Directions for Accessing Contacts in the Educational Entity Master (EEM)

1. Access the website: <https://cepi.state.mi.us/eem/EEMErrorPage.aspx#mainMenu>
2. Click “Search”
3. Select “Quick”
4. Under “Entity Name” type in the name of the local education agency (LEA)
5. Click “Search”
6. Select the district from the list (there may be several pages to look through), click on the blue underlined name
7. Scroll to the bottom of the page
8. Under the Admin/Contacts tab, using the scroll bar, find “Foster Care Liaison”

There will be a name and a phone number listed. If you would like an email address, click on the “Details” button to find the person’s contact email.

