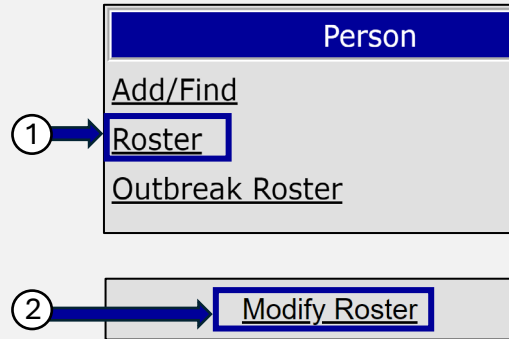# Using the Kindergarten Round-Up Feature in MCIR
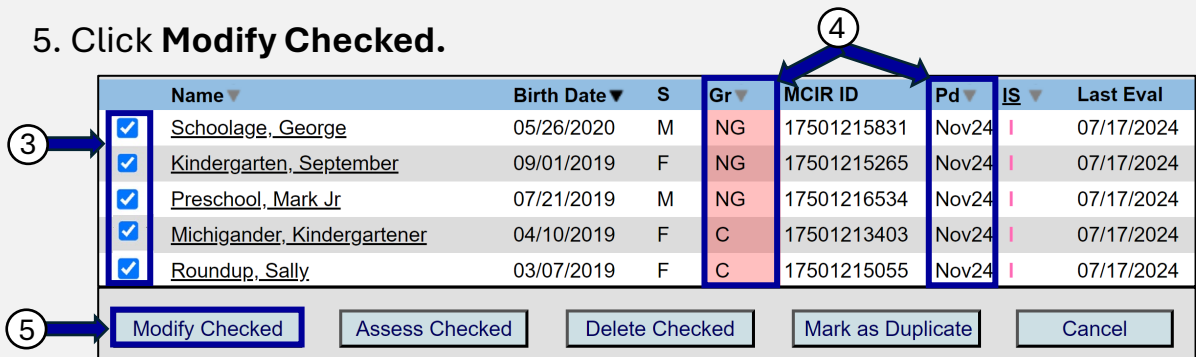
NOTES:
- The roundup feature is for children with **grades designated** as **NG or C**.
- Make sure to **add** all **roundup students** to the school **roster**.
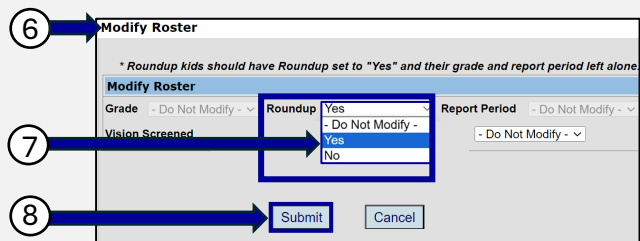- For assistance, please see the Using the Build Roster Feature on mcir.org.

1. To use the **Roundup Feature**, open the **Roster** page from the MCIR home screen.
2. Select **Modify Roster** from the upper right side of the screen.

Person
Add/Find
Roster
Outbreak Roster

① → Roster

② → Modify Roster

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3. Select all roundup students by **checking the box** next to their name.
4. Make sure the **Grade (**NG for No Grade; C for Childcare) and **Report Period** are correct.
5. Click **Modify Checked.**

④

	Name ▼	Birth Date ▼	S	Gr ▼	MCIR ID	Pd ▼	IS ▼	Last Eval
☑	Schoolage, George	05/26/2020	M	NG	17501215831	Nov24	I	07/17/2024
☑	Kindergarten, September	09/01/2019	F	NG	17501215265	Nov24	I	07/17/2024
☑	Preschool, Mark Jr	07/21/2019	M	NG	17501216534	Nov24	I	07/17/2024
☑	Michigander, Kindergartener	04/10/2019	F	C	17501213403	Nov24	I	07/17/2024
☑	Roundup, Sally	03/07/2019	F	C	17501215055	Nov24	I	07/17/2024

③

Modify Checked	Assess Checked	Delete Checked	Mark as Duplicate	Cancel

⑤

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6. The **Modify Roster** box will appear.
7. Use the **dropdown** menu under **Roundup** to select **yes**.
8. Click **Submit**.

⑥ Modify Roster

* Roundup kids should have Roundup set to "Yes" and their grade and report period left alone.

Modify Roster

Grade	- Do Not Modify - ⌄	Roundup	Yes	Report Period	- Do Not Modify - ⌄

- Do Not Modify -
Yes
No

Vision Screened   - Do Not Modify - ⌄

⑦

⑧ → Submit   Cancel

Using the Kindergarten Round-Up Feature in MCIR (cont.)

9. Now, all students with the **roundup box** checked appear **pink** on the **roster**.

Current Period: November 2024

Red grade background indicates a grade not valid for this site. Entire line denotes roundup person.

Name ▼	Birth Date ▼	S	Gr ▼	MCIR ID	Pd ▼	IS ▼	Last Eval
Schoolage, George	05/26/2020	M	NG	17501215831	Nov24	I	07/17/2024
Kindergarten, September	09/01/2019	F	NG	17501215265	Nov24	I	07/17/2024
Preschool, Mark Jr	07/21/2019	M	NG	17501216534	Nov24	I	07/17/2024
Michigander, Kindergartener	04/10/2019	F	C	17501213403	Nov24	I	07/17/2024
Roundup, Sally	03/07/2019	F	C	17501215055	Nov24	I	07/17/2024
test, test	11/21/2017	F	01	17374777221	Nov24	W	05/08/2023
ZZZOBrien, Ann	05/23/2016	F	03	16998656970	Nov24	I	07/17/2024
TEST, TEST	08/31/2015	U	01	17284636021	Nov24	W	04/19/2024

⑨

10. On the **first Monday in August**, all students with the roundup box checked will be **promoted** to the grade of **kindergarten**. The **pink shading** will **disappear,** and the roundup box will become **unchecked**.

⑩

Current Period: November 2024

Red grade background indicates a grade not valid for this site. Entire line denotes roundup person.

Schoolage, George	05/26/2020	M	K	17501215831	Nov24	I	07/17/2024
Kindergarten, September	09/09/2019	F	K	17501215265	Nov24	I	07/17/2024
Preschool, Mark Jr	07/21/2019	M	K	17501216534	Nov24	I	07/17/2024
Michigander, Kindergartener	04/10/2019	F	K	17501213403	Nov24	I	07/17/2024
Roundup, Sally	03/07/2019	F	K	17501215055	Nov24	I	07/17/2024
test, test	11/21/2017	F	01	17374777221	Nov24	W	05/08/2023
ZZZOBrien, Ann	05/23/2016	F	03	16998656970	Nov24	I	07/17/2024
TEST, TEST	08/31/2015	U	01	17284636021	Nov24	W	04/19/2024

Note: The **Roundup Option** is available from **January 1st** until the **first Monday in August**. For students added to the roster after this date, their **current grade** must be **manually entered** into MCIR/SIRS.

For assistance, contact the MCIR Help Desk:
Phone: 888-243-6652
Email: MDHHS-MCIRHelp@michigan.gov

MCIR
Michigan Care Improvement Registry