

# School and Childcare Immunization Reporting Manual



Updated February 2025

*The Michigan Department of Health and Human Services may revise or withdraw this document at any time.*

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## I. Manual Overview

The *School and Childcare Immunization Reporting Manual* is a reference guide for school and childcare staff who process immunization records and valid nonmedical/medical waivers, complete immunization reporting, and answer questions from parents and legal guardians about immunization requirements for students and children. This manual is on the [MCIR.org](https://www.mcir.org) website under the [School & Childcare](#) tab. Bookmarking or saving this link is recommended to ensure the most up-to-date information is accessed.

This manual can help with:

- Understanding the State of Michigan immunization requirements for school students and children attending childcare.
- Working successfully with parents, school and childcare administrators, and local health departments (LHD) regarding immunization requirements.
- Answering questions about the immunizations a student or child needs for school and childcare.
- Preparing the required school and childcare IP-Status reports.
- Reporting and working with the LHD during a school or childcare communicable disease outbreak.

## II. Responsibilities

### Parent/Legal Guardian

Per the Michigan Public Health Code, parents or legal guardians are required to provide one of the following documents to the school or childcare center: a valid, up-to-date immunization record that is complete for the school—or childcare-required vaccines.

**NOTE: Provisional Immunization Status** – In the event the student or child has received at least one dose of a required vaccine, with the next dose not yet due, the school/childcare is required to follow up with the parents and legal guardians to ensure the student or child has received the required follow-up doses of the immunization and is up to date for all other required immunizations.

If a child or student does not have a complete immunization record, they must be vaccinated or present one of the following:

- A signed State of Michigan Medical Waiver Form from a medical doctor (MD/DO) indicating the medical waiver(s), the immunizations involved, and the period during which the student or child cannot receive the vaccines.
- A current, certified State of Michigan Nonmedical Immunization Waiver as required under Michigan Administrative Rules.

## **School and Childcare Staff**

School and Childcare administrators have final responsibility when it comes to immunization reporting. It is the duty of the administrator, by law, to ensure that all sites report by the required due dates, meet the minimum compliance rate, and exclude students and children if immunization requirements are not met. Administrators may designate other staff to do immunization compliance tasks, such as nurses, health assistants, secretaries, or volunteers. Schools and childcare facilities should have policies to protect confidential information, such as immunization records.

It is the responsibility of school and childcare immunization reporting staff to:

- Ensure each student or child has a valid, up-to-date immunization record and/or a valid immunization waiver.
- Identify students or children who are incomplete for required immunizations, contact parents, and work with the parent to bring the student or child into compliance.
- Exclude students or children who do not meet the immunization requirements.
- Teach staff and parents about the importance of getting vaccinated.
- Follow state immunization laws, as well as [school and childcare reporting requirements](#).

## **Local Health Department**

LHD staff work with schools and childcare centers to ensure timely and accurate immunization reporting to prevent and control vaccine-preventable disease outbreaks. LHDs also work with healthcare providers to maintain or improve immunization rates in their communities and provide education for nonmedical waivers. In a disease outbreak, the LHD Health Officer can exclude students, children, and staff from school or childcare. LHD contact information can be found at [LHD School and Childcare Contacts](#).

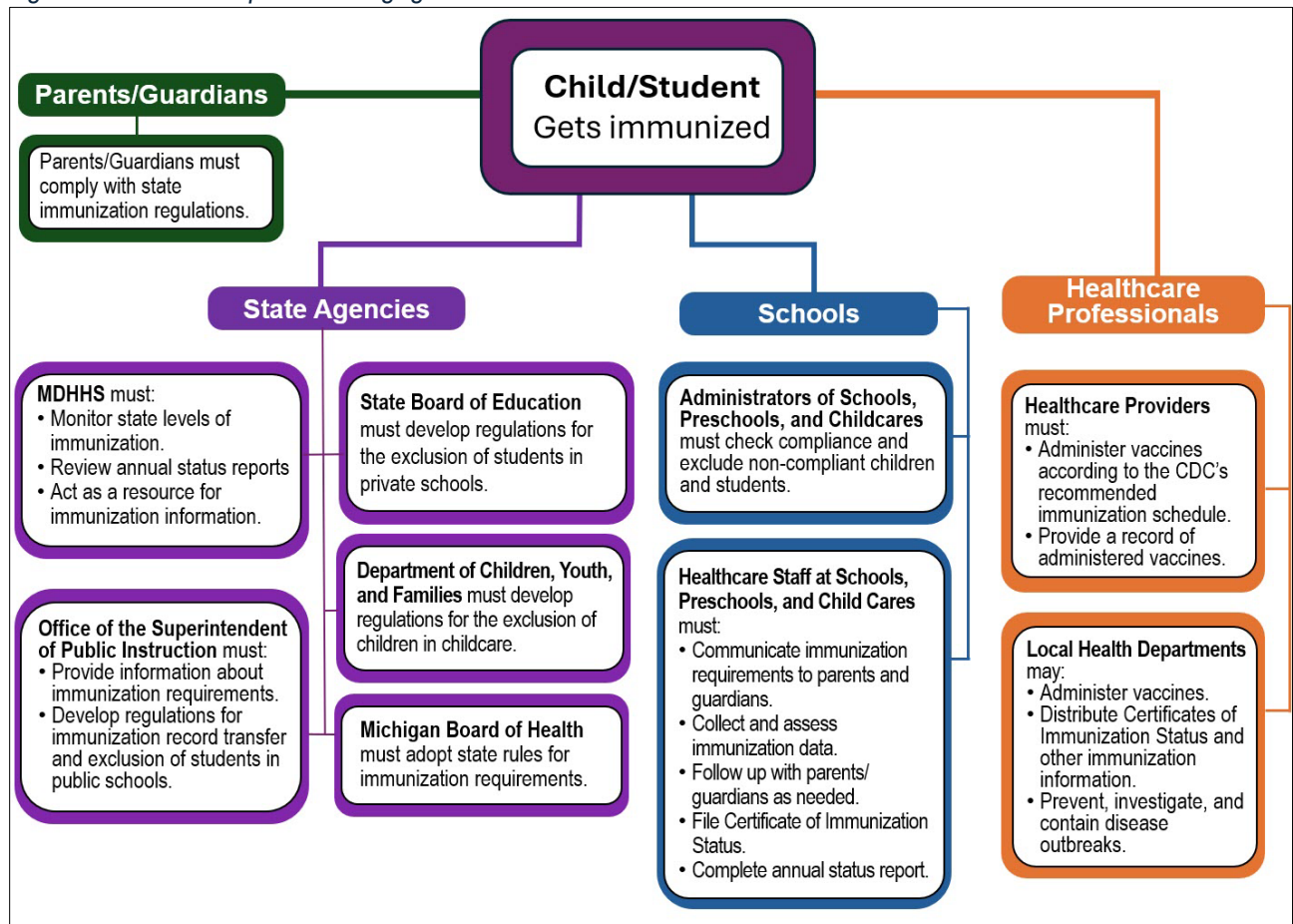
## **Michigan Department of Health and Human Services (MDHHS)**

The Division of Immunization at MDHHS tracks immunization levels in the state as part of a federal requirement. MDHHS staff respond to questions about the immunization requirements and are a resource for information about immunizations and vaccine-preventable diseases. The Division of Immunizations is responsible for developing the nonmedical and medical waiver forms to align the ages and vaccination intervals specified in the national immunization guidelines with corresponding grade levels.

LHD and MDHHS staff may review school and childcare facility immunization records to ensure they comply with state regulations. To facilitate this process:

- The [Michigan Department of Education](#) maintains a master comprehensive school contact information database across Michigan.
- The [Michigan Department of Lifelong Education, Advancement, and Potential](#) (MiLEAP) oversees the Child Care Hub Information Records Portal (CCHIRP), which manages childcare licensing information.

Figure 1: Network of partners engaged in childhood immunizations



### III. Immunization Requirements

School and childcare staff can help to protect students and children against serious diseases by encouraging complete and timely immunizations.

- Each student or child must have an up-to-date immunization record or a valid waiver on file for school and childcare-required immunizations.
- Immunizing on time gives children the best protection.
- Immunization requirements in schools and childcare centers have been shown to increase immunization coverage. Communicable diseases still exist, and international travel can bring diseases common in other parts of the world to our communities.
- In Michigan, eligible children under the age of 19 can get immunizations at no cost from clinics participating in the Vaccine for Children (VFC) program. Providers may charge an administration fee but can waive the fee if there is a hardship.

## Medically Recommended Versus School and Childcare Required Immunizations

These immunizations should be given at certain ages and referred to as recommended. They are listed on the Centers for Disease Control and Prevention (CDC) Recommended Immunization Schedules for Persons Birth through 18 Years at [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines). Many vaccine-preventable diseases, such as measles and chickenpox, are easily spread among students and children. [Communicable Disease \(CD\) rules](#) are in place to protect students and children best when in close contact with others. These rules are state law and are commonly referred to as required immunizations for school and childcare attendance. These rules can vary from state to state.

Figure 2: Recommended compared to required Immunizations

| Recommended Immunizations<br>(Standard of care)   | Required Immunizations<br>(Mandated by each state government)  |
|---|--|
| Healthcare providers follow the recommended immunization schedule because it provides the best and most complete protection against disease.    | These rules protect healthy students and children from some diseases and protect those who can't be vaccinated (for instance, a child with cancer).                      |
| All recommended immunizations should be given to everyone at the indicated age unless a medical condition that prevents vaccination is present. | Michigan requires certain immunizations for entry into school or childcare but strongly encourages parents and providers to follow the recommended vaccination schedule. |
| Recommendations are based on health and safety considerations for the entire population.  | Michigan's school and childcare immunization requirements will be met by following the recommended schedule.   |
| Recommended vaccines prevent diseases that can be serious or potentially cause long-term health problems or death.                              |  |

### *Why are certain immunizations required?*

Immunizations provide protection against serious diseases for the person receiving them. They also protect classmates and teachers by reducing the number of people at risk of disease. When enough people are vaccinated, diseases tend to stop circulating. Students and children are particularly at risk for disease in a school or childcare due to outbreaks of disease that may occur more frequently in crowded settings. Other vaccine-preventable diseases can also be harmful—like hepatitis A, HPV (which causes cancer), COVID-19, and influenza. These are not required for schools and childcare for different reasons. For example, flu vaccine is not given year-round and may not be available at the start of a school year. However, because these diseases can cause serious illness, vaccination is recommended.

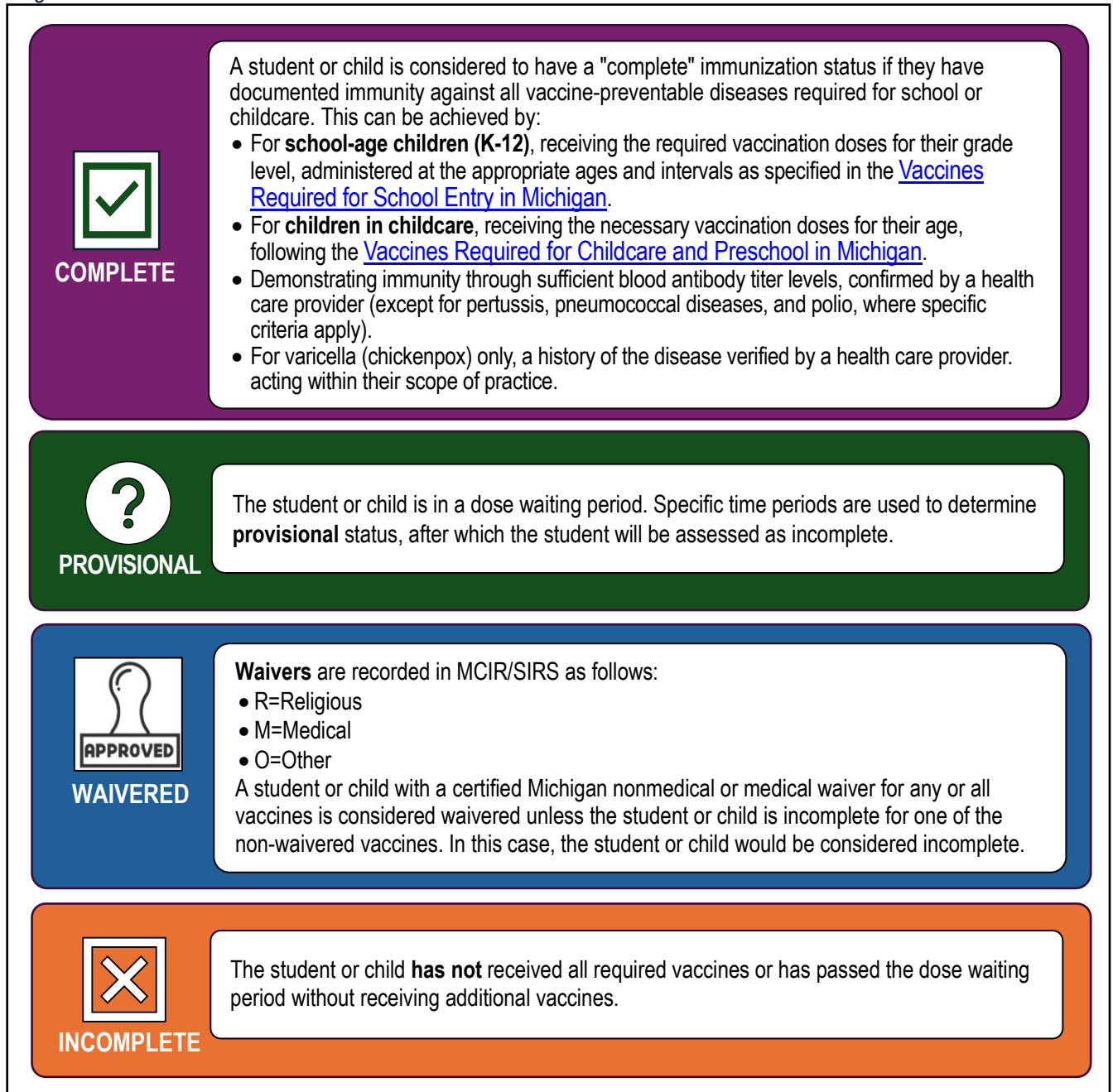
### *What will provide the best protection from disease?*

Following the recommended immunization schedule provides the best protection for students and children from vaccine-preventable diseases. This also provides the most complete protection for the entire community, which ensures that schools and childcare settings are protected.

## Required Immunizations

Students and children must receive the immunization doses mandated by the State of Michigan. Childcare and preschool children must follow the vaccination schedule outlined in the [Vaccines Required for Childcare and Preschool in Michigan](#) chart. School-age children must adhere to the [Vaccines Required for School Entry in Michigan](#) chart to attend school. These immunization doses must be administered at the appropriate ages and intervals. All immunization documentation provided to schools or childcare centers must be medically verified.

Figure 3: Immunization Status



## Exclusion Requirements

By law ([MCL 333.9209](#) and [MCL 333.9211](#)), the administrator of every public and private school and childcare center must exclude students or children who are not in compliance with the immunization requirements. Administrators must continue to exclude a student or child from school or childcare until documentation of immunization or a valid waiver is provided.

## Immunization Records

Schools and childcare centers must have access to up-to-date immunization records, including waivers, for all students and children. In the event of an outbreak and/or non-compliance, MDHHS or the LHD may audit the records. Acceptable immunization documentation for schools or childcare centers includes:

- An immunization record from a provider's electronic medical record (EMR)
- An official MCIR immunization record
- A state [Immunization Information System](#) record

Schools and childcare centers should only accept written, dated records as evidence of vaccination. Parents/legal guardians should attempt to locate missing records by contacting previous healthcare providers, reviewing state or local immunization information systems, or searching for a personally held medically verified record. However, if records cannot be located or are unavailable because of the family's circumstances, a student or child without adequate documentation should be started on the age-appropriate vaccination schedule.

Please contact the LHD with any questions regarding an immunization record: [Local Health Department Map](#).

## Making Changes to an Existing Immunization Record



If there is an error in a student or child's MCIR record, complete the appropriate form (linked below) and submit it to the MCIR team for correction.

[School Childcare Modify Person Data Form \(MCIR.org\)](#): Use this form to correct spelling errors, modify DOB or sex, or merge duplicate records. A legal name change must be requested by the parent or legal guardian.

[Patient/Parent/Legal Guardian Request to Change Information Form \(MCIR.org\)](#): Use this form to request a legal name change, merge duplicate records, or update an address, date of birth, sex, or spelling in an immunization record. The record owner or their parent/legal guardian must complete the form, and supporting legal documentation is **required** for all requests.

Figure 4: Medical versus Nonmedical Waiver.

For more information on waivers, please visit [Immunization Waiver Information \(michigan.gov\)](https://www.michigan.gov/immunization-waiver).

|   |  |
|---|--|
|  <p><b>Medical Waiver</b></p>    | <p>If the student or child has a medical contraindication to a vaccine, a Medical Waiver Form must be completed and signed by the student or child's primary care physician (MD/DO).</p> <p>The form shall state the medical waiver(s), the vaccine(s) involved, and the time frame during which the student or child is precluded from receiving the vaccine(s).</p>  |
|  <p><b>Nonmedical Waiver</b></p> | <p>When a parent/legal guardian holds a religious or other objection that prevents a student or child from receiving vaccines, a Nonmedical Immunization Waiver must be completed, signed, and certified at a Michigan LHD. The LHD will provide education from a health professional on the risks of vaccine-preventable diseases and the benefits/potential risks (risks consisting mostly of moderate side effects) of vaccination. Health professionals will address questions and concerns before signing the current State of Michigan Nonmedical Immunization Waiver.</p> |

## Privacy of Immunization Records: HIPAA and FERPA

**NOTE:** This is intended only as information. It is not legal advice.

### HIPAA

The [Health Insurance Portability and Accountability Act](#) (HIPAA) Privacy Rule (Section 164.512(b)(1)(i)) recognizes the legitimate need for public health authorities and others responsible for ensuring public health and safety to have access to protected health information to carry out their public health mission. The privacy rule permits a covered entity (such as a health care provider) to disclose proof of a student or child's immunizations directly to a school or childcare with the parent/legal guardian's agreement. The agreement may be orally or in writing. For more information, read [HIPAA for Professionals](#).

HIPAA also permits a covered entity (e.g., a school nurse) to disclose protected health information for public health activities and purposes (e.g., looking up immunization information in the Michigan Care Improvement Registry (MCIR) and obtaining a record without individual authorization (Section 164.512(b)(1)(i)).

### FERPA

The [Family Educational Rights and Privacy Act](#) (FERPA) protects the privacy of student education records, including immunization records. This law applies to educational agencies or institutions that get funding from the Department of Education. HIPAA rules do not apply to education records. Once an immunization record is provided to the school, it becomes a

part of the student education record and is covered under FERPA laws. FERPA does not apply to childcare centers in the state of Michigan.

FERPA requires parent/legal guardian consent for the disclosure of immunization records. The consent must be signed and dated, specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made, as noted in 34 CFR § 99.30.

Schools using the MCIR/SIRS module must obtain permission from a parent or legal guardian before using immunization records covered under FERPA to update the immunization information in MCIR/SIRS. MDHHS has created a FERPA consent form that schools may utilize: [ConsentforDisclosureDoc-2020.docx](#). If a school chooses to create its own FERPA consent form, it is strongly recommended that the school's legal counsel review it before use.

### **McKinney-Vento Act**

Regarding immunization reporting, the [McKinney-Vento Homeless Act of 1987](#) should be used when a child or student is experiencing homelessness and is incomplete with required immunizations. Under the Act, unhoused children or students can attend programs while immunization and other health screenings are obtained. Children and students marked as McKinney-Vento will not be calculated in the total compliance rate for the facility. Reportable children and students identified as McKinney-Vento should have both their immunization and unhoused status reevaluated for each reporting period. On the first Monday in August of each year, the McKinney-Vento status will be deleted unless the student or child is marked for the current school reporting period.

### **Immunizations for Exchange and Refugee Students**

*What is a Foreign Exchange Student?*

A foreign exchange student is usually a high school or college student who travels to a foreign country to live and study abroad as part of a foreign exchange student program. Exchange students will attend classes at a local high school or university, usually as part of their current course of study.

Foreign exchange students through the age of 18 years are considered new entrants and need to be included in the MCIR/SIRS report.

Foreign exchange students must meet Michigan school immunization requirements like any other student when attending a Michigan school district. The [Vaccines Required for School Entry](#) document should be provided to foreign exchange students, their parent(s) and legal guardians, and host families before the student arrives in Michigan.

According to Michigan law, the host parents may act in *loco parentis* to meet the immunization requirements for school entry. If the foreign exchange student needs an immunization, the host parents can schedule an appointment at the LHD or a primary care provider's office.

This law also applies to immunization waivers. A host family working on behalf and in accordance with **the wishes of the exchange student's parent(s)/legal guardian(s)** who object to immunizations for personal or religious reasons and are interested in obtaining a certified nonmedical waiver will need to schedule a waiver education appointment with the LHD. A medical waiver signed by an MD or DO can be obtained if a foreign exchange student has a true medical contraindication to a school-required immunization.

#### *What is a refugee?*

A refugee is someone who has been forced to flee their country because of persecution, war, or violence. Students or children starting school or childcare who have entered the United States as refugees must follow the same immunization rules as all other students and children. Refugee students or children need a valid, up-to-date immunization record or valid waiver on file at the school or childcare. In some cases, newly arriving students or children may be eligible for services under the [McKinney-Vento Homeless Assistance Act](#) (see the section above). Schools and childcares should ensure newly arriving students and children are connected to a local primary care provider when possible.

Children though 18 years of age (under 19) who meet the Vaccines for Children (VFC) eligibility requirements (uninsured, underinsured, Medicaid eligible, American Indian or Alaskan Native) may qualify to receive immunizations at no cost in Michigan from clinics participating in the VFC program. Students and children with private insurance that covers immunizations are not eligible.

Providers may charge an administration fee but can waive the fee if there is a hardship. Students and children arriving as refugees may have limited access to copies of medical records, including immunization information. According to CDC guidance, clinicians should review all available immunization records, perform any testing, and update or revaccinate as appropriate. Written records of immunization doses administered outside the United States should be accepted as valid if the schedule for ages and intervals is compatible with ACIP recommendations. Parents/legal guardians, school, and childcare staff are encouraged to work with the LHD with questions related to unknown or uncertain vaccination status.

## **Immunizations for School, Childcare Center Staff, and Volunteers**

While immunizations are not required for school and childcare staff, knowing a staff's immunization status can prepare schools and childcare centers before a disease outbreak. Cases or outbreaks of diseases associated with the school and childcare must be reported to the LHD. All susceptible staff not completely immunized or immune may be excluded from school or childcare at the direction of the local health officer. Schools and childcare centers must try to prevent the spread of disease to students, children, and staff. To do this, they should:

- Keep track of staff vaccinations or remind staff that they may need to provide their immunization records in the event of an outbreak.
- Promote vaccination for staff members to safeguard the school and childcare community.
- If the local Health Officer directs, exclude susceptible staff members during an outbreak. Refer to your school or childcare policies about whether staff can take sick leave when excluded.

Figure 5: Recommended Immunizations for School and Childcare Staff



## Recommended Immunizations for School and Childcare Staff

| Vaccine  | Persons Born Before 1957   | Persons Born in or after 1957  |
|--|--|--|
| MMR (Measles, Mumps, Rubella) is required for childcare center staff and volunteers. | <ul style="list-style-type: none"> <li>High risk: 2 doses of vaccine are recommended for health care personnel, including school nurses</li> <li>Those not at high risk are generally considered immune (US or foreign-born). Vaccine is not routinely recommended, but 1 dose may be given.</li> <li>Testing is NOT necessary. However, if testing occurs and the result is negative, 1 or 2 doses of MMR vaccine are recommended, depending on the risk level.</li> </ul>                                  | <ul style="list-style-type: none"> <li>Staff should receive 1 dose of vaccine if not at high risk.</li> <li>If they are high-risk, staff should receive 2 doses of vaccine. This includes healthcare personnel, school nurses, international travelers, and college students.</li> <li>Vaccine is needed even with a prior disease history diagnosed by a provider.</li> <li>No vaccine is needed if documentation of blood test shows positive immunity.</li> <li>No vaccination or testing is needed if there is documentation of 1-2 doses of MMR vaccine (based on risk level).</li> </ul> |
| Varicella (chickenpox)   | <ul style="list-style-type: none"> <li>2 dose of vaccine</li> <li>If there is other evidence of immunity, <b>no vaccine is needed</b>. This includes:                             <ul style="list-style-type: none"> <li>Healthcare provider verification of chickenpox disease or herpes zoster (shingles).</li> <li>Persons born before 1980 (does NOT apply to healthcare personnel, pregnant women, and immunosuppressed persons).</li> <li>Blood test showing positive immunity.</li> </ul> </li> </ul> |  |
| Hepatitis B  | Staff should receive 2 or 3 doses, depending on the vaccine used. The <a href="#">MIOSHA Fact Sheet</a> provides more information about the rules of the Adult and Child Care Industries regarding the hepatitis B vaccine and potential occupational exposure to bloodborne pathogens.  |  |
| Tdap/Td  | Staff should receive 1 dose of Tdap, then a Td booster every 10 years. Pregnant women should get Tdap during <b>EACH</b> pregnancy, regardless of when the last dose was received.   |  |
| Influenza (Flu)  | Annual influenza vaccine is recommended for everyone 6 months of age and older.  |  |
| COVID-19   | Up to Date: 1 or more doses of the (updated 2024-2025 Formula) vaccine as recommended by the Centers for Disease Control and Prevention.   |  |

The national recommended Adult Immunization Schedule includes additional vaccines. The [CDC Adult Immunization Schedule](#) provides more information, recommendations, and correct immunization schedules.

## IV. MCIR/SIRS Basics

- A. **Purpose:** The MCIR/SIRS Immunization Reporting system is web-based and allows immunization data to be entered for all Michigan students and children enrolled in schools and childcares. These facilities can easily and securely report immunization data to their LHDs.
- B. **Reporting:** All **schools** and **childcares** must report on the **immunization status** of all enrolled students.
1. **Schools** must report all **kindergarten, 7th**, and all **newly enrolled students** in the district during the current calendar year.
  2. **Childcares** must report the immunization status of all children enrolled each year (except school-aged children attending school).
- C. **MCIR/SIRS Goals:** The MCIR/SIRS Immunization Reporting system was developed with four goals in mind:
1. Provide easier immunization reporting for school/childcare programs.
  2. Produce accurate and reliable immunization reports.
  3. Produce individual letters to parents.
  4. Provide an automated assessment of immunization records.
- D. **Assessment:** The assessment of each student's/child's immunization record for compliance is based on the minimum requirements of the Michigan Public Health Code (Public Act 368 of 1978, as amended). Refer to [Appendix B](#) for detailed assessment criteria.
- E. **Waivers:** The following guidelines outline the requirements for issuing, entering, and managing nonmedical waivers in school and childcare settings, including the role of the LHD and specific conditions for waiver validity and documentation.
1. All nonmedical waivers (religious or philosophical) **must** be issued from the LHD.
  2. All waivers (medical, religious, or philosophical) **must** be reported in MCIR/SIRS.
  3. An MD/DO must sign all medical waiver forms.
  4. Waivers are only required when an incomplete student/child is reportable.
  5. If a child continues to be enrolled in the same childcare program for consecutive years, waivers do not need to be signed annually, provided the child does not age into any new vaccines or the medical waiver has not expired.
  6. While comments can be added to paper waivers, there is currently no option to add comments to digital waivers in MCIR/SIRS.
  7. Documentation of **medical waivers:**  
**Schools:** For students with FERPA consent, enter the medical waiver into MCIR/SIRS and send a copy to the LHD. For students without FERPA consent, remove the student from the MCIR/SIRS roster and report on the School Aggregate Report Form.  
**Childcares:** Enter the medical waiver into MCIR/SIRS and send a copy to the LHD. If the child has opted out of MCIR, report the medical waiver on the Childcare Aggregate Report Form.

8. Documentation of **nonmedical waivers**:
    - Schools**: Details of the digital nonmedical waiver entered by the LHD will be visible in MCIR/SIRS. Once the LHD transfers the waiver into MCIR/SIRS, the student's status will automatically update as waived. No further action is needed. If the student presents a paper nonmedical waiver form, the school must remove the student from the roster and report this student on the School Aggregate Report Form.
    - Childcares**: Details of the digital nonmedical waiver entered by the LHD will be visible in MCIR/SIRS. Once the LHD transfers the waiver into MCIR/SIRS, the child's status will automatically update as waived. No further action is needed. If the child presents a paper nonmedical waiver form, the childcare must remove the child from the MCIR/SIRS roster and report this student on the Childcare Aggregate Report Form.
  9. More information on waivers can be found at [MDHHS Immunization Waiver Information](#).
- F. **Reporting to the Local Health Department Overview**: All schools and childcare programs must complete and submit immunization data to their LHD by the specified deadlines.
1. Schools must achieve an Immunization Program (IP) Status of 90% by November 1.
  2. Schools must achieve an IP Status of 95% by February 1.
  3. Childcare programs must achieve an IP Status of 90% by October 1.
- G. **Michigan Public Health Code Mandates**:
1. All **childcare** programs must report the immunization status of all children enrolled each year (except school-aged children attending school).
  2. All **schools** must report on the immunization status of all **kindergarten, 7th, and newly enrolled students** in the district during the current calendar year.
    - a. Kindergarten reporting includes students in kindergarten, developmental kindergarten (DK), and Young 5 programs.
    - b. Students reported in the prior year in DK or Young 5 programs do not need to be reported again when entering kindergarten in the same district.
    - c. This also applies to waivers. If a waiver was submitted when the student was in a DK or Young 5 program, it does not need to be resubmitted when the student enters kindergarten.
    - d. **NOTE**: Reporting guidelines differ by LHD. Contact your LHD to obtain specific reporting requirements for your county. See [Reporting to the Local Health Department](#) for detailed submission instructions.
- H. **Opting Out of MCIR**: When a parent or legal guardian declines to have their child's immunization record stored in MCIR, this is referred to as "opting out."
1. Opting out of MCIR **does not** exempt the student or child from mandatory immunization reporting. The parent or legal guardian must still provide the school or childcare program with an official immunization record. If the student or child is waived from immunizations, a paper copy of the waiver must be submitted to the school or childcare program.
  2. Please submit the School Aggregate Report or Childcare Aggregate Report form to the LHD to report the immunization status of a student or child who opted out of MCIR.
  3. If a student or child has opted out of MCIR, the screen ([Figure 6](#)) will appear, confirming their opt-out status.

Figure 6: Person opted out of MCIR

**Find Person** [Print Help](#)  
[Home](#) [Exit](#)

Person | Sch/CC | My Site | Adm | Rpts | Oth

Add/Find Roster OB Roster

**! Person has opted out. Please call your local health department.**

Before adding a person, please make several attempts to locate the person in the system.

*PLEASE NOTE: At least one person name field and a birthdate are required to add a new record. You may use any other field for identification purposes, but using these fields will not allow you to add a new record.*

**This information identifies the person presenting for medical treatment**

MCIR ID:  Student ID:   
 Last Name\*:  First Name\*:   
 Birth Date\*:  Sex:  Male  Female  Non-Binary  
 District Code:  Building Code:

**This information will be set on a person when found and added to the roster**

Roster\*:  Set Period\*:

I. **To Mark a Child or Student as McKinney-Vento:**

1. Select the student or child’s name from the roster to open the **General Information** page.
2. Scroll down to the **School/Childcare** section (Figure 8). Click **Edit Information**.

Figure 7: Edit information in the School/Childcare box.

**School/Childcare**

**2** → **Edit Information**

Student ID:  Grade: Kindergarten Report Period: November 2024  
 Last Physical Date:  Language: English

McKinney-Vento Act  Birth Certificate  Vision Screened  Roundup  
 FERPA No Consent  Kindergarten Dental Screened

3. A popup screen will open.
4. Check the **McKinney-Vento Act** box.
5. Click **Submit**.

Figure 8: Adding McKinney-Vento designation

**3** → **Edit School/Childcare Info**

**Edit School/Childcare Info**

**4** →  **McKinney-Vento Act**  Birth Certificate  Vision Screened  Roundup  
 FERPA No Consent  Kindergarten Dental Screened

**5** →

#### J. Automatic Changes to Records in MCIR/SIRS

1. After the first Monday in August, schools should delete the previous year's roster from MCIR/SIRS.
2. **Childcare centers** should modify the previous year's roster to update the reporting period for children who need to be reported again and delete those who are no longer enrolled.
3. All **medical waivers** entered by schools/childcare centers will be **deleted** on the first Monday in August unless:
  - a. The report period is set for the upcoming school year.
  - b. The student is flagged for Kindergarten Roundup.
4. Any record marked **McKinney-Vento** will be **unchecked** unless the student's report period is set for the upcoming report period.
5. All students assigned a grade between DK and 12 will be **automatically promoted one grade level**.
  - a. Students will be promoted if the **Roundup** box is **not checked**.
  - b. Students on **migrant school rosters** are **excluded** from the promotion process.
  - c. DK will be promoted to K.
  - d. Grade 12 will be promoted to NG (No Grade).
  - e. Grades SE, ALT, and CTE will remain unchanged.
6. If the **Roundup** box is **checked**, the student's grades will be promoted to K.

#### K. MCIR Training and Assistance Resources: The MCIR Team offers various resources and training to assist with navigating MCIR/SIRS.

1. Reporting & Training Questions: contact your [LHD](#).
2. Registration and Technical Questions: contact the MCIR Helpdesk at [MDHHS-MCIRHelp@michigan.gov](mailto:MDHHS-MCIRHelp@michigan.gov) or 1-888-243-6652.
3. Manuals, Forms, Tip Sheets, FAQs, etc., are located at [MCIR.org](http://MCIR.org) under the School and Childcare Section.

## V. Gaining Access to MCIR

#### A. Adding a new Site (Facility) to MCIR: Complete the [School or Childcare New Site Access](#)

[Application for MCIR](#) form and submit it to the MCIR Helpdesk by faxing it to (517) 763-0370 or emailing it to [MDHHS-MCIRHelp@michigan.gov](mailto:MDHHS-MCIRHelp@michigan.gov).

1. The form must designate a **Site Administrator**. The Site Administrator manages the facility's MCIR/SIRS site, including adding or removing users.
2. Each MCIR/SIRS site can have up to two designated Site Administrators.
3. **Changing Site Administrators**: A new Site Administrator must be designated if the current MCIR/SIRS Site Administrator leaves their position. Complete the [Request to Change School/Childcare Site Administrator](#) form and submit it to the MCIR Helpdesk by

faxing it to (517) 763-0370 or emailing it to [MDHHS-MCIRHelp@michigan.gov](mailto:MDHHS-MCIRHelp@michigan.gov).  
(See [Gaining Access to MCIR](#) for Site Administrator-specific instructions).

- B. **How to Register for MiLogin and Request MCIR Access:** Gaining access to MCIR is a two-step process. **NOTE:** if you already have a MiLogin for Business Account, proceed to Step 2. If you have difficulty accessing your account, contact MiLogin Support at 877-932-6424, prompt 5.
1. Step 1: Register for a [MiLogin for Business Account](#).
  2. Step 2: [Request and Use your MCIR PIN](#) to complete MCIR access.  
**NOTE:** The MCIR PIN is generated when your employer’s MCIR Site Administrator associates you with a MCIR site. If you do not have a MCIR PIN, contact your MCIR Site Administrator or the [MCIR Helpdesk](#) to request the Site Administrator's name.

## VI. Utilizing the MCIR/SIRS Roster

- A. **Roster Requirements:** A **Roster** is a list of students or children associated with a school or childcare site in MCIR/SIRS. Only students and children who must be reported to the LHD should be on the roster. *Who is required to be on your roster:*
1. School Sites: Kindergarteners, students new to the district, and 7<sup>th</sup> graders.
  2. Childcare Sites: All enrolled children (except school-aged children attending a school).
- B. **Roster Basics:** The MCIR/SIRS Roster feature allows users to efficiently manage and track immunization records for groups of students or children. Rosters can be sorted by Name, Date of Birth, Grade, Report Period, or Immunization Status.
- C. **Building Rosters in MCIR/SIRS:** MCIR/SIRS provides several options for building rosters for schools and childcare centers. Rosters can be created using the **Build Roster** feature (see [Figure 12](#)), the **Add/Find** feature (see [Figure 18](#)), and the **Load External Data** function (see [Figure 24](#)).
- D. **Viewing the Roster:** The **Tabs** at the top of each screen provide quick access to various MCIR/SIRS functions, allowing seamless navigation.

Figure 9: Quick access navigation tabs



1. From the MCIR/SIRS home screen, select **Roster**. From any other screen, click the **Person** tab, then click **Roster**.

Figure 10: Finding the Roster button from the MCIR/SIRS home screen



- The **Roster** can be **sorted** by Name, Date of Birth, Grade, Report Period, or Immunization Status. To **Sort**, click the **Triangle** icon next to the desired field. The top image below (Figure 11) shows a roster sorted by name, while the bottom figure is sorted by immunization status.

Figure 11: Sample Rosters sorted by Name and Immunization Status.

| Name ▼                      | Birth Date ▼ | S | Gr ▼ | MCIR ID     | Pd ▼  | IS ▼ | Last Eval  |
|-----------------------------|--------------|---|------|-------------|-------|------|------------|
| Kindergarten, September     | 09/01/2019   | F | K    | 17501215265 | Nov24 | P    | 08/14/2024 |
| Michigander, Kindergartener | 04/10/2019   | F | K    | 17501213403 | Nov24 | W    | 08/14/2024 |
| Michigander, Littlest       | 01/01/2010   | M | 09   | 17501505900 | Nov24 | C    | 08/06/2024 |
| Panther, Pink               | 01/01/2015   | M | 04   | 17501509505 | Nov24 | I    | 08/06/2024 |
| Thunder, Bolt               | 03/03/2018   | M | 01   | 17374777221 | Nov24 | W    | 08/14/2024 |
| Triton, King                | 08/31/2017   | M | 02   | 17284636021 | Nov24 | C    | 08/06/2024 |

| Name ▼                      | Birth Date ▼ | S | Gr ▼ | MCIR ID     | Pd ▼  | IS ▼ | Last Eval  |
|-----------------------------|--------------|---|------|-------------|-------|------|------------|
| Panther, Pink               | 01/01/2015   | M | 04   | 17501509505 | Nov24 | I    | 08/06/2024 |
| Kindergarten, September     | 09/01/2019   | F | K    | 17501215265 | Nov24 | P    | 08/14/2024 |
| Michigander, Kindergartener | 04/10/2019   | F | K    | 17501213403 | Nov24 | W    | 08/14/2024 |
| Thunder, Bolt               | 03/03/2018   | M | 01   | 17374777221 | Nov24 | W    | 08/14/2024 |
| Michigander, Littlest       | 01/01/2010   | M | 09   | 17501505900 | Nov24 | C    | 08/06/2024 |
| Triton, King                | 08/31/2017   | M | 02   | 17284636021 | Nov24 | C    | 08/06/2024 |

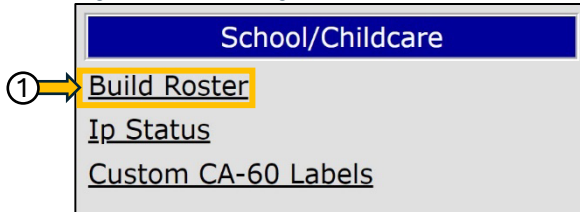
3. Immunization Status (IS) Key:

- I Incomplete** – Currently needs immunizations
- P Provisional** – At least one dose of required immunization was received; next dose is not due
- W Waivered** – Waiver on file for immunizations.
- C Complete** – Up to date on required immunizations
- Ø No Evaluation** – Student/child may be too old or young for the site status

E. **Building a Roster using the “Build Roster” Feature:**

- From the MCIR/SIRS home screen, select **Build Roster**.

Figure 12: Building a Roster



- The Batch Report screen opens. Add the child’s **Birth Date**, **Last Name**, and **First Name**.
- Then click **Add to List**.

Figure 13: Running a Batch Report

4. Continue adding names until all the required students or children are on your site's roster.
5. Set the **Report Period**.
6. Then click **Submit** to begin searching.
 

**NOTE:** To prevent losing entries, click **submit within 60 minutes** of inactivity to ensure that students or children are added to the roster.

Figure 14: Creating a Roster

| Birth Date | Last Name   | First Name | Student ID | Delete                   |
|------------|-------------|------------|------------|--------------------------|
| 02/02/2021 | Michigander | Lil        |            | <input type="checkbox"/> |
| 02/02/2021 | Michigander | Little     |            | <input type="checkbox"/> |
| 03/02/2021 | Michigander |            |            | <input type="checkbox"/> |
| 02/02/2021 | Hogan       | Hulk       |            | <input type="checkbox"/> |

7. After submitting a search, the user will be returned to the home screen. Any students or children with existing records in MCIR will be added to the roster.
8. Click **Retrieve Results**.

Figure 15: Retrieve Report Results

9. Next, click **Report** to open the list of students/children matched and/or non-matched.

Figure 16: Opening a Retrieved Report

| Description       | User         | Target Dt  | Status       |
|-------------------|--------------|------------|--------------|
| BAT_1724081965552 | olesacevedod | 08/19/2024 | Report Ready |

10. This **report** will display a list of students or children who were either **matched or non-matched**. Matched students or children are automatically added to the roster. Non-matched students must be individually searched using the **Add/Find** feature to locate their records or create a new record. To help avoid duplicating existing MCIR records, do a wildcard (\*) search (see [Figure A1](#)) in your name search. If the desired record is not found using the wildcard, remove the \* before adding a new person.
- NOTE:** FERPA consent is required for schools to add a person/record to MCIR/SIRS.

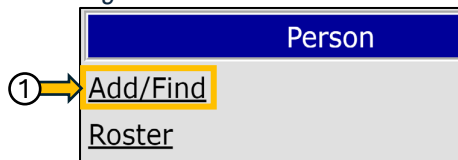
*Figure 17: Matched/Non-Matched Report Summary*

| Matched People Summary   |                            |                      |
|--|----------------------------|----------------------|
| <u>MCIR ID</u>   | <u>Name</u>                | <u>Date of Birth</u> |
| 17501215265  | Kindergarten September     | 09/01/2019           |
| 17501213403  | Michigander Kindergartener | 04/10/2019           |
| 17480640021  | Michigan Littlest          | 01/01/2010           |
| Non-Matched People Summary   |                            |                      |
| Non-matched entries may be caused by children being born out of state, incorrect birthdates, or incorrect names (e.g., nicknames or names different than those found on the birth certificate). Please check the child's birth certificate information and resubmit if changes are needed. |                            |                      |
| <u>MCIR ID</u>   | <u>Name</u>                | <u>Date of Birth</u> |
| 17501509505  | Panther, Pink              | 01/01/2015           |
| <b>Status Msg:</b> Record not found  |                            |                      |
| 17284636021  | Michigander, Little        | 02/01/2021           |
| <b>Status Msg:</b> More than one record found. Need additional information to positively identify the patient requested.   |                            |                      |

F. **Building a Roster using the Add/Find Feature:**

1. From the MCIR/SIRS home screen, click **Add/Find**.

*Figure 18: Add/Find Person feature*



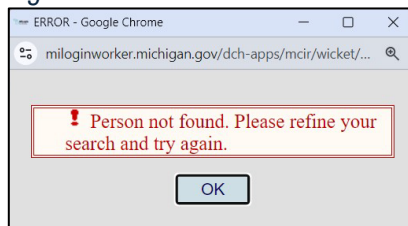
2. The **Find Person** screen opens. Enter the **Last and First Names** of the student or child being searched.
3. Enter the **Birthdate**.
4. Set the **Report Period** using the dropdown menu.
5. Click **Submit**.

Figure 19: Find a Person

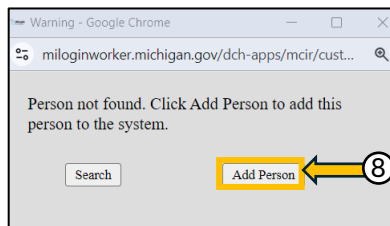
6. The record will automatically be added to the roster if the student or child is found.
7. An error message will appear if the student or child is not found (Figure 20). Use the wildcard (\*) function to search again to help prevent the creation of duplicate records. (See Figure A1 for instructions on conducting a wildcard search).
8. Running the same search twice without the wildcard (\*) symbol enables the creation of a new record in MCIR/SIRS. After the second unsuccessful search, a popup will appear. Click **Add Person**.

**NOTE:** If the popup to add a new person to MCIR/SIRS does not appear after two identical searches, adjust the browser settings to **allow popups**.

Figure 20: Person not found



Add Person to MCIR/SIRS



9. Enter all required data indicated by asterisks (\*) on the **Add New Person** screen. This person will automatically be added to the school or childcare MCIR/SIRS Roster.
- NOTE:** FERPA consent is required for schools to add a person/record to MCIR/SIRS.

Figure 21: Add New Person in MCIR/SIRS

## Add New Person

[Print Help](#)  
[Home](#) [Exit](#)

Person

Sch/CC

My Site

Adm

Rpts

Oth

[Add/Find](#) [Roster](#) [OB Roster](#)

**Personal Information:**

Legal Last Name\*  Legal First Name\*

Legal Middle Name  Legal Suffix Name

Birthdate\*  Sex\*   Multiple Birth

Race  Ethnicity

**Address Information (for Letters to Parents)**

Country\*

Street\*

City\*  State\*  Postal Code\*

Phone (  )  -

**Options**

Report Period\*  Language\*

All fields marked with \* are mandatory

10. The **General Information** screen will display, enabling the record to be edited (see Figure 35).

Figure 22: General Information screen

## General Information

[Print Label](#) [Print Help](#)  
[Home](#) [Exit](#)

Person: Peach, Princess  
 Birth Date: 07/12/2016  
 School: incomplete FERPA Consent: [View](#)

Person

Sch/CC

My Site

Adm

Rpts

Oth

[Add/Find](#) [Roster](#) [Add Imm](#) [Information](#) [Status](#) [History](#) [OB Roster](#)

**Person Information** MCIR ID : 17506051245

Name: Peach, Princess Birthdate: 07/12/2016 Sex: Female  
 Age: 8 Years 1 Month

Mom's Maiden Nm:  (517) 222-1212

Address (Edit):  (517) 222-5151

Luigi, MI 48864 Address Status: Invalid

Country: United States County: Ingham Address Updated: 08/20/2024

**School/Childcare**

[Edit Information](#)

Student ID:  Grade: 3rd Report Period: November 2024

Last Physical Date:  Language: Italian

McKinney-Vento Act  Birth Certificate  Vision Screened  Roundup

FERPA No Consent

**G. Building a Roster using the Load External Data Function:** The **Load External Data**

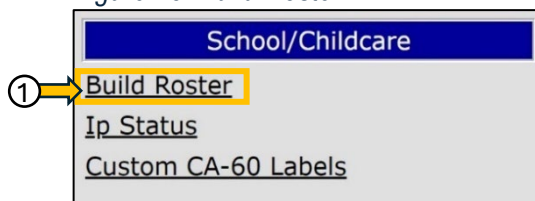
function allows users with external systems to quickly build a school or childcare roster in MCIR/SIRS by exporting a comma-delimited text file from their information system.

Files must follow these specifications:

- The file must be a comma-delimited text file. The extension, usually ".CSV," is not critical.
- Data should be ordered as follows in the spreadsheet:
  - Column A: Date of Birth
  - Column B: Last Name
  - Column C: First Name
  - Column D: Student ID
- **The format is: YYYYMMDD,LastName,FirstName,StudentID** (see [Figure 27](#) for instructions on formatting dates in Excel **before** creating the CSV file).
- If a record does not include a Student ID, **insert a comma** as a placeholder for that field.
- Example: **20150401,Doe,John,**

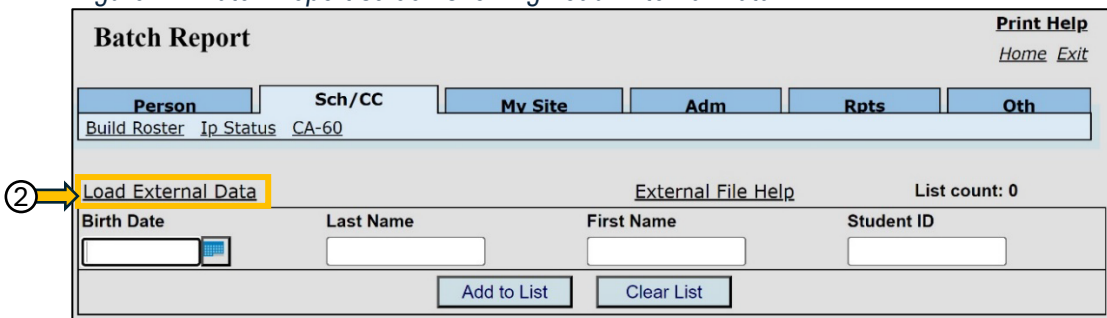
1. Select **Build Roster** from the MCIR/SIRS home screen.

Figure 23: Build Roster



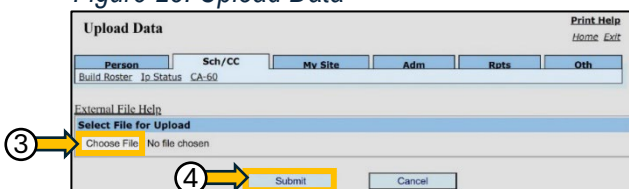
2. Click **Load External Data**.

Figure 24: Batch Report screen showing Load External Data



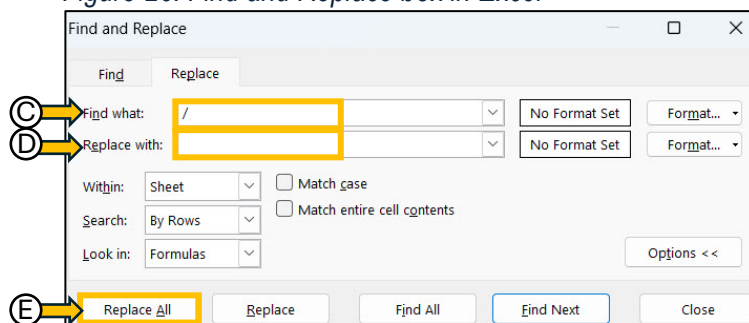
3. The **Upload Data** window is now open (Figure 25). Select **Choose File** to attach the **Comma Delimited** text file.
4. Click **Submit**.

Figure 25: Upload Data



5. **NOTE:** If an **Illegal File Format Error** occurs, it indicates the data is not correctly formatted (i.e., YYYYMMDD,LastName,FirstName,StudentID). If the file contains empty lines, spaces, quote marks, slashes, or any characters other than commas, MCIR/SIRS will reject it. File formats can be verified using Notepad.
6. To **remove unwanted characters** from the CSV file in **Excel**, first **press Ctrl + A** to highlight the entire document. Then, use **Ctrl + F** to open the **Find and Replace** window.
  - a. In the **Find What** field, enter the character to be removed (e.g., a slash).
  - b. Leave the **Replace with** field blank.
  - c. Click **Replace All** to remove all instances of the unwanted character from the document.
  - d. **Resave** the file and then **re-upload** it to MCIR/SIRS.

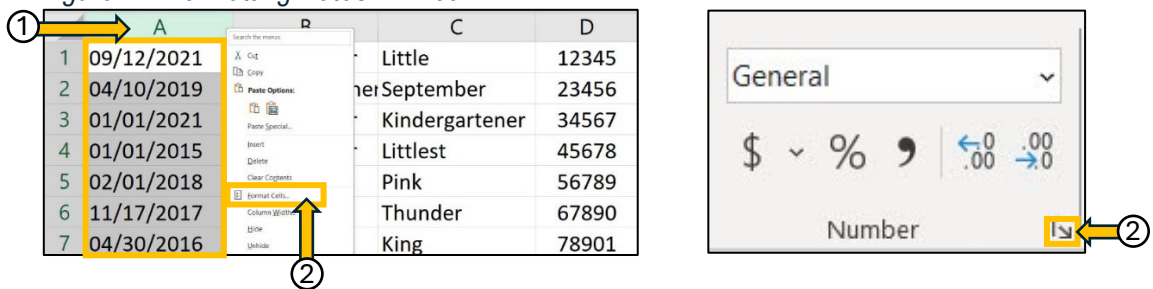
Figure 26: Find and Replace box in Excel



H. **Formatting Dates in Excel:** Do this **before** creating the CSV file.

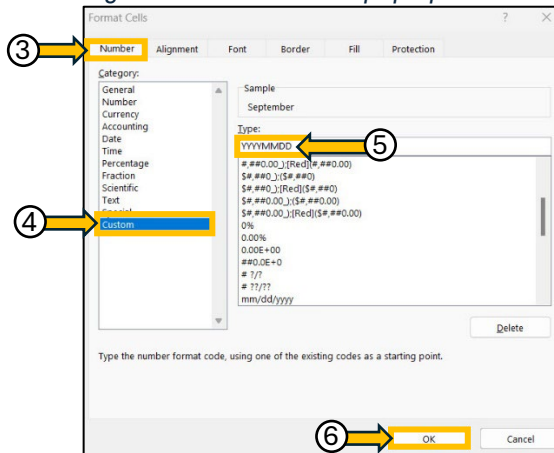
1. Click on the A Heading in the Excel spreadsheet to select the Date column.
2. Then, right-click on the selected column and choose **Format Cells**. Or click **Numbers** from the top Command Ribbon.

Figure 27: Formatting Dates in Excel



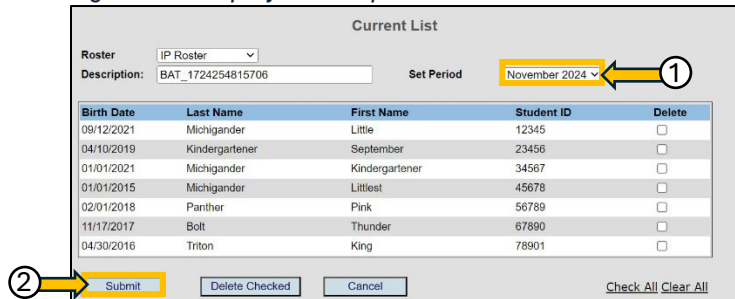
3. In the **Format Cells** popup, go to the **Number** tab.
4. Select **Custom**.
5. In the **Type** field, **manually enter** the desired date format: **YYYYMMDD**.
6. Click **OK**.

Figure 28: Format Cells pop up in Excel



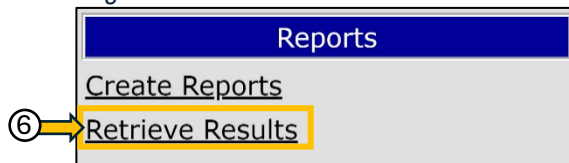
- I. **When MCIR/SIRS Accepts the Data File:** After formatting the date of birth in Excel (see Figure 27), resaving, and reuploading the CSV file to MCIR/SIRS, the system will generate a list of individuals for searching.
  1. Set the **Report Period** using the dropdown menu.
  2. Then, click **Submit** to initiate the search.

Figure 29: Display of accepted data file in MCIR/SIRS



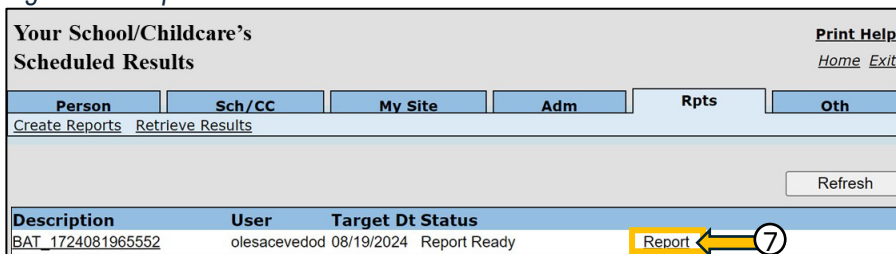
3. After submitting a search, the user will be returned to the home screen.
4. Individuals with existing records in MCIR will be automatically added to the roster.
5. Those not found will appear in the **Non-Matched People Summary** report.
6. On the home screen, select **Retrieve Results** under the Reports menu.

Figure 30: Retrieve Results from the Home Screen



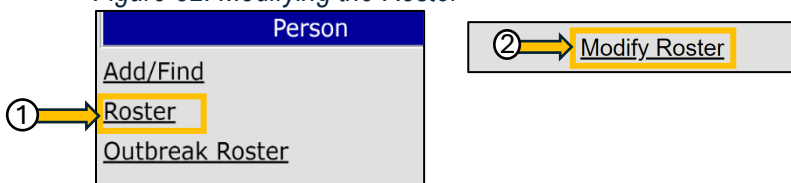
7. Next, click **Report** to open the Matched and Non-Matched People Summary. If multiple reports are listed, the newest ones appear at the bottom. The correct report can also be identified using the description, target date, and username.

Figure 31: Report Results



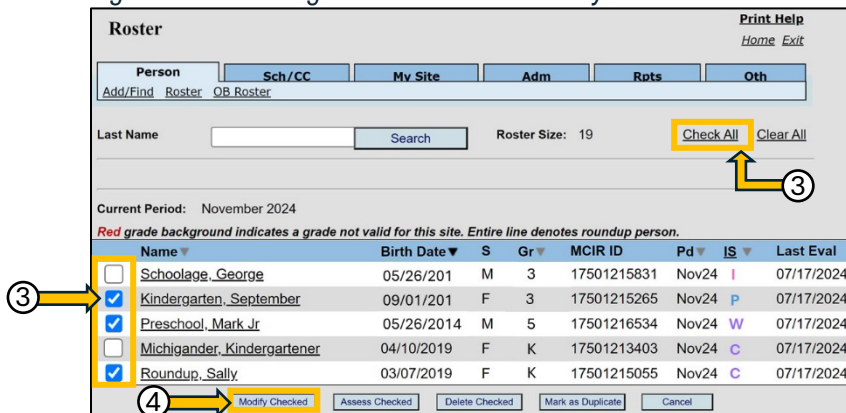
8. This report lists individuals in the Matched and Non-Matched People Summary (see Figure 17). All Matched individuals will be automatically added to the roster. Non-matched individuals must be searched for individually using the **Add/Find** feature (see Figure 18) to locate their records or create a new one if necessary.
- J. **Modifying the Roster:** The Modify Roster link in MCIR/SIRS allows multiple records to be updated simultaneously. **NOTE:** When selecting multiple records simultaneously, ensure the same modification must be applied to all selected records.
  1. Navigate to the **Roster** via the Person menu on the homepage.
  2. Select **Modify Roster** from the upper right side of the next screen.

Figure 32: Modifying the Roster



3. Checkboxes will appear next to each name. To modify **individual records**, check the box next to each name. To modify **all records** on the page, select **Check All**. **NOTE:** If the roster spans multiple pages, the modification must be performed on **each page individually**.
4. Select **Modify Checked**.

Figure 33: Selecting roster records to modify



5. Next, a popup window will appear. Use the **dropdown menus** within the popup window to select the data to modify. Once the selections are made, click **Submit**.

6. If students need to be moved to a different roster, ensure the user can access both sites.
7. Finally, a confirmation popup will appear, asking to verify that the selected data should be modified. Click **OK** to submit the data or **Cancel** to return.

Figure 34: Confirmation modification window



- K. **Assess, Delete, and Mark as Duplicate:** In addition to the Modify function, several other options are available when clicking the **Modify Roster** link (see [Figure 32](#)) at the top of the page.
1. **Assess Checked** updates selected record(s) to show current immunization status.
  2. **Delete Checked** removes the selected record(s) from the roster. This does not delete the record from MCIR.
  3. Click **Mark as Duplicate** to flag potential duplicate records in MCIR. The MCIR technical staff will determine if the records are truly duplicates.

## VII. Editing Data in Individual Records

- A. **Editing General Information:** Schools and childcare users cannot edit specific fields in MCIR/SIRS, such as name or date of birth. To modify this information, complete the [School/Childcare Petition to Modify Data](#) form.
1. To edit an individual's information, click on their **name** from the Roster.

Figure 35: Edit Individual Information on the Roster

|                          | Name ▼                         | Birth Date ▼ | S | Gr ▼ | MCIR ID     | Pd ▼  | IS ▼ | Last Eval  |
|--------------------------|--------------------------------|--------------|---|------|-------------|-------|------|------------|
| <input type="checkbox"/> | Schoolage, George              | 05/26/201    | M | 3    | 17501215831 | Nov24 | I    | 07/17/2024 |
| ① →                      | <b>Kindergarten, September</b> | 09/01/201    | F | 3    | 17501215265 | Nov24 | P    | 07/17/2024 |
| <input type="checkbox"/> | Preschool, Mark Jr             | 05/26/2014   | M | 5    | 17501216534 | Nov24 | W    | 07/17/2024 |
| <input type="checkbox"/> | Michigander, Kindertener       | 04/10/2019   | F | K    | 17501213403 | Nov24 | C    | 07/17/2024 |
| <input type="checkbox"/> | Roundup, Sally                 | 03/07/2019   | F | K    | 17501215055 | Nov24 | C    | 07/17/2024 |

2. The individual's **General Information** screen will open. Click **Edit** to update the address, phone number, and school or childcare information.

Figure 36: General Information screen

| Person Information                          |  | MCIR ID : 1788888888888888               |                                  |
|---|--|--|----------------------------------|
| Name:                                       | XXXXXXXXXX XXXXXXXX                        | Birthdate:                               | 07/19/2013                       |
|   |  | Sex:                                     | Female                           |
|   |  | Age:                                     | 10 Years 11 Months               |
| Mom's Maiden Nm:                            |  | Primary Phone (Edit):                    |                                  |
| Address (Edit):                             | 12343 Main St                              | Secondary Phone (Edit):                  |                                  |
|   | Mt Clemens, MI 48043                       | Address Status:                          | Valid                            |
| Country:                                    | United States                              | Address Updated:                         | 10/05/2023                       |
| County:                                     | No County                                  |  |                                  |
| School/Childcare                            |  |  |                                  |
| Edit Information                            |  |  |                                  |
| Student ID:                                 |  | Grade:                                   | 4th                              |
|   |  | Report Period:                           | February 2025                    |
| Last Physical Date:                         |  | Language:                                | English                          |
| <input type="checkbox"/> McKinney-Vento Act | <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Vision Screened | <input type="checkbox"/> Roundup |
| <input type="checkbox"/> FERPA No Consent   |  |  |                                  |

- In the School and Childcare section, users can **update** the student's ID, grade, report period, and date of last physical. Additionally, they can verify if the student is covered under the McKinney-Vento Act, has a birth certificate on file, has undergone vision screening, is a Kindergarten Roundup student, and has FERPA No Consent.
- The **Roundup feature** is exclusive to school sites and unavailable for childcare centers. Roundup students are those children currently in childcare or children who plan to enter kindergarten (K or DK) in the fall. By marking these individuals as 'Roundup' with a grade of NG (no grade) or C (childcare), they will be automatically promoted to grade K on the first Monday in August, along with the general grade promotion. The Roundup option is only accessible from January 1st through July 31st each year.
- School Sites Only** can mark the **FERPA No Consent box**.
  - Consent to share data: An unchecked/blank box.
  - No Consent to share data: Check the FERPA No Consent box.
- Click **Submit** to save changes.

Figure 37: Updatable fields in the School/Childcare section of the General Information page

**Edit School/Childcare Info**

**Student Info**

Student ID:  Grade: Kindergarten Report Period: November 2024

Last Physical Date:  Language\* English ← ④

McKinney-Vento Act     Birth Certificate     Vision Screened     Roundup

FERPA No Consent     Kindergarten Dental Screened

⑤ →

- B. **General Information Screen:** The General Information page has seven quick-access links (see Figure 22).
- Add/Find** navigates the user to the search page to locate an individual's record.
  - Roster** directs the user to the roster screen.

3. **Add Imm** enables users to enter immunizations or waivers into the individual's active record. **NOTE:** FERPA consent is required for schools to add immunization information into MCIR/SIRS.
  4. **Information** navigates users to the individual's General Information Screen.
  5. **Status** displays the immunization series status as complete and, if applicable, shows overdue dates.
  6. **History** displays the MCIR record of immunizations and any waivers and immunities/titers for specific diseases.
  7. **OB Roster** allows users to add students to an outbreak roster.
- C. **Adding Immunizations/Waivers and Viewing Immunization Status/History:**
1. To enter immunizations, select **Add Immunizations** from the quick-access tab.
  2. Immunizations displayed in **red** indicate information added by a school or childcare and have not been verified by a health professional.
  3. Enter the **Documented Valid Immunizations** into the **Add Immunizations** screen. MCIR/SIRS will automatically sort the information in chronological order.
  4. Use the dropdown menu on the right to enter **Medical Waivers**.
  5. Select the appropriate **checkbox to indicate immunity or titer** to a disease.
  6. Click **Submit**.

Figure 38: Adding Immunizations

Person: Michigander, Kindergarten  
 Birth Date: 04/10/2019  
 School: Waivered FERPA Consent: YES  
 MCIR ID : 17501213403

| Vaccine Series      | Dose 1     | Dose 2     | Dose 3 | Dose 4 | Dose 5 | Dose 6 | Dose 7 |
|---------------------|------------|------------|--------|--------|--------|--------|--------|
| DTP/DTaP/DT/Td/Tdap | 07/20/2019 | 10/22/2019 |        |        |        |        |        |
| Hepatitis B         | 04/11/2019 |            |        |        |        |        |        |

| Waivers/Titers      | Date       | Reason    |
|---------------------|------------|-----------|
| Polio               | 08/12/2024 | Religious |
| Hepatitis B         | 08/12/2024 | Religious |
| MMR                 | 08/12/2024 | Religious |
| Varicella           | 08/12/2024 | Religious |
| DTP/DTaP/DT/Td/Tdap | 08/12/2024 | Religious |
| Varicella           | 08/26/2024 | Immunity  |

| Vaccine   | Administered Dates |            |  |  |  |  |  | Waivers |
|-----------|--------------------|------------|--|--|--|--|--|---------|
| DTAP      | 07/20/2019         | 10/22/2019 |  |  |  |  |  | Medical |
| POLIO     |                    |            |  |  |  |  |  |         |
| MMR       |                    |            |  |  |  |  |  |         |
| HEP B     |                    |            |  |  |  |  |  |         |
| VARICELLA |                    |            |  |  |  |  |  |         |
| MENING    |                    |            |  |  |  |  |  |         |
| TDAP      |                    |            |  |  |  |  |  |         |
| TD        |                    |            |  |  |  |  |  |         |

Had Disease/Titer

Chicken Pox  Measles  Mumps  Rubella  Hepatitis B

Submit Cancel

7. **Status** displays the immunization series status as complete and, if applicable, shows overdue dates.

Figure 39: Immunization Status

Person: Michigander, Little  
 Birth Date: 01/01/2020  
 School: *incomplete*

**Immunization Status** [Print Label](#) [Print Help](#)  
[View](#) [Home](#) [Exit](#)

Person | Sch/CC | My Site | Adm | Rpts | Oth  
 Add/Find Roster Add Imm Information Status History OB Roster

MCIR ID: 17501505900

**Personal Information/Status**  
 Name: Michigander, Little DOB: 01/01/2020  
 Student ID: Age: 4 Years 7 Months  
 Grade: Kindergarten

Assessment indicates that vaccinations are overdue and should be administered today if not medically contraindicated.

| Administered Vaccine | Dose # | Overdue    |
|----------------------|--------|------------|
| DTaP                 | 3      | 06/02/2024 |
| Polio                | Waiver |            |
| MMR                  | 1      | 06/02/2024 |
| Hepatitis B          | 1      | 03/22/2024 |
| Varicella            | 1      | 03/22/2024 |

**Non-Medical Waivers**  
 Report Year: DTaP Polio MMR HepB Var Mening Tdap Td  
 No Waivers Found

[Take off Roster](#) [Unlock Person](#)

8. **History** displays the MCIR record of immunizations, waivers, and immunities/titers for specific diseases. Schools and childcare can only modify or delete immunizations entered by that facility.

Figure 40: Immunization History

Person: Michigander, Little  
 Birth Date: 09/01/2012  
 School: *Provisional* FERPA Consent: YES

**Immunization History** [Print Label](#) [Print Help](#)  
[View](#) [Home](#) [Exit](#)

Person | Sch/CC | My Site | Adm | Rpts | Oth  
 Add/Find Roster Add Imm Information Status History OB Roster

**Red indicates not approved for provider use.** MCIR ID: 17482417871

| Vaccine Series          | Dose 1     | Dose 2     | Dose 3     | Dose 4     | Dose 5     | Dose 6 | Dose 7 |
|-------------------------|------------|------------|------------|------------|------------|--------|--------|
| DTP/DTaP/DT/Td/Tdap     | 11/05/2012 | 02/14/2013 | 04/30/2013 | 11/13/2013 | 10/23/2017 |        |        |
| Polio                   | 11/05/2012 | 02/14/2013 | 04/30/2013 | 11/13/2013 | 10/23/2017 |        |        |
| MMR                     | 11/13/2013 | 10/23/2017 | 08/24/2024 | 11/13/2013 |            |        |        |
| Hib                     | 11/05/2012 | 02/14/2013 | 04/30/2013 | 11/13/2013 |            |        |        |
| Hepatitis B             | 09/01/2012 | 11/05/2012 | 04/30/2013 | 08/24/2024 |            |        |        |
| Varicella               | 11/13/2013 | 10/23/2017 |            |            |            |        |        |
| Pneumococcal Conjugate  | 11/05/2012 |            |            |            |            |        |        |
| Rotavirus               | 02/14/2013 | 04/30/2013 |            |            |            |        |        |
| Hepatitis A             | 11/13/2013 | 10/23/2017 |            |            |            |        |        |
| Meningococcal B         | 05/01/2024 |            |            |            |            |        |        |
| Meningococcal Conjugate | 05/01/2024 |            |            |            |            |        |        |
| SARS-CoV-2              | 07/01/2023 | 10/01/2023 |            |            |            |        |        |

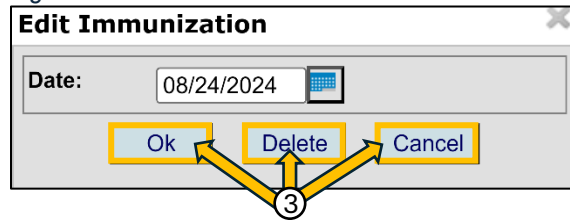
| Waivers/Titers | Date       | Reason   | Entered By       |                        |
|----------------|------------|----------|------------------|------------------------|
| Varicella      | 08/26/2024 | Immunity | Your School Name | <a href="#">Delete</a> |

[Take off Roster](#) [Unlock Person](#)

- D. **Delete or Modify Immunizations:** Schools and childcare facilities can only delete or modify immunizations, waivers, and titers entered by that site. To **Delete or Modify Data:**
1. Navigate to the **History** screen using the quick-access tabs.
  2. Click on the **red, underlined data** (Figure 40) that needs editing.

3. A **popup box** will appear (Figure 41), allowing you to **correct** the date, **delete** the immunization from the record, or **cancel** if no change is needed.

Figure 41: Edit Immunization



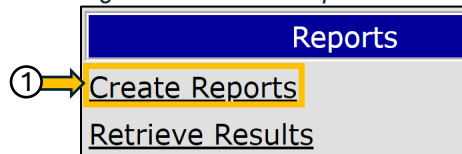
## VIII. Reports

- Reports are generated based on the information entered in the roster. Maintaining accurate and up-to-date roster information is crucial to ensuring the accuracy of these reports. See [Appendix D](#) for sample reports.

### B. Creating Reports:

1. Click on the **Create Reports** link from the MCIR/SIRS home screen.

Figure 42: Create Reports



2. The **School/Childcare Building Reporting** screen opens. Set the Report Parameters.
3. Select the **Report** to run using the dropdown menu. Report options are:
  - **Grade:** Select a specific grade or “All” grades.
  - **Roundup:** Include, Exclude, or Only show Kindergarten Roundup Students.
  - **Report Period:** Only individuals marked with the selected report period will appear on the select report.
4. Enter a custom **Name** for the report, if desired. Renaming reports is recommended for easier retrieval (Figure 43 and Figure 44 for Report Retrieval instructions).
5. Set the **Grade**, **Roundup** option, and **Reporting Period**.
6. Click **Submit**.

Figure 43: School/Childcare Building Reporting

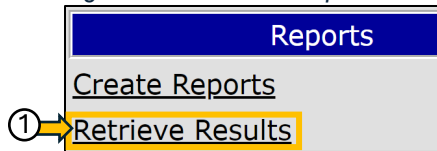
7. A **pop-up window** will prompt you to verify the selected report criteria. Click **OK** to generate the report or **Cancel** to return and make adjustments.
  8. After clicking **Submit** and **OK** to verify the report criteria, MCIR/SIRS will return to the home screen.
- C. **Report Types:** MCIR/SIRS can generate many different report types. Below is a brief description of each report. Samples of the reports are in [Appendix D](#).
1. The **Alpha List of Students** generates an alphabetical list of students from your roster, sorted by grade.
  2. The **IP 100/101** report generates either a Summary Report, showing totals for the building broken down by the number of missing doses, or a Detail Report, providing a complete immunization history for each individual.
  3. **Letters to Parents** generates a mailable letter addressed to the parents of all individuals with an **Incomplete Immunization Status**. Three options are available:
    - a. **Warning:** This letter notifies parents that immunizations are required by law for school attendance. It lists the required immunizations and includes the individual's entire immunization history.
    - b. **Exclusion:** This letter informs parents of the date their child will be excluded from attending the facility if immunizations are not completed. It lists the needed immunizations and provides the entire vaccine history.
    - c. **Custom:** Like the Warning Letter, but it allows the user to insert a customized paragraph into the generated document.
    - d. **NOTE:** Individuals with an **invalid address** will not have a letter generated and will appear in a list at the end of the report. To **correct an invalid address**:
      - i. Open the individual's **General Information** screen.
      - ii. Review the address and make any necessary corrections by clicking the **Edit** button below the address.
      - iii. If the address is already correct, click **Edit**, select the **Valid**, and **Keep as Entered** checkboxes to validate the address.
      - iv. After making corrections, you will need to re-run the report.
  4. **Incompletes** generates a list of all individuals with an Incomplete Immunization Status. Users can choose between a summary or a detailed report, including the needed immunizations.
  5. **Provisionals** generate a list of all individuals with a Provisional status. These individuals are due for an immunization and will be marked as Incomplete by the next reporting period.
  6. **Waivers** generates a list of all students with a Waiver status, either for specific series or overall. Facilities must select the summary option when submitting to the Local Health Department (LHD).
  7. **Future Vaccine Need** generates letters and a list of individuals who will be overdue for vaccination by the end of the current calendar year, based on the Report Period. It also generates a list of children with invalid addresses.

8. **Birth Certificates** generate a list of individuals with their date of birth and indicate whether a birth certificate is on file.
9. **Last Physical** generates a list of individuals with their date of birth and the date of their last physical.
10. **Vision Screenings** generates a list of students with their date of birth and whether a vision screening has occurred. This report is only valid for Developmental Kindergarten (DK) and Kindergarten (K) students.
11. **Hearing Screenings** generates a list of children with their date of birth and whether a hearing screening has occurred. This report is only available for Childcare sites.
12. **CA-60 Labels** generates a list of individuals and their immunization history for printing on CA-60 labels. Use 2" x 4" labels, 10 per sheet, such as Avery 5163.

D. **Retrieve Reports:**

1. Select **Retrieve Results** from the MCIR/SIRS home screen to access a report.

Figure 44: Retrieve Report Results



2. A new screen will open, displaying a list of available reports. Select Report to view it. Naming the reports helps with quickly locating the correct one. Adobe Reader is required for viewing.
3. Click **Refresh** to update the report status.

Figure 45: Available Reports for Retrieval

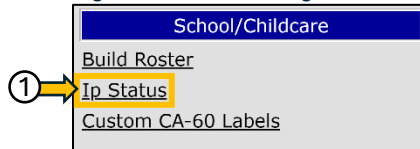
A screenshot of a web application page titled "Your School's Scheduled Results". The page has a header with "Print Help", "Home", and "Exit" links. Below the header is a navigation bar with tabs for "Person", "Sch / CC", "My Site", "Adm", "Rpts", and "Oth". Under the "Rpts" tab, there are links for "Create Reports" and "Retrieve Results". The main content area is a table with columns for "Person", "Sch / CC", "My Site", "Adm", "Rpts", and "Oth". The table contains three rows of data. A circled number 2 with an arrow points to the "Waivers Test" row, and a circled number 3 with an arrow points to a "Refresh" button on the right side of the table.

| Person             | Sch / CC     | My Site    | Adm                       | Rpts   | Oth    |
|--------------------|--------------|------------|---------------------------|--------|--------|
| SIRS_1724447106090 | jonesj11     | 08/23/2024 | Report has been retrieved | Report | Delete |
| SIRS_1724449130731 | jonesj11     | 08/23/2024 | Report has been retrieved | Report | Delete |
| Test_Incompletes   | olesacevedod | 08/27/2024 | Report has been retrieved | Report | Delete |
| Waivers Test       | olesacevedod | 08/27/2024 | Report Ready              | Report |        |

## IX. Immunization Program (IP) Status

- A. **IP Status** indicates a school's or childcare facility's percentage of compliance with required immunizations as defined by the Michigan Department of Health and Human Services (MDHHS). (See [Figure B1](#)).
- B. **IP Status** is updated **overnight** in MCIR/SIRS. For instance, individuals added to the roster on October 1 will be reflected in the IP status on October 2.
  - Schools must achieve an IP Status of 90% to submit the first report by November 1.
  - Schools must achieve an IP Status of 95% to submit the second report by February 1.
  - Childcare facilities must achieve an IP Status of 90% to submit their report by October 1.
- C. **Viewing IP Status:**
  1. From the MCIR/SIRS home screen, click **IP Status** under the School/Childcare menu.

Figure 46: Accessing IP Status



2. The IP Status will be displayed on a new screen.
  - **NOTE:** For **schools**, the **Close Period** button may be available 30 days before the report due date if the site has achieved the required percentage for the reporting period. For **childcares**, the **Close Period** will appear on October 2.

Figure 47: Viewing the IP Status Period

The screenshot shows the 'Ip Status' report interface. At the top right are 'Print Help', 'Home', and 'Exit' links. Below are tabs for 'Person', 'Sch/CC', 'My Site', 'Adm', 'Rpts', and 'Oth'. A navigation bar includes 'Build Roster', 'Ip Status', and 'CA-60'. The summary is for '08/26/2024 06:09 PM'. The main table shows data for '54321 Your School Name' for 'November 2024'. At the bottom, a 'Close Period' button is highlighted in yellow, with a circled '3' and an arrow pointing to it.

| Grade        | Stud | Comp |    | Prov |   | Waiv-M |   | Waiv-R |   | Waiv-O |   | Waivers |    | Compliant |     |
|--------------|------|------|----|------|---|--------|---|--------|---|--------|---|---------|----|-----------|-----|
|              |      | #    | %  | #    | % | #      | % | #      | % | #      | % | #       | %  | #         | %   |
| Kindergarten | 202  | 198  | 91 | 0    | 0 | 0      | 0 | 1      | 0 | 2      | 6 | 2       | 1  | 220       | 100 |
| Other        | 38   | 34   | 89 | 0    | 0 | 0      | 0 | 0      | 0 | 4      | 6 | 4       | 11 | 38        | 100 |
| 7th          | 225  | 211  | 94 | 0    | 0 | 0      | 0 | 1      | 0 | 13     | 6 | 14      | 6  | 225       | 100 |
| Total        | 483  | 443  | 93 | 0    | 0 | 0      | 0 | 1      | 0 | 19     | 6 | 20      | 7  | 483       | 100 |

McKinney-Vento Act Count: 3

## X. Reporting to the Local Health Department

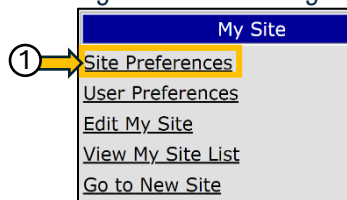
- A. All schools and childcare facilities are required by law to report immunization data to their local health department.
- B. All **childcare facilities** in Michigan are **legally required** to report immunization data annually by October 2. The report must include all children except for school-age children attending school.

- C. **Schools** in Michigan are **legally required** to report immunization data annually on November 1 and February 1.
1. The November report must include all kindergarteners, 7th graders, and students new to the school district between January 1 and September 30.
  2. The February report should include all students from the November report, as well as any students new to the district between September 30 and December 31 of the previous calendar year.
- D. **Submitting the IP Report:**
1. Check the roster to verify that all:
    - Reportable students are listed,
    - Grades (Gr) are correct,
    - Correct Period (Pd) is indicated.
  2. The IP status can be reviewed for accuracy by clicking **IP Status** under the School/Childcare menu on the homepage.
  3. **IP status updates overnight**, so any changes made to the roster will not appear in the IP status until the next day.
  4. Once the data on the IP Status screen is accurate, click the **Close Period** button (see [Figure 47](#)) to submit the report to the LHD.
  5. Closing a reporting period automatically generates the IP report (see [Figure 44](#) and [Figure 45](#) for Report Retrieval instructions). If required, print a hard copy of the report and forward it to the LHD.
  6. **Do not delete** children/students from the roster until **after the first Monday in August**.
  7. **After the first Monday in August**, delete children/students who are no longer enrolled or no longer reportable.
  8. **Note for Schools:** Once the November report is submitted, **all students assigned** to it will **automatically be promoted** to the February report period. The February report must include every reportable student from the previous calendar year.
  9. For further assistance, please contact your [local health department](#) or the MCIR Helpdesk at 888-243-6652 or email [MDHHS-MCIRHelp@michigan.gov](mailto:MDHHS-MCIRHelp@michigan.gov)

## XI. Site Options

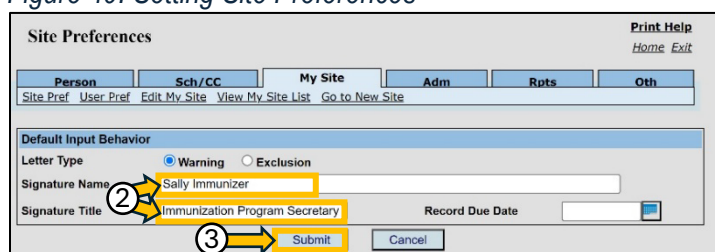
- A. In MCIR/SIRS, **Site Preferences** and **User Preferences** serve distinct functions to streamline and customize the user experience. **Site Preferences** are settings applied universally across a specific facility, ensuring consistency in reports and communications generated by that site. On the other hand, **User Preferences** are individualized settings that allow users to **personalize** their view and workflow within MCIR/SIRS.
1. From the MCIR/SIRS home screen, click **Site Preferences**.

Figure 48: Accessing Site Preferences



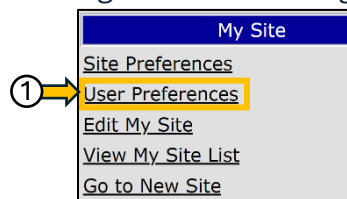
2. The **Site Preferences** screen opens. Complete the **Signature Name, Title, and Date fields**, if desired. **NOTE:** Leave fields blank if the site will use multiple names, titles, or due dates. When creating a letter to parents or a future immunization notice, these fields can be manually edited.
3. Click **Submit**.

Figure 49: Setting Site Preferences



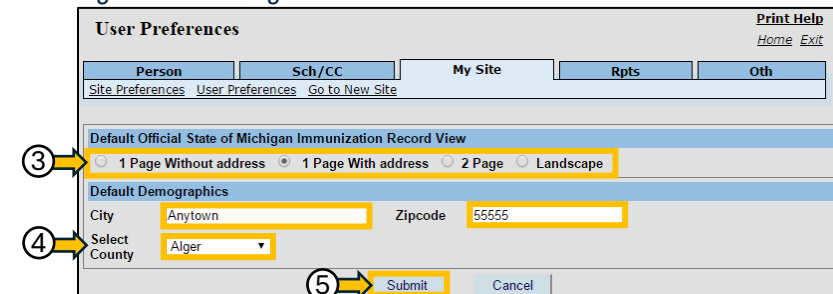
- B. Setting **User Preferences** establishes the default view for the State of Michigan Immunization Record. Completing the **Default Demographics** section ensures that the information is automatically entered into any new individual record created by the user.
1. Select **User Preferences** from the MCIR/SIRS home page.

Figure 50: Accessing User Preferences



2. The **User Preferences** screen will open.
3. Set the **Default Official State of Michigan Immunization Record View**.
4. Complete the **demographic information** for the city, county, and zip code.
5. Click **Submit**.

Figure 51: Setting User Preferences



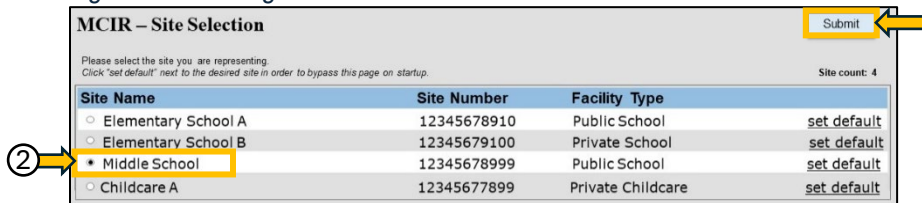
- C. For users associated with **multiple** MCIR/SIRS sites, the **Go to New Site** link enables easy navigation between different sites.
1. From the MCIR/SIRS home screen, select **Go to New Site**.

Figure 52: Go to a New Site



2. A new screen will open, displaying all sites associated with the User. Select the desired site.
3. Click **Submit**.

Figure 53: Making a new Site Selection



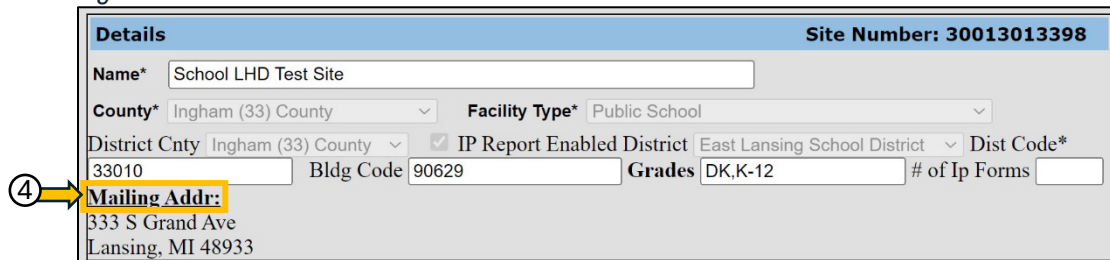
- D. Only **Site Administrators** have additional customization options, including Edit My Site.
1. From the MCIR/SIRS home page, click **Edit My Site**.

Figure 54: Edit My Site



2. The **Site Information** screen opens.
3. **NOTE: Site Details cannot be edited.** Please contact the [MCIR Helpdesk](#) to update the facility name, county, facility type, and other details.
4. Click **Mailing Addr** to open a **popup window** allowing this field to be edited. Click **Submit** to save changes.

Figure 55: Edit Site Details



5. **MCIR Options** appear in the middle of the screen, with four clickable tabs.
6. The **Contact Information** allows for edits to the physical address, phone, fax, and email information.
7. Click **Submit** to save changes.

Figure 56: MCIR Options Tabs

5 → **MCIR Options**

Import/Export  
 Transfer     Organizational Roster    Authorized On 12/01/2021

6 → **Contact Information**    MCIR Users    Site Contacts    Business Hours

Country\* 123 Any Street  
 Street\* 333 S Grand Ave  
 City\* Lansing    State\* MI    Postal Code\* 48933

**Email/Phones**    **Primary Contact** ?

Email myschool@publicschool.org  
 Voice\* ( 517 ) 555 - 8159 Ext  
 Fax ( ) - Ext

First Name Mary  
 Last Name Sunshine  
 Type Office Administrator

7 → **Submit**    Cancel

8. The **MCIR Users** tab lists individuals with access to the site and their assigned role.  
**NOTE:** The MCIR User tab can also be accessed by clicking **Site Users** in the Administration box on the MCIR/SIRS home page.
9. Site Administrators can **Add New Users** (Figure 57 and Figure 58).
10. Site Administrators can also **Delete Users** by clicking the trash can. After clicking the trashcan, a popup window asks, "Are you sure you want to unassociate Last, First name from this site?" Select **OK**. **NOTE:** Removing a user from a site does not delete their account; it simply disassociates them from the site.
11. Click **Submit** to save changes.
12. **NOTE:** Site Administrators cannot Add or Delete other administrators. For assistance, contact the MCIR Helpdesk.

Figure 57: MCIR Options Tabs

9 → **Add New User**

| User Name      | User ID       | Role Name                |
|----------------|---------------|--------------------------|
| Doe, Jane      | doej1234      | School Administrator ← 8 |
| Happy, Day     | happyd8181    | School User              |
| Ray, Alice     | raya5678      | School Administrator     |
| Sunshine, Mary | sunshinem2014 | School User              |

10 → **Trash Can**

11 → **Submit**    Cancel

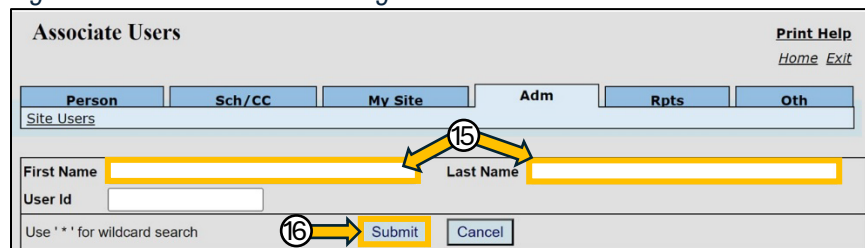
13. To **Add New User**, select #9 (Figure 57).
14. A popup window asks, “Do you wish to continue?” Click **OK**.

Figure 58: Add New User Popup Window



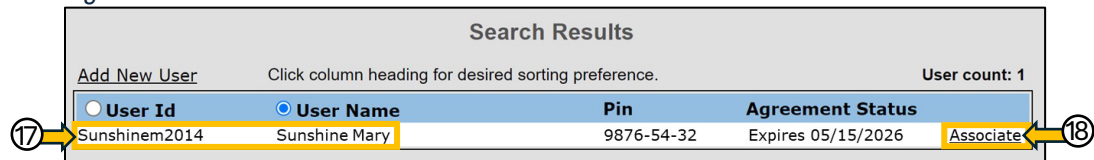
15. The **Associate Users** window will open. **Search** for a **User** by First and Last Name for best results.
16. Click **Submit** to begin the search.

Figure 59: Search for an Existing User



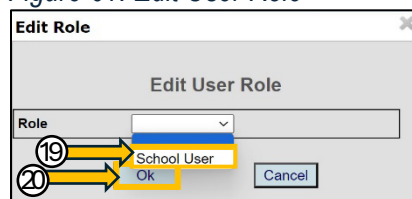
17. The name will be displayed in the **Search Results** if the User is found.
18. Click **Associate** to add the User to the site.

Figure 60: Associate User



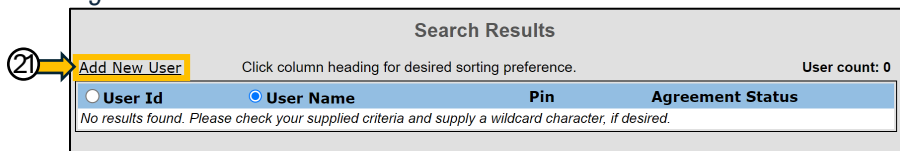
19. The **Edit User Role** popup window will open. Use the dropdown menu to select the type of User. **NOTE**: Schools and childcares have one option.
20. Click **OK**. The User is now associated with the site.

Figure 61: Edit User Role



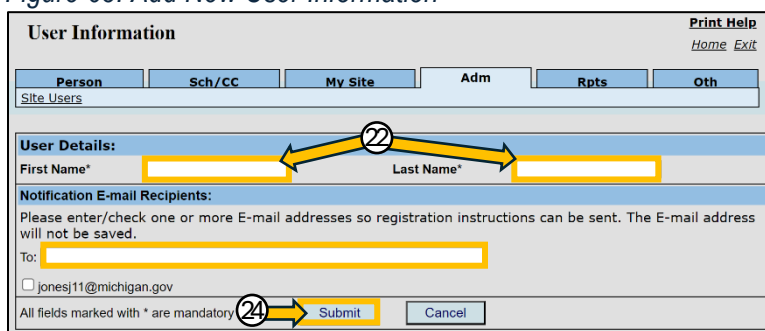
21. If no user is found, the **No Results Found** window will display in the **Search Results**. Click **Add New User**.

Figure 62: Add New User



22. The **User Information** page appears. Add User's **first name**, **last name**, and **email address**.
23. Double-check the spelling and ensure correct capitalization, as the name will appear in the system exactly as entered.
24. After clicking **Submit**, the user's PIN and registration information will be sent to the provided email address.

Figure 63: Add New User Information



25. The User is now associated with the site.
26. The User ID will display as **not-registered** until the registration process is complete.

Figure 64: New User not-registered

| Contact Information | MCIR Users     | Site Contacts        | Business Hours |
|---------------------|----------------|----------------------|----------------|
| User Name           | User ID        | Role Name            |                |
| Add New User        |                |                      |                |
| Sunshine, Sally     | not-registered | School User          |                |
| Happy, Day          | happyd8181     | School User          | 🗑️             |
| Ray, Alice          | raya5678       | School Administrator |                |
| Sunshine, Mary      | sunshinem2014  | School User          | 🗑️             |

- E. The **Site Contacts** tab lists the contact information for individuals at the site. Administrators can add new contacts and edit existing contacts.
  1. To **Edit** a contact's information, click on the **name**. Make changes, click **Submit**.
  2. To enter a new contact, click **Add New Contact**.

Figure 65: View Site Contacts

| Contact Information | MCIR Users   | Site Contacts    | Business Hours                 |
|---------------------|--------------|------------------|--------------------------------|
| Name                | Phone        | Email            | Lic#/State<br>Type             |
| Add New Contact     |              |                  |                                |
| Dave Smith          | 517-876-5300 | daves@school.edu | Organizational<br>Roster Admin |
| Mary Sunshine       | 517-876-5309 | marys@school.edu | Office<br>Administrator        |
| Happy Day           | 517-876-5300 | daves@school.edu | Organizational<br>Roster Admin |

3. The **Add Contact Information** window will open.
4. Select the contact **Type** (staff title) in the dropdown menu. **NOTE:** Contacts listed as Other cannot be a Primary Contact.
5. Enter the **Name** and **Contact Information** of the new person.
6. Choose **Make Primary Contact** to designate the individual as the primary contact.
7. For all other site contacts, click **Submit**.

Figure 66: Add New Contact

- F. The fourth tab is **Business Hours**. Enter your standard hours of operation in this section.
  1. Click **Edit Hours**.

Figure 67: Edit Business Hours

| Day       | Hours                 |
|-----------|-----------------------|
| Monday    | 7:45 A.M. - 4:00 P.M. |
| Tuesday   | 7:45 A.M. - 4:00 P.M. |
| Wednesday | 7:45 A.M. - 4:00 P.M. |

2. A new window opens. Enter hours of operation. Leave blank days when business is closed.
3. Click **Submit**. This will return Users to the **Business Hours** tab (Figure 69).

Figure 68: Edit Business Hours

4. Click **Submit** to save hours.

Figure 69: Submit Business Hours

| Contact Information | MCIR Users            | Site Contacts | Business Hours |
|---------------------|-----------------------|---------------|----------------|
| Edit Hours          |                       |               |                |
| Monday              | 7:45 A.M. - 4:00 P.M. |               |                |
| Tuesday             | 7:45 A.M. - 4:00 P.M. |               |                |
| Wednesday           | 7:45 A.M. - 4:00 P.M. |               |                |
| Thursday            | 7:45 A.M. - 4:00 P.M. |               |                |
| Friday              | 7:45 A.M. - 4:00 P.M. |               |                |
| Saturday            | CLOSED                |               |                |
| Sunday              | CLOSED                |               |                |

4 → Submit Cancel

## XII. Miscellaneous

### F. Print Label and View Links

1. From the **General Information** page, click **View** to create a mailable Letter to Parent or Guardian immediately. (See [Figure D3](#)).

Figure 70: View and Print Immunization Label

|                            |                        |                             |                             |                             |   |
|----------------------------|------------------------|-----------------------------|-----------------------------|-----------------------------|---|
| <b>Immunization Status</b> |                        | Person: Michigander, Little | ①                           | ②                           | <a href="#">Print Help</a>                        |
|                            |                        | Birth Date: 01/01/2020      | <a href="#">View</a>        | <a href="#">Print Label</a> | <a href="#">Home</a> <a href="#">Exit</a>         |
|                            |                        | School: Complete            |                             |                             |   |
| Person                     | Sch/CC                 | My Site                     | Adm                         | Rpts                        | Oth   |
| <a href="#">Add/Find</a>   | <a href="#">Roster</a> | <a href="#">Add Imm</a>     | <a href="#">Information</a> | <a href="#">Status</a>      | <a href="#">History</a> <a href="#">OB Roster</a> |

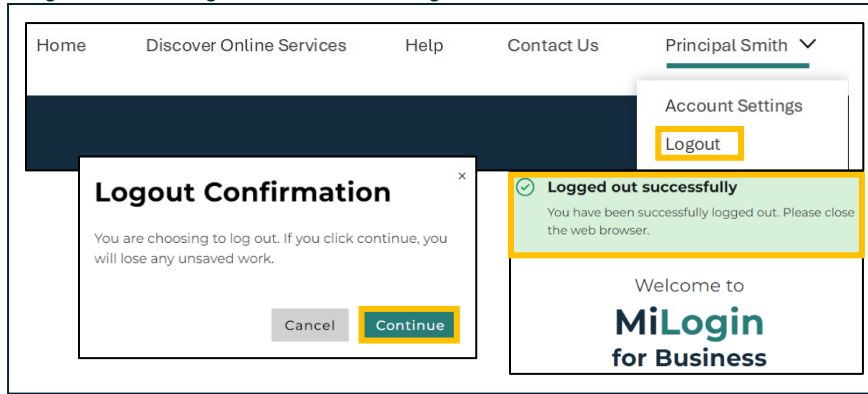
2. Click **Print Label** from the General Information page to create a label.
  3. A popup window opens, allowing users to print an individual **CA-60** label.
  4. Select the label to **Print**.
  5. Click **Submit** at the bottom of the screen to **Print** the label. (See [Figure D12](#)).
- G. Other Menu on the Home Page allows for easy navigation to important information.

Figure 71: Other Menu on Home Page

|                                  |
|----------------------------------|
| <b>Other</b>                     |
| <a href="#">Get News</a>         |
| <a href="#">MCIR.org</a>         |
| <a href="#">VIS</a>              |
| <a href="#">Exit Application</a> |

1. The LHD updates the **Get News** screen with important information. This screen appears as a pop-up window during the initial MCIR/SIRS login. It can be viewed and printed anytime by clicking the Get News Link.
2. The **MCIR.org** link opens a new browser window, directing Users to the MCIR website.
3. The **VIS** link opens a new browser window, directing Users to Vaccine Information Statements provided by MDHHS.
4. Selecting the **Exit Application** link will properly end the user's session in the MCIR/SIRS system and return them to the MiLogin for Business homepage. To fully log out of the MiLogin system, click **Logout** ([Figure 72](#)).

Figure 72: MiLogin for Business Logout Confirmation



H. **Head Start Users** can view **Hearing** (Figure 73) and **Lead** (Figure 74) results in an MCIR record. An additional tab will appear if results are available, as shown below.

1. For help with specific questions regarding hearing data, contact the Michigan [Early Hearing Detection and Early Intervention \(EHDI\) Program](#) at (517) 335-8878.

Figure 73: EHDI (Hearing) Screen

| Immunizations   | Newborn Screening | Other       | Hearing (EHDI)                 |           |                   |
|---|-------------------|-------------|--------------------------------|-----------|-------------------|
| <i>For any questions on newborn hearing screens please call 517-335-8878.</i> |                   |             |                                |           |                   |
| Kit Number: 1231234   |                   |             | Follow-up Detailed Information |           |                   |
| <b>Initial and Rescreen Results</b>   |                   |             |                                |           |                   |
| Date Entered  | Date Screened     | Test Method | Left Ear                       | Right Ear | Incomplete Reason |
| 08/08/2022  | 0/07/2022         | AABR        | PASS                           | PASS      | ?                 |
| <b>Diagnostic Results</b>   |                   |             |                                |           |                   |
| Date Diagnosed  | Left Ear          |             | Right Ear                      |           |                   |
| <i>No Diagnostic Results Found</i>  |                   |             |                                |           |                   |

2. For questions regarding lead data, contact the [Mi Lead Safe](#) at (517) 335-8350.

Figure 74: Lead Screen

| Immunizations |          |            | Lead        | Other           |
|---------------|----------|------------|-------------|-----------------|
| Spec. Date    | Spec. ID | Reported   | Sample Type | Results (µg/dL) |
| 11/13/2018    |          | 11/30/2018 | Venous      | 8               |
| 05/15/2018    |          | 05/23/2018 | Venous      | 11              |
| 03/03/2018    |          | 03/10/2018 | Venous      | 15              |
| 12/20/2017    |          | 01/08/2018 | Venous      | 18              |
| 09/15/2017    |          | 09/29/2017 | Venous      | 37              |
| 09/14/2017    |          | 09/20/2017 | Capillary   | 46              |

## XII. Appendices

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- Appendix B: MDHHS Division of Immunization School and Childcare Rules
- Appendix C: School/Childcare Building Name Changes
- Appendix D: Sample Reports
- Appendix E: Michigan Immunization Laws for Schools and Childcare Centers

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## APPENDIX A: USING AN ASTERISK (\*) FOR WILDCARD SEARCHES

When searching for a person in MCIR/SIRS, use an **asterisk (\*)** as a wildcard character to prevent the creation of duplicate records. This is important as there are many variations in the spelling, even the most common names. For example, Megan is a Welsh diminutive of Margaret and may be spelled Meghan, Meagan, Meggan, Meghann, or Megyn. Conducting a **wildcard** search allows MCIR to search for all spelling variations, as the wildcard represents one or more other characters. If you used a wildcard search but did not find the wanted record, **remove the \*** before **adding a new person**.

### Sample Wildcard Searches:

- Search **J\*** for Jacquelyn, Jacqueline, Jaclyn, Jacklyn, etc.
- Search **Dev\*** or **\*vont\*** for Devonte vs Devontae or Davonta
- Search **Mo\*i\*son** for Morrison or Morisson
- Search **\*Laughlin** for McLaughlin vs McClaughlin
- Search **William\*** William vs Williams
- Search **Sm\*th** for Smith vs Smyth
- Search **Robert\*** Robert vs Robertson
- If the name is listed as Juan-Castro Amaro-Alvarez III, use the wildcard in the first and last name fields.
  - For the **last name** search **\*Amaro\*** or **\*Alvarez\***
  - For the **first name** search **\*Juan\*** or **\*Castro\***

### Add/Find Fields:

1. When searching for a record in MCIR/SIRS, use **minimal information** to increase the likelihood of finding the record. Avoid filling in every field on the Add/Find screen.

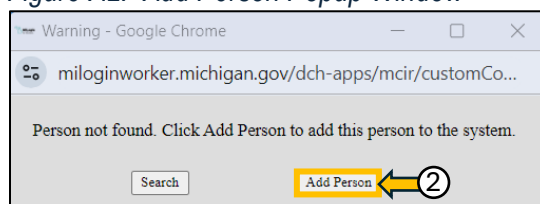
Figure A1: Wildcard search (\*)

This information identifies the person presenting for medical treatment

|               |   |               |   |
|---------------|---|---------------|---|
| MCIR ID       | <input type="text"/>                    | Student ID    | <input type="text"/>  |
| Last Name*    | <input type="text" value="Robert*"/>    | First Name*   | <input type="text" value="*vont*"/>   |
| Birth Date*   | <input type="text" value="08/20/2014"/> | Sex           | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary |
| District Code | <input type="text"/>                    | Building Code | <input type="text"/>  |

2. Running the **exact search twice** (without the wildcard [\*] symbol) enables users to add a new record in MCIR/SIRS. After the second unsuccessful search, a **popup** will appear.
3. **NOTE:** If the **pop-up does not appear**, please [disable pop-up blockers](#) in the browser settings.

Figure A2: Add Person Popup Window




# APPENDIX B: MDHHS DIVISION OF IMMUNIZATION SCHOOL AND CHILDCARE RULES

The **Department of Community Health** publishes the complete School and Childcare immunization requirements, [Rule 325.171 to Rule 325.199](#) for the State Of Michigan.

- To review the **Michigan School Immunization Requirements**, visit [MDHHS-Pub-1378-SchoolEntryReqVaccinesParentsMI\\_11-23-final\\_2023.pdf \(mcir.org\)](#)

Figure B1: Vaccines Required for School Entry in Michigan




## Vaccines Required for School Entry in Michigan

Whenever children are in group settings there is a chance for disease to spread. Children must follow vaccine laws in order to attend school. These laws are the minimum standard for preventing disease outbreaks in group settings. The best way to protect children from serious diseases is to follow the recommended vaccination schedule at [cdc.gov/vaccines](http://cdc.gov/vaccines). When following the recommended schedule children are fully protected and any school vaccination requirements are met.

|  | All Kindergarteners<br>and 4-6 year old transfer students                                       | All 7th Graders<br>and 7-18 year old transfer students  |
|--|---|---|
| Diphtheria,<br>Tetanus, Pertussis<br>(DTP, DTaP, Tdap) | 4 doses DTP or DTaP<br>1 dose must be at or<br>after 4 years of age                             | 4 doses diphtheria and tetanus<br>or<br>3 doses if 1 <sup>st</sup> dose given on or after 1 year of age<br>1 dose Tdap at 11 years of age or older upon entry into<br>7 <sup>th</sup> grade or higher |
| Polio  | 4 doses<br>or<br>3 doses if dose 3 was given on at or after 4 years of age                      |   |
| Measles, Mumps,<br>Rubella (MMR)*                      | 2 doses at or after 12 months of age  |   |
| Hepatitis B*   | 3 doses   |   |
| Meningococcal<br>Conjugate<br>(MenACWY)                | None  | 1 dose<br>at 11 years of age or older<br>upon entry into 7 <sup>th</sup> grade or higher  |
| Varicella<br>(Chickenpox)*                             | 2 doses at or after 12 months of age<br>or Current lab immunity or History of varicella disease |   |

\*If the child has not received these vaccines, documented immunity is required. All doses of vaccines must be valid (correct spacing and ages) for school entry purposes. These rules apply to children who are the above ages upon entry into school. During disease outbreaks, incompletely vaccinated children may be excluded from school. Parents and guardians choosing to decline vaccines must obtain a certified non-medical waiver from a local health department. Read more about waivers at [Michigan.gov/immunize](http://Michigan.gov/immunize). The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, genetic information, sex, sexual orientation, gender identity or expression, political beliefs, or disability. Rev. 6-2021





## Appendix C: School and Childcare Building Name Changes

All school building names, addresses, and phone numbers are automatically loaded into MCIR from the Michigan Department of Education's Entity Master (EEM) System. To update this information, follow these steps:

### For Public Schools

- The school district's authorized [EEM user](#) should log into the system to make changes.
- If unsure who the authorized user is, contact the Center for Educational Performance and Information (CEPI) by email at [cepi@michigan.gov](mailto:cepi@michigan.gov) or call (517) 335-0505, option 3.
  - Be prepared to provide the following information:
    - Username
    - District code
    - District name
    - EEM application name (in this case, it would be School Code Master)
    - Phone number, including area code and extension
    - Email address
    - Description of desired changes.

### Non-Public/Private Schools

- Complete the **Non-Public School Membership Report** electronically in the [NexSys, Grant, Application and Security System](#). The report is available starting on October 15, at the start of the school year, and is due on October 31. For more information, please review the [Nonpublic and Home School Information Manual](#). Direct questions to [Nonpublicschools@michigan.gov](mailto:Nonpublicschools@michigan.gov)

### Childcare Centers

- The LHD can change a childcare center's name. After notifying the LHD, the center must notify the local licensing office of the pending name change.

**NOTE:** The MCIR Help Desk and MDHHS **CANNOT** request this information for you. Once the EEM or report is updated, contact the MCIR Help Desk at 1-888-243-6652 or email [MDHHS-MCIRHelp@michigan.gov](mailto:MDHHS-MCIRHelp@michigan.gov) to request an update in MCIR. **Updates are not automatic and must be requested directly.**



- The **IP 100/101 Summary** report provides an overview of each student's immunization completion.
  - This **summary report can be shared** with the LHD, as it contains no PHI.
  - **Detailed reports, however, must not be shared** with the LHD due to the inclusion of PHI.

Figure D2: IP 100/101 Summary Report

|  |   |                |               |                |                |                |               |                |
|--|---|----------------|---------------|----------------|----------------|----------------|---------------|----------------|
| Summary as of:<br>09/10/2024<br>06:49 PM | <b>Michigan Department of Health and Human Services</b> |                |               |                |                |                | Page: 1       |                |
|  | <b>Alphabetical List of Students</b>                    |                |               |                |                |                |               |                |
|  | <b>November 2024 Reporting Period</b>                   |                |               |                |                |                |               |                |
|  | <b>3301090629 Your School Name</b>                      |                |               |                |                |                |               |                |
|  | 123 Any Street<br>Anytown, MI 49839<br>(517) 855-8585   |                |               |                |                |                |               |                |
| Contact: [REDACTED]                      | <b>Kindergarten</b>                                     |                | <b>Other</b>  |                | <b>Seventh</b> |                | <b>Total</b>  |                |
|  | <b>Number</b>   | <b>Percent</b> | <b>Number</b> | <b>Percent</b> | <b>Number</b>  | <b>Percent</b> | <b>Number</b> | <b>Percent</b> |
| COMPLIANT ENTRANTS                       | 1   | 25             | 1             | 25             | 1              | 50             | 3             | 30             |
|  | 4   |                | 4             |                | 2              |                | 10            |                |
| NO RECORDS                               | 1   | 25             | 1             | 25             | 1              | 50             | 3             | 30             |
| COMPLETES                                | 0   | 0              | 1             | 25             | 0              | 0              | 1             | 10             |
| PROVISIONALS                             | 0   | 0              | 0             | 0              | 0              | 0              | 0             | 0              |
| INCOMPLETES                              | 2   | 50             | 3             | 75             | 1              | 50             | 6             | 60             |
| TOTAL WAIVERS                            | 1   | 25             | 0             | 0              | 1              | 50             | 2             | 20             |
| RELIGIOUS WAIVERS                        | 1   | 25             | 0             | 0              | 0              | 0              | 1             | 10             |
| MEDICAL WAIVERS                          | 0   | 0              | 0             | 0              | 0              | 0              | 0             | 0              |
| OTHER WAIVERS                            | 0   | 0              | 0             | 0              | 1              | 50             | 1             | 10             |
| DTAP 1                                   | 1   | 25             | 1             | 25             | 1              | 50             | 3             | 30             |
| DTAP 2                                   | 1   | 25             | 1             | 25             | 1              | 50             | 3             | 30             |
| DTAP 3                                   | 0   | 0              | 1             | 25             | 1              | 50             | 2             | 20             |
| DTAP 4                                   | 0   | 0              | 1             | 25             | 1              | 50             | 2             | 20             |
| DTAP 5                                   | 0   | 0              | 1             | 25             | 0              | 0              | 1             | 10             |
| DTAP 6                                   | 0   | 0              | 0             | 0              | 0              | 0              | 0             | 0              |
| DTAP 7                                   | 0   | 0              | 0             | 0              | 0              | 0              | 0             | 0              |

- Warning **Letters to Parents/Guardians** can be generated to inform them that a student is due for immunizations to remain in compliance with Michigan laws. If the individual's language preference is set to Spanish, the letter will automatically be generated in Spanish.

Figure D3: Immunization(s) Due Warning Letter

| UNOFFICIAL School/Childcare Immunization History  |        |        |        |               |        |        |        |
|---|--------|--------|--------|---------------|--------|--------|--------|
| September 11, 2024  |        |        |        |               |        |        |        |
|   |        |        |        | ID            |        |        |        |
|   |        |        |        | Date of Birth |        |        |        |
|   |        |        |        | Building      | 90629  |        |        |
|   |        |        |        | Grade         | 11     |        |        |
| <p>To the parent or guardian of <span style="background-color: #cccccc; display: inline-block; width: 100px; height: 1em;"></span></p> <p>Michigan law requires that all students must be immunized against vaccine preventable diseases to attend School LHD Test Site.</p> <p>According to our records your child needs the following immunizations: Tdap, Polio, MMR, Hepatitis B, Varicella, Meningococcal Conjugate (MenACWY/MCV4).</p> <p>A health care provider and/or county health department can administer these vaccines to complete the series.</p> <p>A current immunization record is required no later than 09/25/2024</p>  |        |        |        |               |        |        |        |
| History of Vaccinations Given By Series   |        |        |        |               |        |        |        |
| Vaccine Series  | Date#1 | Date#2 | Date#3 | Date#4        | Date#5 | Date#6 | Date#7 |
| No Immunizations Given  |        |        |        |               |        |        |        |
| <p><b>* These vaccination dates indicated by asterisks have not been verified by a health care provider.</b></p> <p>There may be additional vaccines recommended for your child, which are not currently required for school or childcare attendance. If your child needs these vaccinations, contact your doctor, your healthcare provider, or your county health department. If you have an objection to any of the immunizations that are required under the current Michigan Public Health Code, please contact your local health department about the procedure for completing a waiver. Contact your healthcare provider or health department to see if you are eligible for no or low-cost vaccines for your child.</p> <p>Sincerely,</p> <p>Sally Sunshine<br/>Immunizations Program Secretary<br/>School LHD Test Site</p> |        |        |        |               |        |        |        |

- MCIR/SIRS can generate **three types of immunization reports**, organized alphabetically by grade level: Incompletes, Provisionals, and Waivers.
  1. The **Alphabetical List of Incompletes** shows which students have incomplete immunization status, organized by grade level. The summary report shows students' names but does not specify which immunizations are needed, while the detailed report provides this information.

Figure D4: Incomplete Immunizations Report

|                  |   |                |         |
|------------------|---|----------------|---------|
| 09/11/2024       | <b>Michigan Department of Health and Human Services</b> |                | Page: 1 |
|                  | <b>Alphabetical List of Incompletes</b>                 |                |         |
|                  | <b>November 2024 Reporting Period</b>                   |                |         |
|                  | <b>3301090629 Your School Name</b>                      |                |         |
|                  | 123 Any Street<br>Anytown, MI 49839<br>(517) 855-8585   |                |         |
| Contact:         | [REDACTED]  |                |         |
| <b>Name</b>      | <b>Date of Birth</b>                                    | <b>Phone #</b> |         |
| <hr/>            |   |                |         |
| <b>GRADE: K</b>  |   |                |         |
| test, test       |   | 01/01/2020     |         |
| DTaP             | Dose 3 Needed   |                |         |
| MMR              | Dose 1 Needed   |                |         |
| Hepatitis B      | Dose 1 Needed   |                |         |
| Varicella        | Dose 1 Needed   |                |         |
| <hr/>            |   |                |         |
| <b>GRADE: 02</b> |   |                |         |
| TEST, TEST       |   | 08/31/2015     |         |
| MMR              | Dose 1 Needed   |                |         |
| Varicella        | Dose 1 Needed   |                |         |
| test, test       |   | 08/01/2013     |         |
| Tdap             | Dose 1 Needed   |                |         |
| Polio            | Dose 1 Needed   |                |         |
| Varicella        | Dose 1 Needed   |                |         |
| test, test       |   | 11/21/2017     |         |
| DTaP             | Dose 1 Needed   |                |         |
| Polio            | Dose 1 Needed   |                |         |
| MMR              | Dose 1 Needed   |                |         |
| Hepatitis B      | Dose 1 Needed   |                |         |
| Varicella        | Dose 1 Needed   |                |         |

2. The **Alphabetical List of Provisionals** shows which students have provisional immunization status. For a full description, see the [Responsibilities](#) section.

Figure D5: Provisional Immunization Report

|                  |   |                |               |
|------------------|---|----------------|---------------|
| 09/11/2024       | <b>Michigan Department of Health and Human Services</b> |                | Page: 1       |
|                  | <b>Alphabetical List of Provisionals</b>                |                |               |
|                  | <b>November 2024 Reporting Period</b>                   |                |               |
|                  | <b>3301090629 Your School Name</b>                      |                |               |
|                  | 123 Any Street<br>Anytown, MI 49839<br>(517) 855-8585   |                |               |
| Contact:         | [REDACTED]  |                |               |
| <b>Name</b>      | <b>Date of Birth</b>                                    | <b>Phone #</b> |               |
| <hr/>            |   |                |               |
| <b>GRADE: C</b>  |   |                |               |
| ZZZGrinch, Green |   | 11/21/2021     |               |
| DTaP             | 11/06/2024  |                |               |
| ZzzzTest, Mary   |   | 01/01/2021     | (231)999-4444 |
| Polio            | 10/15/2024  |                |               |

3. The **Alphabetical List of Waivers by Antigen** report shows which students have Waivers, organized by grade level. The report displays what type of waiver the student has: medical, religious, or other.

Figure D6: List of Waivers by Antigen

|                          |   |                      |                |                |
|--------------------------|---|----------------------|----------------|----------------|
| 09/11/2024               | <b>Michigan Department of Health and Human Services</b> |                      |                | <b>Page: 1</b> |
|                          | <b>Alphabetical List of Waivers by Antigen</b>          |                      |                |                |
|                          | <b>November 2024 Reporting Period</b>                   |                      |                |                |
|                          | <b>3301090629 Your School Name</b>                      |                      |                |                |
|                          | 123 Any Street  |                      |                |                |
|                          | Anytown, MI 49839                                       |                      |                |                |
|                          | (517) 855-8585  |                      |                |                |
| Contact:                 |   |                      |                |                |
| <b>Name</b>              |   | <b>Date of Birth</b> | <b>Phone #</b> | <b>Status</b>  |
| <hr/>                    |   |                      |                |                |
| <b>GRADE: K</b>          |   |                      |                |                |
| Michigander, Kindertener |   | 04/10/2019           | (517)555-1234  | Waivered       |
| DTP/DTaP/DT/Td/Tdap      | Religious   |                      |                |                |
| Polio                    | Religious   |                      |                |                |
| MMR                      | Religious   |                      |                |                |
| Hepatitis B              | Religious   |                      |                |                |
| Varicella                | Religious   |                      |                |                |
| test, test               |   | 01/01/2020           |                | Incomplete     |
| Polio                    | Medical   |                      |                |                |
| zzzJunk, Jennifer        |   | 02/20/2013           |                | Waivered       |
| DTP/DTaP/DT/Td/Tdap      | Religious   |                      |                |                |
| Polio                    | Religious   |                      |                |                |
| MMR                      | Religious   |                      |                |                |
| Hepatitis B              | Religious   |                      |                |                |
| Varicella                | Religious   |                      |                |                |
| <hr/>                    |   |                      |                |                |
| <b>GRADE: 02</b>         |   |                      |                |                |
| TEST, TEST               |   | 08/31/2015           |                | Incomplete     |
| DTP/DTaP/DT/Td/Tdap      | Religious   |                      |                |                |
| Polio                    | Religious   |                      |                |                |
| Hepatitis B              | Religious   |                      |                |                |
| test, test               |   | 08/01/2013           |                | Incomplete     |
| MMR                      | Religious   |                      |                |                |
| Meningococcal Conjugate  | Religious   |                      |                |                |
| <hr/>                    |   |                      |                |                |
| <b>GRADE: 07</b>         |   |                      |                |                |
| ZZZInfant, Imms          |   | 09/25/2013           |                | Waivered       |
| Polio                    | Other   |                      |                |                |
| MMR                      | Other   |                      |                |                |
| Hepatitis B              | Other   |                      |                |                |
| Varicella                | Other   |                      |                |                |

- The **Future Vaccine Letter** generates a notification for parents/guardians, outlining which immunizations are required and the deadline by which they must be completed to remain in compliance with the Michigan Public Health Code. The letter will automatically be generated in Spanish, if the individual's language preference is set to Spanish.

Figure D7: Future Vaccine Letter

September 11, 2024

ID [REDACTED]  
Date of Birth [REDACTED]  
Building **90629**  
Grade [REDACTED]

To the parent or guardian of [REDACTED]

To the parent or guardian of [REDACTED]

Michigan Public Health Code requires all students be immunized against vaccine preventable diseases to attend School LHD Test Site.

According to our records your child needs the following immunizations:  
Tdap as of 10/12/2024  
Polio as of NOW  
MMR as of NOW  
Hepatitis B as of NOW  
Varicella as of NOW

Contact your doctor, your healthcare provider, or your county health department to make an appointment to receive these vaccines when they are due. Ask your healthcare provider or health department to see if you are eligible for no or low-cost vaccines for your child.

| List of Immunizations on File |            |        |        |        |        |        |        |
|-------------------------------|------------|--------|--------|--------|--------|--------|--------|
| Vaccine Series                | Date#1     | Date#2 | Date#3 | Date#4 | Date#5 | Date#6 | Date#7 |
| DTP/DTaP/DT/Td/Tdap           | 02/01/2018 |        |        |        |        |        |        |
| Polio                         | 02/01/2018 |        |        |        |        |        |        |
| Hib                           | 02/01/2018 |        |        |        |        |        |        |

**\*This immunization has not been verified by a healthcare provider. This immunization information was generated from a school or childcare report. Please review your own records to ensure accurate information regarding your child's immunizations. Encourage your healthcare provider to enter all immunizations from their medical record into the Michigan Care Improvement Registry (MCIR).**

Sincerely,

Sally Sunshine  
Immunizations Program Secretary  
School LHD Test Site

- The **Students Without Birth Certificates** report is organized by grade level and sorted alphabetically within each grade.

Figure D8: Students without Birth Certificates Report

|                             |  |                |         |
|-----------------------------|--|----------------|---------|
| 09/11/2024                  | <b>Michigan Department of Health and Human Services</b><br><b>Alphabetical List of Students without Birth Certificates</b><br><b>November 2024 Reporting Period</b><br><b>3301090629 Your School Name</b><br>123 Any Street<br>Anytown, MI 49839<br>(517) 855-8585 |                | Page: 1 |
| Contact: [REDACTED]         |  |                |         |
| <b>Name</b>                 | <b>Date of Birth</b>   | <b>Phone #</b> |         |
| <hr/>                       |  |                |         |
| <b>GRADE: K</b>             |  |                |         |
| Michigander, Kindergartener | 04/10/2019   | (517)555-1234  |         |
| test, test                  | 01/01/2020   |                |         |
| zzzJunk, Jennifer           | 02/20/2013   |                |         |
| <hr/>                       |  |                |         |
| <b>GRADE: 02</b>            |  |                |         |
| TEST, TEST                  | 08/31/2015   |                |         |
| test, test                  | 08/01/2013   |                |         |
| test, test                  | 11/21/2017   |                |         |
| <hr/>                       |  |                |         |
| <b>GRADE: 06</b>            |  |                |         |
| ZZZEleven, Covid            | 09/01/2012   |                |         |
| <hr/>                       |  |                |         |
| <b>GRADE: 07</b>            |  |                |         |
| ZZZInfant, Imms             | 09/25/2013   |                |         |

- The **Last Physical Report** is organized by grade level and sorted alphabetically within each grade.

Figure D9: Last Physical Report

|                             |  |                      |         |
|-----------------------------|--|----------------------|---------|
| 09/11/2024                  | <b>Michigan Department of Health and Human Services</b><br><b>Alphabetical List of Last Physical</b><br><b>November 2024 Reporting Period</b><br><b>3301090629 Your School Name</b><br>123 Any Street<br>Anytown, MI 49839<br>(517) 855-8585 |                      | Page: 1 |
| Contact: [REDACTED]         |  |                      |         |
| <b>Name</b>                 | <b>Date of Birth</b>   | <b>Last Physical</b> |         |
| <hr/>                       |  |                      |         |
| <b>GRADE: K</b>             |  |                      |         |
| Michigander, Kindergartener | 04/10/2019   |                      |         |
| test, test                  | 01/01/2020   |                      |         |
| zzzJunk, Jennifer           | 02/20/2013   |                      |         |
| <hr/>                       |  |                      |         |
| <b>GRADE: 02</b>            |  |                      |         |
| TEST, TEST                  | 08/31/2015   |                      |         |
| test, test                  | 08/01/2013   |                      |         |
| test, test                  | 11/21/2017   |                      |         |
| <hr/>                       |  |                      |         |
| <b>GRADE: 06</b>            |  |                      |         |
| ZZZEleven, Covid            | 09/01/2012   |                      |         |



- The **CA-60 Labels** report generates a list of individuals and their immunization history for printing. For optimal printing results, use 2" x 4" labels, 10 per sheet, such as Avery 5163. **NOTE:** If an individual has too much immunization data, the label will display "Data exceeds label size."

*Figure D 12: CA-60 Labels Report*

|   |   |
|---|---|
| <p>Fee, Oakley<br/>           DOB: 08/04/2020                      Grade: C<br/>           Series Dose 1 Dose 2 Dose 3 Dose 4 Dose 5 Dose 6 Dose 7<br/>           DTAP<br/>           POLI<br/>           MMR<br/>           HEPB<br/>           VAR<br/>           TITER</p> | <p>ZZZrotav, Tester<br/>           DOB: 01/01/2015                      Grade: C<br/>           Series Dose 1 Dose 2 Dose 3 Dose 4 Dose 5 Dose 6 Dose 7<br/>           DTAP 08/07/2019 04/01/2020 12/15/2021<br/>           POLI 08/07/2019 04/01/2020 12/15/2021<br/>           MMR 01/01/2016 02/01/2016 02/01/2017<br/>           HEPB 08/07/2019 04/01/2020 06/01/2020<br/>           VAR 08/07/2019 04/01/2020<br/>           TDAP 08/22/2024<br/>           TITER</p> |
| <p>TEST, CASSIE<br/>           DOB: 08/22/2023                      Grade: DK<br/>           Series Dose 1 Dose 2 Dose 3 Dose 4 Dose 5 Dose 6 Dose 7<br/>           TITER</p>   | <p>Michigander, Kindergartener<br/>           DOB: 04/10/2019                      Grade: K<br/>           WSeries Dose 1 Dose 2 Dose 3 Dose 4 Dose 5 Dose 6 Dose 7<br/>           R DTAP 07/20/2019 10/22/2019<br/>           R POLI<br/>           R MMR<br/>           R HEPB 04/11/2019<br/>           R VAR<br/>           TITER Var</p>   |

## APPENDIX E: MICHIGAN IMMUNIZATION LAWS FOR SCHOOLS AND CHILDCARE CENTERS

This appendix provides a comprehensive collection of links to Michigan's immunization laws and regulations for schools and childcare centers. These resources are essential for understanding the state's requirements for immunization compliance, exemptions, and reporting. By reviewing these laws, school administrators, childcare providers, and health professionals can ensure they adhere to state guidelines to protect the health and well-being of children in their care.

- 1) [333.9205 Immunization of child required.](#)
- 2) [333.9206 Certificate of immunization required; form; contents; right to object to reporting to the department; failure to comply with subsection \(3\); "health care provider" and "health professional" defined.](#)
- 3) [333.9207 Childhood immunization registry; Michigan care improvement registry; establishment purpose; confidentiality and disclosure requirements.](#)
- 4) [333.9208 Certificate of immunization or statement of exemption; presentation to school officials; minimum doses of immunizing agent; updated certificate; annual report.](#)
- 5) [333.9209 Immunization status of kindergarten and first-grade students; minimum percentage levels of immunization; raising immunization level; report of additional immunizations; a form of report; exclusion of child from school attendance.](#)
- 6) [333.9211 Preschool-aged child registered in program or group residence, care, or camping; certificate of immunization or statement of exemption; a minimum dose of the immunizing agent; updated certificate; report of immunization status.](#)
- 7) [333.9212 Immunization requirements of MCL 333.9208 as a condition for admission to grade in a public or nonpublic school.](#)
- 8) [333.9215 Exemptions](#)
- 9) [333.9227 Rules](#)
- 10) [The Revised School Code \(Excerpt\) Act 451 of 1976 – 380.1177 Immunization statements; vision screening test; immunization status and vision report; rules.](#)
- 11) [The STATE SCHOOL AID ACT OF 1979 – 388.1767 Plan for compliance with MCL 380.1177 and 333.9209; report of immunization status; districts subject to subsection \(4\); failure to comply with section; exception to 2020-2021 fiscal year.](#)
- 12) [MDHHS Communicable and Related Disease Administrative Rules](#)

## Closing Remarks

Thank you for using this manual to navigate the School Information Reporting System (MCIR/SIRS). We hope this guide has provided the necessary information to ensure accurate and efficient use of the system. Maintaining up-to-date immunization records is critical to the health and safety of Michigan's communities, and your role in managing these records is invaluable.

Should you require additional support or have any questions, please don't hesitate to contact the MCIR Help Desk at 1-888-243-6652 or via email at [MDHHS-MCIRHelp@michigan.gov](mailto:MDHHS-MCIRHelp@michigan.gov). We greatly appreciate your commitment to ensuring immunization compliance within Michigan's schools and childcare centers.



End of Manual