

The Educational Entity Master: Steps to Close an Entity

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 [EEM 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 517-335-0505 x3 or 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


The screenshot shows the Educational Entity Master (EEM) website. At the top, there is a header with the Center for Educational Performance and Information logo and the Michigan.gov logo. Below the header is a navigation bar with links for Michigan.gov Home, CEPI Home, User Guide, Help, Contact CEPI, Glossary, and Log Off. The main content area is titled "Educational Entity Master" and features a "What's New" section with a "View All" button. A sidebar on the left contains a "My Entities..." dropdown menu with options: EEM Home, My Entities..., List of Entities (highlighted with a mouse cursor), Add New Entity, Tasks (1), Transactions (6), Entity History, and Search... A tooltip for "List of Entities" is visible over the sidebar menu item.

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				
Entity Name	Entity Code	Type	Status	Action
12th Street Elementary	09848	LEA School	Open-Active	Close
54th Street Academy	02449	LEA School	Open-Active	Close
A. Philip Randolph Technical High School	02553	LEA School	Open-Active	Close
A.A. Rather School	00001	LEA School	Open-Active	Close
A.C. Edgerton Elementary School	00002	LEA School	Open-Active	Close
A.D. Johnston Jr/Sr High School	00003	LEA School	Open-Active	Close
A.I.M.	07412	LEA School	Open-Active	Close
Abbot School	00006	LEA School	Open-Active	Close
Abbott Middle School	06292	LEA School	Open-Active	Close
Aberdeen Elementary School	02044	LEA School	Open-Active	Close

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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="05/07/2018"/> 
<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 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.

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.