



MAKE MCIR.ORG YOUR ONE STOP SHOP FOR REPORTING RESOURCES

Childcares

- **REPORT Deadline: OCTOBER 1st**
 - Build and update roster by OCTOBER 1st
 - Submit report on OCTOBER 2ND
- Report all students except school age, who will be reported by their school
- IP 100/101 rate must be 90%
- Run the following reports:
 - IP 100/101
 - Waiver
 - Hearing

Schools

- Report deadlines
 - NOVEMBER 1ST - IP 100/101 rate = 90%
 - FEBRUARY 1ST - IP 100/101 rate = 95%
- Report all kindergarteners
- Report all seventh graders
- Report all students new to the district (regardless of age or grade)
- Run the following reports:
 - IP 100/101
 - Waiver
 - Vision



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

Immunization Program Reporting (IP 100/101) Checklist

- ✓ View training videos
- ✓ Create roster
- ✓ Modify roster
- ✓ Run the Letters to Parents report
- ✓ Run the future needs report
- ✓ Send letters home
- ✓ Run applicable reports
- ✓ Print reports before closing period
- ✓ Click close period

**FAX REPORTS TO THE
COUNTY HEALTH
DEPARTMENT, FIND
YOUR CONTACT HERE:**

[Local Health Dept.](#)
[Contacts](#)

MCIR.ORG TRAINING VIDEOS

Roster Basics
 Building a Roster
 Adding and Editing
 Immunization
 Modify, Delete and
 Mark Records as
 Duplicates
 Creating and
 Viewing Reports
 Marking Students
 as Kindergarten
 Roundup