



How to Add or Remove a Grade in the Educational Entity Master

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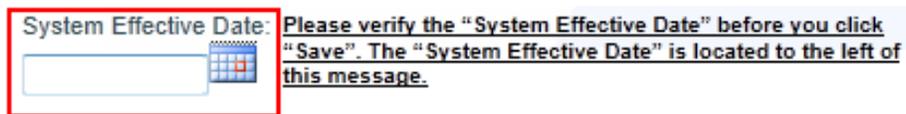
When a change in grade configuration has occurred at a school or unique education provider, the district's EEM authorized user should update the educational entity to reflect the correct grade configuration.

To add or remove a grade:

1. [Log into the EEM.](#)
2. Select "My Entities" and "List of Entities" from the left navigation bar.
3. Click the name hyperlink of the entity you wish to modify.
4. Click "Edit Entity."



5. Go to the lower left corner of the page and enter the applicable date in the "System Effective Date" field of the grade change.
 - a. If the grade change will take effect during the current school year, submit the applicable date of the change.
 - b. If the grade change will take effect in the following school year, enter a system effective date of July 1 of the upcoming school year.



6. Click "Grades."



Note: When adding or removing a grade change to an individual entity, it should be kept to three grades or less. If you have a case where the grades will be changing by four or more grades, please contact the CEPI help desk at cepi@michigan.gov. You will be referred to the EEM State Administrator to obtain specific information about the proposed grade changes, along with instructions for properly submitting those changes.

Add/Remove a Grade in EEM

7. This will take you to the "Entity Grades Maintain" page. A list of all applicable grades available for selection in the EEM will appear.
 - a. Grades Authorized: This is a list of grades authorized to be instructed by an individual entity. Authorization is given by the administration or chartering agency of the entity.
 - b. Grades Actual: This is a list of actual grades instructed by an individual entity.

Grade Name	Short Name	Authorized	Actual Instructed
Developmental K Full Day	DevK	<input type="checkbox"/>	<input type="checkbox"/>
Developmental K Part Day	DevK-Part	<input type="checkbox"/>	<input type="checkbox"/>
Kindergarten Full Day	KG	<input type="checkbox"/>	<input type="checkbox"/>
Kindergarten Part Day	KG-Part	<input type="checkbox"/>	<input type="checkbox"/>
First Grade	1	<input type="checkbox"/>	<input type="checkbox"/>
Second Grade	2	<input type="checkbox"/>	<input type="checkbox"/>
Third Grade	3	<input type="checkbox"/>	<input type="checkbox"/>
Fourth Grade	4	<input type="checkbox"/>	<input type="checkbox"/>
Fifth Grade	5	<input type="checkbox"/>	<input type="checkbox"/>
Sixth Grade	6	<input type="checkbox"/>	<input type="checkbox"/>
Seventh Grade	7	<input type="checkbox"/>	<input type="checkbox"/>
Eighth Grade	8	<input type="checkbox"/>	<input type="checkbox"/>
Ninth Grade	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tenth Grade	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Eleventh Grade	11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Twelfth Grade	12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

8. To add a grade to an entity, check the appropriate grade in the "Authorized" and "Actual Instructed" columns.
9. To remove a grade from an entity, uncheck the appropriate grade in the "Actual Instructed" column. If the entity is no longer authorized to instruct that grade at the individual entity, uncheck the applicable grade in the "Authorized" column.
10. After all applicable grades have been selected, click "Save."

Add/Remove a Grade in EEM

11. You will be taken back to the main entity screen. Click the "Save" button in the lower right corner of the screen. Otherwise, the grades that were added or removed will not be saved.

System Effective Date:

Please verify the "Effective Date" before you click "Save." The "Effective Date" is located to the left of this message.

If you have any questions about adding or removing grades in the EEM, please send an email message to CEPI customer support at cepi@michigan.gov. Please provide your name, district code and district name, your telephone number (including area code and extension), your email address and your specific questions.