

How to Close a School Report Period

- ❖ **For the November Report, include all students new to the district since January 1st through September 30th of the current calendar year, plus all of the current kindergartens and 6th graders.**
- ❖ **For the February Report, include all students reported in November report but add all new students who have entered the district since September 30th through December 31st of the previous calendar year.**

To “submit” the report, please do the following:

1. Check the roster to be sure that all children who should be reported are listed and that all shot records have been updated. Each child who is being reported must have:
 - ✓ The correct grade
 - ✓ The correct report period
 - ✓ All shots have been corrected and reported
 - ✓ Once all information is correct, wait overnight for the system to update all information.
2. The next day click on the School/Childcare (Sch/CC) link, and then click on IP Status.
 - *Please note: Check the IP Status information to assure that the correct number of students is listed, that the percents listed are correct, and that all of the information looks appropriate. IP Status Screen information does not update every day, so be sure that it is correct before moving forward.*

Ip Status [Print Help](#)
[Home](#) [Exit](#)

Build Roster **Sch/CC** Imp/Exp My Site Admin Reports Other

Build Roster **Ip Status** CA-60

Summary as of: No summary data available

Your School's Name Here **February 2009**

Grade	Stud		Comp		Prov		Waiv-M		Waiv-R		Waiv-O		Waivers		Compliant	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
McKinney-Vento Act Count: 0																
WARNING: You have Feb09 people on your roster, who do not have a valid grade set for this site and may not be included in your IP numbers. Please go to your roster to correct this problem.																
Close Period																

3. If everything looks correct on the IP Status Screen, click on the “Close Period” button to “submit” the information to the local health department. (The Close Period button will be grayed out if the schools percentage is below 90% for the November report and 95% for the February report.)
4. Print or save the IP100 Summary report that is automatically generated under the Reports tab, under Retrieve results.

Please note: After closing the November report, MCIR automatically will change the November report period to February on the roster to ensure these students will be included in the February report. After you close your February report student will remain listed with a February reporting period.

NOTE: Do not delete children from the roster until you have verified through your local health department that your report is acceptable. Schools should NOT delete their November report children from their rosters, as they will need to be reported again in February. Any children that has left the site/school may be deleted from the roster and do not have to be included in the report.

If you need further assistance, please contact your Local Health Department,
or the MCIR Helpdesk at 888-243-6652