Directions for adding unique agreement code for each building

MICIP administrator would start by finding the administrative setting.

- To find the administrative setting, click the Hi, User Name, then click on administrative setting. The district builder tab is the first thing that appear.

- Click on edit for each building and add agreement code. Save changes.

- If you need your building agreement number, go to EEM, search for district, and select building. Agreement number is located here.

EEM Home > Entity EEM-Search > Entity

Delta Center Elementary School (00898)
LEA School

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*= Required

Official Name of Entity
Delta Center Elementary School

Entity Code	LEA District
00898	Grand Ledge Public Schools (23060)

Ownership	REMC Code	Agreement Number
Owned	13	230600898

County (Code)	ISD District	Locale Code