



# How to Close an Entity in the Educational Entity Master

*Last Reviewed: 5/19/2021*

## Who can request to close an entity?

Only entity authorized users with edit permissions can close entities in the Educational Entity Master. Authorized users must have a completed [CEPI Security Agreement](#), signed by the lead administrator of your district in the EEM, to access the application. To find out who are the entity authorized users for your district, school or institution, please contact CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov).

## How do I close an entity in the EEM?

Requests to close an entity are sent through the EEM. As an entity authorized user logged into the EEM through [MILogin for Third Party](#), close requests are started from the EEM home page. To close an entity:

1. Select "List of Entities" under the "My Entities..." drop-down menu




2. A list of all entities that you have access to edit will appear on the "My Entities" page. Click "Close" to begin a request with CEPI.

My Entities				
Filtered on Type:(LEA School ), Status:(Open-Active)				
Entity Name	Entity Code	Type	Status	Action
<a href="#">12th Street Elementary</a>	09848	LEA School	Open-Active	<a href="#">Close</a>
<a href="#">54th Street Academy</a>	02449	LEA School	Open-Active	<a href="#">Close</a>
<a href="#">A.A. Rather School</a>	00001	LEA School	Open-Active	<a href="#">Close</a>
<a href="#">A.C. Edgerton Elementary School</a>	00002	LEA School	Open-Active	<a href="#">Close</a>
<a href="#">A.D. Johnston Jr/Sr High School</a>	00003	LEA School	Open-Active	<a href="#">Close</a>
<a href="#">A.L. Holmes Academy of Blended Learning</a>	00005	LEA School	Open-Active	<a href="#">Close</a>
<a href="#">Abbot School</a>	00006	LEA School	Open-Active	<a href="#">Close</a>
<a href="#">Abbott Middle School</a>	06292	LEA School	Open-Active	<a href="#">Close</a>
<a href="#">Aberdeen Academy</a>	02044	LEA School	Open-Active	<a href="#">Close</a>
<a href="#">Academy 21</a>	00896	LEA School	Open-Active	<a href="#">Close</a>

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3. Enter the close date. The close date must adhere to one of the following criteria:
  - I. If the entity is closing before the end of the current school year, submit the applicable close date as approved by your local board of education.
  - II. If the local board of education has determined that the entity will close for the upcoming school year, enter a close date of June 30 of the current school year.
  - III. If the entity will remain open after June 30 of the upcoming school year to provide summer school services, the close date should be entered as the last day of instruction provided during that time. It is important to note that the entity will be considered active in the following school year and the district will be responsible for all reporting requirements for that school year.

Close Entity	
Entity Name:	Abbot School (00006)
Close Date:	<input type="text" value="6/30/2020"/> 
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

4. After the request to close an entity has been submitted, the EEM State Administrator will either approve or deny the request. However, before that happens, the EEM authorized user will receive a phone call from the EEM State Administrator to verify the request.

## **CEPI denied my request to close an entity. What do I do now?**

The EEM authorized user will receive a phone call from the EEM State Administrator indicating why the request was denied. If necessary, follow the instructions given by the EEM State Administrator to resubmit the request with the corrected information. Otherwise, no further action is required.

If you have any questions about closing an entity in the EEM, please send an email message to CEPI customer support at [CEPI@michigan.gov](mailto: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.

## **CEPI approved my request to close an entity. Do I need to do anything else?**

If the request to close the entity is approved and the close date is on or before the current date, the status of the entity will automatically change from "open-active" to "closed" on the date the request is processed by the EEM State Administrator.

If the request to close the entity is approved and the close date is a future date, the status of the entity will change from "open-active" to "closed-pending." This is known as a deferred transaction.

Deferred transactions must be confirmed by the EEM authorized user. To do so:

1. Select "My Entities" and "Tasks" from the left navigation bar.
2. Locate the entity you requested to close and click the "Select" button.
3. A pop-up box will open. Click the "OK" button.
4. If the closing is not confirmed, the entity will remain in an "open-active" status.
5. After the closing has been confirmed, the status of the entity will change from "closed-pending" to "closed" on the actual close date.
6. If deferred transactions are submitted, no other changes may be made to that entity record until the Effective Date is reached, unless the EEM authorized user decides to remove the deferred transaction.