Make **MCIR.org**
Your One Stop Shop for
School and Childcare Reporting Resources

Childcares

- Report all children except those who are school age since they will be reported by their school.
- Requirement:
  - Achieve a minimum compliance rate of ≥90% by October 1.
- Run MCIR/SIRS reports.
- Deadlines:
  - By October 1: finalize IP-101 report.
  - By October 2: submit final reports to LHD.

Schools

- Report the following students:
  - All kindergarteners
  - All seventh graders
  - All students new to the district
- Requirement:
  - Achieve a minimum compliance rate of ≥90% by November 1.
  - Achieve a minimum compliance rate of ≥95% by February 1.
- Run MCIR/SIRS reports.
- Deadlines:
  - By November 1: finalize IP-100 report.
  - By February 1: finalize IP-100 report.

Immunization Program Reporting (IP-100/101) Checklist

- ✓ View MCIR/SIRS **training videos**.
- ✓ Create and modify IP roster.
- ✓ Generate Letters to Parents and send letters home.
- ✓ Run the Future Vaccine Needs report.
- ✓ Run Alpha List of Students report.
- ✓ Run IP-100/101 report.*
- ✓ Submit Aggregate Reporting Forms.*
- ✓ Click "Close Period" when ready.

Assistance with reporting* and waivers
Local Health Department (LHD) School and Childcare Contacts

MCIR Technical Support Help Desk
MDHHS-MCIRHelp@michigan.gov
1-888-243-6652