

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 comprised 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.



608 W. Allegan
P.O. Box 30008
Lansing, Michigan 48909

Website: www.michigan.gov/oeaa
Email: mde-oeaa@michigan.gov
Phone: 877-560-8378
Fax: 517-335-1186

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 EEM used in state assessments?
- ▶ How do I verify and change the information in the EEM?

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
- » Principals
- » 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 Report Card Contact (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 pulled from data that is linked to **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.
- 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](#).

Figure 1 – OEAA Secure Site District and School Contacts page

Search Criteria

* Indicates required field

*ISD: Testing ISD (00000) | *District: Demo School District (00000) | School: Sample High School (00000)

Select a Contact Type: [v]

Search Results

SCHOOL	ENTITY CONTACT TYE	CONTACT NAME	CONTACT PHONE NUMBER	CONTACT EMAIL
- District Contact -	English Learner Assessment Coordinator	Smith, John	517-555-1111	Smithj@hpsk12.net
- District Contact -	MI-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	Mae, Saly	517-555-5555	Maes@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

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).

- 1 Click on **Search** from the menu at the left, then click on **Quick**.
- 2 Type in part or the full name of the district or school in the **Entity Name Contains** field.
- 3 Click the **Search** button at the bottom center of the page.

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

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

Entity Name Contains: [Text Input]

Located in County: [Select County]

Located in City: [Text Input]

Zip Code starts with: [Text Input]

Status: [Select Status]

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

[Search]

- Click on the name of the entity in the left column (see Figure 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

- 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. Click on 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 nonpublischools@michigan.gov, or call 517-241-5385, 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
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 > 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	Details
<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

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