

How to Re-open the Previous School/Childcare Report Period

Local Health Departments: click on the [My Schools](#) or [My Childcares](#) link.

- On the Facility Roster page you will notice that a green **R** appears on the left hand side of the screen if a School or Childcare Report Period is closed.
- If the School or Childcare Site closed their Report Period before they had updated all the children on their Roster, you may click on the green **R** next to that Site, and MCIR will reopen the Site's previous Report Period.
- Children on the Site's Roster will revert to the previous Report Period (such as to Nov06 from Feb07). This will allow the School or Childcare to update the students on their Roster, run Reports, or do whatever they need to do to complete work for the previous Report Period.
- Once you have clicked on the green **R**, a pop up message will appear that states "This action will revert all the students on Site's Roster to the (previous Report Period date is inserted here). Are you sure you want to reopen the (previous Report Period date inserted here) for (Site name will appear here)?"
- Click OK or Cancel.
 - If you click OK, the School or Childcare will have access to their Roster for the previous Report Period. If you choose Cancel, this will not reopen the School or Childcare Report Period.

Remind Schools and Childcares that, once their Site is re-opened, they will need to close it again. It will be necessary to again check the IP Status Screen to make sure that all information is correct before closing. Remember that the IP Status Screen updates overnight.

If you have questions, please call the MCIR Helpdesk at 1-888-243-6652.