Updating the EEM for 2014-2015 (Deferred Transactions)   ✕

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

Subject: Updating the EEM for 2014-2015 (Deferred Transactions)

Center for Educational Performance and Information

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If you know that your district will open or close a school, or change grade configurations for next school year, you can update the database now. The EEM is accepting deferred transactions for the 2014-2015 school year. A deferred transaction means that you can update the database now with an effective date of July 1, 2014 when you may be on break. Updating the information now can help to ensure accuracy for pre-identification of assessment materials and school selection for Title 1 grants. Please follow the directions below.

School Openings

If an EEM authorized user knows for certain that a new school or another entity will be opening for the 2014-2015 school year, he or she may submit a request to add a new entity with an open date of July 1, 2014.

To add a new entity, the user logs in at www.michigan.gov/eem. On the left navigation bar, under "My Entities," the user clicks on "Add New Entity." From the list, the user selects the type of entity they wish to add and clicks the "OK" button. He or she then enters all required data elements (denoted with a red asterisk) for the new entity. If the entity is opening for the upcoming school year, enter an open date of July 1, 2014.

Once the opening is approved by CEPI, the authorized user must go to the "Task" list under "My Entities," and confirm the opening. This is very important! The entity will not change to "open-active" unless the EEM authorized user confirms this. On the opening date, the status of the entity in the EEM will automatically change from "Open-Pending" to "Open-Active."

School Closings

If an EEM authorized user knows for certain that a school or another entity is closing in the district, he or she may close the entity with a closing date of June 30, 2014 (or later if the entity will be used during the summer). This means that the local board of education has already determined which entities will close for 2014-2015. If the close date is after June 30, 2014, it is important to note that the entity will be considered active in the 2014-2015 school year and the district will be responsible for all reporting requirements for that school year.

To close an entity, the user logs in at www.michigan.gov/eem. On the left navigational bar, under "My Entities," the user clicks on "List of Entities." From the list, the user locates the entity that will close and clicks the "Close" button. He or she then enters the future closing date (June 30, 2014). Any closing of an entity needs to be approved by CEPI so the closing will not display immediately.

Once the closing is approved by CEPI, the authorized user must go to the "Task" list under "My Entities," and confirm the closing. This is very important! The entity will not change to "Closed" unless the EEM authorized user confirms this. On the closing date, the status of the entity in the EEM will automatically change from "Close-Pending" to "Closed."

Please note: If the students and staff are simply moving to a new location, this is treated as an address change (not a school closing). Therefore, when the user requests to close an entity, he or she will receive a phone call from CEPI staff to verify the request.