

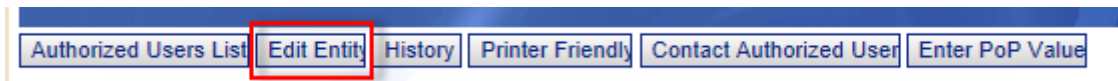


How to Add or Remove an Educational Setting in the Educational Entity Master

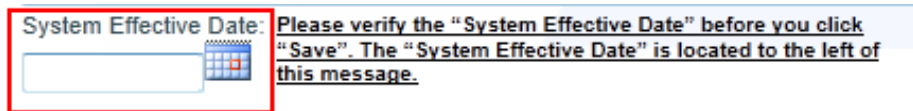
When a change in educational setting has occurred at a school or unique education provider, the district's EEM authorized user should update the educational entity to reflect the correct educational settings.

To add or remove an educational setting:

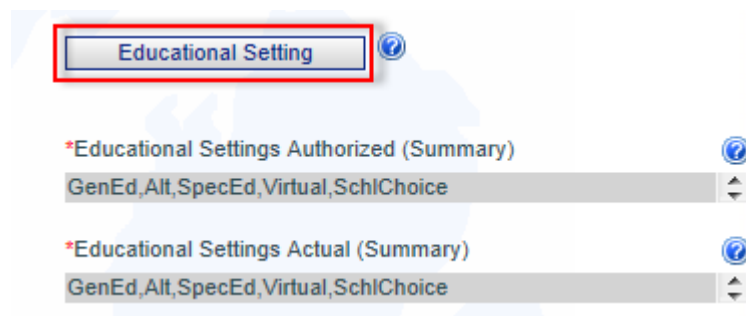
1. [Log into the EEM.](#)
2. Select "My Entities" and "List of Entities" from the left navigation bar.
3. Click the name hyperlink of the entity you wish to modify.
4. Click "Edit Entity."



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 educational setting change will take effect during the current school year, submit the applicable date of the change.
 - b. If the educational setting change will take effect in the following school year, enter a system effective date of July 1 of the upcoming school year.



6. Click "Educational Setting."



7. This will take you to the "Entity Educational Setting Maintain" page. A list of all educational settings available for selection in the EEM will appear.
 - a. Authorized: This is a list of authorized educational settings offered by an individual entity.
 - b. Actual: This is a list of actual educational settings offered by an individual entity.

Add/Remove a Setting in EEM

Educational Setting Name	Short Name	Authorized	Actual
General Education	GenEd	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pre-Kindergarten	PK	<input type="checkbox"/>	<input type="checkbox"/>
Alternative Education	Alt	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Special Education	SpecEd	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Special Education Center Program	SpecEdCtPr	<input type="checkbox"/>	<input type="checkbox"/>
Adult Education	AdultEd	<input type="checkbox"/>	<input type="checkbox"/>
Licensed Boarding School	Boarding	<input type="checkbox"/>	<input type="checkbox"/>
Delinquent Institution	Delinq	<input type="checkbox"/>	<input type="checkbox"/>
Neglected Institution	Negl	<input type="checkbox"/>	<input type="checkbox"/>
Residential Child Care Institution (RCCI) or Youth Home	RCCI	<input type="checkbox"/>	<input type="checkbox"/>
Juvenile Detention Facility	JuvDtn	<input type="checkbox"/>	<input type="checkbox"/>
Less than 100% Virtual School	PTVirtual	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
100% Virtual School	FTVirtual	<input type="checkbox"/>	<input type="checkbox"/>
Non-School Child Nutrition Sponsor	ChildNutr	<input type="checkbox"/>	<input type="checkbox"/>
Independent Private Grantee	IndPriGran	<input type="checkbox"/>	<input type="checkbox"/>
Locked-down school	Locked	<input type="checkbox"/>	<input type="checkbox"/>
School-based Health Center	HealthCtr	<input type="checkbox"/>	<input type="checkbox"/>
Family Resource Center	FamResCtr	<input type="checkbox"/>	<input type="checkbox"/>
Schools of Choice Offered	SchlChoice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Faith-based Institution	Faith	<input type="checkbox"/>	<input type="checkbox"/>
Out of School Time Programs/Services	OSTime	<input type="checkbox"/>	<input type="checkbox"/>
Tuition-Based Before- and/or After-School Programs	Tuit	<input type="checkbox"/>	<input type="checkbox"/>
Other Before- and/or After-School Programs	BSAS	<input type="checkbox"/>	<input type="checkbox"/>
21st Century Community Learning Centers	21CCL	<input type="checkbox"/>	<input type="checkbox"/>

8. To add an educational setting to an entity, check the appropriate setting name in the "Authorized" and "Actual" columns.
9. To remove an educational setting from an entity, uncheck the appropriate setting name in the "Actual" column. If the entity is no longer authorized to offer that setting at the individual entity, uncheck the setting name in the "Authorized" column.
10. After all applicable educational settings have been selected, click "Save."
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 educational setting that were added or removed will not be saved.

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 or call 517-335-0505 x3. Please provide your name, district code and district name, your telephone number (including area code and extension), your email address and your specific questions.