

Subject: Updating EEM for the Current School Year

The Educational Entity Master (EEM) database links educational data collections in Michigan for state and federal reporting. Many Michigan Department of Education (MDE) offices use the EEM for grade configuration, shipping addresses for testing materials, and contact information. MDE and the Center for Educational Performance and Information (CEPI) use EEM data to validate other data submissions. Incorrect information in EEM may cause errors or warnings in your data submissions, impact funding and grant allocations, and interfere with shipping and receipt of testing materials.

If there have been any changes in your district or school entities since the beginning of the 2016-17 school year, please update the EEM prior to December 1, 2016. This includes closing entities from the 2015-16 school year and adding new entities for the 2016-17 school year. CEPI will monitor the EEM for all changes submitted after December 1 to determine if they are appropriate, and may contact districts if a questionable change is submitted.

Authorized Users:

Log into the EEM at <https://milogintp.michigan.gov>. From the left navigation bar, click on "My Entities" and "List of Entities." Here you will find each of the records you need to review. Have you verified the grades and educational settings? Pay particular attention to the "Grades Actual" field as any omitted grades in a building will cause errors for district staff entering count day collection data. Has the answer to "Alternative Education Programs for Suspended/Expelled Students" changed? Do you have a new Lead Administrator? Are your Business Manager, Special Education contact and Homeless Education Liaison listed in your district record contacts? Are your assessment coordinators listed in your building record contacts? Have you verified the physical and mailing address?

Be sure to enter the "Effective Date" of any updates at the bottom of the main screen before you click "Save."

Superintendents and School Leaders:

Please go to <http://www.michigan.gov/eem> and type your district or school name, or entity code in the "EEM-Search" box located in the upper right corner of the page and click "Go." Is your physical address correct? Have grades or educational settings changed for any of your entities? This is extremely important for accurate data submission, assessment identification, graduation and dropout data, and all state and federal reporting.

Each public school district and each nonpublic school should have one or more authorized users who can update the EEM.

- If you do not know the name of your authorized user, you may request this information by sending an email message to CEPI@michigan.gov.
- If your EEM authorized user is no longer with your district or performing this function, please submit an [Authorized User Removal Request Form](#).
- If you will be assigning a new EEM authorized user, please have that person complete the [EEM Security Agreement](#).