

School/Childcare Building Name Changes

All school building names, addresses, and telephone numbers are uploaded to the Michigan Care Improvement Registry, (MCIR) automatically from Educational Entity Master System (EEM).

To edit existing information, follow the procedure below.

Public Schools

1. Each school district has an authorized user assigned to the Educational Entity Master (EEM). This person logs into the system and performs the necessary changes.

OR

2. If the school district does not know their authorized user they may email the State of Michigan Department of Education's (MDE) Information Technology Client Service Center at CEPI@michigan.gov or call 517-335-0505 x3.

Please Provide

- Your Name
- District Code
- District Name
- EEM Application Name (in this case, it is Educational Entity Master).
- Your Telephone Number (including area code and extension)
- Your E-mail Address
- Description of Changes to be Completed

NOTE: The MCIR Helpdesk nor the Michigan Department of Health and Human Services (MDHHS) may request this information on your behalf. This information is only submitted to the school district. When the EEM contact is updated **please contact** the MCIR Helpdesk at 1-888-243-6652 or MDHHS-mcirhelp@michigan.gov . **Updates are only completed when requested directly to MCIR.**

Questions Regarding this Procedure?

Contact the MDE's Client Service Center at CEPI@michigan.gov or call 517-335-0505 x3

Non-Public/Private Schools

Fill out the Non-Public School Membership Report (form FM-4325) which 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 to be completed:

School Finance & School Law
Michigan Department of Education
P.O. Box 30008
Lansing, MI 48909

Please Provide

- Your Name
- School License Number
- Building Name
- Address
- Telephone Number (including area code and extension)
- Description of Changes to be Completed

NOTE: The MCIR Helpdesk nor the Michigan Department of Health and Human Services (MDHHS) may request this information on your behalf. When EEM has been updated contact the MCIR helpdesk at 1-888-243-6652 or MDHHS-MCIRHelp@michigan.gov to request an update to the information in MCIR. **Updates are only completed when requested directly to MCIR.**

Questions Regarding this Procedure?

Write to Michigan Department of Education, (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.

