



MCIR REPORTING RESOURCES FOR SCHOOLS AND CHILDCARES

- ✓ **Reportable students:**
 - ✓ Schools: KD, 7th grade, new to district
 - ✓ Childcares: report on all students every year
- ✓ **Before submitting reports verify:**
 - ✓ Everyone on your roster has the correct "Grade"
 - ✓ Correct "Reporting Period"
- ✓ **Required reports:**
 - IP 100/101 Summary
 - Aggregate Form (Schools-Required, Childcare-If Applicable)
[Childcare Aggregate Form](#), [Childcare Tip Sheet](#), [School Aggregate Form](#), [School Tip Sheet](#)
- ✓ For information on the new Electronic Nonmedical Waiver Process and the "Aggregate Form", log into mcir.org and view "MCIR News"
- ✓ For resources and [FAQs](#) with MCIR reporting please visit [mcir.org resource page](http://mcir.org/resource-page)
- ✓ If you do not have any children to report on, please notify our program ASAP by email or phone
- ✓ Encourage parents with incomplete children to get their immunizations before referring them for a nonmedical waiver
- ✓ Make sure your contact information is up-to-date
 - ✓ Update MCIR by logging into MCIR and updating your "Profile" found in the header
 - ✓ To update the MCHD SIP complete and submit the "[Form](#)" found on the [School Immunization Program](#) website in the school and childcare section

Please bookmark the Macomb County [School Immunization Program](#) website for it contains the most updated material.

Submitting Reports

Email to SIP@macombgov.org or
fax to 586-466-6953

- ✓ **Keep a copy for your records.**
- ✓ Include your site name in the "Subject" if submitting via email

Macomb County MCIR Training

- ✓ Virtual one-on-one trainings
- ✓ Approximately 1 ½ hours
- ✓ Usually on Fridays, but negotiable
- ✓ Available to New and Old Reporters

**To schedule, please call us at
586-466-6840**