

Locating School District Foster Care Liaisons in the Educational Entity Master (EEM)

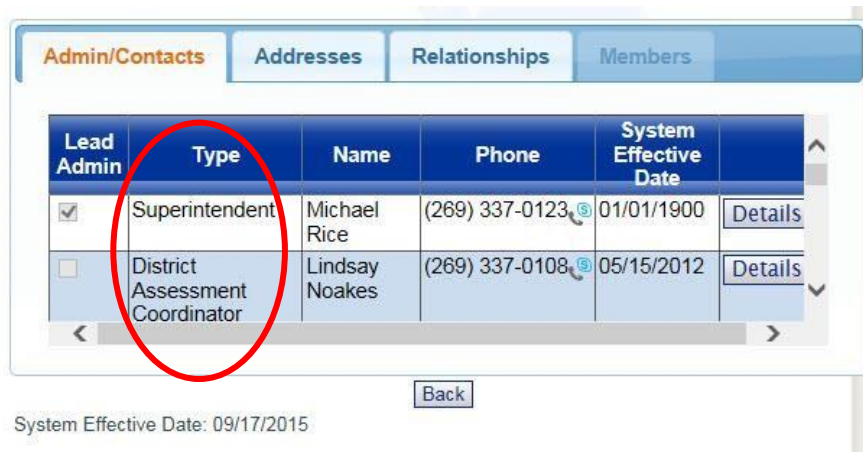
Go to the EEM website: <http://www.michigan.gov/eem>

- Type the name of the district in the EEM Search box (see below in red circle)
- Click “Go”
- See a drop down list of districts & click on the one you want



The screenshot shows the EEM website interface. At the top, there is a navigation bar with links for CEPI Home, User Guide, Help, Contact CEPI, Glossary, and Login. Below this is a search bar labeled 'EEM-Search' with a 'Go' button next to it, which is circled in red. The main content area features a 'Welcome to the Educational Entity Master' message and a 'What's New' section.

- You will see another list of related schools and districts with similar names. Click on the one you want.
- You will see a screen with details of all kinds about this district. SCROLL DOWN to this box:



The screenshot shows a table of lead administrators. The 'Type' column is circled in red. Below the table is a 'Back' button and a system effective date of 09/17/2015.

Lead Admin	Type	Name	Phone	System Effective Date	
<input checked="" type="checkbox"/>	Superintendent	Michael Rice	(269) 337-0123	01/01/1900	Details
<input type="checkbox"/>	District Assessment Coordinator	Lindsay Noakes	(269) 337-0108	05/15/2012	Details

System Effective Date: 09/17/2015

- Use the scroll bar next to “Details” to SCROLL DOWN to Foster Care Liaison.
- Click on DETAILS button to get name and contact information for the Foster Care Liaison in that district.

ALTERNATE SEARCH METHOD

- Click “Search “
- Click “Quick”
- Search by Characteristic

In the “Choose Type of Entities window,” check the appropriate selection:

- ISD District OR
- LEA District OR
- PSA District
- ****Do not check ISD School, LEA School, or PSA School**

Click - Status: Open-Active

Click “Search”

On bottom left of the screen that is returned, click on “Mailing/Contacts”

In the “Mailing Labels & Contact List” window, SCROLL DOWN, then check “Foster Care Liaison,” close to the end of the list

Select “Download” with “Excel” showing, unless you want another format