



IMPORTANT DATES FOR CHILDCARES

October 2024 MCIR Reporting

February- August

- Add all new entrants to the **Oct24** reporting period.
- Be sure to assign them grade "C" for childcare.
- Create and send warning "Letters to Parents" of Incomplete kids.
- Send "[School Requirements and Resources for Parents](#)" with "Letters to Parents"

August 5th (first Monday in August)

- **From this date on, you may** begin removing students that are no longer at your site.
- Check the immunization status of incomplete kids and continue sending "Letters to Parents".

September 16th

- Sites that have already reached the **required 90% compliance rate** may send their Oct24 reports.

September 30th

- Verify that all children on the roster have the **OCT24** reporting period and **grade of "C"**.
- This is the last day to make any changes to your roster.
- Changes made are updated overnight in MCIR thus reports cannot be run until the next business day.

October 1st

- Submit all required **reports regardless of compliance rate: Save copies for your record.**
- After reports have been submitted **do not** change your roster.

October- December

- Do not make any changes to the Oct24 roster unless you were asked to by the School Immunization Program.
- Continue working to get kids up to date on their vaccines.
- Create and send warning/exclusion "Letters to Parents" of Incomplete kids.

October 2025 MCIR Reporting

February- August

- Add any new children that registered at your site after Jan. 1st to the **Oct25** reporting period.
- Be sure they are assigned grade "C".

For more information, see the MCIR Reporting Resources for Schools and Childcares on the [SIP website.](#)"
School and Childcare" section