

## School/Childcare Building Name Changes

- ❖ All school building names, addresses, and telephone numbers are loaded into MCIR automatically from the Michigan Department of Education's Entity Master (EEM) System. To edit existing information follow the procedures below.

### Public Schools

- Each school district has an authorized user assigned to the Educational Entity Master (EEM). This person needs to log into the system and make the necessary changes.

#### OR:

- If the school district does not know their authorized user they can email the State of Michigan Department of Education's (MDE) Information Technology Client Service Center at: [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov) or call 517-335-0505.
  - You will need to provide:
    - Your name
    - District code
    - District name
    - EEM application name (in this case, it would be School Code Master)
    - Your telephone number (including area code and extension)
    - Your e-mail address
    - Description of changes that are being made

**Note: Neither the MCIR Help Desk nor the Michigan Department of Health and Human Services (MDHHS) can request this information for you. This information will only be given to the school district.**

**When the EEM has been updated contact the MCIR helpdesk at 1-888-243-6652 or [mcirhelp@mphi.org](mailto:mcirhelp@mphi.org) to request an update to the information in MCIR. This is not done automatically, it is only done by request directly to MCIR.**

### ❖ Questions?

If you have any questions regarding this procedure, please contact the MDE's Client Service Center at: [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov) or call 517-335-0505.

### ❖ Non-Public/Private School

- Fill out the *Non-Public School Membership Report* (form FM-4325) that is sent out prior to August 1 each year from the Michigan Department of Education's (MDE) Non-Public School Office.

#### OR:

- The non-public or private school may mail a letter on their school letterhead listing the changes needed to: School Finance & School Law, Michigan Department of Education, P.O. Box 30008, Lansing, Michigan 48909.
  - You will need to provide:
    - Your name
    - School license number
    - Building name
    - Address
    - Telephone number (including area code and extension)
    - Description of changes being made

**Note: Neither the MCIR Help Desk nor MDHHS can request this information for you.**

**When the EEM has been updated contact the MCIR helpdesk at 1-888-243-6652 or [mcirhelp@mphi.org](mailto:mcirhelp@mphi.org) to request an update to the information in MCIR. This is not done automatically; it is only done by request directly to MCIR.**

### ❖ Questions?

If you have any questions regarding this procedure, please write to MDE at the address provided above.

### ❖ Childcare Centers

- The Local Health Department has the capability of changing the name of a childcare center. After notifying your Local Health Department, the childcare center needs to notify their local licensing office of the pending name change.