



## IMPORTANT DATES FOR SCHOOLS

### NOVEMBER 2024 REPORTING

#### March- August

- **Add reportable students** to the **Nov24** MCIR roster.
- Assign students to the **Nov24** reporting period and **current grade**. (Ex. Future 7<sup>th</sup> grader is assigned their current grade of 6<sup>th</sup>).
- Create in MCIR “Letters to Parents” of Incomplete students and send to parents.
- Provide parents with “[School Requirements and Resources for Parents](#)” found at [SIP website](#)

#### August 5<sup>th</sup> (first Monday in August):

- From this date on, remove students that are no longer reportable from the previous roster.
- Continue building Nov24 roster & assign students the grade attending in the 2024-2025 school year.
- Check the immunization status of incomplete kids and continue sending “Letters to Parents”.

#### October 1<sup>st</sup>

- Sites that have already reached **90% compliance** may begin sending their Nov24 MCIR reports.

#### October 31<sup>st</sup>

- This is the last day to make changes to your roster.
- Changes made are updated overnight in MCIR; reports cannot be run until the next business day.

#### November 1<sup>st</sup>

- Submit all required reports **regardless of compliance rate: Save copies for your record.**
- Required compliance rate is **90%** for this reporting period.
- After reports have been submitted **do not** make changes to your Nov24 roster
- Continue to get incomplete students up to date on their vaccinations.

#### December 16<sup>th</sup> through December 31<sup>st</sup>

- Add reportable students registered at your school after October 1<sup>st</sup> to the Feb25 roster.

### FEBRUARY 2025 REPORTING

#### Jan 1<sup>st</sup>

- Sites that have already reached 95% compliance can begin sending their Feb25 reports.

#### Jan 30<sup>th</sup>

- This is the last day to make changes to your Feb25 roster.
- Changes made are updated overnight in MCIR; reports cannot be run until the next business day.

#### Jan 31<sup>st</sup>

- Submit all required reports **regardless of compliance rate: Save copies for your record.**
- The required compliance rate for Feb24 is **95%**
- After required reports have been submitted **do not** change your Feb24 roster

#### March- August

- Add any **new reportable** students that registered at your school after January 1st to the **Nov25** reporting period and assign them the **current grade** they are in.