Center for Educational Performance and Information (CEPI)

Educational Entity Master (EEM) User Guide

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Introduction

This guide is for all users of the Educational Entity Master (EEM) application. Users should also utilize the current edition of the EEM [Definitions](#), [Glossary](#) and any other agenda posted to the [EEM application page](#). This guide includes directions for using the EEM application for both searching and editing purposes. Divided into three sections, this guide will demonstrate how:

1. All users can get started using the EEM.
2. All users can view and retrieve EEM data.
3. Authorized users can edit EEM submissions.

A separate [Days and Clock Hours User Guide](#) is available as supplemental instruction to the EEM application.

CEPI application users can also subscribe to updates for all applications on [our website](#).

General Information

What Is the Purpose of EEM Data?

The EEM was developed by CEPI to be a repository which contains directory information for entities in the educational system of the State of Michigan (SOM). The EEM is the SOM's sole educational entity directory database.

What Information Is Available in the EEM and Why Collect It?

Commonly used information in the EEM includes school/facility name, grade levels, address and contact information. Entity data are used for mandated data submissions to the state and federal government and are critical to fulfilling the requirements of the "Every Student Succeeds Act" (ESSA), as well as other state and federal mandates. Most importantly, the EEM underpins all educational data. Submission to other CEPI applications is not possible without EEM data. EEM data is also required for access to state and federal grant applications, such as the Michigan Department of Education's (MDE) Michigan Electronic Grants System Plus (MEGS+).

What is The Days and Clock Hours (D/CH) Application?

The D/CH Application is used to record the number of days and instructional hours of an entity. It also collects data on attendance and information regarding events that affected instructional time and attendance. Data submission to this application is mandatory, pursuant to Section 101(3) of the State School Aid Act. For more information on this application and how to submit data, please refer to the D/CH User Guide.

Need Help?

EEM Help

The EEM offers multiple ways to access help. On every screen, assistance is available in the form of a Help window. The window dynamically changes as the screen changes. The following screenshot shows the placement of Help (indicated by the red arrow), housed in the main toolbar near the top right of the EEM application screen.
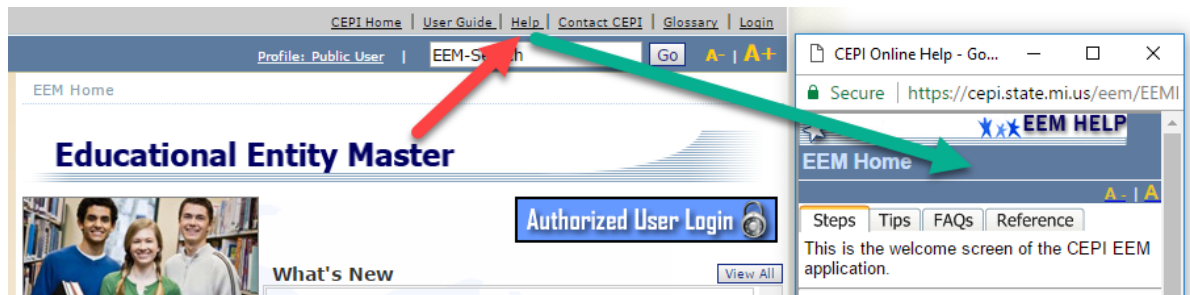
The Help menu offers four tabs to better navigate all information available on the Help window.

Steps	Tips	FAQs	Reference
Shows detailed step-by-step instructions for using the displayed screen for its main function.	This tab offers screen shortcuts and is geared to help streamline application processes.	Contains Frequently Asked Questions and their answers related to the information/data fields on the displayed screen.	Contains links to reference material including the training manual, data field descriptions, and other useful information.

Additional questions or concerns should be emailed to CEPI customer support at cepi@michigan.gov. Email provides written documentation and allows the quickest and most efficient method for providing a response. If email is not an option, you may call 517-335-0505, x3. In either case, please include name, district code and district name, the CEPI application name, telephone number (including area code and extension), email address and any specific question(s).

What's New?

The EEM application will periodically display software and CEPI office updates. These updates are important in following the latest accessibility and usability information pertaining to the EEM. The following screenshot shows the location of the "What's New" section (indicated by the red arrow) on the EEM application main page.

Getting Started

How Do I Access the EEM?

Go to EEM

To launch the EEM, please go to the CEPI Applications website. "Go to EEM" opens the application using the default "Public User" profile. From the EEM application page, clicking "Authorized User Login" launches the MILogin for Third Party. Login is used for editing the EEM. Please refer to the next section to determine whether you need a login to the EEM.

Do I Need a Login?

If a user only needs to view and search data, login is not required. The default "Public User" profile is available upon opening the application. For users seeking to add/edit/remove entity data, an authorized login is required. Please refer the "Authorized Users and Data Maintenance" section for more information.

What Can I Do in the EEM?

- Search: any user can find information on any entity in Michigan's educational system using the EEM. Please refer to the "Public Users and Data Searches" section of this guide for more information.
- Edit: in addition to viewing and searching for data, authorized users can update the contact and entity information for establishments in their district. Please refer to the "Updating Entity Information" section of this guide for more information.
- Export contact information: any user can utilize EEM's entity data for use in mailings. Please refer to the "Using EEM Data for Mailings" section of this guide for more information.

What Are the Different Types of Entities?

MDE provides CEPI with business rules to better define different types of entities in EEM. An entity's type and its entity code are two principle characteristics. These characteristics also serve as helpful tools when searching EEM for specific entities. The sub-section "Explanation of Entity Type" at the end of this guide offers paraphrased definitions of entity types. For MDE's complete definitions, please refer to the EEM Definitions Guide.

The following screenshot shows a public school district (Lansing Public School District), its entity type, code and other unique identifiers in the EEM. For more information on any characteristic of an entity, click the help button next to it (indicated by the red arrow in the screenshot). All entity codes begin with the two-digit County Code of the physical location of the entity, for better reference.

EEM Home > Entity EEM-Search > Entity

Lansing Public School District (33020)
LEA District

Printer Friendly | Contact Authorized User
* = Required

Official Name of Entity ?	Common Name ?
Lansing Public School District	Lansing

ISD District ?	Entity Code ?
Ingham ISD (33000)	33020

Ownership ?	REMC Code ?	Agreement Number ?
Owned	13	33020

County (Code) ?	Prosperity Region ?	FIPS code ?	Locale Code ?
Ingham (33)	7	26065	City: Midsize

Each entity in the EEM is assigned an entity type and unique entity code. Entity codes provide a foundational link among all educational data collection applications in Michigan.

Public Users and Data Searches

All EEM users have the same access to search for and view entity information. This section will give an overview of all search options available in the EEM.

EEM Searches

The EEM allows users to search for entities with quick, detailed, historical or geographical searches. Some searches will allow the use of wildcards and partial data including "begins with" and "contains." Other search parameters will more specifically narrow the search fields so that responses returned are near perfect matches. The application toolbar also includes a search bar to quickly search for an entity based on its code or name. The results returned are that entity or any entity associated with that code or name. The screenshot below shows the search bar, which will populate with probable matches as user types.
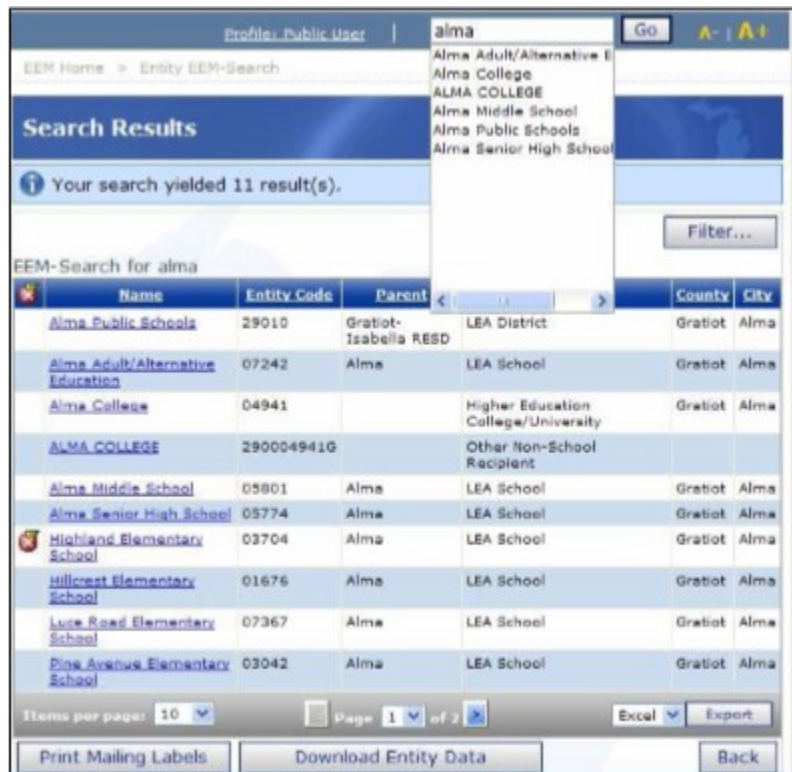
The EEM's search features can be found on the menu shown on the left side of the EEM window, depicted in the following screenshot, as seen by a "Public User" profile:
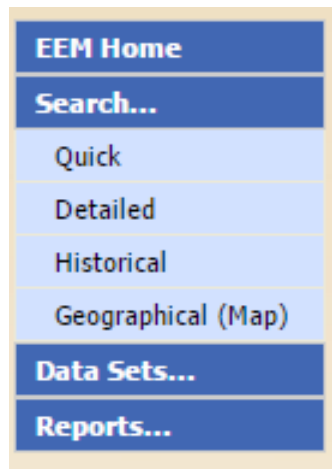
Quick

The "Quick" search allows users to search based on entity code or certain characteristics. Entity characteristics available in Quick search are defined in the EEM Glossary. If a search match is found, the entity's details will display. If the system returns a list of possible matches, sorting by column heading or using the Filter feature will help further narrow the search field.

Overview of Quick search screen:

"Search By Code": retrieves information for the entity with the code entered.

"Search By Characteristic": search is narrowed based on selection of entity type(s) and other physical details. Any of the following fields are optional:

- "Choose Type of Entities:" select one or more entity types (please refer to "Explanation of Entity Type" at the end of this guide for more information on entity types).
- "Entity Name Contains:" search will return matches containing the text entered in the name field of entity records.
- "Located in County:" if the physical location of the entity is known, choose the appropriate county where the entity is located. If no other search criteria is specified, results will show all entities located in the county selected.
- "Located in City": if the physical location of the entity is known, choose the appropriate city where the entity is located. If no other search criteria is specified, results will show all entities located in the city selected.
- "Zip Code starts with:" if the physical location of the entity is known, any string of the leading digits of the entity's zip code can be entered. If no other search criteria is specified, results will show all entities located in the zip code selected.
- "Status:" please refer to the term "Current Status of Entity (EEM characteristic)" in the EEM Glossary for more information on entity status.

Example:

Sherri lives in Detroit, MI. She wants to find all currently open private schools actively enrolling students in her city. Sherri would make the following selections in Quick search to return the desired results:

Detailed

The EEM offers its "Detailed" search setting to users looking to search for entities based on multiple parameters. Many conditions can be added to create complex searches. The system only returns results that match all the specified search parameters.

Overview of Detailed search screen:

"Characteristic": the EEM data table houses several fields that describe the characteristics of entities. These fields are all made available in the Detailed search. To find the meaning of any characteristic, please refer to the EEM Glossary.

"Operator": this field designates a rule for how the search will filter the values of a characteristic. Possible operators include "does not include," "is greater than" and "is not."

"Value": selections made in this field determine what the search will look for. It specifies which values of a characteristic will be sought.

Adding or Removing search criteria:

- To add another characteristic to the search, click the green button with the plus sign at the end of the last row.
- To remove any characteristic from the search, click the red button with the minus sign of the undesired row.

Example

Ahmad lives in Troy, MI. He wants his son to have access to technical education in high school. His wants to find all high school grade-level entities in Oakland County with vocational training. He would make the following selections in Detailed search to return the desired results.

Historical

The details of an entity will change over time. CEPI archives all entity information and makes it available in the "Historical" search. This feature can retrieve past entity data. Historical information is useful to find name changes, address changes and administrator changes.

Overview of Historical search screen:

"Characteristic:" the EEM data table houses several fields that describe the characteristics of entities. These fields are all made available in the Historical search. To find the meaning of any characteristic, please refer to the EEM Glossary.

"Operator:" this field designates a rule for how the search will filter the values of a characteristic. Possible operators include "does not include," "is greater than" and "is not."

"Value:" selections made in this field determine what the search will look for. It specifies which values of a characteristic will be sought.

"Add Criterion": adds the current search selections made to a list of search parameters.

Example

Manuel is doing a research project on public school academies in Lansing, MI and wants to find who the lead administrators were at the beginning of the fall semester in the 2010-11 school year. He would make the following selections in Historical search to return the desired results:

Geographical (Map)

The "Geographical (Map)" search finds all entities within a particular area. This information is based on the entity's latitude and longitude, which comes as supplemental data to the EEM. District boundaries are updated periodically. Questions regarding district boundaries should be addressed to the respective school district office.

Overview of Geographical search screen:

"Entity Types:" please refer to section "Explanation of Entity Type" at the end of this guide for more information on entity types.

"Within:" measured in miles, select the proximity of entities to the physical location of the search.

"Street:" enter the physical address number and street name of the location being searched.

"City:" enter the city of the location being searched.
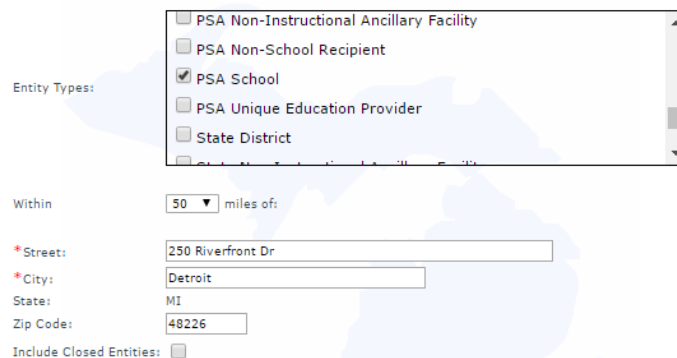
"State:" searches are only allowed within Michigan.

"Zip Code:" enter the zip code of the location being searched.

"Include Closed Entities:" selecting this option will include all entities that are currently listed as closed in the search.

Example:

Eric lives in Riverfront Apartments in downtown Detroit, MI. He wants to send his daughter to a charter school within 50 miles of his home. He would make the following selections in Geographical search to return the desired results:

Public Data Sets

There are no limitations to downloading EEM data. Data sets are available by entity type. Please refer to the section "Explanation of Entity Type" at the end of this guide for more information on entity type. CEPI offers three formats for data set downloads:

- CSV – numbers and text fields are downloaded as plain text, separated by commas.
- Excel – formatted as a spreadsheet in Microsoft Excel.
- XML – encoded as markup language.

CEPI provides data to the public in confidence that our work will be cited in any subsequent publication. More information on citing CEPI resources can be found on our website.

Public Reports

CEPI creates reports to summarize EEM data. Some reports show relationships between districts and schools, while others are descriptive of individual entities. Our reports are available in multiple formats. Please use any CEPI report for more information on educational performance in Michigan. We ask that CEPI data is cited in your publication if our data is used. More information on citing CEPI resources can be found on [our website](#).

Authorized Users and Data Maintenance

School administration is responsible for keeping their entity records up-to-date. As the official directory of educational entities in Michigan, the EEM links all educational data collections in the SOM. Some updates include changes in the name of a school, contact information (e.g., administrator, address, area code, email), grade range adjustments, as well as requests for new code numbers and permanent closings of schools or other entities.

With accurate and up-to-date EEM records, the management of data and data submission operates more smoothly. In addition, CEPI and MDE use contact information from the EEM to communicate with education administrators statewide.

Accessing EEM for Non-Schools

Some entities in the EEM are considered "non-schools," or Other Non-School Recipients (ONSRs). These entities receive MDE funding, via MEGS+ or Cash Management System, and are typically under the authority of a private (not-for-profit, i.e., 501c3) organization. ONSRs do not provide instruction. Examples of ONSRs include (but are not limited to) community action agencies, childcare facilities, soup kitchens, etc. ONSRs must submit an initial "Add New Other Non-School Recipient Request" to CEPI. This request does not require a login. After CEPI approves and adds your ONSR to the EEM, please create a MILogin account and complete the ONSR Security Agreement. Access to the EEM will allow you to edit the information regarding your ONSR or request to close it within the system.

Accessing EEM for Schools

The following sections describe how nonpublic, public (LEA) and charter (PSA) schools can enter and work within the EEM (for more information on these entity types, please refer to "Explanation of Entity Type" at the end of this guide). The paths to enter the EEM vary by entity type.

Nonpublic K12 Schools

All public educational entities in the SOM must designate administrative staff to update entity information in the EEM. However, nonpublic entities often do not have full access to edit/add information in the EEM. Most requests to edit entity information must be directed to Wendy Allison of the MDE Nonpublic School Unit. Please call 517-373-8451 or email AllisonW@michigan.gov for more information about nonpublic schools or homeschool programs. Before accessing the EEM, please create a MILogin account and complete this security form. For more information on the reporting required by MDE for nonpublic schools, please visit our nonpublic school users web page.

Public K12 Schools (LEA and ISD)

All public educational entities in the SOM must designate administrative staff to update entity information in the EEM. This sub-section describes the two-step process necessary to gain authorized access to the EEM. These steps include:

1. Create a MILogin account

2. Complete this security form and return it to CEPI

To identify the current authorized users for the EEM for your district or educational entity, please email CEPI Customer Support at cepi@michigan.gov or call 517-335-0505 x3. Please provide name, telephone number (including area code and extension), district code and district name (if applicable) along with your message.

K12 Charter Schools (PSA)

All public educational entities in the SOM must designate administrative staff to update entity information in the EEM. Charter schools, also known as public school academies (PSAs), must be initially added by Jill Thompson of the MDE PSA Unit. Before accessing the EEM, please create a MILogin account and complete this security form. Please call 517-373-4631 or email ThompsonJ17@michigan.gov to learn more about adding a PSA school to the EEM and permissions to edit it.

Institutions of Higher Education (IHE)

Postsecondary institutions (i.e. colleges and universities) are required to designate administrative staff to update entity information in the EEM. This information affects data submissions to other applications, such as the Student Transcript and Academic Record Repository (STARR) and Michigan Postsecondary Data Inventory (MPDI) collections. This sub-section describes the two-step process necessary to gain authorized access to the EEM. These steps include:

1. Create a MILogin account
2. Complete this security form and return it to CEPI

To identify the current authorized users for the EEM for your district or educational entity, please email CEPI Customer Support at cepi@michigan.gov or call 517-335-0505 x3. Please provide name, telephone number (including area code and extension), district code and district name (if applicable) along with your message.

Why Do I Have Multiple Profiles in the EEM?

The EEM application assigns different profiles to its users based on editing permissions. The EEM can be viewed without any login from the default "Public User" profile, which allows for read-only capabilities. For some authorized users, multiple profiles can be accessed. The following profiles summarize the most common user login roles in the EEM:

Entity Authorized User

- Add entities within a managed district.
- Edit entries.
- Submit closure information for an entity.

Days/Clock Hours (D/CH) District Submitter

- Report D/CH information for all entities within a managed district.

- The D/CH application is a sub-feature to the EEM. For more information on D/CH submittals, please refer to the Days and Clock Hours User Guide.

D/CH ISD Certifier

- Available to ISD users only.
- Audit D/CH data for entities within district.
- Certify/submit D/CH data to the state.

Multiple profiles in the EEM allows for flexibility. For example, a user may maintain the EEM with one profile while performing uploads for an ISD with another. Not all users will have more than one profile. If only one profile is assigned, the Profile Selection screen will not display. This screenshot shows what a user with multiple profiles might see following login.
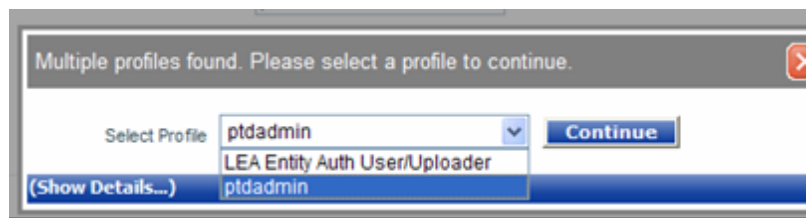
Users with multiple profiles can set a default profile by following these steps:

1. Click on the "(Show Details…)" button on the bottom left of the Profile Selection window. The dropdown box will describe the entities assigned for each profile.

2. From the "Select Profile" dropdown list, select the desired profile role
3. Click the "Continue" button.
4. Follow the "Manage…" button on the left menu bar and select "My Profile".
5. Fill the "Default" button of the desired default profile and click the "Update" button to finish.

Updating Entity Information

Users will only have permission to view certain entities. For example, an authorized user from Lansing Sexton High School will not have authorization to change or add data for Lansing Eastern High School, unless otherwise approved. Assigned entities can be viewed on the "My Entities" page, accessed from "List of Entities" (indicated by the red arrow) in the following screenshot:

Access to entity editing rights is based on a user's profile. Some users will only have access to modify or add certain entity characteristics. The following section will offer guidance on data editing in the EEM.

As with any EEM function, the Help window offers dynamic instruction on how to navigate and use the application. Please refer to the "EEM Help" section for more information.

Does the EEM Have Submission Deadlines?

For all entity information affecting a current school year, all data submission and modifications must occur before June 30. Entity information affecting the next school year will take effect July 1. However, unlike other CEPI applications, EEM allows data submission and modifications throughout the year. Failure to update entity information for the current school year in EEM before June 30 may affect data submission for other CEPI applications, especially for new entities.

How Are Edits Processed by CEPI?

Entity information frequently changes. Modifications made to the EEM are subject to CEPI review and approval. Before learning how to make edits in the EEM, the following section will inform you of our process in helping you maintain accurate entity data.

Transaction Types

All EEM modifications are governed by business rules from the U.S. Department of Education and MDE. Because entity information is vital to other applications, CEPI set up a data review process. Each request to edit entity information is called a "transaction." Each transaction could be one of three types, a request to add, modify or remove an entity. Some transactions require CEPI approval to assure business rule compliance. Transactions can be viewed from the menu, by selecting "Transactions" from the "My Entities…" drop-down list. The screenshot below shows where to locate the Transactions page from the menu.
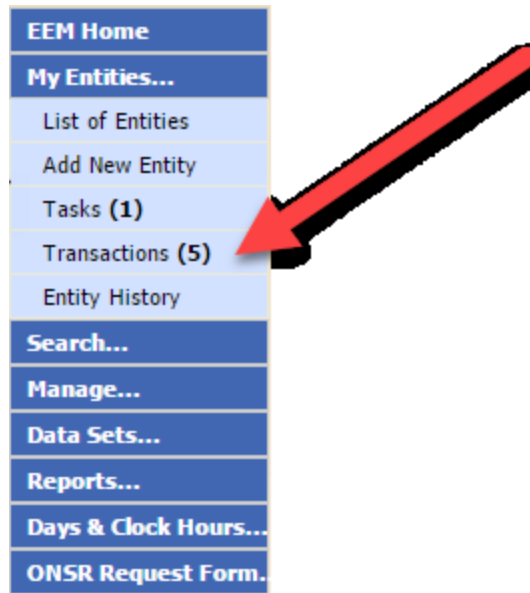
Transaction Status

After submitting a transaction, it will be given a status. Transaction status are intended to keep users informed on CEPI actions involving their edits to entities.

- "Pending": edit was received by CEPI and is currently under review (the number of active "Pending" statuses will populate the count next to the "Transactions" button on the menu).
- "Processed": edit was received and accepted.
- "Declined": edit was received and not approved.
- "Deferred": edit was received, reviewed and is scheduled to take effect at a later date (the number of active "Deferred" statuses will also populate the count next to the "Transactions" button on the menu).

With some transactions, an EEM State Administrator will call the authorized user to verify the changes being made prior to processing.

How Do I Add a New Entity?

A new entity is <u>not</u> one that is reopening with a name change. Please refer to the next sub-section "Edit Existing Entities" for information on how to change the name of an entity and change its status.

If a new establishment is opening in your jurisdiction, please use the following steps as a guide in adding it to the EEM:

1. At the top left of the "List of Entities" page under "My Entities…" on the menu, click "Add New Entity"
2. Select the type of entity that the new establishment is. Please refer to the sub-section "Explanation of Entity Type" at the end of this guide for more information on entity type.
3. Complete the appropriate characteristic fields on the intake form. Required fields are denoted with a red asterisk. White/yellow characteristics can be edited by you. Grey fields are edited by other agencies. For more information on any

characteristic field in the form, please refer to the Help button (indicated by the red arrow in the following screenshot) placed next to each characteristic name.

Official Name of Entity
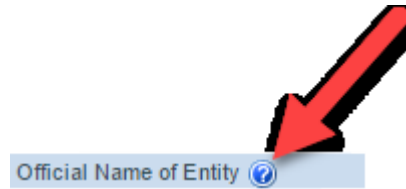
4. Enter the "Entity Open Date." It is imperative that this field lists the correct date. Consider the following rules when setting the open date:
    1. The statutory school year runs from July 1 to June 30 (i.e. the 2016-2017 school year runs from July 1, 2016 to June 30, 2017). Consider opening any new entity on July 1 of the school year.
    2. If the entity will be educating students or in operation during the next school year, the open date can be set for a future date.

5. Once the form is completed, click on the "Admin/Contacts" tab at the bottom of the intake form. CEPI requires contact information for administrative directors to be listed for each entity. Click "Add Contact" to input contact data. One contact must be listed as the lead administrator, meaning he/she is the main contact for the school in instances of emergency or official school business. The lead administrator listed for your district in the EEM will sign off on all CEPI security forms.

6. Click on the "Addresses" tab. CEPI requires a physical and mailing address for each entity. A physical address is not a P.O. Box.

7. Click on the "Relationships" tab. CEPI requires that all entities report their relation to other entities. These relationships could include an LEA District being the parent of an LEA School, or a PSA District being the part of a PSA School. These relationships will reflect in the "Members" tab, which is visible when viewing an entity information page. The "Members" tab describes which parental relationships, such as all the PSA Schools in a PSA District.

8. Verify that the "System Effective Date" shown at the bottom left of the form is the desired date for the changes to be live in the application.

9. Double-check that information on the form is correct. This step will save you time (and emails from CEPI) later.

10. Click "Submit" to finish the process.

An EEM State Administrator will contact an authorized user that requests to add a new entity. Assigning a new entity code in the EEM is governed by business rules mandated by the U.S. Department of Education and MDE. CEPI generally asks questions like:

• Where will students for the new school come from?
• How will the curriculum for the new school be discrete from other schools in the district?
• Who will be the administration for the new school?

The request will then be processed by CEPI and either approved or denied. For more assistance on how to add entities to EEM, please review this video tutorial. To learn more about making edits to existing entities in the EEM, please refer to the following section.

How Do I Change Entity Information?

CEPI strives to make the user editing experience easy. All EEM edits follow the same basic steps.

1. Locate the entity that needs to be edited from the "List of Entities" page, opened from the "My Entities…" drop-down list on the menu.

2. Open the entity by clicking on its name.

3. The entity information page has its own toolbar, located under the page header showing the name, code and type of entity. The following screenshot shows the entity toolbar, with a red arrow indicating the "Edit Entity" button, which initiates how to begin editing an entity.

   | Authorized Users List | Edit Entity | History | Printer Friendly | Contact Authorized User |

4. The entity information form displays all characteristic fields. Fields you do not have permission to edit will be shaded in grey. For more information on any characteristic, please refer to the Help button (indicated by the red arrow in the following screenshot) next to each characteristic name. A characteristic help window will open to describe the characteristic in detail.

   Official Name of Entity ⑦
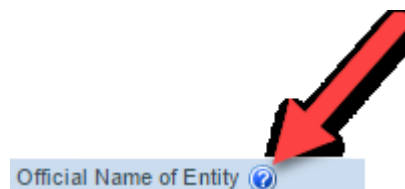
5. CEPI also provides the following demonstrations on how to edit certain characteristics in EEM:
   a. How to Add or Remove a Grade
   b. How to Add or Remove an Educational Setting
   c. If an entity is seeking to add an Early Middle College setting, all requests must be processed through the Office of Career and Technical Information.

6. Once the desired edits have been made, double-check that information on the form is correct.

7. Verify that the "System Effective Date," shown at the bottom left of the form,

matches the <u>desired effective date</u>. If the changes being made will not be effective until the next school year, please set the date to July 1.

8. Click "Save" to submit edits. Once the new data is received by CEPI, the entity will appear in "Transactions" as "Pending."

Changing Address/Contact Information

Entities are required to maintain accurate address and contact information. Both MDE and CEPI refer to EEM contacts for official correspondence. Whenever facilities or personnel changes occur that affect EEM information, it is necessary to update entity profiles. To change address and contact information, please use the following steps:

1. Locate the entity that needs to be edited from the "List of Entities" page, opened from the "My Entities…" drop-down list on the menu.

2. Open the entity by clicking on its name.

3. The entity information page has its own toolbar, located under the page header showing the name, code and type of entity. The following screenshot shows the entity toolbar, with a red arrow indicating the "Edit Entity" button, which initiates how to begin editing an entity.

| Authorized Users List | Edit Entity | History | Printer Friendly | Contact Authorized User |
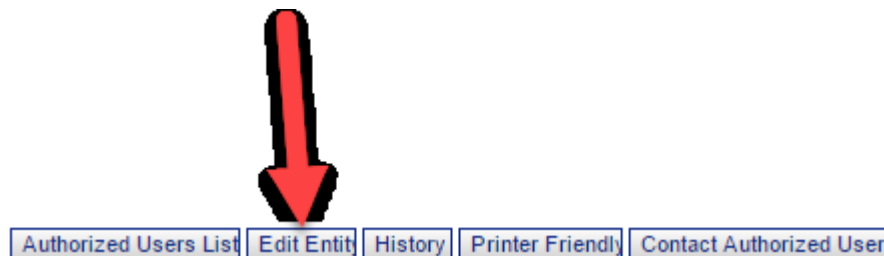
4. To change Contact information:
   a. Click on the "Admin/Contacts" tab at the bottom of the entity information form.
   b. To add a contact, click on the "Add Contact" button.
   c. To edit the information of existing contacts, click on the "Details" button in the row of the contact needing edits.
   d. To reassign the "Lead Administrator" role, click on the checkmark next to the name of the current Lead Administrator to de-select and click on the checkmark next to the name of the desired Lead Administrator to select. Please note: the Lead Administrator will sign off on all CEPI security forms.
   e. To remove a contact, click on the "Remove" button in the row of the contact needing removal.

5. To change Address information:
   a. Click on the "Addresses" tab at the bottom of the entity information form.
   b. To add an address, click on the "Add Address" button.
   c. To edit the information of existing addresses, click on the "Details" button in the row of the address needing edits.

How Do I Change the Status of an Entity to "Closed" in the EEM?

CEPI defines a closure as a facility that is scheduled to not employ or educate any persons. To submit a request to close an entity, please use the following steps:

1. Locate the entity that needs to be closed from the "List of Entities" page, opened from the "My Entities…" drop-down list on the menu.

2. The "My Entities…" page will show entities for which you are responsible in a five-column chart. The last column on the chart, called "Action," offers a "Close" button to initiate the process of listing an entity as closed. Click "Close."

3. Enter the appropriate close date:
   a. If the local school board has already determined the entity will close for the following school year, enter a close date of June 30 of the current school year.
   b. If the entity will remain open into the next school year, enter the date of the last day of instruction.
   c. It is important to note, after June 30, it is responsibility of the district to report all days in the following school year that the entity is still considered open.

4. Clicking this button and following the subsequent prompts will begin a new transaction with CEPI. The status of any transaction, accessed from the "Transactions" button under "My Entities…" on the menu, can be referenced at any time. Please refer to the previous section "Transaction Status" to learn more about our transaction process.

An EEM State Administrator will contact an authorized user that requests to close an entity. Closing an entity code in the EEM is governed by business rules mandated by the U.S. Department of Education and MDE. CEPI may ask questions like:

- Where will students from the closing school be relocated to?
- What will the closed building be used for?
- How could this closure affect other schools in the district?

CEPI will then process the request to close and review applicable business rules.

Authorized User Data Sets

Some authorized users have special access to EEM data sets. Certain data sets are only available to these authorized users. These data sets include:

- A downloadable XML document with all owned entities listed.
- An uploadable XML document that can be edited and resubmitted to CEPI with entity characteristic modifications.

For more information on the fields in these data sets, click on the name of the download/upload file on the "Data Set List" page.

Authorized users also have access to public data sets. These data sets are available by entity type. Please refer to the sub-section "Explanation of Entity Type" at the end of this guide for more information on entity type. CEPI offers three formats for data set downloads:

- CSV – numbers and text fields are downloaded as plain text, separated by commas.
- Excel – formatted as a spreadsheet in Microsoft Excel.
- XML – encoded as markup language.

CEPI provides data to the public in confidence that our work will be cited in any subsequent publication. More information on citing CEPI resources can be found on <u>our website</u>.

Authorized User Reports

CEPI creates reports to summarize EEM data. Some reports are available only to authorized users. For example, CEPI maintains reports on PSA contract information. This report offers updates on contract amendments and effective dates. The authorized reports page also includes information on entity Points of Pride. All CEPI reports are available in multiple formats. Please utilize any CEPI report for more information on educational performance in the SOM. We ask that CEPI data is cited in your publication if our data is used. More information on citing CEPI resources can be found on <u>our website</u>.

Additional Resources

The following section offers additional assistance in using EEM. The most up-to-date resources are available on the EEM application page under the "Manuals" and "Help and Training" tabs.

Contact Us

For questions regarding any CEPI application, please send an email message to CEPI@michigan.gov or call 517-335-0505 x3. Inquiries should include name, district code and district name, the CEPI application name being used, telephone number (including area code and extension), email address and any specific questions.

Using EEM Data for Mailing

Because the EEM contains contact information for any educational entity in the SOM, it is a valuable resource for correspondence. Any entity search results can be exported into a mail merge. For more information on how to search the EEM, please refer to the "EEM Searches" sub-section of this guide. The following steps describe how to use the EEM mailing labels function:

1. Use the EEM to search for the entities you would like to contact.

2. At the bottom left of any search results page, a "Mailing/Contacts" button will be available to export contact information into a mail merge (indicated by the red arrow in the following screenshot).

Name	Entity Code	Parent	Type	County	City
100 ACRE WOOD DAYCARE	330000068		Other Non-School Recipient	Ingham	HOLT
100 Acre Wood Daycare	990005413		Other Non-School Recipient	Ingham	Holt
123 Kidz St. Childcare, LLC	62SPX0003		Other Non-School Recipient	Newaygo	NEWAYGO
12th Street Elementary	09848	Portage Public Schools	LEA School	Kalamazoo	PORTAGE
15th Circuit Court Family Division, Juvenile Unit	990000061		Other Non-School Recipient	Branch	COLDWATER
1st Advantage Learning Center	990004242		Other Non-School Recipient	Oakland	Madison Heights
1ST CHURCH NAZARENE	410000039		Other Non-School Recipient	Kent	GRAND RAPIDS
1ST CONGRE. UNITED CHURCH /CHRIST	040000003		Other Non-School Recipient	Alpena	ALPENA
54th Street Academy	02449	Kelloggsville Public Schools	LEA School	Kent	Grand Rapids
9th Grade Transition & Alternative Learning Center	0157	School District of the City of Inkster	LEA School	Wayne	Inkster

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❌ = Closed Entity.

Mailing/Contacts | Download Entity Data | Back to Search

3. The "Mailing Labels & Contact List" page will offer many options on who to direct mailings to. Please select the contact types to include in the mail

merge.

4. The EEM can generate mailing labels in certain Avery formats. Currently, the 5160 and 8160 format are available when generating mailing labels. Downloadable files can also be produced in the following formats:
    a. CSV – numbers and text fields are downloaded as plain text, separated by commas.
    b. Excel – formatted as a spreadsheet in Microsoft Excel.
    c. XML – encoded as markup language.

Once all selections have been made, choose either "Print…" (to download mail merge as Avery mailing labels) or "Download" (to receive a CSV, Excel or XML file) to complete a mail merge. To reduce wait time when downloading any file, please limit the number of entities in the mail merge to 5,000 or less.

Explanation of Entity Type

MDE provides the Center for Educational Performance and Information (CEPI) with business rules for defining entity types in the Educational Entity Master (EEM). For more information on official MDE business rules and definitions, please refer to the EEM Definitions Guide. The following chart paraphrases MDE definitions of entity types:

ENTITY TYPE NAME:	DEFINITION:
Higher Education/College University	Institution of higher education that is degree-granting (e.g., Wayne State University, Lansing Community College, Michigan Technological University)
Higher Education Department/School	This entity is a unit within a Higher Education Institution (e.g., School of Agriculture, College of Education, Journalism Department at a College or University)
Higher Education Non-Instructional Ancillary Facility	An entity associated with an institution of higher education that does not provide instruction. Examples: entities serving as a bus garage, sports/recreation, plant/maintenance facility. Exceptions: S2E2s.
Independent Technical School	Proprietary schools that teach a trade, occupation or vocation, usually to individuals beyond the high-school level.
ISD District	Under the authority of an elected board, an Intermediate School District (ISD) is established to receive state school aid and submit annual financial audits
ISD Non-Instructional Ancillary Facility	Under the authority of an ISD Distric" (please refer to the definition above),

ENTITY TYPE NAME:	DEFINITION:
	this entity does not provide instruction. Examples: entities serving as a bus garage, sports/recreation, plant/maintenance facility. Exceptions: S2E2s.
ISD School	Under the authority of an ISD District (please refer to the definition above), this entity is an administrative unit (not necessarily a physical building) that provides instruction to students.
ISD Unique Education Provider	Under the authority of an ISD District (please refer to the definition above), this entity provides instructional services to children before kindergarten or educational services to adults.
LEA District	Under the authority of a local elected school board, a Local Education Agency (LEA) receives school aid based upon pupil membership, submits annual financial and pupil audits, pays teachers, educates pupils, assigns staff, maintains financial accountability, establishes curriculum and oversees LEA schools.
LEA Non-Instructional Ancillary Facility	Under the authority of a LEA District (please refer to the definition above), this entity does not provide instruction. Examples: entities serving as a bus garage, sports/recreation, plant/maintenance facility. Exceptions: S2E2s.
LEA School	Under the authority of a LEA District (please refer to the definition above), this entity is an administrative unit (not necessarily a physical building) that provides instruction to students.
LEA Unique Education Provider	Under the authority of a LEA District (please refer to the definition above), this entity provides instructional services to children before kindergarten or educational services to adults.
Nonpublic Non-Instructional Ancillary Facility	Under the authority of a private (for-profit), denominational or parochial organization, this entity does not provide instruction. Examples: entities serving as a bus garage, sports/recreation, plant/maintenance

ENTITY TYPE NAME:	DEFINITION:
	facility. Exceptions: S2E2s.
Nonpublic School	Under the authority of a private (for-profit), denominational or parochial organization, this entity is an administrative unit (not necessarily a physical building) that provides instruction to students.
Nonpublic Unique Education Provider	Under the authority of a private (for-profit), denominational or parochial organization, this entity provides instructional services to children before kindergarten or educational services to adults.
Other Non-Instructional Ancillary Facility	Under the authority of a private (not-for-profit, i.e., 501c3) organization, this entity does not provide instruction. Examples: entities serving as a bus garage, sports/recreation, plant/maintenance facility. Exceptions: S2E2s.
Other Non-School Recipient	Under the authority of a private (not-for-profit, i.e., 501c3) organization, this non-instructional and non-service entity receives MDE funding through the Michigan Electronic Grants System or Cash Management System.
Other School	Under the authority of a private (not-for-profit, i.e., 501c3) organization, this entity is an administrative unit (not necessarily a physical building) that provides instruction to students.
Other Unique Education Provider	Under the authority of a private (not-for-profit, i.e., 501c3) organization, this entity provides instructional services to children before kindergarten or educational services to adults.
PSA District	Under the authority of a university, public school, community college or ISD, a chartering agency is established to generate state school aid, submit annual financial and pupil membership audits, educate pupils, assign staff, maintain financial accountability, establish curriculum and oversee schools.
PSA Non-Instructional Ancillary Facility	Under the authority of a PSA District (please refer to the definition above),

ENTITY TYPE NAME:	DEFINITION:
	this entity does not provide instruction. Examples: entities serving as a bus garage, sports/recreation, plant/maintenance facility. Exceptions: S2E2s.
PSA School	Under the authority of a PSA District (please refer to the definition above), this entity is an administrative unit (not necessarily a physical building) that provides instruction to students.
PSA Unique Education Provider	Under the authority of a PSA District (please refer to the definition above), this entity provides instructional services to children before kindergarten or educational services to adults.
State District	This district is an administrative entity for a state department/agency's educational facilities (e.g., Michigan Department of Corrections)
State Non-Instructional Ancillary Facility	Under the authority of a state department/agency, this entity does not provide instruction. Examples: entities serving as a bus garage, sports/recreation, plant/maintenance facility. Exceptions: S2E2s.
State School	A statewide school that can accept students, with appropriate approval, from any other entity (e.g., The Michigan School for the Deaf).
State Unique Education Provider	Under the authority of a state department/agency, this entity provides instructional services to children before kindergarten or educational services to adults.