



# MAKE MCIR.ORG YOUR ONE STOP SHOP FOR REPORTING RESOURCES

### Childcares

- **REPORT Deadline: OCTOBER 1<sup>st</sup>**
  - Build and update roster by **OCTOBER 1<sup>st</sup>**
  - Submit report on **OCTOBER 2<sup>ND</sup>**
- Report all students except school age, who will be reported by their school
- IP 100/101 rate must be 90%
- Run the following reports:
  - IP 100/101
  - Waiver
  - Hearing

### Schools

- **Report deadlines**
  - **NOVEMBER 1<sup>ST</sup>** - IP 100/101 rate = 90%
  - **FEBRUARY 1<sup>ST</sup>** - IP 100/101 rate = 95%
- Report all kindergarteners
- Report all seventh graders
- Report all students new to the district (regardless of age or grade)
- Run the following reports:
  - IP 100/101
  - Waiver
  - Vision



MCIR Help Desk  
1-888-243-6652  
[mcirhelp@mphi.org](mailto:mcirhelp@mphi.org)

### Immunization Program Reporting (IP 100/101) Checklist

- ✓ View training videos
- ✓ Create roster
- ✓ Modify roster
- ✓ Run the Letters to Parents report
- ✓ Run the future needs report
- ✓ Send letters home
- ✓ Run applicable reports
- ✓ Print reports before closing period

✓ Click close period  
**FAX REPORTS TO THE COUNTY HEALTH DEPARTMENT, FIND YOUR CONTACT HERE:**

[LOCAL HEALTH DEPARTMENT SCHOOL/CHILDCARE CONTACTS](#)

### MCIR.ORG TRAINING VIDEOS

- Roster Basics
- Building a Roster
- Adding and Editing Immunization
- Modify, Delete and Mark Records as Duplicates
- Creating and Viewing Reports
- Marking Students as Kindergarten Roundup