

Michigan Care Improvement Registry (MCIR)

Closing a School Report Period

- ❖ All Schools in Michigan are required by law to report immunization data November 1st and February 1st on a yearly basis.
- ❖ All Kindergartners, students who are new to the School District and 7th Graders must be reported.
- ❖ February reports should include all students reported on the November report and any students new to the District from September 30th through December 31st of the previous calendar year.

To submit your report:

- Check your roster:
 - All required students listed?
 - All Grades (Gr) correct?
 - Correct report period (Pd) on all records?
- When all work on the roster is completed, from the homepage, click on “IP Status” under the School/Childcare menu.

Note: IP status takes overnight to update. Finish work on the roster by November 1 and close period on November 2.

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

Ip Status

Person	Sch/CC	My Site	Adm	Rpts	Oth
Site Preferences	User Preferences	Edit My Site	View My Site List	Go to New Site	

Summary as of: 12/29/2014 06:55 PM

123456789 Your School's Name Here											February 15				
Grade	Stud	Comp		Prov		Waiv-M		Waiv-R		Waiv-O		Waivers		Compliant	
		#	%	#	%	#	%	#	%	#	%	#	%	#	%
Kindergarten	28	27	96	1	4	0	0	0	0	0	0	0	0	28	100
McKinney-Vento Act Count:	0														

[Close Period](#)

- If your Local Health Department wants a Waiver Report, run this before closing the Period.
- If everything looks correct on the IP Status Screen, click on the “Close Period” button to submit your information to the Health Department.

Note: The Close Period Button will only appear for schools that are above 90% complete for November and 95% for February.

- Pressing the “Close Period” button automatically creates an end of period report (under Reports/Retrieve Results). It is recommended that you print a hard copy for yourself and many Local Health Departments want the hard copy submitted to them as well. Contact your Local Health Department for their specific reporting requirements.
- Do not delete children from your roster until you are absolutely sure your report is acceptable to your local Health Department. You may delete children who have left your site or who do not need to be included in your report. Keep your November report children on your roster as they will need to be reported again in February.

*If you need further assistance please contact your Local Health Department or the MCIR Helpdesk at 1-888-243-6652.
Find your Local Health Department here: <http://www.malph.org/directory>.*