MCIR/SIRS REPORTING

Toll-free MCIR helpdesk number is: 1-888-243-6652

The following materials can be found on www.MCIR.org and should be reviewed:

Childcare packet:
- MCIR/SIRS Information Sheet
- Childcare Cover Letter
- Vaccines Required for Childcare and Preschools in Michigan
- Influenza Information for Childcare Centers
- Waiver Flyer for Parents
- Waiver FAQ for Parents
- Immunization Reporting Form

School packet:
- MCIR/SIRS Information Sheet
- School Cover Letter & Resources
- Important School Immunization Information and Resources
- Information for Parents – Teen Vaccines Papillomavirus, Meningococcal & Vaccines for Pre-Teens and Teens
- Influenza Information for Schools
- FAQ for FERPA
- Consent Form for Disclosures
- Vision Screening Information
- Vaccines Required for School Entry in Michigan
- Waiver Flyer for Parents
- Waiver FAQ for Parents
- Immunization Reporting Form

Timeline for MCIR/SIRS Reporting

January – December: Build your roster, assure that appropriate reporting period and grade is marked for each student. Use current grade, or roundup for kindergarten in the Spring and Summer of 2021 – all students will be advanced automatically on August 1st.

October: Childcare closes the report period by going into IP Status and clicking on the "close period" button on October 2nd. (The button will not be highlighted, and you will not be able to close the period if you are not at 90% compliancy.) Continue to update immunization records until you reach at least 90% compliancy.

November 1st: School closes the report period by going into IP Status and clicking on the close period button. (The button will not be highlighted, and you will not be able to close the period if you have not obtained at least 90% compliancy). Complete vision report for all kindergarten students. Continue to update immunization records until you reach at least 90% compliancy.

February 1st: School closes the report period by going into IP Status and clicking on the "close **February 1st**: School closes the report period by going into IP Status and clicking on the "close period" button. (The button will not be highlighted, and you will not be able to close the period if you are not at 95% compliancy). Continue to update immunization records until you reach at least 95% compliancy. Contact your local health department or the help desk if you have any questions about reporting.