



The COVID-19 School Closures page is new for the 2020/2021 school year and is being used to document a school that is closed for in-person instruction during the administration of a state assessment and is not able to provide the state required assessments due to COVID-19.

- There is no approval or denial process, this is only being used to provide documentation. An email confirmation will be sent when a report is submitted.
- If the dates of the closure changes, you can log in and change the end date of the existing report.
- If the school has multiple closures during the state assessment testing window, for example open for one week, closed for two weeks, reopen for three weeks, and closed for one week, etc. multiple reports should be made but the dates on the reports cannot overlap.
- An entry must be made for each school within the district that is affected, it cannot be submitted for a full district in one entry.
- Either a district or a school level user with the ability to add/modify data on the Secure Site can submit closure information from this page.

1. Log into the OEAA Secure Site with your MEIS login and password at www.michigan.gov/oeaa-secure.
2. Select COVID-19 School Closures, from the Assessment Registration menu.
3. Select 2020-2021 from the Academic Year drop down.
4. Select the ISD, district and school affected from the drop downs if they are not already populated based on your security.
5. Click the Search button at the bottom right.
6. If a closure has already been submitted, it will display under the Search Results. If a submission is listed, you can click on the View/Update link to the far left to update the dates or information if needed.

VIEW/UPDATE	COVID-19 SCHOOL CLOSURE ID	
Update Closure	6	Bay-
Update Closure	7	Eato
Update Closure	8	Eato

7. If you are submitting a new report, click on the Create COVID-19 School Closures button at the bottom right.



8. The Created By section will automatically populate based on your MEIS login information. If the phone number or email address is incorrect, please exit the Secure Site and log into your MEIS account at [MEIS Login \(state.mi.us\)](http://MEIS.Login(state.mi.us)) and update your information. Once updated in MEIS, please log back into the Secure Site and submit your COVID-19 School Closures report.

9. The CC Email field can be used to ensure an additional person receives an email confirmation of the report. This could be your district assessment coordinator, principal, superintendent, or you can leave it blank. It is to be used at the discretion of the person submitting the report.

The screenshot shows a web form titled "COVID-19 School Closure Details". At the top left, it says "* Indicates required field". The form contains several input fields and dropdown menus:

- Created By:** A text field with the value "Foote, Tina".
- Created By User Phone:** A text field with a blurred value.
- Created By User Email:** A text field with a blurred value.
- CC Email:** An empty text field, highlighted with a red box.
- Academic Year:** A dropdown menu with "2020-2021" selected.
- ISD:** A dropdown menu with "Select an ISD" selected.
- District:** A dropdown menu with "Select a District" selected.
- School:** A dropdown menu with "Select a School" selected.
- COVID-19 School Closure Start Date and Time:** A date and time picker showing "MM/DD/YYYY HH:MM AM".
- Anticipated COVID-19 School Closure End Date and Time:** A date and time picker showing "MM/DD/YYYY HH:MM AM".
- Details:** A large text area with a placeholder "Please provide details about the COVID-19 school closure" and a character count "0/1000".
- Save:** A blue button at the bottom right, highlighted with a red box.

10. Select the ISD, district and school from the drop down menus if they are not automatically populated based on your security.
11. Enter or select the start date and time of the schools closing from the COVID-19 School Closure Start Date and Time field. You can use the calendar and clock tools to select or enter it manually.
12. Enter the date and time that the school anticipates the closure will end in the Anticipated COVID-19 School Closure End Date and Time Field. Remember, if this date changes, you can and should come back and update the closure end date and time. This is not to be used to extend the report over multiple closures. If the school closes and then goes back to in person learning and then closes again, you will need to submit an additional closure report.
13. In the detail section, please provide details of the closure. This should include information on schools remote/in person learning schedule or if the school is on hybrid schedule. Please give us information to help us understand how COVID-19 is preventing you from providing the state assessments.
14. Once you have completed all the fields, click the Save button at the bottom right. This will save your report and you will receive an email confirmation along with the email address, if any, is listed in the CC Email field.