

# MPAAA Fall Conference

## *Care and Feeding of the Educational Entity Master*

*Presenter: Sherine Lance CEPI*



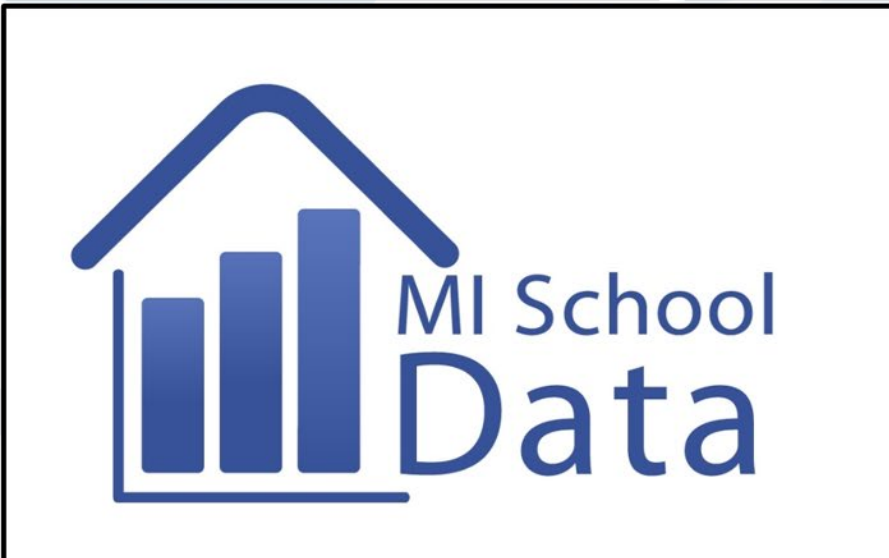
# Objectives

This session will provide guidance on the following:

- Basics of EEM
  - Who, What, Where, Why
- System-to-System Connections
  - EEM and other Systems
  - Contacts
- EEM Data Quality
  - District Entity Overview
  - Open or Close an Entity
  - Best Practices for Updates

EEM provides the  
***Who, What, Where and Why***  
for all educational entities in  
the State of Michigan

# Who are Michigan's educational entities?



# Who are Michigan's educational entities?

**Detailed Entity Search**

Your search yielded 30 results.

Characteristic	Operator	Value
Current Status of Entity	Has values	<input checked="" type="checkbox"/> Open-Active <input type="checkbox"/> Open-Pending <input type="checkbox"/> Open - Under construction/remodelling <input type="checkbox"/> Open - Vacant/empty <input type="checkbox"/> Close - Pending
College/University Type	Has values	<input type="checkbox"/> Four Year Public <input checked="" type="checkbox"/> Two Year Public <input type="checkbox"/> Tribally Controlled-Independent <input type="checkbox"/> Four Year Private <input type="checkbox"/> Two Year Private

Search Clear All

Name	Entity Code	Parent	Type	County	City
<a href="#">Oakland Community College</a>	02804		Higher Education College/University	Oakland	BLOOMFIELD HILLS
<a href="#">West Shore Community College</a>	04466		Higher Education College/University	Mason	SCOTTVILLE
<a href="#">Mott Community College</a>	04863		Higher Education College/University	Genesee	FLINT
<a href="#">Alpena Community College</a>	04942		Higher Education College/University	Alpena	ALPENA
<a href="#">Bay de Noc Community College</a>	04969		Higher Education College/University	Delta	ESCANABA
<a href="#">Delta College</a>	05058		Higher Education College/University	Bay	UNIVERSITY CENTER
<a href="#">Glen Oaks Community College</a>	05121		Higher Education College/University	St. Joseph	CENTREVILLE
<a href="#">Gogebic Community College</a>	05124		Higher Education College/University	Gogebic	IRONWOOD
<a href="#">Grand Rapids Community College</a>	05132		Higher Education College/University	Kent	GRAND RAPIDS
<a href="#">Henry Ford College</a>	05153		Higher Education College/University	Wayne	DEARBORN

Items per page: 10 Page 1 of 3 Excel Export

Mailing/Contacts Download Entity Data

# What Information is Stored in the EEM?



# Data in EEM

- Official Entity Name
- Entity Codes
- Entity Type
- Contact Information
- Address
  - Physical
  - Mailing
- Grades
- Educational settings
  - Virtual
  - Special education
  - Alternative education
  - School of choice
- Shared education programs (i.e. EMC, SEE, etc.)
- Administrative contacts
- Assessment contacts
- School emphasis
- Open and close date
- Charter information (for Charter Schools)
- Community eligibility (for the free/reduced lunch program)
- Research codes (i.e. NCES)
- Points of Pride
- And more ...

# *What* services do Michigan's educational entities offer?

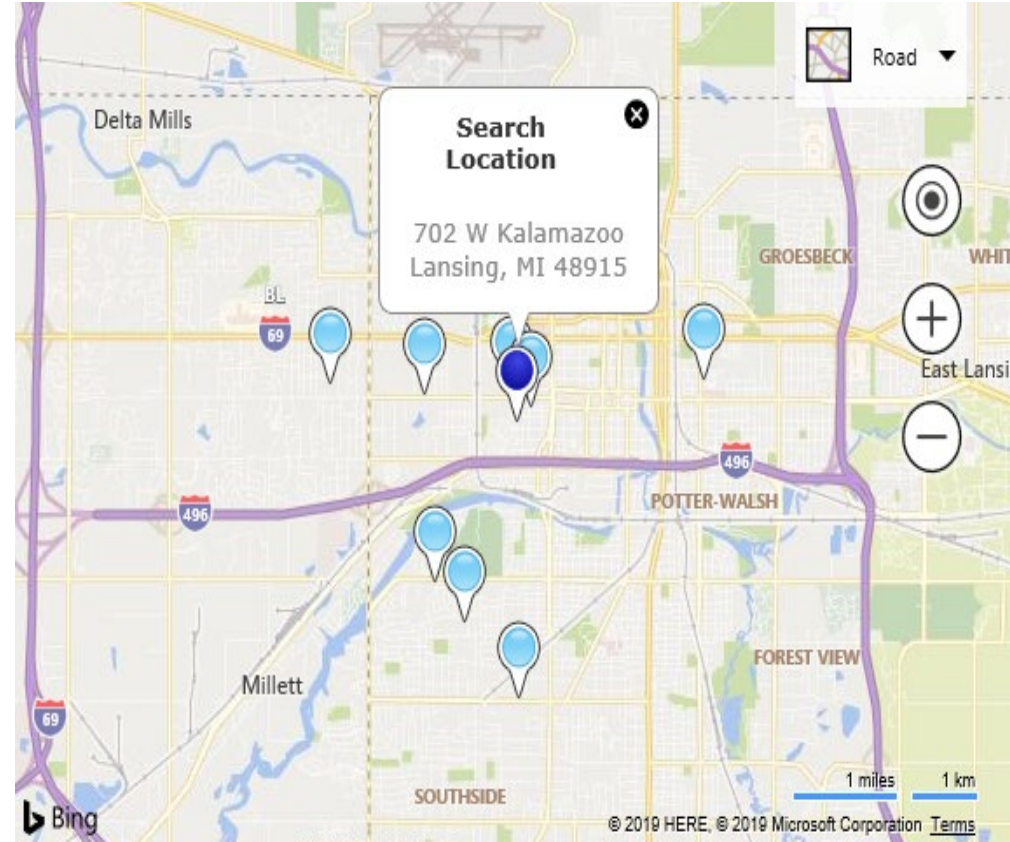
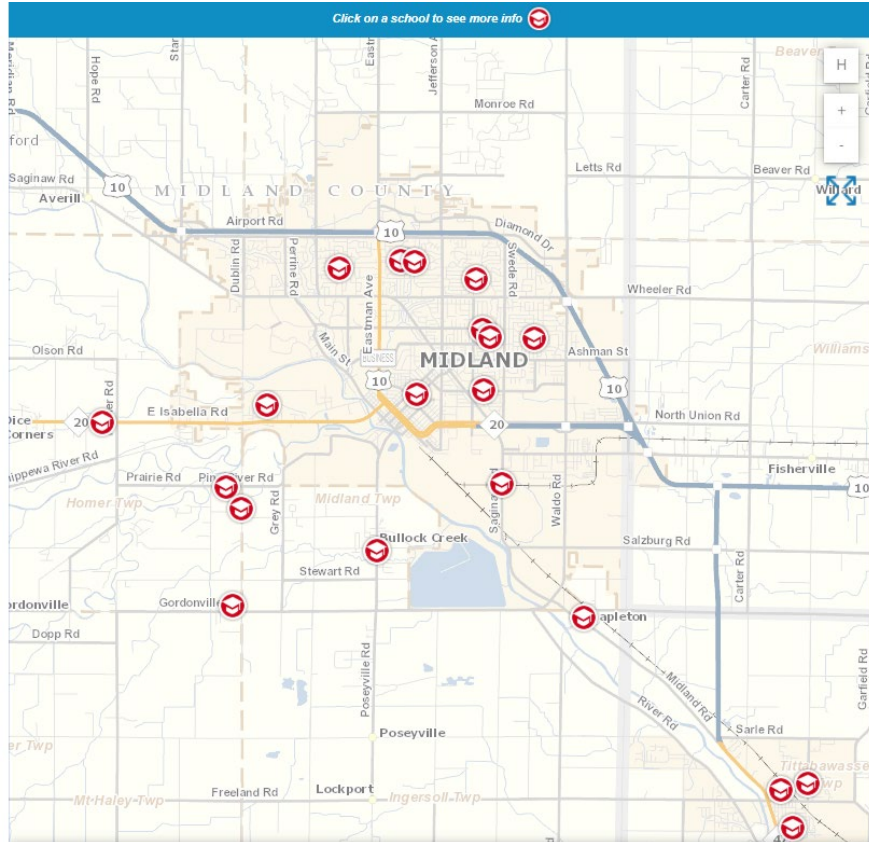
## Some questions that the EEM can answer...

- Is the entity an elementary, middle or high school?
- Does the entity offer virtual learning options?
- Could the entity serve pupils with severe impairments?
- Does the entity offer pupils before and/or after-school activities?
- Are there community services offered in the entity by DHHS?
- Does the entity offer School-of-Choice options?
- Does the entity offer all of its students free and reduced lunch (Community Eligibility Provision)?

And so much more ...



# Where are Michigan's educational entities located?



# Addresses in EEM

EEM Home > Entity EEM-Search > Entity

**J.W. Sexton High School (01865)**  
LEA School

[Printer Friendly](#)
[Contact Authorized User](#)
[Points of Pride](#)

\*= Required

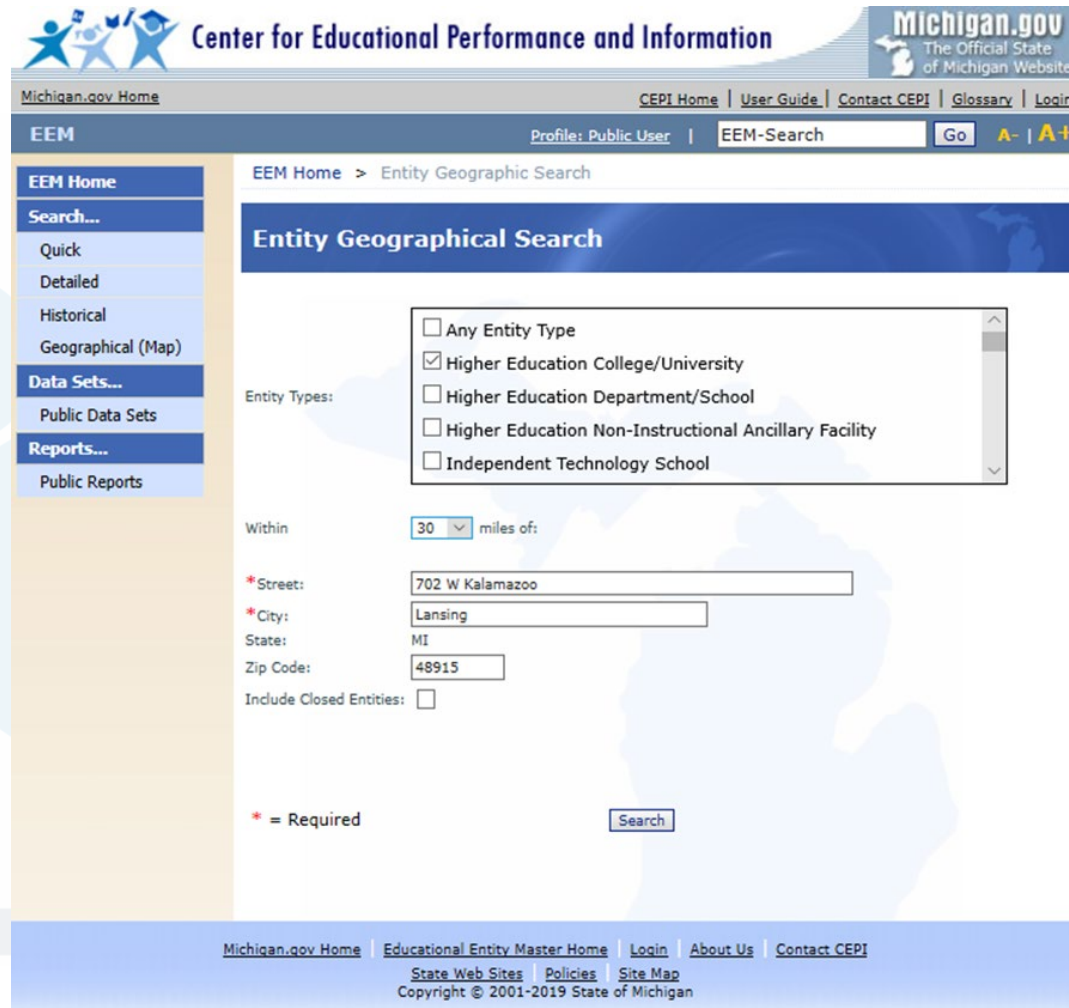
Official Name of Entity [?](#)  
J.W. Sexton High School

Entity Code [?](#) LEA District [?](#)  
01865 Lansing Public School District (33020)

[Admin/Contacts](#)
[Addresses](#)
[Relationships](#)
[Members](#)

Type	Street	City	State	Zip	System Effective Date	
Mailing	102 MCPHERSON AVE	LANSING	MI	48915-1760	01/01/1900	<a href="#">Details</a>
Physical	102 MCPHERSON AVE	LANSING	MI	48915-1760	05/19/2011	<a href="#">Details</a>

# EEM Geographical Search



The screenshot shows the EEM Geographical Search interface. At the top, there is a navigation bar with the CEPI logo and the text "Center for Educational Performance and Information" and "Michigan.gov The Official State of Michigan Website". Below this is a secondary navigation bar with links for "CEPI Home", "User Guide", "Contact CEPI", "Glossary", and "Login". The main content area is titled "Entity Geographical Search" and contains a search form. The form includes a "Entity Types" section with a list of checkboxes: "Any Entity Type", "Higher Education College/University" (checked), "Higher Education Department/School", "Higher Education Non-Instructional Ancillary Facility", and "Independent Technology School". Below this is a "Within" section with a dropdown menu set to "30" miles of. The form also includes fields for "Street" (702 W Kalamazoo), "City" (Lansing), "State" (MI), and "Zip Code" (48915). There is an "Include Closed Entities" checkbox and a "Search" button. A legend indicates that "\*" denotes required fields. The footer contains links for "Michigan.gov Home", "Educational Entity Master Home", "Login", "About Us", and "Contact CEPI", along with "State Web Sites", "Policies", and "Site Map". Copyright information for 2001-2019 State of Michigan is also present.

Center for Educational Performance and Information  
Michigan.gov  
The Official State of Michigan Website

Michigan.gov Home | CEPI Home | User Guide | Contact CEPI | Glossary | Login

EEM Profile: Public User | EEM-Search Go A- | A+

EEM Home > Entity Geographic Search

### Entity Geographical Search

Entity Types:

- Any Entity Type
- Higher Education College/University
- Higher Education Department/School
- Higher Education Non-Instructional Ancillary Facility
- Independent Technology School

Within: 30 miles of:

\* Street: 702 W Kalamazoo

\* City: Lansing

State: MI

Zip Code: 48915

Include Closed Entities:

\* = Required

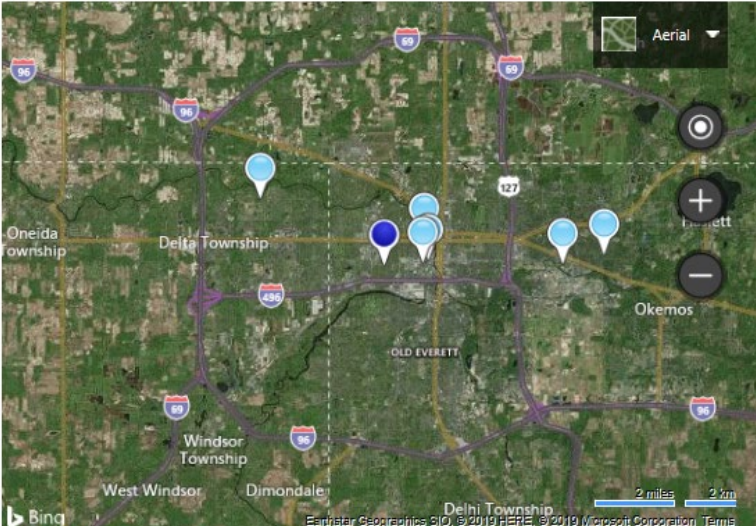
Search

Michigan.gov Home | Educational Entity Master Home | Login | About Us | Contact CEPI  
State Web Sites | Policies | Site Map  
Copyright © 2001-2019 State of Michigan

# EEM Geographical Search

**Entity Geographical Search**


Selected entities within 30 miles of 702 W Kalamazoo Lansing Zip Code 48915  
Your search yielded 7 result(s).



Matched entities:

Entity Name	Entity Type	Code	Distance (miles)
<a href="#">Thomas M. Cooley Law School</a>	Higher Education College/University	00782	1.01
<a href="#">Davenport University - Lansing Campus</a>	Higher Education College/University	07507	1.17
<a href="#">Lansing Community College</a>	Higher Education College/University	05225	1.23
<a href="#">Great Lakes Christian College</a>	Higher Education College/University	06495	3.67
<a href="#">Michigan State University</a>	Higher Education College/University	02550	4.66
<a href="#">Michigan State University College of Law</a>	Higher Education College/University	05061	5.76
<a href="#">Olivet College</a>	Higher Education College/University	05322	26.85

Items per page: 10 Page 1 of 1 Excel Export

 = Closed Entity.

## Input Address Details:

CGI Data Item	Value
School District:	Lansing Public Schools (33020)
Block Group:	0067003
Civil Division:	46000
Congressional District:	08
Michigan Senate District:	23
Michigan House District:	068
X Coordinate:	616609.653504994
Y Coordinate:	243219.84621921
Latitude:	42.7305842482177
Longitude:	-84.5740249817584
County:	Ingham
County FIPS:	065
STD Address:	702 West St
STD City:	Lansing
STD Zip:	48915

# “Why Doesn’t This Work?!”

Michigan Student Data System Collection Details

**Student Grade or Setting**

**Characteristic – School Demographics Component**

**Characteristic System Name**  
GradeOrSetting

**Definition**  
The grade level or the educational setting in which the student is enrolled.

**Use**  
MDE use these data for NCLB and IDEA reporting.

**Citation**  
State School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388.1625, 388.1701, 388.1705, 388.1706, 388.1708

**Center for Educational Performance and Information  
Michigan Student Data System (MSDS) Security Agreement  
for Colleges/Universities**

Please type or print clearly; otherwise, the processing of your form may be delayed. CEPI will email you when your form has been processed (generally within three business days).

**Step 1.** Enter the code and name for your college or university.

**Entity Code:** \_\_\_\_\_ **Entity Name:** \_\_\_\_\_

**Step 2.** Enter the name of the person being authorized by the lead administrator to access the MSDS.

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

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

**Step 3.** For the authorized individual: Enter your MILogin account information, and check the box to confirm that you have subscribed to the MSDS. (Please see the instructions on the previous page.)

**MILogin Account ID:** \_\_\_\_\_  I have subscribed to MSDS.

**NOTE:** To remove a former user's access, submit a User Removal Request Form from the [CEPI Security Forms web page](http://www.michigan.gov/cepi/0,4546,7-113-53048_72613---,00.html) ([http://www.michigan.gov/cepi/0,4546,7-113-53048\\_72613---,00.html](http://www.michigan.gov/cepi/0,4546,7-113-53048_72613---,00.html)).

**Step 4.** Select the access type and role(s) this individual will perform in the MSDS. See the instructions for a complete description of each role. Permissions may vary slightly depending upon your entity type.

**Role(s):** An individual may have more than one role but only one type (view or edit) per role.

View  Edit

**IHE UIC Resolver:** \_\_\_\_\_  View  Edit

**STAR User:** \_\_\_\_\_  View  Edit

**Step 5.** For the authorized individual: Please sign below.

I agree to abide by the regulations that govern the use of student data within the [Family Educational Rights and Privacy Act \(FERPA\)](#), as well as the [Privacy Act of 1974](#), governing records maintained about individuals. I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility, and that allowing anyone else to use my ID will result in my account being deleted.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_, the registrar, is authorized by me to access and edit MSDS data and reports at \_\_\_\_\_ **Title:** \_\_\_\_\_

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

For CEPI Use Only  
Date Received: \_\_\_\_\_  
Date Processed: \_\_\_\_\_  
Initials: \_\_\_\_\_

GRETCHEN WHITMER  
Governor

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

**MEMORANDUM**

**DATE:** September 6, 2019

**TO:** Select Michigan Electronic Grants System Plus (MEGS+) Consolidated Application Program

**FROM:** Dr. Paula  
Director,

**SUBJECT:** 2019-20  
Joining a  
Language

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

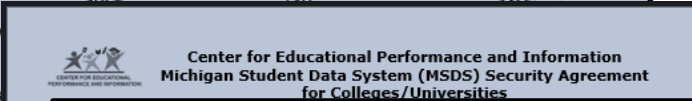
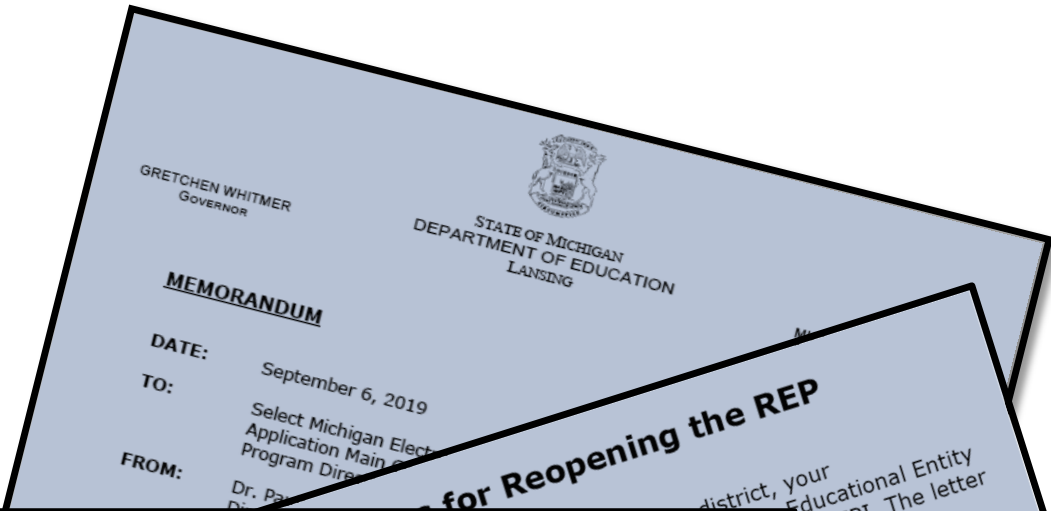
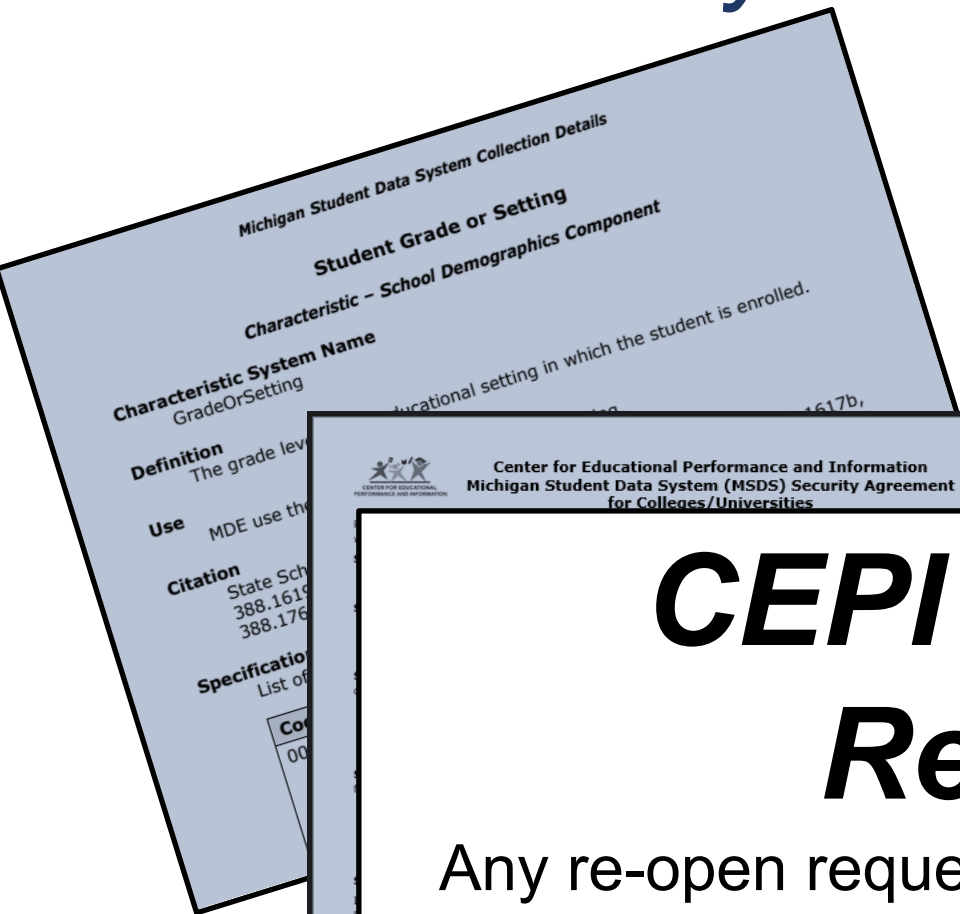
**Instructions for Reopening the REP**

To request that the EOY 2018 REP be reopened for your district, your superintendent or official lead administrator, as identified in the Educational Entity Master (EEM), must submit a signed letter on district letterhead to CEPI. The letter must include the following information:

- An official request to reopen the collection
- The reason your district is requesting to reopen the collection
- The number of affected records
- When you will anticipate being ready to submit your data and how long you believe it will take to do so

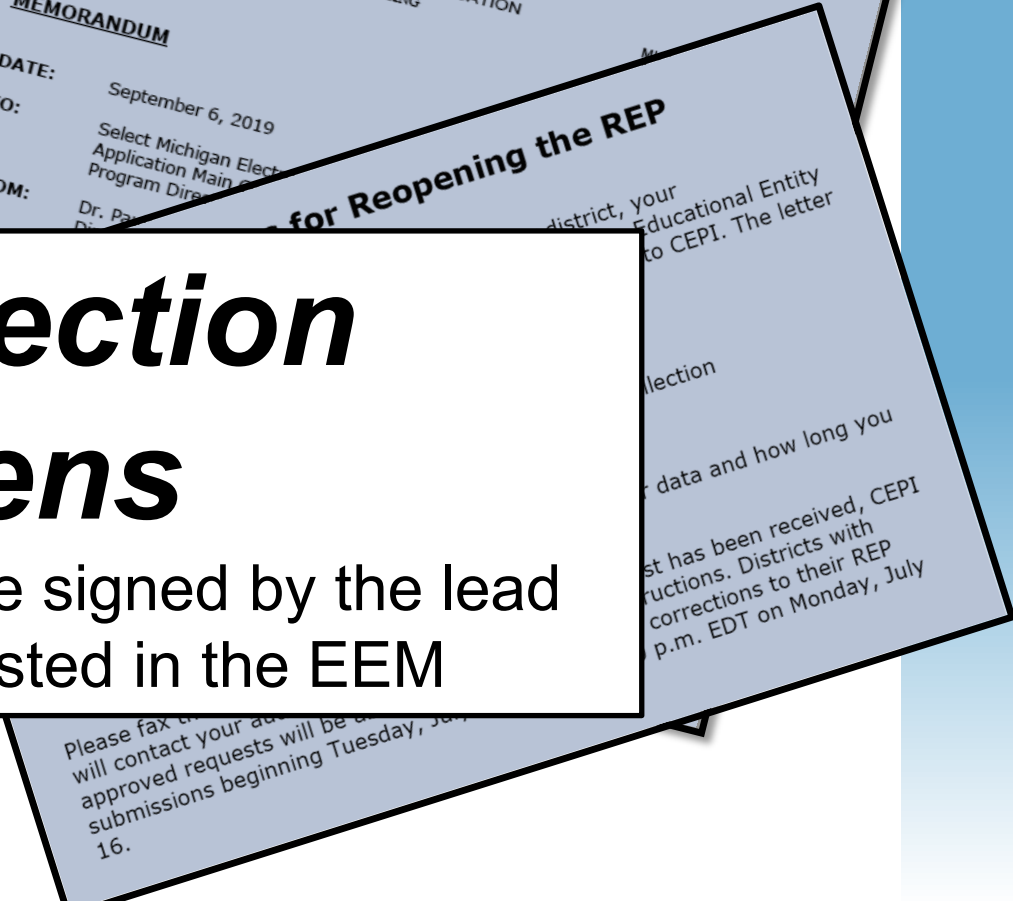
Please fax the letter to 517-335-0488. Once your request has been received, CEPI will contact your authorized REP users with further instructions. Districts with approved requests will be able to make any necessary corrections to data submissions beginning Tuesday, July 10 through 4:00 p.m. EDT.

“*Why* doesn’t this work?!”



**CEPI Collection  
Re-Opens**

Any re-open request must be signed by the lead administrator currently listed in the EEM



“*Why* doesn’t this work?!”

Michigan Student Data System Collection Details  
Student Grade or Setting

Characteristic – School Demographics Component

Characteristic System Name  
GradeOrSetting

Definition  
The grade level or the education level in which the student is enrolled.

Use  
MDE use these data for...

Citation  
State School Aid Act,  
388.1619, 388.1625,  
388.1763a; NCLB, 2001

Specification  
List of values (characteristics)

Code	Text
00	Kindergarten

Center for Educational Performance and Information  
Michigan Student Data System (MSDS) Security Agreement  
for Colleges/Universities

Please type or print clearly; otherwise, the professional staff will be unable to process your form when your form has been processed.

Step 1  
I agree to give the Michigan Department of Education access to my personal information for the purpose of providing educational services to my child.

Signature  
Name: \_\_\_\_\_  
Step 7.

GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

**MEMORANDUM**

DATE: September 6, 2019  
TO: Select Michigan Electronic Application Main Gateway Program Director  
FROM: Dr. Paul Dineen

Aligning the REP

# NexSys Con App


Title I application submissions rely on EEM entities, names, grades and CEP information.

Requires EEM to be updated so that information provided in the application aligns with data in the EEM

“*Why* doesn’t this work?!”

# CEPI Security Forms

Any security form must be signed by the lead administrator currently listed in the EEM

 Center for Educational Performance and Information  
Michigan Student Data System (MSDS) Security Agreement  
for Colleges/Universities

Please type or print clearly; otherwise, the processing of your form may be delayed. CEPI will email you when your form has been processed (generally within three business days).

**Step 1.** Enter the code and name for your college or university.

Entity Code:  Entity Name:

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Name:  Title:   
Email:  Phone:

**Step 3.** For the authorized individual: Enter your MILogin account information, and check the box to confirm that you have subscribed to the MSDS. (Please see the instructions on the previous page.)

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**Role(s):** An individual may have more than one role but only one type (view or edit) per role.

**IHE UIC Resolver**.....  View  Edit  
**STARR User**.....  View  Edit

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Signature:  Date:

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- An official request to reopen the collection
- The reason your district is requesting to reopen the collection
- The number of affected records
- When you will anticipate being ready to submit your data and how long you believe it will take to do so

Please fax the letter to 517-335-0488. Once your request has been received, CEPI will contact your authorized REP users with further instructions. Districts with approved requests will be able to make any necessary corrections to their REP collections beginning Tuesday, July 10 through 4:00 p.m. EDT on Monday, July





# System-to-System Connections

# EEM data is utilized by other agencies and applications

**MSDS**



**GAD**

**REP**






**FID**

**SID**



# EEM and the MSDS

- MSDS checks EEM for several business rules. If information in EEM and MSDS do not match, you will be **unable to certify** your collection.
- **Collection Component Matrix** – A tool on the CEPI website that shows which component and characteristics are required, conditional or optional
  - Viewing a component on the matrix will also show you the business rules, including how it interacts with EEM

Components (Click for PDF)	Excel	General	Request for UIC	Early Childhood	Early Roster	TSDL	Third Grade Retention	SRM
<a href="#">Collection Certification Business Rules</a>		The collection certification business rules vary depending on the collection.						
<a href="#">Attendance</a>		C						C
<a href="#">Contacts</a>		C	O	C	O			C
<a href="#">Discipline</a>		C						C
<a href="#">Early Childhood Programs</a>				R				



# MSDS Business Rules

- **100.7** – All open Schools in your district must have continuing students reported before collection can be certified.
  - Make sure if a school is no longer operating that you close it in the EEM
- **219.317.9** – EMC students must be reported in schools or facilities with the EMC flag set or include an S2E2 field with an EMC flag
  - If you're participating in an EMC consortia, make sure you use the EMC consortia code in the S2E2 field
- **219.317.12** – Students with an alt. ed. program participation (9220) must be reported in an entity marked with the “Alt” educational setting
  - Make sure your school has the “Alt” setting



# MSDS Business Rules pt. 2

- **219.317.19** – Only schools with EEM ed. setting of “Sec. 6(4)(I)(ii) Pupil Count Exception” can submit program participation code 9222.
  - Double-check ed settings in EEM to ensure they are accurate
- **219.317.22** – Developmental Kindergarten (9230) students must be reported in a facility with the DevK or DevK-Part grade in EEM
  - Make sure you have the correct grades marked in EEM



# MSDS Business Rules pt. 3

- **253.290.9** – Grades or Setting does not match those identified as being offered by the school in EEM
  - MSDS Grade 14 = EEM Ed. Setting “SpecEd” and/or “SpecEdCtPr”
  - MSDS Grade 30 = EEM Ed. Setting “PK”
- **253.462.13** – If S2E2 is used, then Operating District must be identified in EEM as a member district of the S2E2
  - Cannot directly add districts to member district list. Please email [cepi@michigan.gov](mailto:cepi@michigan.gov) for help



# MSDS Business Rules pt. 4

- **253.285.1** – School or Facility number must follow the EEM hierarchy
  - School/Facility must belong to the Operating District with a “Belongs Within” relationship
  - Or could be a SEE with the Operating District listed as a participating member district
  
- **253.285.11** – If the school is a nonpublic school in the EEM, then the Student Residency (Membership) must be 04 or 08
  - Make sure you have the correct entity code and correct Student Residency code



# In summary...


- Your data in **EEM will influence** your MSDS submission
- Over **70 business rules** validate submitted data against data in EEM
  - School Demographics accounts for almost half of these checks
- Ensure your EEM data is correct at the beginning of each general collection to reduce the number of errors and data quality checks you receive



# Early Childhood

- Head Start Programs
  - Must report the Head Start Grantee (fiscal entity), but it also must be the entity with the Head Start Grantee flag in EEM

Section 35a Additional Instructional Time Grant 	Head Start Grantee 
False	True



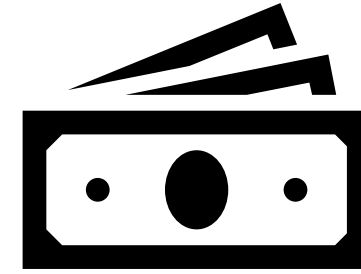
- Provider License Number
  - Receive licenses from LARA nightly
  - The PLN entered must be an active license per LARA
- Looking ahead to Fall...
  - DQ to verify that students reported in GSRP or GSRP/HS Blend are also not claimed for General Education FTE



# REP Data Quality Checks

- CEPI produces several data quality alerts if REP data does not match other systems
  - **DQRP1092** – Open building in EEM doesn't have any staff reported at it
  - **DQRP1217** – Staff reported at a building a significant distance from your district
  - **DQRP1228** – Staff assigned a grade not offered in EEM
  - **DQRP1807** – K-8 building in EEM does not have staff with “000ND-Library Media” assignment
  - **DQRP1808** – K-8 building in EEM does not have staff with an Arts/Physical Education assignment
- Average teacher salary and function codes
  - Reporting uses data from both REP and FID
  - Make sure you accurately report salary and accounting function code in FID and use the correct Function Code in REP

# FID Application & DQs



- District-level expenditures
  - Future constructions can be reported using the 00000 entity code – a new code is not needed
- Per-Pupil Expenditures
  - If two entity codes share space, make sure you are separating out the per-pupil expenditures based on the programming
- Outside of district expenditures
  - Make sure you have the right entity code!

# Contacts and Other Applications

- Contacts are not just used by EEM, or even just CEPI
- These contacts are important for other collections:
  - **Superintendent** – Used for security forms, reopen requests, and criminal conviction notices
  - **HR Director** – Staffing communications from MDE, including job fair notices and identifying reporting issues
  - **Testing coordinators** – MDE uses testing coordinators (M-Step, SAT, PSAT, etc.) to send testing material and communications regarding testing

# Important Contacts Within EEM

- **Lead Administrators**
  - Superintendent
  - Principal
- **Assessment Coordinators**
  - M-Step Coordinator
  - English Learner Assessment Coordinator
  - SAT Test Coordinator
  - And more...
- **Other Important Contacts**
  - Foster Care Liaison
  - School Accountability Contact
  - Title IX Coordinator
  - EMC Coordinator
  - Postsecondary Partner
  - School Safety Liaison

Lead Admin	Type	Name	Phone	System Effective Date	
<input checked="" type="checkbox"/>	Superintendent	Steven Cook	<a href="tel:(517)339-8242">(517) 339-8242</a>	07/01/2016	<a href="#">Details</a>
<input type="checkbox"/>	Business Manager	Richard Jensen	<a href="tel:(517)339-7000">(517) 339-7000</a>	07/01/2016	<a href="#">Details</a>
<input type="checkbox"/>	District Assessment Coordinator	Susan Gillings	<a href="tel:(517)339-8242">(517) 339-8242</a>	06/15/2018	<a href="#">Details</a>
<input type="checkbox"/>	Early Literacy and Math	Susan Gillings	<a href="tel:(517)339-8242">(517) 339-8242</a>	06/15/2018	<a href="#">Details</a>

# District Contacts vs School Contacts

- Some contacts need to be added to the district code, some to the building code, and some to both

<u>District</u>	<u>Both</u>	<u>School</u>
<ul style="list-style-type: none"> <li>• Superintendent</li> <li>• District Assessment Coordinator</li> <li>• Foster Care Liaison</li> <li>• Homeless Education Liaison</li> <li>• Human Resources Contact</li> <li>• Title IX Coordinator</li> <li>• School Safety Liaison</li> </ul>	<ul style="list-style-type: none"> <li>• Early Literacy and Math Benchmark Coordinator</li> <li>• MI-Access Coordinator</li> <li>• M-Step Coordinator</li> <li>• School Accountability Contact</li> <li>• Technology Director</li> </ul>	<ul style="list-style-type: none"> <li>• PSAT Coordinators</li> <li>• PSAT Backup Coordinators</li> <li>• SAT Test Coordinator</li> <li>• SAT Backup Test Coordinator</li> <li>• SAT Services for Students with Disabilities Coordinator</li> <li>• EMC Coordinator</li> <li>• Postsecondary Partner</li> </ul>

- Please check what contacts are available for your entity when you add or edit a contact



# EEM Data Quality

# EEM Data Quality: District Entity Overview

- Accurate EEM data are essential for:
  - CEPI data reporting
  - MDE Grants and applications
  - US Dept of Education
  - Parent Dashboard
  - MI School Data
  - Accountability
- Annual District Entity Overview is here to help!
- Summary of critical characteristics
- Review for school year changes in the district
- Review for accuracy

# District Entity Overview

Enter 5-Digit District Code →						
25010						
<b>Flint, School District of the City of Entity Overview</b>		Grades			Early Childhood Program Participation	
		<b>Why It Matters:</b> The U.S. Department of Education audits the grades reported within a school district to determine each building's type. "Grades (Actual)" are leveraged in the MSDS General Collection to check submissions. Cases where the Grades (Actual) differ from student data submitted in the EOY 2019 MSDS General are highlighted to assist with your review.			<b>Why It Matters:</b> Early Childhood Program Participation data are connected to each facility. Early Childhood Students may be reported in the MSDS Early Childhood collection at the ISD, which is reflected below, and no corrections are needed. If the entity provides GSRP services, the EEM should reflect the participation. Only entities that offer GSRP and Head Start programming are identified.	
Building Name	Building Code	Grades (Authorized) in the EEM	Grades (Actual) in the EEM	Grades Reported in SY 2018-19 Student Data	Early Childhood Program Participation per EEM	Early Childhood Students Reported in 2018-19
Accelerated Learning Academy	05950	7,8,9,10,11,12	7,8,9,10,11,12	7,8,9,10,11,12	None	None
Brownell STEM Academy	01916	KG,1,2	KG,1,2	KG,1,2	None	GSRP (01)
Doyle/Ryder School	03129	KG-Part,1,2,3,4,5,6	KG,1,2,3,4,5,6	KG,1,2,3,4,5,6	None	GSRP (01)
Durant Tuuri Mott School	00974	KG-Part,1,2,3,4,5,6	KG,1,2,3,4,5,6	KG,1,2,3,4,5,6	HS	GSRP (01)
Eisenhower School	01098	KG,KG-Part,1,2,3,4,5,6	KG,1,2,3,4,5,6	KG,1,2,3,4,5,6	HS	GSRP (01)
Flint Junior High School	03395	7,8	7,8	7,8	None	None
Freeman School	01320	KG,KG-Part,1,2,3,4,5,6	KG,1,2,3,4,5,6	KG,1,2,3,4,5,6	HS	GSRP (01)
Gateway to College-Mott Community College	01795	9,10,11,12	9,10,11,12	9,10,11,12	None	None
Holmes STEM Academy	01917	3,4,5,6	3,4,5,6	3,4,5,6,7,8	None	GSRP (01)
Kearsley Street	03275	DevK,DevK-Part,KG,KG-Part,1,2,3,4,5	DevK,KG,1,2,3,4,5,6,7,8,9,10,11,12		GSRP, HS	None
Neithercut Elementary School	02670	KG-Part,1,2,3,4,5,6	KG,1,2,3,4,5,6	KG,1,2,3,4,5,6	HS	None
Pierce School	03033	KG,KG-Part,1,2,3,4,5,6	KG,1,2,3,4,5,6	KG,1,2,3,4,5,6	HS	GSRP (01)
Potter School	03108	KG,KG-Part,1,2,3,4,5,6	KG,1,2,3,4,5,6	KG,1,2,3,4,5,6,7	HS	GSRP (01)
Southwestern Classical Academy	03554	9,10,11,12	9,10,11,12	7,8,9,10,11,12	None	None

- Pay extra attention to the highlighted sections
- Any identified changes must be made in EEM (not the spreadsheet) before Fall Count Day

# District Entity Overview, ACTION!

- Sent to EEM Authorized Users and Lead Administrators
  - Only the EEM Authorized User can make the changes in the EEM system
  - Changes made in the Excel doc will not be reflected in EEM
- Review with your building principals, MSDS Authorized User, Test Coordinators, and more!
  - Have there been any grade level changes?
  - New or updated contact information?
  - Is the student data being reported accurately?
  - Have educational opportunities changed within a building?

# To add a new entity, or when not add a new entity

## When to not request a new code:

- Entity name change
- Location change
- The grade span of the school changed by three grades or less
- Two entities merge with essentially the same grade span and educational concentration
- An LEA school becomes a PSA school
- An alternative education/virtual program exists within another entity that is run by the same administration



# To add a new entity, or when not to add a new entity

## When an entity code could be warranted:

- A new program with a separate administration and educator staff is being established
- Adding or removing 4+ grades
  - Close the entity, open new one
  - If a graduation rate will be added, a new code will be requested
- The School Emphasis changes
- If an entity splits 50/50 (same grade spans); close both entities, request two new codes
- Reporting an educational program offered in the admin building – pupils and finances should not be reported as “00000”
- A pre-Kindergarten entity exists within another entity and needs to be reported separately



# Open and Close Dates

## Did we mention how important dates are?

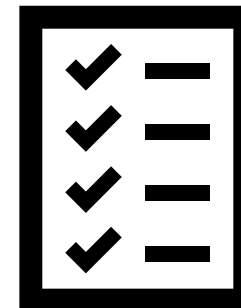
- **Open Dates – 7/1**
  - Open dates set in the past present a gap in reporting
  - If an entity is opened prior to 6/30, the district will have to report all required data for the entity for the school year
- **Close Dates – 6/30**
  - Entities cannot be closed with a past date unless no reporting has occurred
  - Closing the entity after 6/30 will require reporting for the next school year in SID, REP, MSDS and FID



# EEM State Admin Review

**The addition of new entities are subject to business rules from USED and MDE, such as:**

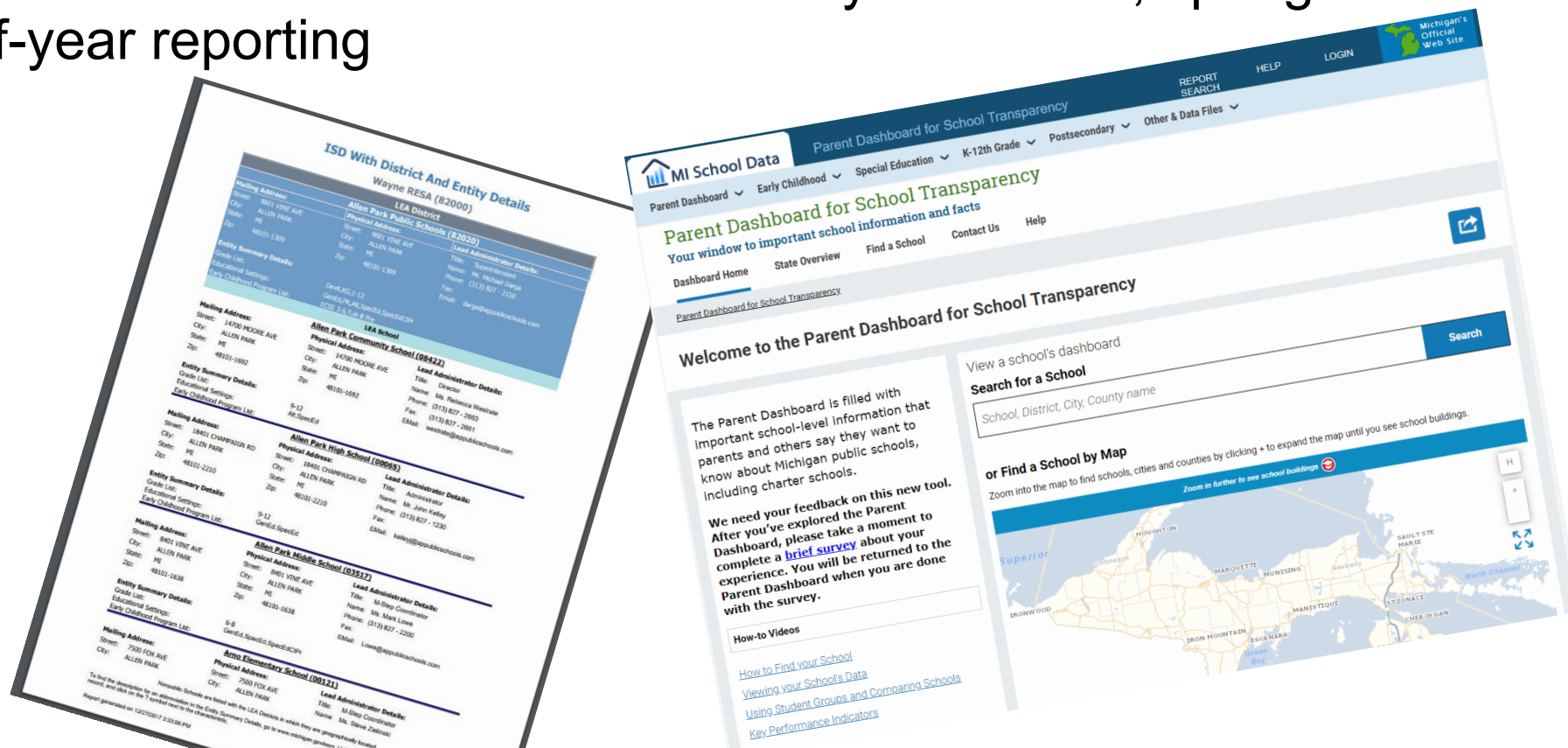
- Entities that are programmatically the same with a similar lead admin may not warrant a new entity code
- Entity codes cannot be re-opened
- Alternative education programs operated within another school with shared classrooms and curriculum do not need a new entity code
- Virtual schools with similar programs do not need a new entity code; instead, mark virtual in the educational settings
- CEPI coordinates with several MDE offices to determine if a new code is warranted prior to decision making.



# I am an EEM user...

## ...What are some best practices for keeping my entities updated?

- Check EEM information for accuracy before fall, spring and end-of-year reporting



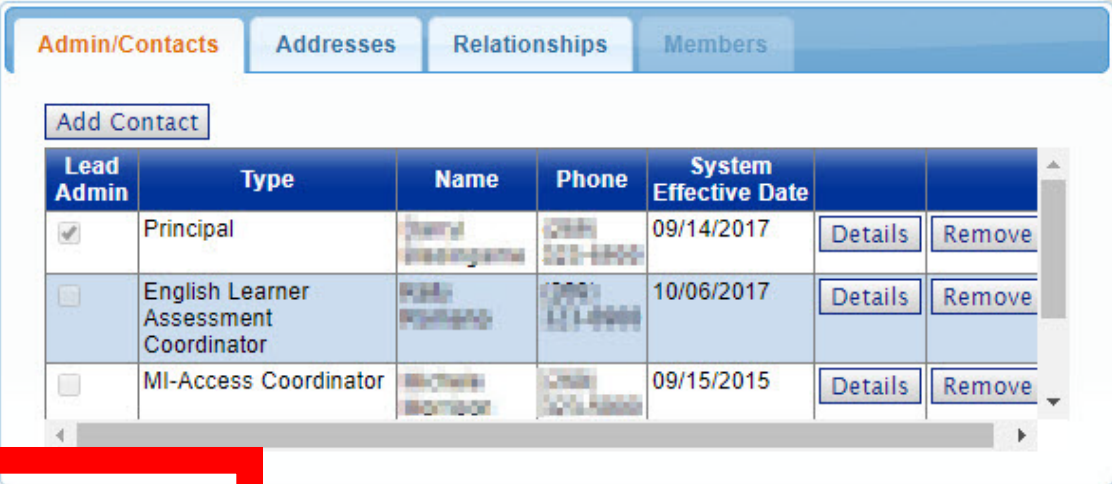
The collage consists of three overlapping images:

- Top Left:** A PDF report titled "ISD With District And Entity Details" for Wayne RESA (#2000). It lists details for several schools, including:
  - Allan Park Public Schools (#2020):** Mailing Address: 9601 VINE AVE, ALLEN PARK, MI 48101-1309. Lead Administrator: Mr. Michael Grogg.
  - Allan Park Community School (08422):** Mailing Address: 14761 MOORE AVE, ALLEN PARK, MI 48101-1092. Lead Administrator: Ms. Patricia Weisale.
  - Allan Park High School (00065):** Mailing Address: 19401 CHAMPAIGN RD, ALLEN PARK, MI 48101-2210. Lead Administrator: Ms. Julie Kelly.
  - Allan Park Middle School (03347):** Mailing Address: 8401 VINE AVE, ALLEN PARK, MI 48101-1638. Lead Administrator: Mr. Mark Lewis.
  - Arno Elementary School (00121):** Mailing Address: 7500 FOX AVE, ALLEN PARK, MI 48101-1638. Lead Administrator: Ms. Steve Zlatoski.
- Top Right:** A screenshot of the "Parent Dashboard for School Transparency" website. The page title is "Parent Dashboard for School Transparency" and the subtitle is "Your window to important school information and facts". It features a search bar and a map of Michigan.
- Bottom Right:** A map of Michigan showing school locations. The map is titled "View a school's dashboard" and "Search for a School". It includes a search bar and a "Search" button. Below the map, there is a section titled "or Find a School by Map" with instructions to zoom into the map to find schools, cities and counties by clicking + to expand the map until you see school buildings.

# I am an EEM user...

...What are some best practices  
for keeping my entities updated?

Think ahead to deferred transactions



The screenshot shows the 'Admin/Contacts' tab in the EEM system. It features a table with columns for 'Lead Admin', 'Type', 'Name', 'Phone', and 'System Effective Date'. Below the table, a 'System Effective Date' dialog is open, showing the date '12/21/2017' selected. A red box highlights this dialog. A message at the bottom of the dialog reads: 'Please verify the "Effective Date" before you click "Save." The "Effective Date" is located to the left of this message.' There are 'Save' and 'Cancel' buttons at the bottom right of the dialog.

Lead Admin	Type	Name	Phone	System Effective Date		
<input checked="" type="checkbox"/>	Principal	[Name]	[Phone]	09/14/2017	Details	Remove
<input type="checkbox"/>	English Learner Assessment Coordinator	[Name]	[Phone]	10/06/2017	Details	Remove
<input type="checkbox"/>	MI-Access Coordinator	[Name]	[Phone]	09/15/2015	Details	Remove

System Effective Date:  
12/21/2017

Please verify the "Effective Date" before you click "Save." The "Effective Date" is located to the left of this message.

Save Cancel

# I am an EEM user...

**...What are some best practices  
for keeping my entities updated?**

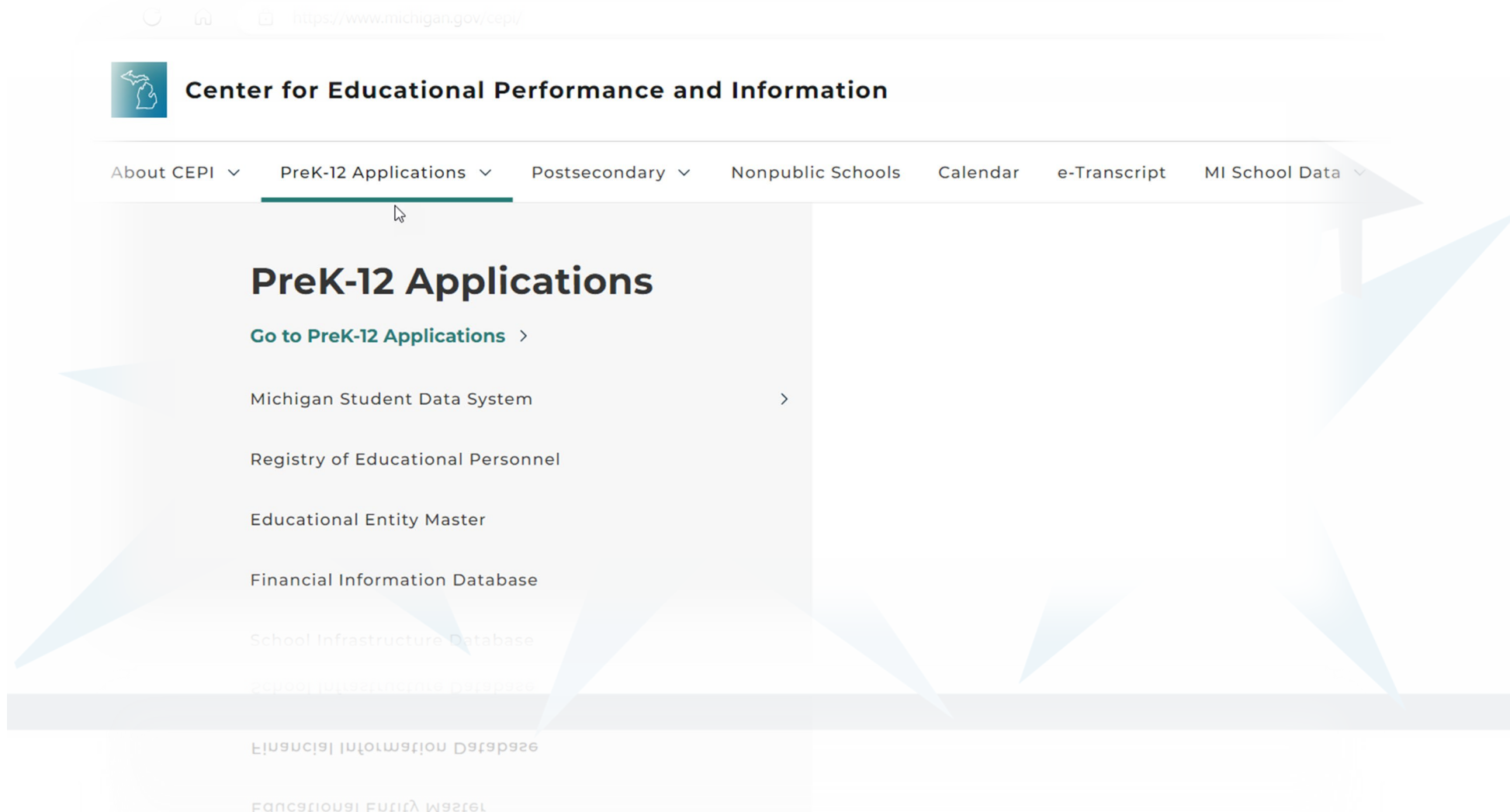
Review the “high-stake” fields

The District Entity Overview includes the fields used for determining important information reported to USED and MDE

- Lead Administrator
- School Emphasis
- Grades
- Educational Settings
- Alt Ed for Suspended/Expelled
- Web address
- Physical and Mailing Address



# Where can I learn more?



# Where can I learn more?

## EEM user guides and support material

See the [CEPI Calendar Page](#) for our master calendar of deadlines and collection dates

Go to EEM

### Manuals

- [DCH User Guide](#)
- [EEM Definitions](#)
- [EEM Glossary](#)
- [EEM User Guide](#)
- [MiLogin User Guide](#)

### EEM manuals and user guides

Help and Training

# Where can I learn more?

## EEM user guides and support material

Manuals

### Help and Training

- [Creating Lists and Mailing Labels](#)
- [EEM FAQs](#)
- [Helpful Hints for Early Middle College Reporting](#)
- [How to Add or Remove an Educational Setting in the EEM](#)
- [How to Add or Remove a Grade in the EEM](#)
- [How to Add, Remove or Edit a Contact in the EEM](#)
- [How to Close an Entity](#)
- [How to Open a New Entity](#)
- [How to Review and Update the Educational Entity Master](#)
- [Member Sites in the EEM](#)
- [Points of Pride in the EEM](#)

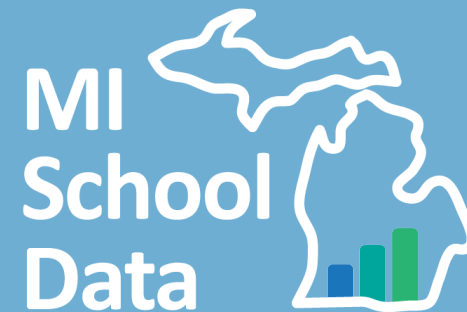
**EEM technical and  
training material**



# Questions?

- *CEPI Customer Support*  
[cepi@michigan.gov](mailto:cepi@michigan.gov)
- *Sherine Lance, CEPI Senior Data Analyst*  
[LanceS1@michigan.gov](mailto:LanceS1@michigan.gov)

# Thank you



*Education matters.  
Discover what's  
working in Michigan  
at [mischooldata.org](http://mischooldata.org).*