are completed, click on validate.

STEP 4 - Start (initiate) your report.

1. Select Nonpublic School Membership Report (FY-2010) and click on the Initiate button.

Initiate an Application	Additional Functions	Maintain MEGS Accounts
Nonpublic School Membership Report (FY-2010) Select an application in the drop down menu and then click Initiate <input type="button" value="INITIATE"/>	<ul style="list-style-type: none"> • Enter/Update Your GRIF • Review Grant Applications • Certification Menu 	<ul style="list-style-type: none"> • Add Users to MEGS • Contact Information • Application Security Level(s) • Edit Your Agency Information • Edit Your Contact Information

For further information on Additional Functions and Maintain MEGS Accounts go to the MEGS public site at: <http://megs.mde.state.mi.us/megsweb/>

THE APPLICATION

Nonpublic School Membership Report

- The current status is **Application In Progress**
- This application is due on **Thursday, October 01, 2009**

Please click on the links below to begin/continue completing your application.

MANAGEMENT ACTIVITIES

- [Control Access to this Application](#)
- [View a PDF of this application](#)
- [View a blank PDF](#)

GENERAL INFORMATION

- [Nonpublic School Contact Information](#)

NONPUBLIC SCHOOL MEMBERSHIP INFORMATION

- [Section 1: Total Membership By Grades as of September 2009](#)
- [Section 2: Teacher Qualifications](#)
- [Section 3: Course of Study](#)
- [Optional Information](#)

STEP 5 – Assign Main Contact.

The **GENERAL INFORMATION** category allows you to enter your “Nonpublic School Contact Information.”

Nonpublic School Contact Information

1. Click on “Nonpublic School Contact Information.”
2. The AO’s name will automatically appear. You may make the AO the contact, or add someone else to the application and assign as “Main Contact.”

NONPUBLIC SCHOOL CONTACT INFORMATION

Instructions: This page displays information for the assigned contacts for the nonpublic school. The page also displays the contact information that will be used for the report.

- To add or update your contact, use the Control Access to this Application link on the Application Menu.
- To update information, an Authorized Official must use the Edit Your Agency Information link on the Main Menu.

[Assign Main Contact for this Agency](#)

Click this link to provide a contact person for this application.

Fiscal Agent	
Legal Name	Agate Head Start
Superintendent	
FEIN	
Recipient/District Code	00003
Building Code	00000
Address 1	2727 Alliance Dr.
Address 2	Suite 1
City	Lansing
State	Michigan
Zip Code	48910
County	Ingham

This section indicates the principal of the school; you are not able to change this.
*Very important, as this information must agree with the Educational Entity Master (previously known as the school code master) information. Any changes must go through MDE; contact Wanda Bazzett at 517-373-1833.

[Jump to Add Users to this Application](#)

Mark Remove		Mark Inactive		User	Grant Contacts	Date Active/Inactive	Assigned By
All	<input type="checkbox"/>	All	<input type="checkbox"/>	Tkaczyk, Joshua	<input type="checkbox"/>		
				Agate Head Start			
				Authorized Official			

Click here and select “Main Contact” from the Drop Down menu.



HINT: The contact person is usually the level 5 that is completing the nonpublic school application.

STEP 6 – Enter Nonpublic School Membership Information.

The **NONPUBLIC SCHOOL MEMBERSHIP INFORMATION** category allows you to enter your school information.

Section 1: Total Membership by Grades as of September 2009



Nonpublic School Membership Report
 Applicant: Agate Head Start (00003)
 Application #: 0708-1353 - Application In Progress
 User: Joshua Tkaczyk

Main Menu Help Logout
 Application Menu Errors Report Menu View Comments

School information is computer generated.

CHECK SPELLING SAVE CLEAR DELETE
 VIEW PDF

FIRST NEXT LAST

SECTION 1: TOTAL MEMBERSHIP BY GRADES AS OF SEPTEMBER 2008

- Enter the information requested.
- Click **Save**.
- Click **Next**.
- When all sections are complete, click Application Menu in the upper blue left bar, then Submit Application.

1. Of the students reported, how many are certified as special education students?

2. Of the students in grades 1-12, how many are in attendance part-time? (Part-time: Those students carrying less than a full-time number of credits.)

3. Enter total membership by grade, as of September 2008. MEGS will calculate total membership when **Save** is clicked. For students in non-graded programs, consider their grade to be the number of years in school beyond kindergarten.

Grade	Student Count
Pre-K	<input type="text"/>
K	<input type="text"/>
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>
6	<input type="text"/>
7	<input type="text"/>
8	<input type="text"/>
9	<input type="text"/>
10	<input type="text"/>
11	<input type="text"/>
12	<input type="text"/>
Total	0

Enter the physical address of the school building (no PO Box):
 School Name:
 Address:
 City:

Enter Special Education Students here.

Enter Part-Time students here.

Enter the Total Membership by Grade in these cells. Clicking "Save" will calculate the total.

You must enter the name and physical address of the school (no PO Box).

You **MUST** click on "Save" to save the information on this page.

CHECK SPELLING SAVE CLEAR DELETE
 VIEW PDF

FIRST NEXT LAST

These navigation buttons can be used to go directly to the next page by clicking "Next". (Be sure you have clicked "Save" FIRST!)

Section 2: Teacher Qualifications

REQUIRED INFORMATION Criminal History Checks

SECTION 2: TEACHER QUALIFICATIONS

- Enter the information requested.
- Click **Save**.
- Click **Next**.
- When all sections are complete, click Application Menu in the upper blue left bar, then Submit Application.

1. Criminal History Checks
The nonpublic school complies with the criminal history check requirements and ensures that the school will not employ a person who has been convicted of any felony or of a "listed offense" misdemeanor. (MCL 380.1230 - 380.1230h, MCL 380.1535a and MCL 380.1539b) Yes No

2. Does your school claim an objection to teacher certification based upon a sincerely held religious belief? Yes No
If you stated "Yes", you are exempt from the teacher certification requirement based on the Michigan Supreme Court decision in [People v DeJonge](#) and **you do not need to complete the rest of Section 2** regarding teacher qualifications.

3. Do all teachers have State of Michigan certificates or permits? Yes No

4. Please Provide:
Total Number of Teachers

Submit the type of certificate or highest level of education the teachers possess. Do not count a teacher twice in your figures breakdown.

Number of Teachers With a Michigan Teaching Certificate

Number of Teachers With a Michigan Teaching Permit

Of Those Teachers WITHOUT Michigan Certificates or Permits:

Number with Less than a High School Diploma

Number with HS Diploma but Less than a Bachelor's Degree

Number with Bachelor's Degree

Number with Teaching Certificates from Other States

5. If there are teachers with Less than a High School Diploma or with HS Diploma but Less than a Bachelor's Degree, do **ANY** of these teachers teach grades or subjects **NOT** on this list: Pre-K, K, nonessential classes, religion? Yes No No teachers

If Yes, you do not meet reporting requirements. Educators teaching grades 1 - 12 core/essential classes must hold at least a Bachelor's Degree.

Click on "Yes" or "No" to respond to Questions 1, 2 and 3.
If you answer "Yes" to # 2, you do not need to complete the remainder of this page.

Enter total number of teachers.

(a) Enter the number of teachers with a Michigan Teaching Certificate
(b) Enter the number of teachers with a Michigan Teaching Permit.

(c) Of the remaining teachers not counted in (a) or (b), enter the number of teachers to reflect the highest level of education the teacher possesses.

You **MUST** click on "Save" to save the information on this page.

CHECK SPELLING SAVE CLEAR DELETE
VIEW PDF

FIRST PREVIOUS NEXT LAST

These navigation buttons can be used to go directly to the next page by clicking "Next". (Be sure you have clicked "Save" FIRST!)



HINT: The total number of teachers in #4 should be the total of (a), (b), and (c) above.

Section 3: Course of Study

AGATE HEAD START (00003)
SECTION 3: COURSE OF STUDY

- Enter the information requested.
- Click **Save**.
- Click **Next**.
- When all sections are complete, click Application Menu in the upper blue left bar, then Submit Application.

Mark the following areas in which instruction is given:

ALL LEVELS (All 4 subjects must be checked to meet reporting requirements.)

English, Reading

Mathematics

Social Studies

Science

JR./SR. HIGH (If students are in grades 10, 11, or 12, all three must be checked to meet reporting requirements.)

The Constitution of the United States

The Constitution of the State of Michigan

The history and present form of civil government of the United States, the State of Michigan, and the political subdivisions and municipalities of the State of Michigan.

FOR ALL GRADES

Indicate which courses are taught.

FOR JR/SR HIGH ONLY

Indicate which courses are taught.

CHECK SPELLING SAVE CLEAR DELETE

VIEW PDF

FIRST PREVIOUS NEXT LAST

You MUST click on "Save" to save the information on this page.

These navigation buttons can be used to go directly to the next page by clicking "Next". (Be sure you have clicked "Save" FIRST!)

Optional Information

OPTIONAL INFORMATION

- Enter the information requested.
- Click **Save**.
- Click **Next**.
- When all sections are complete, click Application Menu in the upper blue left bar, then Submit Application.

Section 4: Time (Optional Information)

1. Number of hours per week instruction is given (whole number)(typically 20 – 40 hours)

2. Number of days instruction will be given during the year (whole number) (typically 170 – 185 days)

Section 5: Instructional Personnel (Optional Information)

Report Full-Time Equivalency to Nearest Whole Number. MEGS will calculate totals when **SAVE** is clicked.

PERSONNEL	PRE-K	GRADES K-8	GRADES 9-12
Teachers (Full-Time Equivalency)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Principals (Full-Time Equivalency)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Instructional (Full-Time Equivalency)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total			

Section 6: Needy* Children In This School (Optional Information)

What is the total number of needy children in this School?

(This number is used in preparing the list of schools having high concentrations of students from low-income families for National Defense/Direct Student Loan cancellation benefits for teachers. It is MOST important that you enter ZERO (0) if you have NO Needy children.)

*The number of needy children may be determined by your best estimate or actual survey of parents of students in your school whose income falls within the "Family Income Guidelines" indicated below.

FAMILY INCOME GUIDELINES: FISCAL YEAR 2009-2010

FAMILY MEMBERS*	FAMILY INCOME	FAMILY MEMBERS*	FAMILY INCOME
1	\$20,036	5	\$47,712
2	\$26,955	6	\$54,631
3	\$33,874	7	\$61,550
4	\$40,793	8	\$68,469

* Each additional family member: add \$6,919.

NOTE: Failure to respond to the number of needy children eliminates the school from NDSL cancellation consideration.

Enter the optional information on this page.

CHECK SPELLING SAVE DELETE

VIEW PDF

FIRST PREVIOUS NEXT LAST

You MUST click on "Save" to save the information on this page.

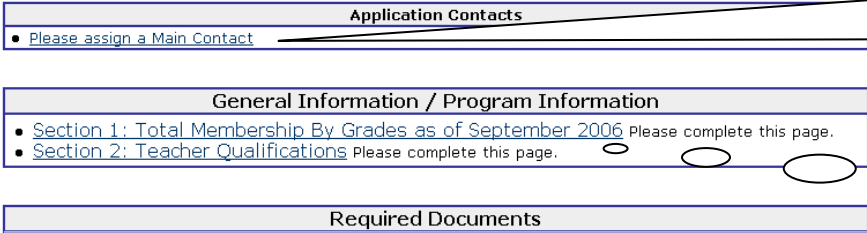
These navigation buttons can be used to go directly to the next page by clicking "Last". (Be sure you have clicked "Save" FIRST!)

STEP 7 - Checking for errors.

You should check for errors before submitting the application. You may select Errors from any page at any time. This will alert you of required information that is incorrect or missing.

If there are any errors, they will be displayed like the following:

The errors shown below have been detected in your application. Click each underlined link to go to the page where that error is found:



Clicking on the specific link will take you to the page that needs attention.

(This is an example from a previous year).

STEP 8 – Submit your report.

Main Menu Help Logout
Application Menu Errors Report Menu Report Errors Checklist View Comments

Double Click on the "Application Menu." (Do not select from the drop down navigational menu).

Click on the SUBMIT APPLICATION button to complete the process.

SUBMIT APPLICATION

Nonpublic School Membership Report

- The current status is **Application In Progress**
- This application is due on **Thursday, October 01, 2009**

Please click on the links below to begin/continue completing your application.

MANAGEMENT ACTIVITIES

- [Control Access to this Application](#)
- [View a PDF of this application](#)
- [View a blank PDF](#)

GENERAL INFORMATION

- [Nonpublic School Contact Information](#)

NONPUBLIC SCHOOL MEMBERSHIP INFORMATION

- [Section 1: Total Membership By Grades as of September 2009](#)
- [Section 2: Teacher Qualifications](#)
- [Section 3: Course of Study](#)
- [Optional Information](#)

SUBMIT APPLICATION

Submitting the application "closes" the application from further editing and "submits" it to the Department of Education (MDE) for review. If you found you made a mistake prior to the review from MDE, contact Wanda Bazzett at 517-373-1833 or bazzettw@michigan.gov to "open" the application for you to make corrections.



HINT: SUBMIT must be the last item completed even if MDE "re-opens" the application for corrections.

STEP 9 – Print your report.

View a PDF of this application – Use this to **print your application** AFTER you have completed the application.

1. Under “Management Activities” click on “View a PDF of this application.”
2. You are NOT required to submit the printed report to the Department of Education; you may need to send a copy to your central nonpublic office.

Click on one of the links below to view a PDF of part of the application.

FULL PDF

- Generate [PDF](#). You will receive an E-mail when the PDF is generated (usually within 24 hours).

Selecting this option will have the MEGS system send you the entire printout of the form by email.

COVER PAGE/CONSORTIUM INFORMATION

- [View the Cover Page For This Application](#)

Selecting the other options will immediately return to the specific section

GENERAL INFORMATION

- [Section 1: Total Membership By Grades as of September 2027](#)
- [Section 2: Teacher Qualifications](#)
- [Section 3: Course of Study](#)
- [Optional Information](#)

RETURN TO PREVIOUS PAGE

SECTION 2: TEACHER QUALIFICATIONS

1. Criminal History Checks

The nonpublic school complies with the criminal history check requirements and ensures that the school will not employ a person who has been convicted of any felony or of a “listed offense” misdemeanor. (MCL 380.1230 – 380.1230h, MCL 380.1535a and MCL 380.1539b)

Yes No

2. Does your school claim an objection to teacher certification based upon a sincerely held religious belief?

Yes No

If you stated “Yes”, you are exempt from the teacher certification requirement based on the Michigan Supreme Court decision in [People v DeJonge](#) and you do not need to complete the rest of Section 2 regarding teacher qualifications.

3. Do all teachers have State of Michigan certificates or permits?

Yes No

4. Please Provide:

Total Number of Teachers 30

Submit the type of certificate or highest level of education the teachers possess. Do not count a teacher twice in your figures breakdown.

Number of Teachers With a Michigan Teaching Certificate	28
Number of Teachers With a Michigan Teaching Permit	2

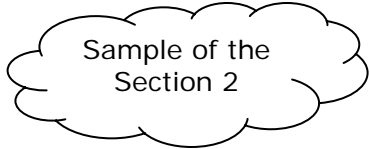
Of Those Teachers WITHOUT Michigan Certificates or Permits:

Number with Less than a High School Diploma	_____
Number with HS Diploma but Less than a Bachelor's Degree	_____
Number with Bachelor's Degree	_____
Number with Teaching Certificates from Other States	_____

5. If there are teachers with Less than a High School Diploma or with HS Diploma but Less than a Bachelor's Degree, do ANY of these teachers teach grades or subjects NOT on this list: Pre-K, K, nonessential classes, religion?

Yes No No Teachers

If Yes, you do not meet reporting requirements. Educators teaching grades 1 – 12 core/essential classes must hold at least a Bachelor's Degree.



HINT: Click on each section and print immediately to avoid waiting to receive an email of the entire application.

STEP 10 - Logout.



Nonpublic School Membership Report
Applicant: Agate Head Start (00003)
Application #: 0607-0557 - Application In Progress
User: Dr. Joshua S. Tkaczyk

Main Menu Help

Application Menu Errors Report Menu

Logout

View Comments

CHECK SPELLING

SAVE

CLEAR

DELETE

VIEW PDF

FIRST

PREVIOUS

LAST

AGATE HEAD START (00003)

OPTIONAL INFORMATION

- Enter the information requested.

1. Click "Logout" to exit the application.

Nonpublic School Personnel Report

The **GENERAL INFORMATION** category allows you to access the Nonpublic School Personnel Report to enter your school personnel data as required by School Safety Legislation.

1. To return to the "Application Menu", click the "Application Menu" link on the blue header.
2. Under the "General Information" category, click on "Nonpublic School Personnel Report" to access this required report. For information on completing this report contact the Help Desk at 517-335-0505. *The MEGS staff will not be able to answer questions on this report.*

The screenshot shows the CEPI website interface. At the top, there are logos for CEPI and Michigan.gov. Below the header, there are navigation links: Michigan.gov Home, CEPI Home, Teacher Verification, and Contact Help Desk. The main heading is "REP | Registry of Educational Personnel".

Educational Personnel

This login screen provides access to the public school Registry of Educational Personnel (REP) or the Nonpublic School Personnel Report. When a User Name and Password are entered in the MEIS Login Box, access will be granted to the appropriate application.

The REP and Nonpublic School Personnel Report, operated and maintained by the Center for Educational Performance and Information, are used by the public school districts and nonpublic schools to submit personnel information to the state of Michigan.

Authorized users of the REP and Nonpublic School Personnel Report have been designated by the district or school superintendent/administrator. Authorized users must have a Michigan Education Information System (MEIS) account and have completed and submitted a signed security agreement for the REP or Nonpublic School Personnel Report.

For more information, please choose from the following options:

Registry of Educational Personnel	Nonpublic School Personnel Report
<ul style="list-style-type: none">• REP Data Field Descriptions PDF• REP Addendum PDF• REP User's Guide PDF• REP FAQs PDF• REP Security Agreement Form PDF• CDX Security Agreement Form PDF	<ul style="list-style-type: none">• Nonpublic School Personnel Report Data Field Descriptions PDF• Nonpublic School Personnel Report User's Guide PDF• Nonpublic School Personnel Security Agreement Form PDF• Obtaining a MEIS Account

MEIS Login

User Name:

Password:

[Forgot your password?](#)

The Nonpublic School Personnel Report will open September 1, 2009.

MEGS Additional Functionality.

The following is information that is available but NOT REQUIRED to complete the application.

- A. Adding users to MEGS

This is used by the AO to add other school staff to the application.

Control Access to this Application is used by the AO to add additional users to the system. The AO can add staff by obtaining their own MEIS number as described in Step 1 above. Additional staff do not need to submit security forms to the Department of Education.

To view all assigned users, select the view option of ALL and click Go.

To change the view mode, select the view option and click go.

[Jump to Add Users to this Application](#)

Edit/Remove Users From This Application					
Mark Remove	Mark Inactive	User	Grant Contacts	Date Active/Inactive	Assigned By
All <input type="checkbox"/>	All <input type="checkbox"/>	Tkaczyk, Joshua Agate Head Start Authorized Official	<input type="text"/>		

- In the **User** column enter the MEIS Account #, specify the application security level, and if applicable assign the new user as an application contact.
- Dates of activity are optional. Specify starting and ending dates in the **Date Active** and **Date Inactive** columns for each new user.
- Click **Save** to retain all changes.

[Jump to Edit/Remove Users from this Application](#)

Add Users to this Application				
User	Grant Contacts	Date Active	Date Inactive	
MEIS Account #: <input type="text"/>	<input type="text"/>	<input type="text" value="7/3/2006"/>	<input type="text"/>	
Security Level: <input type="text" value="Level 1 (Viewer)"/>				

If you would like to add a user, put their MEIS number here and assign them a security level.

The following **MEGS security levels and rights** pertain to this particular application:

Level 5 – Authorized Officials (AO)

- Each agency is allowed two
- Submits the applications on behalf of the agency
- Security rights include view, edit and submit
- Assigns other agency users to MEGS
- Must submit security form to MDE

Level 4 – Application Administrators

- Unlimited number
- Manages the application
- Security rights include view and edit
- Does not need security form completed
- Added to MEGS by the Authorized Official

Level 3 – Does not apply to Nonpublic Schools

Level 2 – Application Writers

- Unlimited number
- Security rights are view and edit
- Does not need security form completed
- Added to MEGS by the Authorized Official

Level 1 – Viewers

- Unlimited number
- Security right is view only
- Does not need security form completed
- Added to MEGS by the Authorized Official

B. **View a blank PDF** – Use this to **print blank pages** of the report.

SM-4325 Rev. 6/07
 AUTHORITY: Act 302, PA 1921
 COMPLETION: Required.

Michigan Department of Education
 Bureau Of School Finance & School Law
 P.O. Box 30008, Lansing, Michigan 48909

Direct questions to: (517) 373-1833

**NONPUBLIC SCHOOL MEMBERSHIP REPORT
 AS OF September 2007**

Sample of the Cover Sheet from a previous year.

Forward a copy to your central nonpublic office as requested.

FISCAL AGENT	Legal Name of Nonpublic School		District Code	Building Code
	Name of Authorized School Administrator		Telephone	
	Title of Authorized School Administrator		Fax	
	Mailing Address of School			
	City	Zip Code	Email Address	

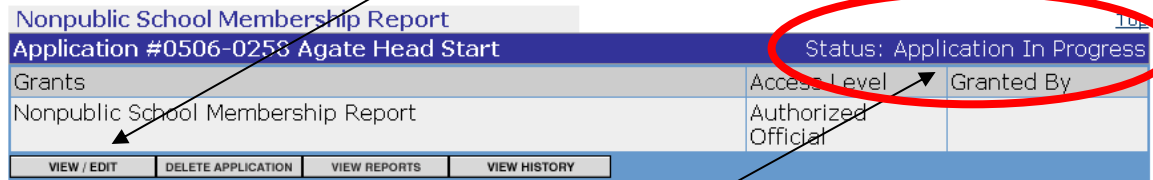
School Name: _____

Physical Address: _____

City: _____

FREQUENTLY ASKED QUESTIONS

- Q. I know I saved my form, but it is no longer available in the drop down menu on main screen under "Initiate an Application." Where did it go?
- A. The only time you will see the application in this drop down menu is the first time you start the application. To "get back" to your application, scroll down until you find the "Nonpublic School Membership Report" for the current school year, and select the "VIEW/EDIT" tab.



- Q. How do I know if I submitted the application correctly?
- A. Make sure the "status" is "Application Submitted" (or "Modifications Submitted" if you had a correction to the application). If it is not, you must submit application as described in Step 8.
- Q. I have my MEIS number – A1090909. Do I use that MEIS number on the login screen?
- A. No, the MEIS number is used to grant you access to the system and is used internally. You need to enter the login name and password given to you when you received this MEIS number.

Q. Who do I contact for problems?

A. There are several contacts:

MEIS – for obtaining a login account and password, if you forgot your password, or if you need to know your login:

Help Desk at 517-335-0505.

Nonpublic School Information questions on WHAT information to put on the form or other nonpublic school issues:

Wanda Bazzett at 517-373-1833 or bazzettw@michigan.gov.

Security Form – Tina Ray 517-373-1806 or rayt@michigan.gov.

If you are unsure who to contact, contact Wanda Bazzett at 517-373-1833 or bazzettw@michigan.gov.

Q. I forgot to print my application before it was submitted. How do I get a copy?

A. Once the application is submitted, it is available for you in “View” mode only. Go into the application, “Management Activities” and click on “View a PDF of this application.” See Step 9, page 12 for specific instructions.

Q. I do not want to submit this report through the computer, how do I get a paper form?

A. Electronic reporting is highly recommended. You are encouraged to use the electronic version. If you do not have computer access, you may use any public library or other source. Please contact Wanda Bazzett at 517-373-1833 or bazzettw@michigan.gov for further information.



Michigan Electronic Grant System (MEGS)*
MEGS Security Authorization
For Nonpublic Schools

School Name: _____

City: _____ District Code: _____

Step 1. Designate the individual who will serve as the Authorized Official for your organization. This role includes the full use of MEGS, including the authority to assign secondary access to the MEGS system within your organization. Each organization may designate a maximum of two Authorized Officials. A separate form must be submitted for each Authorized Official.

Name: _____ Title: _____

Email Address: _____ Phone Number w/area code: _____

If this name is a replacement for an existing Authorized Official, please complete the following:

Replacement for _____

Previous Authorized Official should be classified as:

- Input box No longer with organization
Input box A member of our organization, no longer an authorized official.

Step 2. To verify or create a MEIS Account, go to the following URL: https://cepi.state.mi.us/MEISPublic

- 2a. To verify an existing MEIS account, log into MEIS and ensure the account is still valid.
2b. To create a new MEIS account, click on the Create New Account link and follow instructions.

Step 3. Enter MEIS Account of the Authorized Official:

MEIS Account: A _____

Step 4. Authorized Official Acknowledgement:

I agree to protect my user identification and password from unauthorized use. I understand all activity under my user ID is my responsibility.

Signature of Designated Authorized Official Date

Step 5. Principal or Director:

I attest that the above named individual is authorized to initiate and electronically submit applications to the Michigan Department of Education and to designate other individuals within the organization to read, create and edit grant applications.

Name of School _____

Signature of the Principal or Director Date

Step 6. Forward to MDE, Attn: MEGS, Fax Number (517) 241-0496 or mail to Michigan Department of Education, Grants Administration and Coordination, P.O. Box 30008, Lansing, Michigan 48909
Your account will be activated one to two business days after receipt.

*MEGS is also used for the Educational Technology Plan and the Nonpublic School Membership Report collections.