

Subject: Updating the Educational Entity Master (EEM) and Submitting Deferred Transactions

If you know your district will open or close a school, or change grade configurations for next school year, you can update the Educational Entity Master now. The EEM is accepting deferred transactions for the 2021-22 school year. A deferred transaction means you update the database now with an effective date of July 1, 2021. Updating the information now can help to ensure accuracy for pre-identification of assessment materials and school selection for Title 1 grants.

Please refer to the directions below for more information:

Opening an Entity

If an EEM authorized user knows for certain that a new school or another entity will be opening for the 2021-22 school year, he or she may submit a request to add a new entity with an open date of July 1, 2021.

To add a new entity:

- Access [MILogin for Third Party](#) to open the EEM as an authorized user.
- On the left navigation bar, under "My Entities," click "Add New Entity."
- From the list, select the type of entity to open the Add New Entity form.
- Enter all required data elements (denoted with red asterisks) for the new entity. If the entity is opening for the upcoming school year, enter an open date of July 1, 2021.

Once the opening is approved by CEPI, the authorized user must go to the "Task" list, under "My Entities," and confirm the opening. This is very important! The entity will not change to "open-active" unless the EEM authorized user confirms this. On the opening date, the status of the entity in the EEM will automatically change from "Open-Pending" to "Open-Active."

Closing an Entity

If an EEM authorized user knows for certain that a school or another entity is closing in the district, he or she may close the entity with a closing date of June 30, 2021 (or later if the entity will be used during the summer). This means that the local board of education has already determined which entities will close for 2020-21. If the close date is after June 30, 2021, it is important to note that the entity will be considered active in the 2021-22 school year, and the district will be responsible for all reporting requirements for that school year.

To close an entity:

- Access [MILogin for Third Party](#) to open the EEM as an authorized user
- On the left navigational bar, under "My Entities," the user clicks on "List of Entities."
- From the list, select the entity that will close
- Click the "Close" button in the right-most column
- Enter the closing date
 - To close the entity for the 2021-22 school year, enter June 30, 2021
 - If a close date is entered that is after June 30, you will be required to submit any applicable collection information for the entity in the 2021-22 school year.

Once the closing is approved by CEPI, the authorized user must go to the "Task" list under "My Entities" and confirm the closing. This is very important! The entity will not change to "Closed" unless the EEM

authorized user confirms this. On the closing date, the status of the entity in the EEM will automatically change from "Close-Pending" to "Closed."

Configuring Grade, Educational Settings, Official Name of Entity, Address or Contacts

The EEM authorized user may make changes to any field for the 2021-22 school year as a deferred transaction. A deferred transaction means that the information entered will take effect at a future date. Using deferred transactions is beneficial if you know that a change has been approved for entities in your district for the upcoming school year.

Please remember:

1. If the EEM authorized user is not sure of any changes for 2021-22 school year being entered into the EEM, CEPI recommends waiting until the local board of education has confirmed the changes.
2. If deferred changes are made, the "Effective Date" on the main screen must be July 1, 2021 or a later date.
3. If deferred changes are made, no other changes may be made to that entity record until the "Effective Date" is reached, or unless the EEM authorized user decides to remove the deferred transactions.

If you are no longer the EEM authorized user, or if you have questions, please send an email message to the CEPI customer support team at CEPI@michigan.gov. Please provide your name, district code and district name, the CEPI application name, your telephone number (including area code and extension), your email address and your specific questions.