

Educational Entity Master (EEM)

Relevant assessments:

All Michigan state assessments:

■ M-STEP

■ MME

- » ACT WorkKeys®
- » SAT® with Essay
- » M-STEP (Science and Social Studies)

■ MI-Access

- » MI-Access Functional Independence (FI)
- » MI-Access Supported Independence (SI)
- » MI-Access Participation (P)

■ WIDA™

- » WIDA ACCESS for ELLs
- » WIDA Alternate ACCESS for ELLs
- » WIDA ACCESS Placement Test (W-APT)
- » WIDA Screener

■ PSAT™ 8/9 and 10

■ Early Literacy and Mathematics Benchmark Assessments (K–2)



EEM Overview



EEM Uses



Verifying and Changing EEM Information

Assessment Coordinator Training Guide

NOTE to Reader:

The **Assessment Coordinator Training Guide** is composed of a series of documents published by the Michigan Department of Education (MDE) to provide information to District and Building Assessment Coordinators regarding their assessment-related roles and responsibilities. This guide provides the resources and knowledge base necessary to establish sound test administration practices and procedures that will allow for the reporting of valid and reliable test results. It will introduce you to Michigan's state assessment systems in general and will link you to the people, trainings, materials, tools, and resources needed throughout the process of coordinating state-provided assessments in your district.

This document is one chapter of the **Assessment Coordinator Training Guide** series. The **Assessment Coordinator Training Guide** is not meant to replace assessment-specific testing manuals, guides, training resources, or other documentation associated with each assessment program.

The web pages referenced in this document are active links. For the full URLs to these pages, please see the **Assessment Coordinator Training Guide Quick Reference** chapter. In that resource you will find an interactive list, along with the full URLs of the assessment-related web pages you will need to access, as well as:

- A preface for the **Assessment Coordinator Training Guide**, which includes information on how to use the guide
- An interactive **Table of Contents** for the training guide
- A reference list of acronym definitions, and
- Important contact information

It is recommended that you keep the **Quick Reference** chapter readily available for future use.



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Intro

This chapter provides an overview of the **Educational Entity Master (EEM)** and how it is used for state assessments, by answering the following questions:

- ▶ What is the Educational Entity Master (EEM)?
- ▶ How is the Educational Entity Master used in state assessments?
- ▶ How do I verify and change the information in the Educational Entity Master?

What is the Educational Entity Master (EEM)?



The [Educational Entity Master \(EEM\)](#) is a public website that is hosted and managed by the [Center for Educational Performance and Information \(CEPI\)](#). The EEM serves as the directory for identifying and linking educational entities with other data collection applications of the state of Michigan.

The EEM contains district and school addresses, phone numbers, grade levels authorized and served,

identification of and contact information for a list of contact types (including Assessment Coordinators), functions for creating school and district mailing lists, and downloadable public data sets. The Office of Educational Assessment and Accountability (OEAA) uses the EEM to communicate with districts and schools, so it is important that the contact information in EEM is kept accurate and up-to-date.

How is the Educational Entity Master used in state assessments?



The EEM data is used by different assessment-related applications and entities in the following ways:

- In the OEAA Secure Site, the ISD, District, and School drop-down filters are populated on many screens with entity information from the EEM.
- The Assessment Material Orders pages in the [OEAA Secure Site](#) pull data from the EEM to populate the grade-level filters that are available to the school for ordering assessment materials.
- College Board and ACT® use the grade-level fields in the EEM to determine which schools are expected to participate in the SAT® with Essay, ACT WorkKeys, PSAT™ 10, and PSAT 8/9 assessments.
- The OEAA uses data sourced from the EEM to reach and communicate with the following assessment roles:
 - » ACT WorkKeys Test Coordinator
 - » District Assessment Coordinator
 - » Early Literacy and Mathematics Benchmark Assessment Coordinator
 - » English Learner Assessment Coordinator (WIDA™ assessments)
 - » M-STEP Coordinator
 - » MI-Access Coordinator
 - » Building Principal
 - » PSAT Grade 8 Test Coordinator

- » PSAT Grade 8 Backup Coordinator
- » PSAT Grade 8 Services for Students with Disabilities Coordinator
- » PSAT Grade 9 Test Coordinator
- » PSAT Grade 10 Test Coordinator
- » PSAT Grade 9/10 Backup Coordinator
- » PSAT Grade 9/10 Services for Students with Disabilities Coordinator
- » SAT Test Coordinator
- » SAT Backup Coordinator
- » SAT Services for Students with Disabilities Coordinator
- » School Accountability Contact
- » Technology Director

Note: While the EEM allows for more than one staff member for each role, the OEAA and its vendors only use the most current entry. All other entries are ignored.

- When assessment roles are missing, the OEAA will use the district or building Lead Administrator as the contact. The Lead Administrators are normally the **District Superintendent** or the **Building Principal**.
- Paper/pencil materials and some online materials are shipped to addresses that are associated with District or School Assessment Coordinators in the EEM.

» For example: M-STEP materials will be sent to the M-STEP Coordinator at the address entered for the M-STEP Coordinator in the EEM.

- If **School** is selected as the shipping destination, the School M-STEP Coordinator will receive materials at the address that is listed in the EEM for the School M-STEP Coordinator.
- If **District** is selected for the shipping destination, the District M-STEP Coordinator who is listed in the EEM will receive the materials at the address that is listed in the EEM for the District M-STEP Coordinator.

» If no Assessment Coordinator is listed in the EEM, the **School Principal** or **District Superintendent** will receive the materials based on whether School or District is selected as the shipping option.

» The materials are **not** sent to the district or school address in the EEM, only to the contact address of the **contact type** in the EEM.

» Post office boxes cannot be used as an address for the Assessment Coordinator types in the EEM.

» Personal addresses should not be entered into the EEM.

- The OEAA and assessment vendors communicate important information by email to the assessment role contacts that are entered in the EEM—sometimes to specific assessment-role designees, and sometimes to many or all of the assessment roles designees, depending on the message.

How do I verify and change information in the Educational Entity Master?



The contact type names in the EEM used by the OEAA, along with their phone numbers and email addresses, can be found on the OEAA Secure Site District and School Contacts page (see Figure 1). Directions for this page can be found on the [Secure Site Training web page](#).

All the information used by the OEAA, including contact type addresses for material shipments and grade levels, can be confirmed directly in the Educational Entity Master (EEM) using the following steps to locate your school or district (see Figure 2).

Figure 1 – OEAA Secure Site District and School Contacts page

Secure Site
Michigan Department of Education

Home Admin Security Assessment Registration Student Assessments Reports Accountability Review Reports

District and School Contacts

This page displays assessment contact types and contact information from the Educational Entity Master (EEM) at www.michigan.gov/eem. It is important to keep the list of assessment contact types up to date. To see if you have a contact type missing, you can select the Contact Type from the drop down and then select "District/Schools with" or "District/Schools without" from the Contact Type Search Option that opens. If contact information is missing or incorrect, please work with the authorized district EEM user (usually but not always the district pupil accounting person) to update the EEM. The information is updated nightly from the EEM. [Pages Instructions](#)

Search Criteria

* Indicates required field
Testing ISD (00000) District Demo School District (00000) School Sample High School (00000)

Select a Contact Type Search Reset

Search Results

SCHOOL	ENTITY CONTACT TYPE	CONTACT NAME	CONTACT PHONE NUMBER	CONTACT EMAIL
- District Contact -	English Learner Assessment Coordinator	Smith, John	517-555-1111	Smithj@hpsk12.net
- District Contact -	Mt-Access Coordinator	Doe, Jane	517-555-2222	Doej@hpsk12.net
- District Contact -	M-Step Coordinator	Sprat, Jack	517-555-3333	Spratj@hpsk12.net
- District Contact -	Technology Coordinator	White, Snow	517-555-4444	Whites@hpsk12.net
Sample High School (00000)	M-Step Coordinator	Max, Sally	517-555-5555	Maxs@hpsk12.net
Sample High School (00000)	Principal	Cat, Robert	517-555-6666	Catr@hpsk12.net
Sample High School (00000)	PSAT 10 Test Coordinator	Lou, Cindy	517-555-7777	Louc@hpsk12.net
Sample High School (00000)	PSAT 8/9 Test Coordinator	Lou, Cindy	517-555-7777	Louc@hpsk12.net

12 items in 1 pages Clear Filters and Sort Download Print

- 1

Select Search from the menu at the left, then select Quick.
- 2

Type in part or the full name of the district or school in the Entity Name Contains field.
- 3

Select the Search button at the bottom center of the page.
- 4

Select the name of the entity in the left column (see Figure 3).

Figure 2 – Steps 1–3: Confirming information in the EEM

Center for Educational Performance and Information Michigan.gov The Official State of Michigan Website

Michigan.gov Home CEPI Home | User Guide | Help | Contact CEPI | Glossary | Login

EEM Profile: Public User | EEM-Search Go A- A+

EEM Home

Search...

Quick **1**

Detailed

Historical

Geographical (Map)

Data Sets...

Reports...

EEM Home > Entity Quick Search

Entity Quick Search

*** = Required**

☐ Search By Code

☒ Search By Characteristic

Search by Characteristic:

Choose Type of Entities:

- ☐ Any Entity Type
- ☐ Higher Education College/University
- ☐ Higher Education Department/School
- ☐ Higher Education Non-Instructional Ancillary Facility
- ☐ Independent Technology School
- ☐ ISD District
- ☐ ISD Non-Instructional Ancillary Facility
- ☐ ISD Non-College District

Entity Name Contains: **2**

Located in County:

Located in City:

Zip Code starts with:

Status:

All Open Includes open-active, open-under construction, open-vacant/empty, and closed-pending

Search **3**

Figure 3 – Step 4: Confirming information in the EEM

EEM Home > Entity Quick Search

Entity Quick Search

Your search yielded 7 result(s).

* = Required Filter..

Entity Name contains Holt; County equals Ingham

	4 Name	Entity Code	Parent	Type	County	City
	Holt Central High School	07621	Holt Public Schools	LEA School	Ingham	HOLT
	Holt Cooperative Preschool	06277		Nonpublic School	Ingham	Holt
	Holt Junior High School	09301	Holt Public Schools	LEA School	Ingham	HOLT
	Holt Lutheran Schools	06284		Nonpublic School	Ingham	HOLT
	Holt Public Schools	33070	Ingham ISD	LEA District	Ingham	HOLT
	Holt Senior High - North Campus	01710	Holt Public Schools	LEA School	Ingham	HOLT
	Holt Senior High School	01711	Holt Public Schools	LEA School	Ingham	HOLT

Items per page: 10 < Page 1 of 1 > Excel Export

= Closed Entity.

Mailing/Contacts Download Entity Data Back to Search

- 5 On the Entity page, you will find the district or school information (see Figure 4). To verify contact information, scroll down to the bottom of the page to the tabs titled Admin/Contacts, Addresses and Relationships. Contact information for various key staff members will be listed under the Admin/Contacts tab. Select the Details button to the right of the contact to verify additional information such as the telephone number, email, and mailing address for the contact.

Only the Authorized District EEM User can update information in the EEM. The OEAA Secure Site automatically syncs with the EEM each night, so changes made to the EEM will appear the following morning in the OEAA Secure Site.

If you are unsure of who your Authorized District EEM User is, their name and contact information can be found on the [District and School Contact](#) page of the [OEAA Secure Site](#). Nonpublic schools will need to contact nonpublicschools@michigan.gov to have the EEM updated on their behalf.

Figure 4 – Step 5: Confirming information in the EEM

Center for Educational Performance and Information
Michigan.gov Home | CEPI Home | User Guide | Help | Contact CEPI | Glossary | Login

EEM Profile: Public User | EEM-Search Go

EEM Home > Entity Quick Search > Entity

Holt Senior High School (01711)
LEA School

Printer Friendly | Contact Authorized User | Points of Pride

* = Required

Official Name of Entity
Holt Senior High School

Entity Code
01711

LEA District
Holt Public Schools (33070)

Ownership
Owned

REMC Code
13

Agreement Number
330701711

5 Admin/Contacts | Addresses | Relationships | Members

Lead Admin	Type	Name	Phone	System Effective Date	
<input checked="" type="checkbox"/>	Principal	May Flower	(517) 555-1111	09/11/2013	Details
<input type="checkbox"/>	M-Step Coordinator	Bob Marley	(517) 555-2222	08/26/2017	Details
<input type="checkbox"/>	PSAT 10 Test Coordinator	Klaus Weiner	(517) 555-3333	08/26/2017	Details
<input type="checkbox"/>	PSAT 8/9 Test Coordinator	Klaus	(517)	08/26/2017	Details

5 Admin/Contacts | Addresses | Relationships | Members

Lead Admin	Type	Name	Phone	System Effective Date	
<input checked="" type="checkbox"/>	Principal	May Flower	(517) 694-2162	09/11/2013	Details
<input type="checkbox"/>	M-Step Coordinator	Klaus Weiner	(517) 694-4370	08/26/2017	Details
<input type="checkbox"/>	PSAT 10 Test Coordinator	Klaus	(517)	08/26/2017	Details

