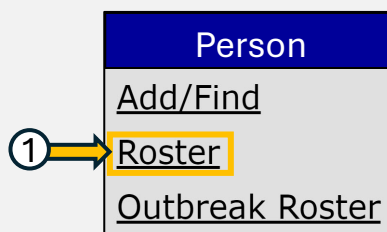


# Dental Screening Reporting in MCIR

Starting with the 2024-2025 school year, Michigan requires all children enrolling in kindergarten to complete a dental screening as part of the Kindergarten Oral Health Assessment (KOHA) program. Screenings must be reported in MCIR/SIRS. This tip sheet provides key details to ensure compliance with this requirement and successful reporting.

1. On the MCIR/SIRS home screen, click on **Roster** in the **Person** box. This will open the Roster page in a new window.



2. From the **Roster** page, select the **child's name** that needs their dental status updated.

A screenshot of the 'Roster' page in the MCIR/SIRS system. The page has a header 'Roster' and a 'Print Help' link. Below the header are several tabs: 'Person', 'Sch/CC', 'My Site', 'Adm', 'Rpts', and 'Oth'. The 'Person' tab is selected. Below the tabs are search and filter options, including 'Last Name', 'Search', 'Roster Size: 46', and 'Modify Roster'. The 'Current Period' is set to 'November 2024'. A red note states: 'Red grade background indicates a grade not valid for this site. Entire line denotes roundup person.' Below this is a table with columns: Name, Birth Date, S, Gr, MCIR ID, Pd, IS, and Last Eval. The row for 'Michigander, Sally' is highlighted with a yellow box and a circled '2' points to it.

Name	Birth Date	S	Gr	MCIR ID	Pd	IS	Last Eval
Michigander, Little	04/11/2020	M	K	17345090784	Nov24	C	11/13/2024
Michigander, Sally	06/01/2020	F	K	17495112853	Nov24	P	11/16/2024
Smith, Kindergarten	09/26/2020	F	K	27168202445	Nov24	P	11/16/2024
Taylor, Twisty	11/11/2020	M	K	17466678954	Nov24	W	
Xray, Ida	02/22/2020	M	K	16873656126	Nov24	C	09/10/2024
Zebra, Charlie	03/21/2020	F	K	17501505900	Nov24	I	11/16/2024

For assistance, contact the MCIR Helpdesk:

Phone: 888-243-6652

Email: [MDHHS-MCIRHelp@michigan.gov](mailto:MDHHS-MCIRHelp@michigan.gov)



- The child's **General Information** screen will open.
- Scroll halfway down the page to find the School/Childcare section. Select **Edit Information**. A popup window will appear.

Person: Michigander, Sally  
 Birth Date: 06/01/2020  
 School: Waivered FERPA Consent: NO

**General Information** Print Label Print Help Home Exit

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

**Person Information** MCIR ID : 17495112853

Name: Michigander, Sally Birthdate: 06/01/2020 Sex: Female  
 Age: 4 years 5 Months

Mom's Maiden Nm: Primary Phone (Edit):  
 Address (Edit): 12343 Main St Secondary Phone (Edit):  
 Okemos, MI 48864 Address Status: Valid  
 Country: United States County: Lenawee Address Updated: 06/11/2024

**School/Childcare**  
 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

- Check the **Kindergarten Dental Screened** box.
- Click **Submit** to save the changes.

**Edit School/Childcare Info**

**Edit School/Childcare Info**

**Student Info**

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

- The child's record is updated and compliant with the KOHA program.

**School/Childcare**  
 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