

## EEM Search: Schools and Unique Education Providers with Alternative Education

Remember that you can click on "Help" in the upper right quadrant of the screen, and that will give you directions for each screen. The User Guide is also available.

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Example request for a list of those entities that contain Alternative Education (schools and unique education providers):

1. Go to [www.michigan.gov/eem](http://www.michigan.gov/eem)
2. Click on Search.
3. Click on Detailed.
4. Under Status, choose Open-Active (or another choice).
5. Under Characteristic, choose Entity Type.
6. Click in the gray area.\*
7. Under Operator, select Contains.
8. Click in the gray area.
9. For the Value, choose the entity types. In this case, choose ISD schools, ISD unique education providers, LEA schools, LEA unique education providers, PSA schools, PSA unique education providers, State schools, State unique education providers, Nonpublic schools (there are no Nonpublic UEPs).
10. Click Add Criterion.
11. Go back to the top and choose Status again (open-active).
12. Under Characteristic, choose Educational Settings Actual (Summary).
13. Click in the gray area.
14. Under Operator, select Contains.
15. Click in the gray area.
16. For the Value, choose Alternative Education.
17. Click Add Criterion.
18. Click Search.
19. At the next screen, click the Mailing/Contacts button located at the bottom of the page.
20. At the next screen, click Use Lead Administrators. (This will give you the person that the district designated as the lead administrator, e.g., principal, school leader, etc.)
21. If you want Mailing Labels, click the print button at the bottom of the page
22. If you want e-mail addresses, click the Download button at the bottom of the page. You can choose the format (Excel, csv, or xml) in which you would like to download the file by clicking the dropdown arrow and highlighting your selection.
23. Save the file to your computer and use the e-mail addresses or other data that you need.

\* Clicking in the gray area is necessary for ADA requirements in order to get the screen to load properly so that a screen-reader can decipher/translate the actions.