

How to Upload Data from a School Master System

This function used to import student immunization data into the MCIR (Michigan Care Improvement Registry), using information that already exists in a school's master system. It is available from the Import/Export → [Submit File](#) link.

To use this function, a School District must build a fixed format text file from their school master system and have it approved by MPH. The specifications for this file can be found at: <http://www.mcir.org/SCCMasterTransfer.html>.

School building personnel are encouraged to consult with their school district IT staff before uploading a file for their school building. Some school districts do a district-wide upload, while others upload on the building-by-building level.

To upload the file:

- Click the [Submit File](#) link (found under the Import/Export menu).
- Click Browse to locate the file you wish to import and click the Submit Button.

The screenshot shows the 'Upload data' interface. At the top right, there are links for 'Print Help', 'Home', and 'Exit'. Below this is a navigation menu with tabs: 'Person', 'Sch/CC', 'Imp/Exp', 'My Site', 'Admin', 'Reports', and 'Other'. The 'Imp/Exp' tab is active and contains two links: 'Submit File' and 'Retrieve Results'. A red circle highlights the 'Submit File' link, and a red arrow points from it to the 'Submit File' link in the list above. Below the navigation menu, there are two input fields: 'Target Date' with the value '07/24/2010' and a calendar icon, and 'Description' with the value 'TFR_1279890881639'. Below these fields is a section titled 'Select Transfer file for upload' which contains a text input field and a 'Browse...' button. The 'Browse...' button is circled in red. At the bottom of the form, there are two buttons: 'Submit' and 'Cancel'. The 'Submit' button is circled in red.

- Data will be imported and distributed to the buildings specified in the transfer file.

Once you have completed these steps, the MCIR will add any students whose records already existed in MCIR to your Roster. You will need to check the Batch Report that automatically generates (**Reports** menu-->[Retrieve Results](#) link), to view a list of students who were Matched (added) and/or Non-Matched (not added) to your Roster. Students who are listed as Non-Matched will need to be searched for individually in MCIR.

If you do not see the Import/Export menu on the MCIR Home page, contact the MCIR Helpdesk at 1-888-243-6652 option 2.