



Health
Department

School Immunization Program (SIP)

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Email: sip@macombgov.org (Fill the subject field with the school's name/report date)

MCIR REPORTING TIMELINE FOR SCHOOLS

AT REGISTRATION: OBTAIN FERPA CONSENT

- **Add ONLY reportable students to the MCIR roster & assign the correct reporting period**
- **Provide parent with the MCIR generated letters and Resources flyer when applicable**
- **Assign current grade for Students registering before 1ST Monday in August**
- **Assign future KDs registering before 1st Monday in Aug. a grade "C" or check roundup box**

MCIR ROSTER: INCLUDES ONLY REPORTABLE STUDENTS: KD, 7th and/or New to District.

- Nov. Reporting Period: **entrants from 1/1 - 9/30** of the same year
- Feb. Reporting Period: **entrants from 1/1 - 12/31** of the previous year

SPECIAL NOTES:

- **Any changes made to the MCIR roster won't be reflected until the next day**
- **After submitting the reports, do not change your MCIR roster unless asked by the SIP staff**
- **MCIR will promote all student a grade after the 1st Monday of August**
- **MC SIP WAIVER POLICY: a KD waiver is good until the end of 6th grade & a 7th grade waiver is good through 12 grade**

THE FOLLOWING DATES ARE IN THE SAME YEAR AS THE SCHOOL YEAR STARTS:

NOV REPORTING PERIOD: MCIR REPORTS ARE DUE NOV. 1st regardless of compliance rates

- MCIR roster includes reportable students **enrolled from Jan 1st – Sep 30th** of the same year
- **May submit reports on October 1st only if the compliance rate is at 90% or greater**

THE BELOW DATES ARE IN SAME YEAR AS THE SCHOOL YEAR ENDS:

FEB REPORTING PERIOD: MCIR REPORTS ARE DUE FEB. 1st regardless of compliance rates

- MCIR roster includes reportable students for the **previous calendar year 1/1 - 12/31** (the Nov. roster **plus** any new reportable entrants from Oct 1st through Dec 31st)
- **Reports can be submitted as early as Jan. 1st only if the compliance rate is at 95% or greater**

REQUIRED REPORTS:

1. IP Status Report (Summary)
2. Incomplete Report (FERPA Box checked appropriately)
3. Provisional Report (FERPA Box checked appropriately)
4. Waiver Report: send waivers with report for students with a signed FERPA consent
5. Aggregate Form if utilized

COMPLIANCE RATE TOOLS: START EARLY & utilize the following in a timely manner

1. Send the appropriate Letters to students who are incomplete on their vaccinations ASAP
2. **PLAN AHEAD:** prepare future KD & 7th grade students by providing them with "Future Vaccine Need" & "Resources Flyer" in **Feb., Apr., & Jun** during their preschool & 6th grade school year

"Future Vaccine Need" Letters are generated in MCIR & the "Parent Resource Flyer" is on the [SIP website](#)

CONTACT INFORMATION: Send reports to the contact information listed above in page header

[MCIR manual \(MM\)](#) can be found at mcir.org/school-childcare/reporting to the health-department, bottom of page