

Are Your EEM Records Up To Date? ✕

From: CEPI <CEPI@govsubscriptions.michigan.gov>

Subject: Are Your EEM Records Up To Date?



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The Educational Entity Master (EEM) is the database that links educational data collections in Michigan for state and federal reporting. Many Michigan Department of Education (MDE) offices use the EEM for grade configuration, shipping addresses for testing materials, and contact information. Both MDE and CEPI use EEM data to validate information in conjuncture with other data submissions, such as the Michigan Student Data System. Incorrect or outdated information in EEM may cause warnings or errors in other data submissions, and can impact funding and grant allocations.

If you have had any changes in your district or school entities since the beginning of the school year, please make the appropriate updates in the EEM within the next week.

Authorized Users:

Log into the EEM at <https://sso.state.mi.us>. From the left navigation bar, click on "My Entities" and "List of Entities." Here you will find each of the records you need to review. Have you verified the grades and educational settings? Has the answer to "Alternative Education Programs for Suspended/Expelled Students" changed? Do you have a new Lead Administrator? Are your Business Manager, Special Education contact and Homeless Education Liaison listed in your district record contacts? Are your testing coordinators listed in your building record contacts? Have you verified the physical and mailing address?

Be sure to enter the "Effective Date" of any updates at the bottom of the main screen before you click "Save."

Superintendents and School Leaders:

Please go to <http://www.michigan.gov/eem> and type your district or school name, or entity code in the "EEM-Search" box located in the upper right corner of the page and click "Go." Is your physical address correct? Have grades or educational settings changed for any of your entities? This is extremely important for accurate data submission, assessment identification, graduation and dropout data, and all state and federal reporting.

Each public school district and each nonpublic school should have one or more authorized users who can update the EEM.

- If you do not know the name of your authorized user, you may request this information by sending an email message to CEPI@michigan.gov.
- If your EEM authorized user is no longer with your district or performing this function, please submit an Authorized User Removal Request Form at http://www.michigan.gov/documents/cepi/CEPI_auth_user_removal_form_409255_7.doc.
- If you will be assigning a new EEM authorized user, please have that person complete the EEM Security Agreement at http://mi.gov/documents/cepi/EEM_security_agreement_408312_7.doc.

Thank you,

CEPI