



This message was sent to the IAP, MCIR/SIRS, PH Imms Leads, INE, Biological Clerks, Imms All Staff, and DSO All Staff listservs.

Target Audience: School, Childcare, LHD Partners, MDE, MiLEAP, IMMS, and DSO
Distribution date: 04/30/2026

Local health departments please share this information with the childcare center and school reporting staff in your jurisdiction.

Subject: MCIR Transition Checklist: What to Complete Before June 10

Dear School, Childcare, and Local Health Department Partners,

As a follow-up to our previous communication, we are sharing a simple checklist to help you prepare for launch of the new Michigan Care Improvement Registry (MCIR) platform, STC|ONE.

With access to legacy MCIR ending at the **close of business on June 10, 2026**, this checklist outlines the key steps your organization should complete before that date, as well as what to expect during the transition period.

Before Wednesday, June 10, 2026

Account & Access

- Update your email and phone number in MiLogin for Business
(Use a cell phone number to support multi-factor authentication).
- Ensure your organization allows emails from noreply@tovutimail.com
(“Allow” or “whitelist” means emails from this address won’t be blocked or sent to spam).
- Watch for STC|ONE LMS training access details

Contact Information

- Verify your contact information in MCIR is current
- [Update school/childcare contact details](#) (see page 39), including:
 - Immunization reporting staff

- Superintendent
- Principal
- Childcare Director

Data & Reporting Preparation

- Do **NOT** remove students from:
 - October 2025 report (childcare only)
 - February 2026 report (school only)
- Add and prepare students for November 2026 reporting:
 - Incoming kindergarteners
 - Incoming 7th graders
 - New students (as of January 1, 2026)

Parent Communication

- Run the **Future Vaccine Need Report**
- Send letters to parents/guardians as soon as possible

Save Your Reports (Deadline: Monday, June 1, 2026)

- Build your Oct/Nov 2026 reporting period
- Print and save the following reports:
 - Alpha List of Students
 - Letters to Parents
 - Incompletes (Detailed)
 - Provisionals (Detailed)
 - Waivers (Detailed)
 - Future Vaccine Need

During the Transition (After June 15, 2026)

Temporary Process Changes

- Manually verify immunization status for new students/children
- Direct families to their healthcare provider or local health department if needed

Training Requirement

- Complete required STC | ONE LMS training
 - Required to regain access to reporting functionality
 - Training information will be shared in late July/August

After Access is Restored

- Rebuild reports in STC | ONE using your printed Alpha List
- Add any new students not included on your saved reports

Need Help?

- Contact your local health department school/childcare liaison
- Email: MDHHS-MCIRTransition@michigan.gov
- Visit: mcir.org/modernization