# Center for Educational Performance and Information (CEPI)

*Michigan Education Information System*
*(MEIS)*

# Registry of Educational Personnel (REP)

# Application User's Guide

# EOY 2014

Questions?
Email: CEPI@michigan.gov
Phone: 517-335-0505, option 3

# Table of Contents

**INTRODUCTION** ..... **4**

**GENERAL INFORMATION** ..... **4**

WHAT INFORMATION DO USERS ENTER INTO THE REP? ..... 4
WHEN ARE THE REP DATA DUE? ..... 4

**NEED HELP?** ..... **4**

MICHIGAN EDUCATION INFORMATION SYSTEM (MEIS) ACCOUNT OR PASSWORD ..... 4
REP DATA FIELD DESCRIPTIONS ..... 5
REP CONTENT INFORMATION AND RESOURCE MATERIALS ..... 5

**APPLICATION STARTUP AND SECURITY** ..... **6**

AUTHORIZED USER – YOUR MEIS ACCOUNT ..... 6
CREATE YOUR MEIS ACCOUNT ..... 6
EMAIL ADDRESS AND PHONE NUMBER **KEEP THEM UP-TO-DATE** ..... 7
SECURITY AGREEMENT ..... 7

**REP ONLINE APPLICATION** ..... **7**

ACCESSING THE REP ONLINE APPLICATION ..... 7
REP LOGIN SCREEN ..... 8
SYSTEM LOGS OUT USER ..... 8

**ONLINE CUSTOMER SUPPORT MATERIALS** ..... **9**

TEACHER VERIFICATION WEBSITE ..... 9

**REP MENU OPTIONS** ..... **11**

ONLINE SINGLE SUBMISSION FORM OPTION ..... 11

**DAY-TO-DAY SUBSTITUTE TEACHERS (00SUB) OR DAY-TO-DAY PARAPROFESSIONALS/AIDES (00PAR) AND NON-INSTRUCTIONAL STAFF MEMBERS (81500 THROUGH 99900)** ..... **13**

DAY-TO-DAY SUBSTITUTE TEACHERS/DAY-TO-DAY PARAPROFESSIONALS/AIDES ..... 13
NON-INSTRUCTIONAL STAFF MEMBERS (ASSIGNMENT CODES "81500" THROUGH "99900") ..... 14

**DAY-TO-DAY SUBSTITUTE TEACHERS, DAY-TO-DAY PARAPROFESSIONALS/AIDES OR NON-INSTRUCTIONAL STAFF MEMBERS WHO ARE ASSIGNED TO OTHER REGULAR POSITIONS** ..... **15**

**EMPLOYEE DATA** ..... **17**

FIELDS 1, 2, 3, 4, 5, 6, 7, 8 AND 13 ..... 17
FIELD DEFINITIONS – HELP SCREENS ..... 18
FIELD 1: DATE OF COUNT ..... 19
FIELD 2: OPERATING ISD/ESA NUMBER ..... 19
FIELD 3: OPERATING LEA/PSA/ISD NUMBER ..... 19
FIELD 4: LAST NAME ..... 19
FIELD 5: FIRST NAME ..... 19
FIELD 6: MIDDLE NAME ..... 19

FIELD 7: SOCIAL SECURITY NUMBER ..... 20
FIELD 8: CREDENTIAL LICENSE NUMBER ..... 20
FIELD 13: DATE OF BIRTH ..... 20

**MEASUREMENT DATA ..... 20**

FIELDS 9, 11, 14, 15, 20, 25, 26 AND 28 ..... 20
FIELD 9: DATE OF HIRE ..... 20
FIELD 11: TITLE I AND TITLE II, PART A, TEACHERS ..... 21
FIELD 14: GENDER CODE ..... 21
FIELD 15: RACIAL/ETHNIC CODE ..... 21
FIELD 20: EDUCATOR EFFECTIVENESS ..... 21
FIELD 25: EMPLOYMENT STATUS ..... 22
FIELD 26: DATE OF TERMINATION/SEPARATION OF EMPLOYMENT ..... 22
FIELD 28: FULL-TIME BASE ANNUAL SALARY ..... 22

**ASSIGNMENT DATA - FIELD 10 ..... 22**

FIELD 10: SCHOOL ASSIGNMENT DATA (INCLUDES THE FOLLOWING DATA ELEMENTS: SCHOOL ASSIGNMENT BY GRADE, FTE, WAGE, ACCOUNTING CODE, HIGHLY QUALIFIED, ACADEMIC MAJOR, ACADEMIC MINOR, ADMINISTRATOR CONTINUING EDUCATION AND NUMBER OF CLASSES TAUGHT) ..... 24
CREDENTIAL STATUS ..... 26
FIELDS 12, 16, 17, 18, 19, 29 AND 30 ..... 26
FIELD 12: FUNDED POSITION STATUS ..... 26
FIELD 16: HIGHEST DEGREE ..... 26
FIELD 17: TYPE OF CREDENTIAL ..... 26
FIELD 18: DATE CREDENTIAL ISSUED ..... 26
FIELD 19: DATE OF EXPIRATION OF CREDENTIAL ..... 26

**NEW TEACHER PROFESSIONAL DEVELOPMENT ..... 27**

FIELD 24: NEW TEACHER PROFESSIONAL DEVELOPMENT ..... 27

**FIELD 27: PERSONNEL IDENTIFICATION CODE (PIC) ..... 27**

**REP PIC SEARCH FEATURE ..... 28**

**SAVING A RECORD/UPDATING A RECORD ..... 28**

SAVED AS VALID RECORD ..... 28
WARNING MESSAGES ..... 29
INVALID RECORD ..... 30
UPDATE/VERIFY A RECORD ..... 32

**PERSONNEL SUBMITTED REPORT/COMPLETE SUBMISSION ..... 32**

**DELETING A RECORD ..... 33**

**BULK SUBMISSION/UPLOAD REP DATA ..... 33**

BULK SUBMISSION/UPDATE REP DATA ..... 33
BULK SUBMISSION STATUS ..... 34

**REP REPORTS ..... 35**

# Introduction

This guide is for all users of the Registry of Educational Personnel (REP) Application. Users should also utilize the current edition of the REP Data Field Descriptions and any addenda posted to the REP Web page. This guide includes directions for using the REP Online Single Submission Application, the bulk submission/upload process and other features within the REP Application. We have divided the user's guide into sections as they appear in the REP Online Single Submission Application. This guide will provide you with a definition for, and general information about, each field collected in the REP, as well as instructions for using the REP data entry system.

A separate REP Report User's Guide is available on the REP Web page at http://www.michigan.gov/cepi/0,4546,7-113-986_10478---,00.html under REP Help and Resources.

# General Information

## What Information Do Users Enter into the REP?

The REP collects basic employment elements relating to school personnel. Authorized users must submit personnel data twice a year, in the fall and at the end of the school year. The Michigan Department of Education (MDE) uses the fall and end-of-year (EOY) data to conduct its teacher audit and to meet state and federal reporting requirements. The fall data must be accurate as of the submission date in December. The EOY data must be accurate as of the last day of the school year. A school year is from July 1 to June 30.

Authorized users either enter data online or by a bulk file upload procedure, and can edit data online. Files for upload must conform to the specified fixed format or tab-delimited format in the REP Data Field Descriptions. In general, in the record layout, alphanumeric fields are initialized with blanks and left justified, and integer fields are initialized with zeros and right justified.

## When Are the REP Data Due?

There are two statutory submission deadlines for the REP: the first business day in December and June 30 of each school year. The deadline for the EOY 2014 Submission is June 30, 2014 (06/30/2014).

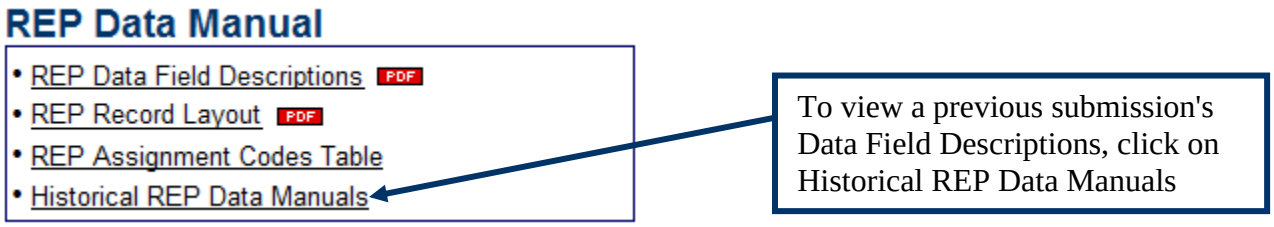
# Need help?

## Michigan Education Information System (MEIS) Account or Password

If you have problems remembering your MEIS login ID or password for the REP, please visit https://cepi.state.mi.us/MEIS/login.aspx. If you are still unable to log in, please contact CEPI customer support at CEPI@michigan.gov or (517) 335-0505, option 3.

## REP Data Field Descriptions

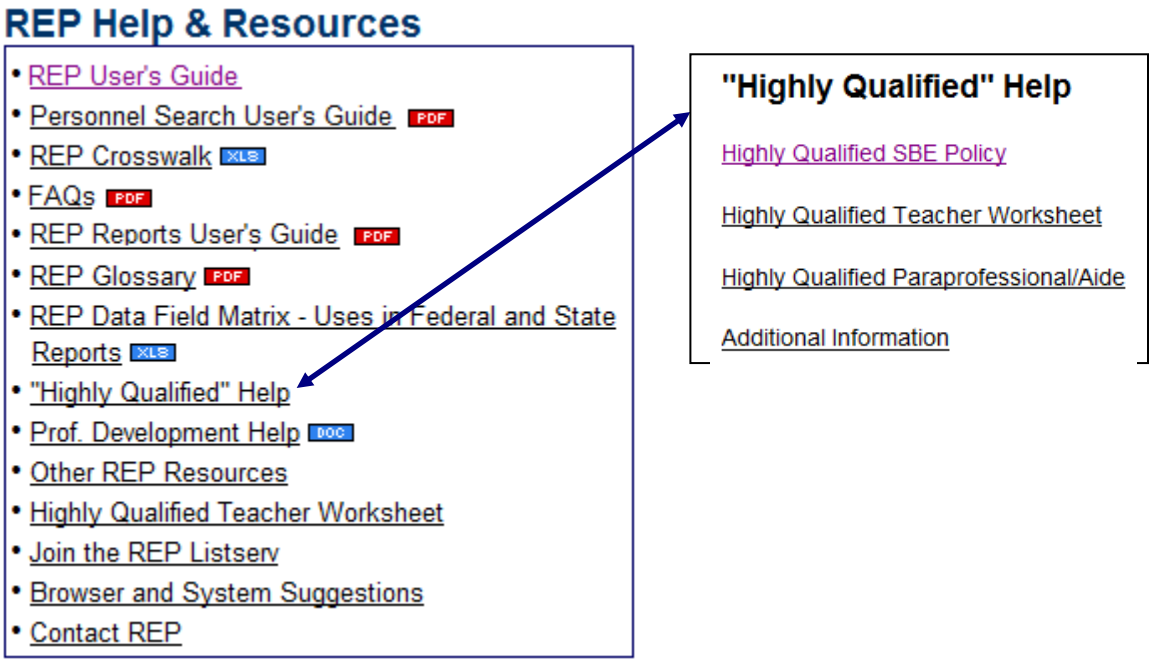
To find the REP Data Field Descriptions, go to the CEPI website at http://michigan.gov/cepi. Click on "CEPI Applications" and then click on "Registry of Educational Personnel." The REP Data Field Descriptions are located under the heading "REP Data Manual." Be sure to print the correct version of the Data Field Descriptions each submission cycle and any addenda that may be posted in this section.




## REP Content Information and Resource Materials

The REP Data Field Descriptions contains a state of Michigan office contact for fields when appropriate. This is the office to which questions pertaining to a particular field should be directed. As always, for technical assistance with your data submission, please contact CEPI customer support at CEPI@michigan.gov or 517-335-0505, option 3. Please provide your name, district code and district name, the CEPI application name, your telephone number (including area code and extension), your email address and your specific questions.

For detailed information about the REP, please visit the CEPI website at http://michigan.gov/cepi. Click on "CEPI Applications," and then click on "Registry of Educational Personnel." Refer to the REP Help & Resources box (see below). Click on items such as "REP Help" or "Highly Qualified Help" for additional reference materials.



# Application Startup and Security

## Authorized User – Your MEIS Account

You must first obtain an MEIS account to become an authorized user of the REP Application. If you do not have an MEIS account, go to the MEIS website at https://cepi.state.mi.us/MEIS/login.aspx (see screen below). You may use the same MEIS account number for all MEIS applications. You are, however, required to submit a separate security agreement for each application.

If you have an MEIS account, but do not remember your password, please go to https://cepi.state.mi.us/MEIS/login.aspx to reset your password. If you require further assistance, please contact CEPI customer support at 517-335-0505, option 3, or via email at CEPI@michigan.gov.

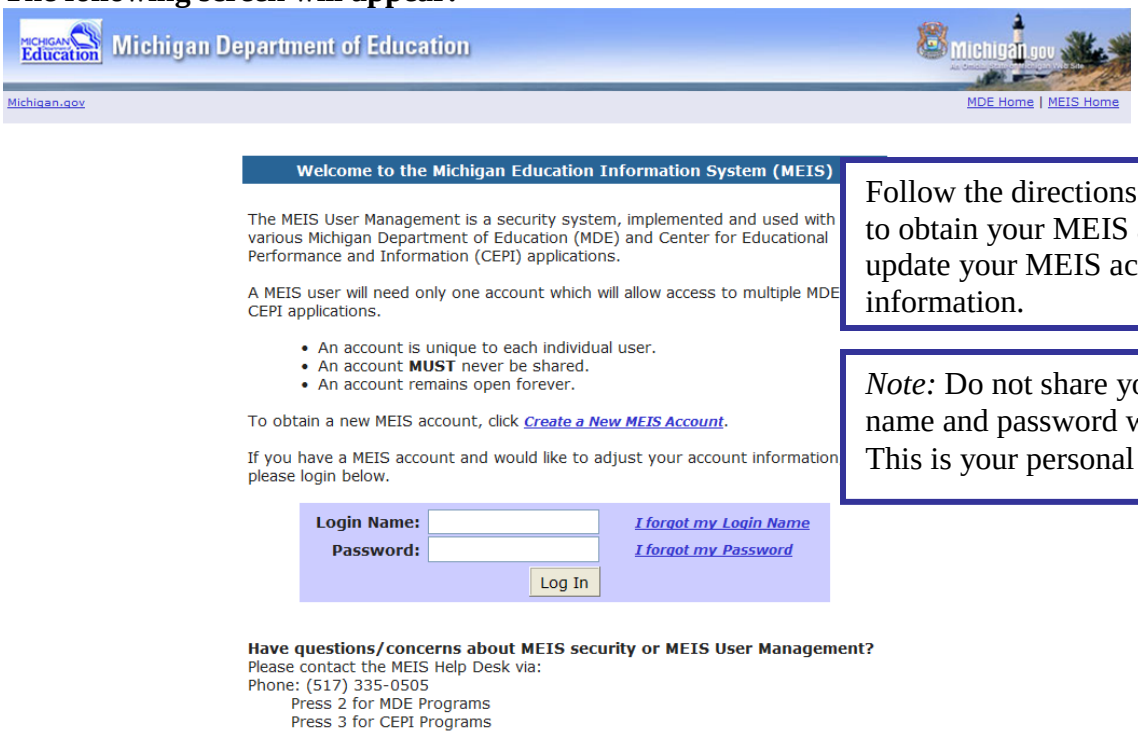
## Create Your MEIS Account

MEIS User Management is a security system to be used with all MEIS applications. A MEIS user will need only one account to access multiple MEIS applications.

- MEIS accounts are unique to each individual user.
- MEIS accounts must NEVER be shared.
- MEIS accounts remain open forever.

To create your MEIS account number and password, go to the MEIS website at: https://cepi.state.mi.us/MEIS/login.aspx.

## The following screen will appear:




Follow the directions on this page to obtain your MEIS account or to update your MEIS account information.

*Note:* Do not share your MEIS user name and password with anyone. This is your personal account.

### Email Address and Phone Number **Keep Them Up-to-Date**

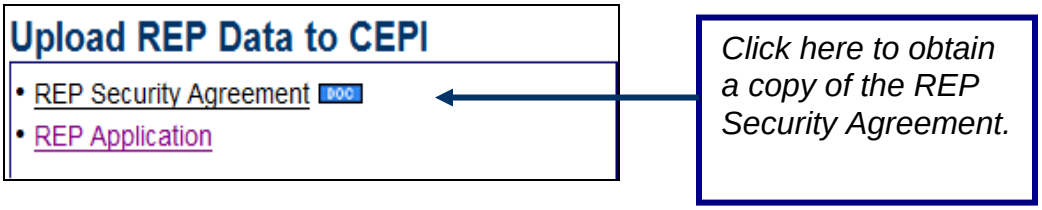
CEPI sends email messages to all application users. Therefore, MEIS users need to keep their email addresses current. Because it is sometimes necessary for CEPI to contact an authorized user by telephone, users' phone numbers must be kept current as well. To update email and phone information in MEIS, please do the following:

Update MEIS account at: https://cepi.state.mi.us/MEIS/login.aspx

a. Log in as an MEIS User.
b. Click on "View/Update User Profile."
c. Click "Edit," make changes, and then click on "Update."
d. Click on "Return to MEIS Main Menu."
e. Log out of MEIS.

### Security Agreement

After you have established your MEIS account, download the REP Security Agreement from the "CEPI Applications" page on the CEPI website at http://michigan.gov/cepi. Click on "CEPI Applications," and then click on "Registry of Educational Personnel." The Security Agreement is located in the box titled, "**Upload REP Data to CEPI**." Once your completed REP Security Agreement has been processed, you will receive an email notification that you have access to the application. After you have access to the REP, you are ready to begin.



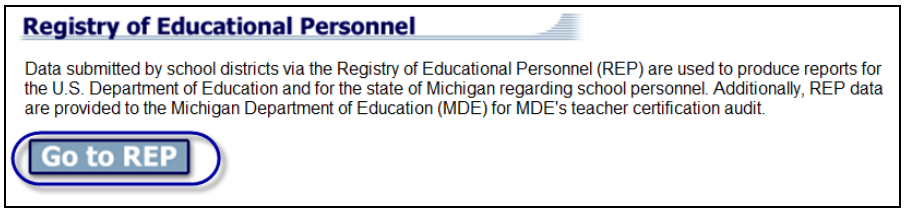

## REP Online Application

### Accessing the REP Online Application

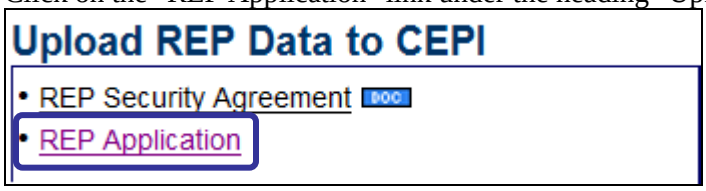
There are two ways to access the REP:

Go to the CEPI website at http://michigan.gov/cepi. Click on "CEPI Applications," and then click on "Registry of Educational Personnel." Two options are available on the REP Web page:

1. Click on "GO to REP"



2. Click on the "REP Application" link under the heading "Upload REP Data to CEPI."




## REP Login Screen

When you click on "REP Application," the following screen will display. The next step is to enter your MEIS login User Name and Password:

To enter your password into the login screen:
1. **Click** in the **Login** box.
2. **Type** your **Login User Name**.
3. **Press** the **Tab** key to go to the **Password box or put your cursor** in the **Password box.**
4. **Type** your **Password**.
5. **Click** on the **Login** button.

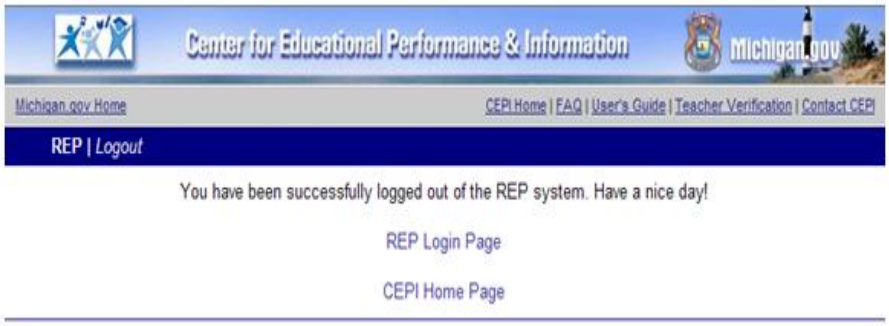
If you need more information, please contact CEPI customer support at 517-335-0505 option 3, or via email at CEPI@michigan.gov.

## System Logs Out User

Your login helps to establish your identity and to allow you access rights to the database information. Please remember that your session is tracked. Your login user name and password are valid as long as you have been active on the screen within the last 20 minutes. If your connection has been inactive for a

period of 20 minutes, your access authorization ends, the log in screen will appear and you must log in again. Any pending or partial information you have entered will be lost and you will have to re-enter the data when you log in again. You must enter the complete record with valid data in all fields and you must click on "Submit REP Data for this Employee" for the data to be saved.

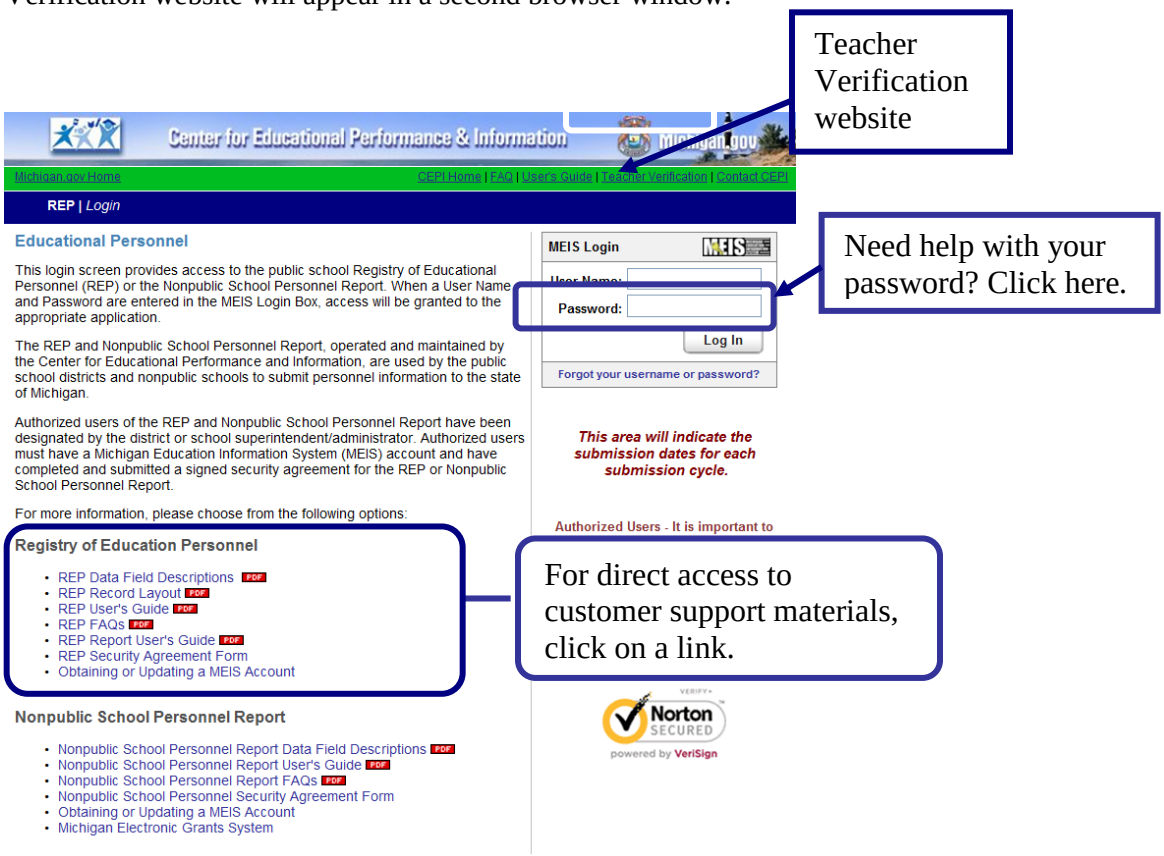
The following screen will appear with you log out of the REP:




## Online Customer Support Materials

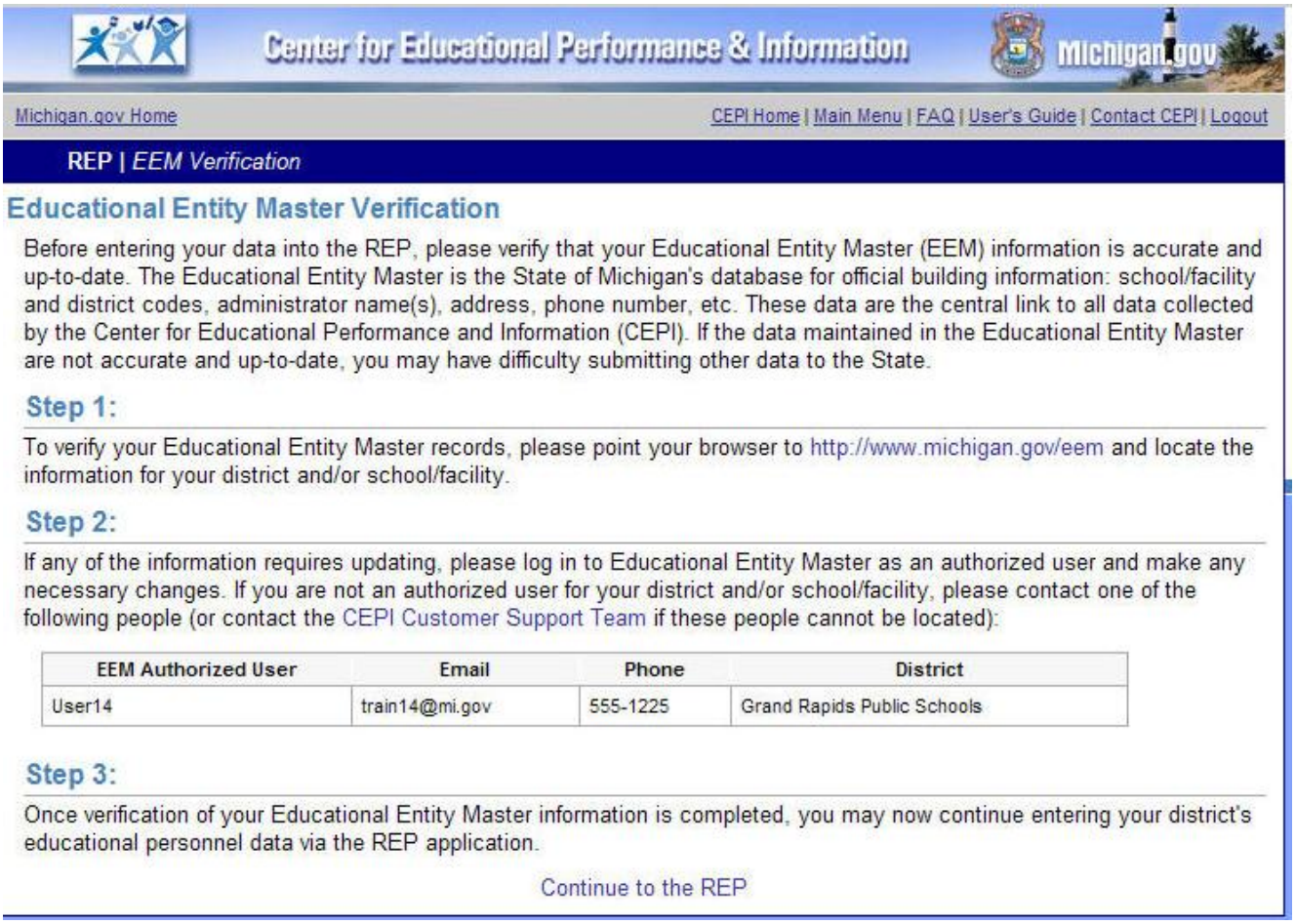
### Teacher Verification Website

In addition to the online resource materials available on the REP Application Web pages, users may access the Teacher Verification website without logging out of the REP Application. The Teacher Verification website will appear in a second browser window.



## Educational Entity Master (EEM) Verification

The EEM Verification screen will appear the first time you log in to the REP Application for each submission cycle. The EEM authorized user for your district should verify that the information about your district and schools/facilities is accurate and up to date prior to each submission. After verification, you may submit your REP data. Follow the steps below to ensure that your district's information is correct in the EEM.

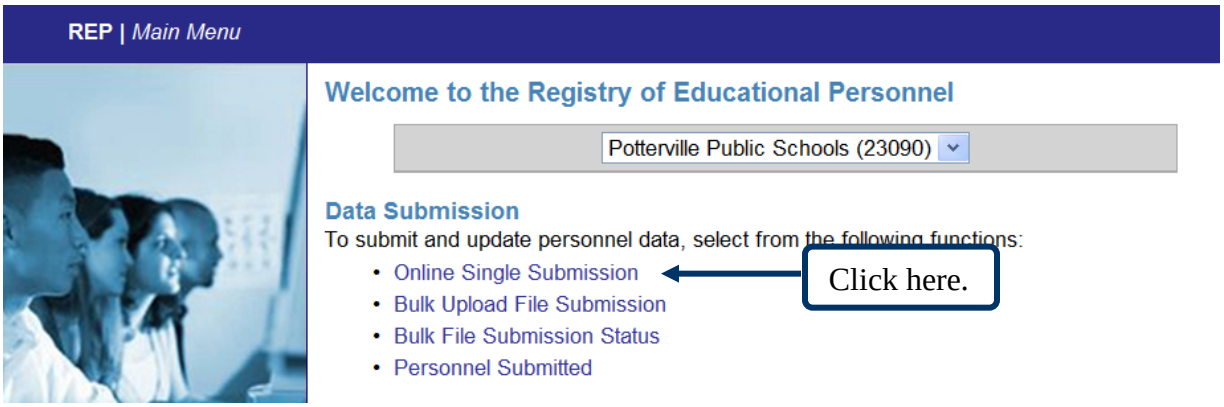


## REP Menu Options

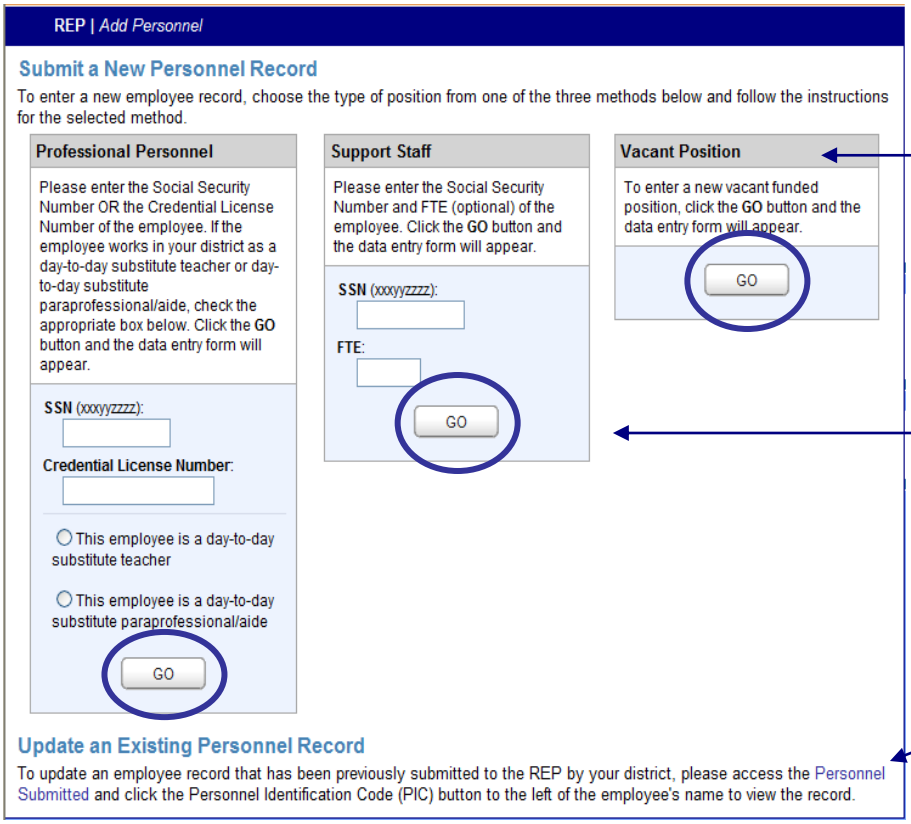
After you have completed the EEM verification, the REP main menu screen will appear. To access an option, click on it.

## Online Single Submission Form Option

For the submission of a single record, click on the "Online Single Submission Form" link on the Main Menu of the REP Application. We have described each section of the REP Online Single Submission form separately and presented the fields by section as they appear in the Online Application. Be sure to refer to current REP Data Field Descriptions for each field submitted for complete information regarding the required data elements. Illustrations follow:



After you click on "Online Single Submission Form," the following screen will appear:




## Enter New Employee

Enter the new employee either under **Professional Personnel** (left side of screen), **Support Staff** (center of screen) or **Vacant Position** (right side of screen)

After you have entered the data, click on "Go" in the appropriate box to advance to the next screen.

## Edit Record

To edit a previously submitted record, click on **Personnel Submitted** and then click on the PIC when the screen appears.

**Professional personnel**: Enter the employee's **Social Security number or credential number**. For assignment codes "000AX" through "00598," you must submit the Social Security number or credential number; for assignment codes "60100" through "99900," you must submit the Social Security number. If an individual is employed as a day-to-day substitute paraprofessional/aide or a day-to-day substitute teacher, enter the employee's Social Security number and click on the appropriate radio button for the position being reported. **Click on "GO."** After you have completed the first assignment, you may add additional assignments by clicking on the "Add" box on the submission page. District users may submit up to nine entries in Field 10: School Assignment Data for each position.

**Support staff and non-instructional staff:** Enter the employee's **Social Security number** and FTE in the Support Staff section. **Click on "GO."** After you have completed the first assignment, you may add additional assignments by clicking on the "Add" box on the submission page.

**Vacant funded positions:** When entering vacant funded positions, **click on "GO."** After you click on "GO," a submission screen will appear. Enter the fields required for the assignment code entered in Field 10 as necessary for a vacant funded position. For more information about reporting of vacant funded positions, refer to Field 7: Social Security Number in the REP Data Field Descriptions.

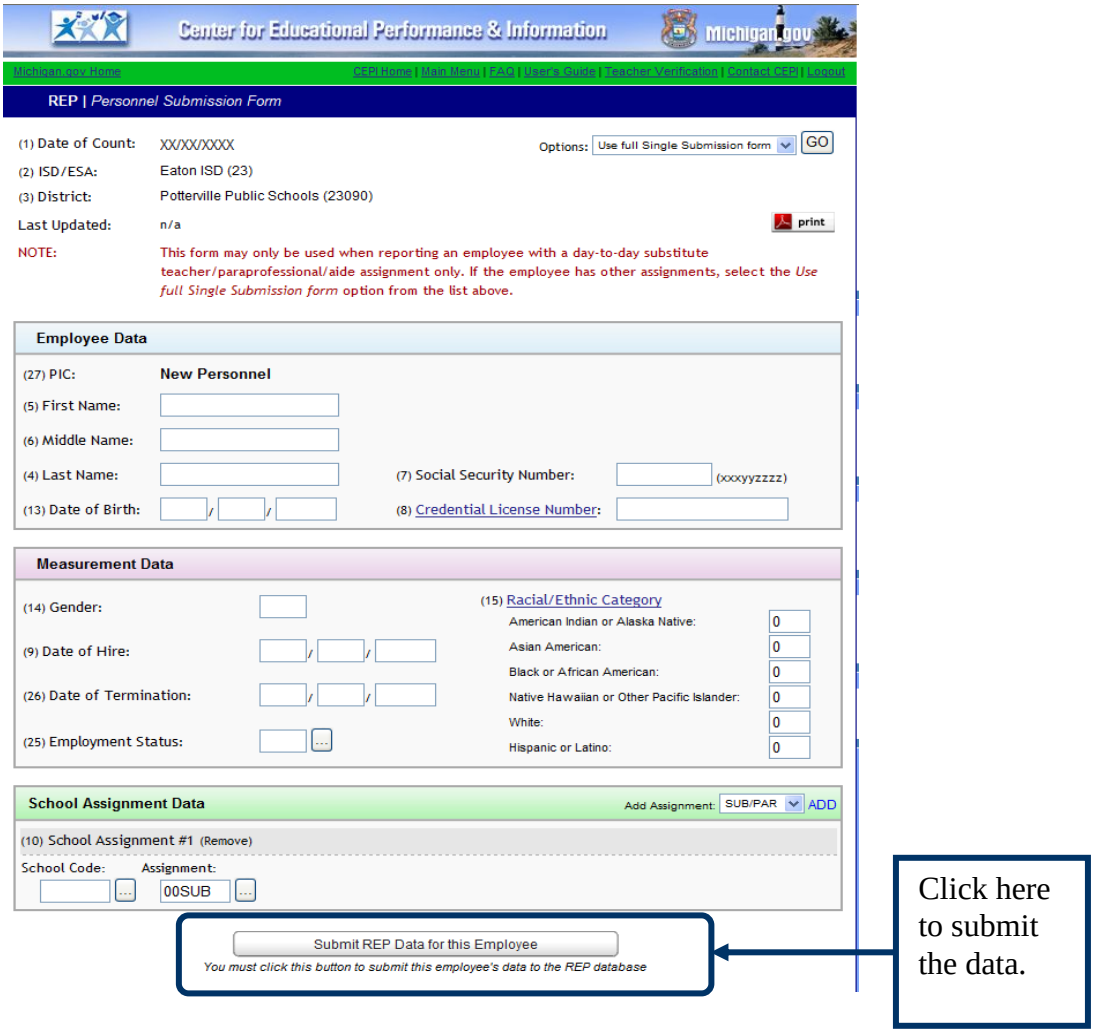
# Day-to-Day Substitute Teachers (00SUB) or Day-to-Day Paraprofessionals/Aides (00PAR) and Non-Instructional Staff Members (81500 through 99900)

In an effort to streamline the reporting of day-to-day substitute teachers, day-to-day paraprofessionals/ aides and non-instructional staff members, district authorized users may report these employees in the REP with fewer data elements. Two separate online screens for the submission of day-to-day substitute teachers or paraprofessionals/aides and non-instructional staff members are provided.

For complete information regarding the required fields, refer to the REP Data Field Descriptions.

## Day-to-Day Substitute Teachers/Day-to-Day Paraprofessionals/Aides

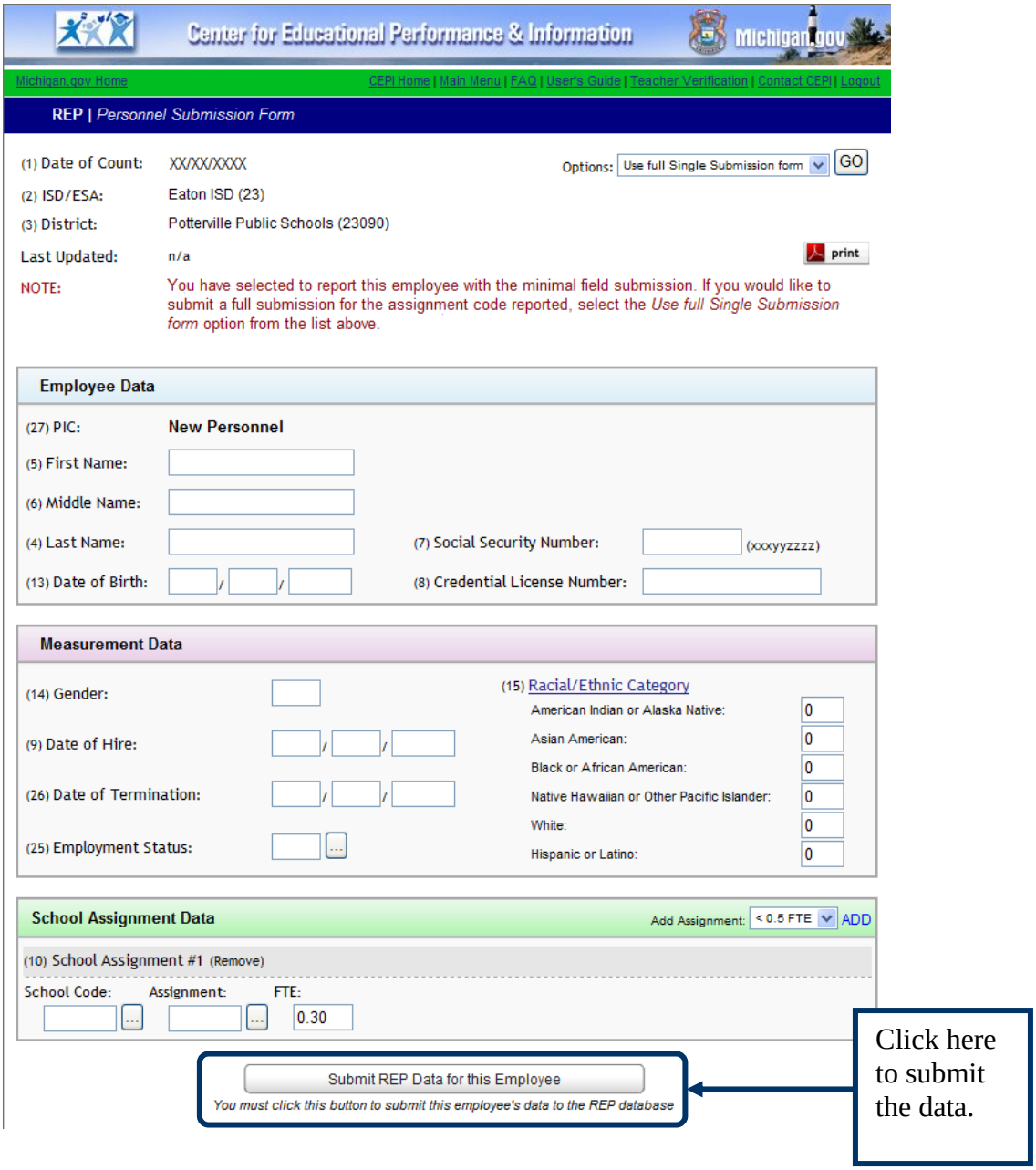
As illustrated above, begin by entering the Social Security number or credential license number in the Professional Personnel section of the REP Single Submission page. Next, click the radio button that applies to the employee: either "This employee is a day-to-day substitute teacher" or "This employee is a day-to-day substitute paraprofessional/aide." Enter the data as required. Next, click on the word "GO." The following is a view of the submission screen that appears:



## Non-Instructional Staff Members (Assignment codes "81500" through "99900")

Report staff members within the assignment code range of "81500" through "99900" in the Support Staff section of the REP Single Submission Screen. Non-instructional staff members might include bus drivers, secretaries, janitorial services workers, etc. You should base the FTE that you report for each employee upon the amount of time worked by the employee and the contractual school day for the district. For more information on FTE status, contact your district's human resources office.

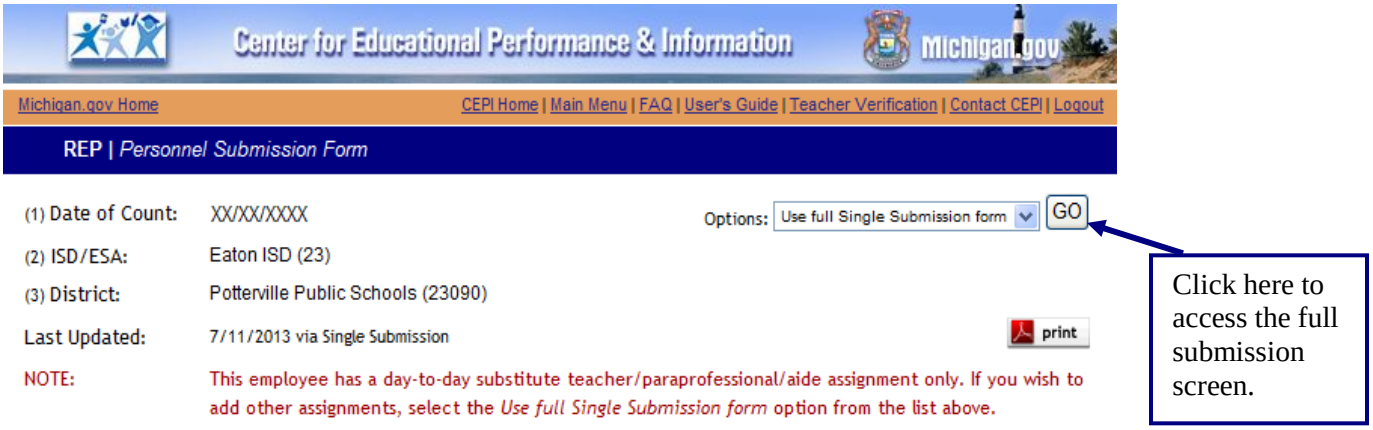
Enter the Social Security Number and FTE and then click on "GO." Complete the data entry as required. The following submission screen appears:



## Day-to-Day Substitute Teachers, Day-to-Day Paraprofessionals/Aides or Non-Instructional Staff Members Who Are Assigned to Other Regular Positions

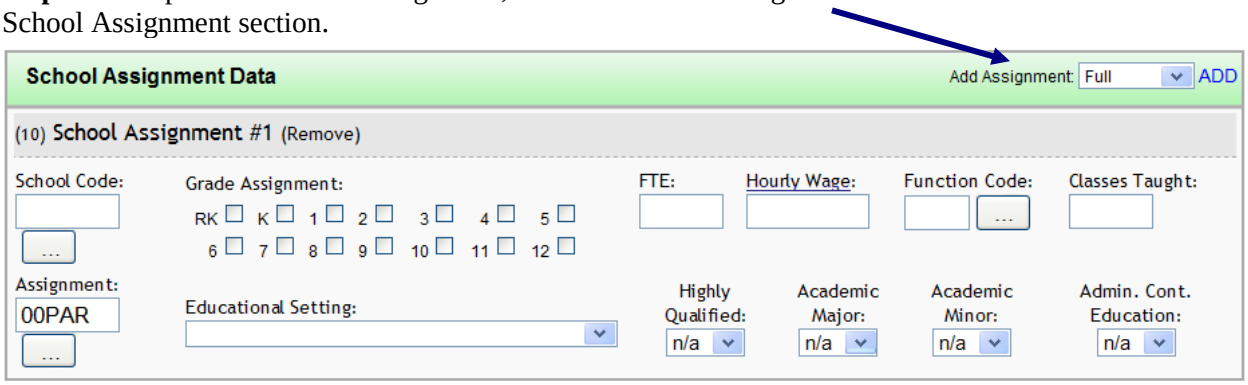
If an assignment changes for a day-to-day substitute teacher, day-to-day substitute paraprofessional/aide or a non-instructional staff member, a district user may take the following steps to update the record:

**Step One:** Log in to the REP Application and click on the Personnel Submitted Report.
**Step Two:** Click on the PIC of the employee whose record you wish to update. The online single submission screen will appear.
**Step Three:** Click on the "Go" Button next to the "Use full Single Submission form" as illustrated below:

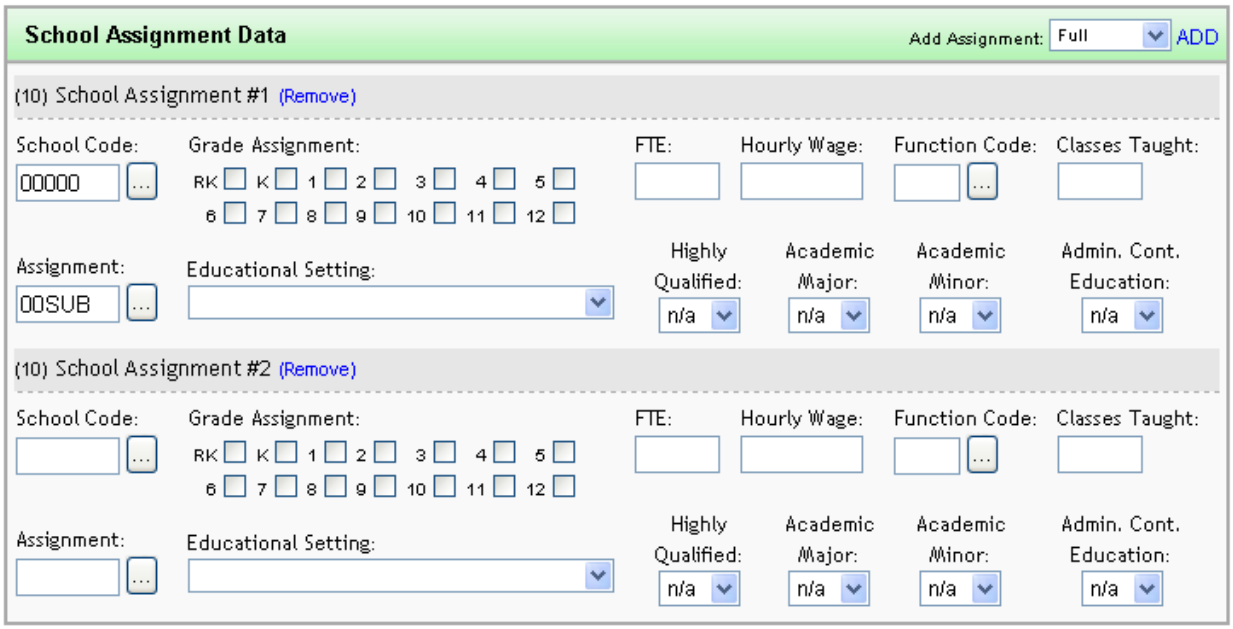



The online submission screen will appear with all fields available to allow additional data submission. District users may submit up to nine entries in Field 10: School Assignment Data for each position.

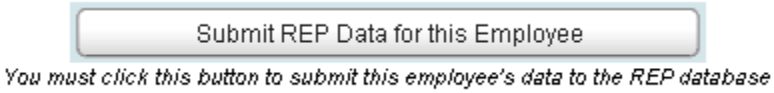
**Step Four:** Update the current assignment, or click on "Add Assignment" to add an additional blank School Assignment section.



This section will appear when you click on "Add Assignment":



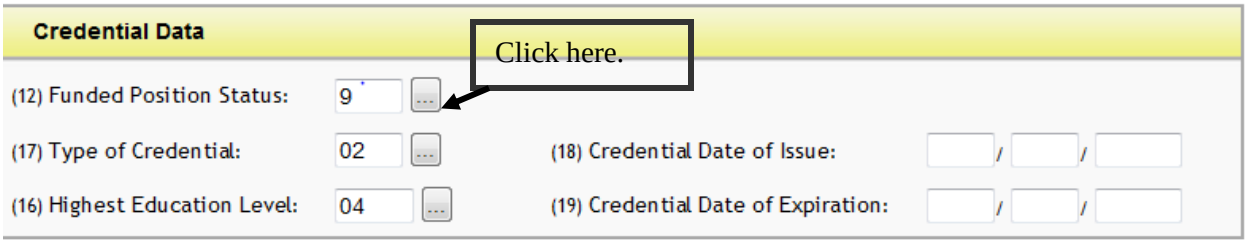

**Step Five:** After you have made all of the changes/updates, click on "Submit REP Data for this Employee" located at the bottom of the submission screen to update the record.



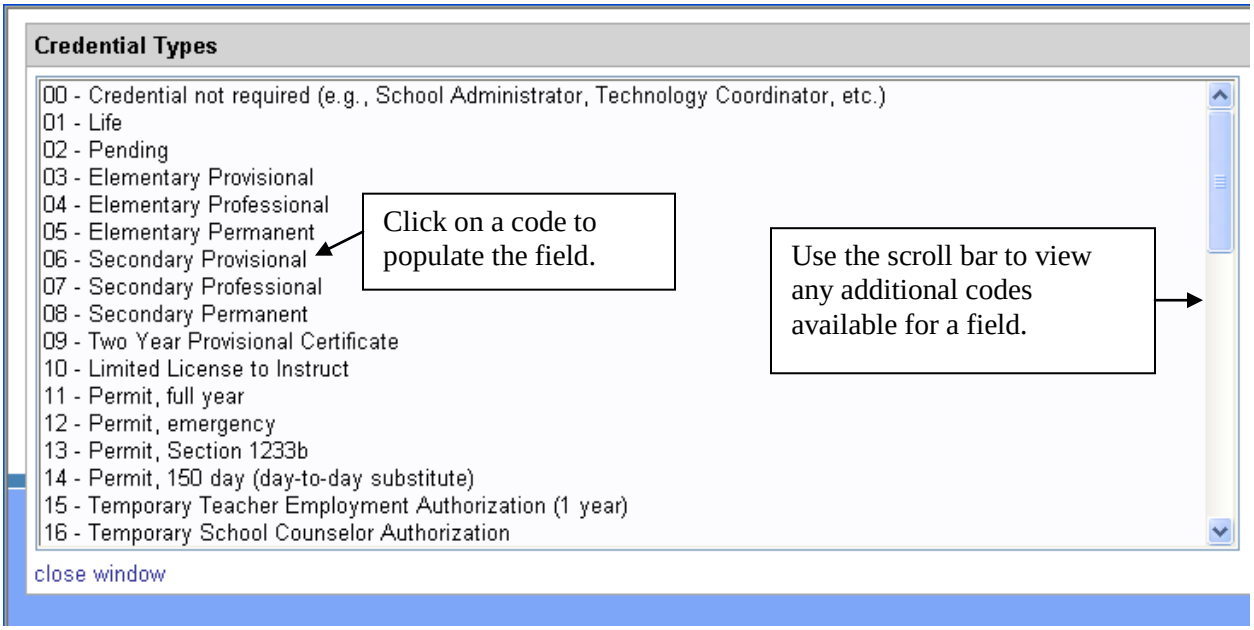

*You must click this button to submit this employee's data to the REP database*

## Help Feature on the Submission Screen

This icon appears in several fields in the online application. When you click on this icon, the list of specific codes for the field appears. You may click on the appropriate code for the record you are entering, and the field will populate with your selection, or you may enter the code manually.



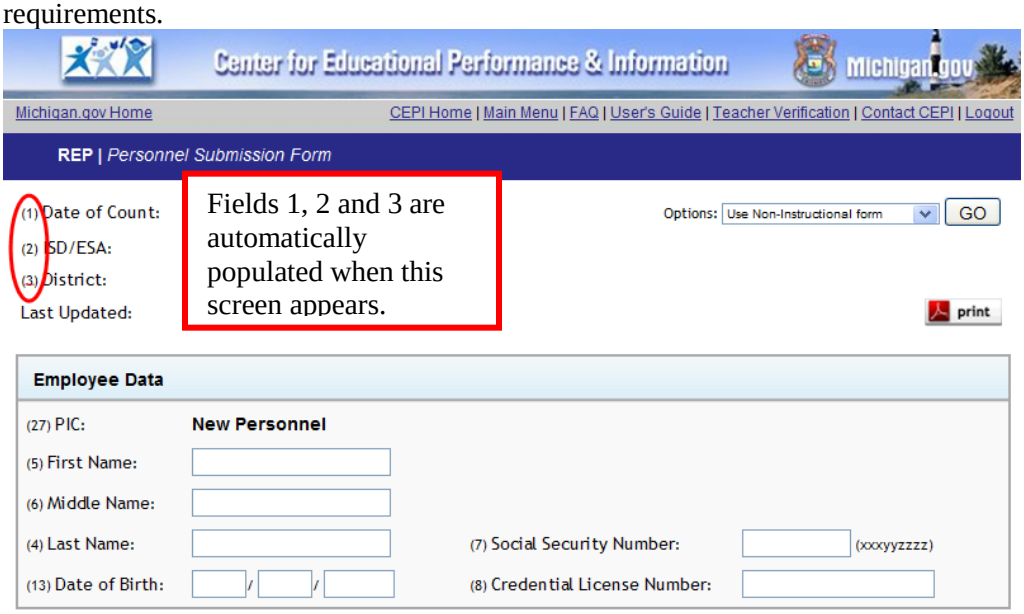
The following window appears:




# Employee Data

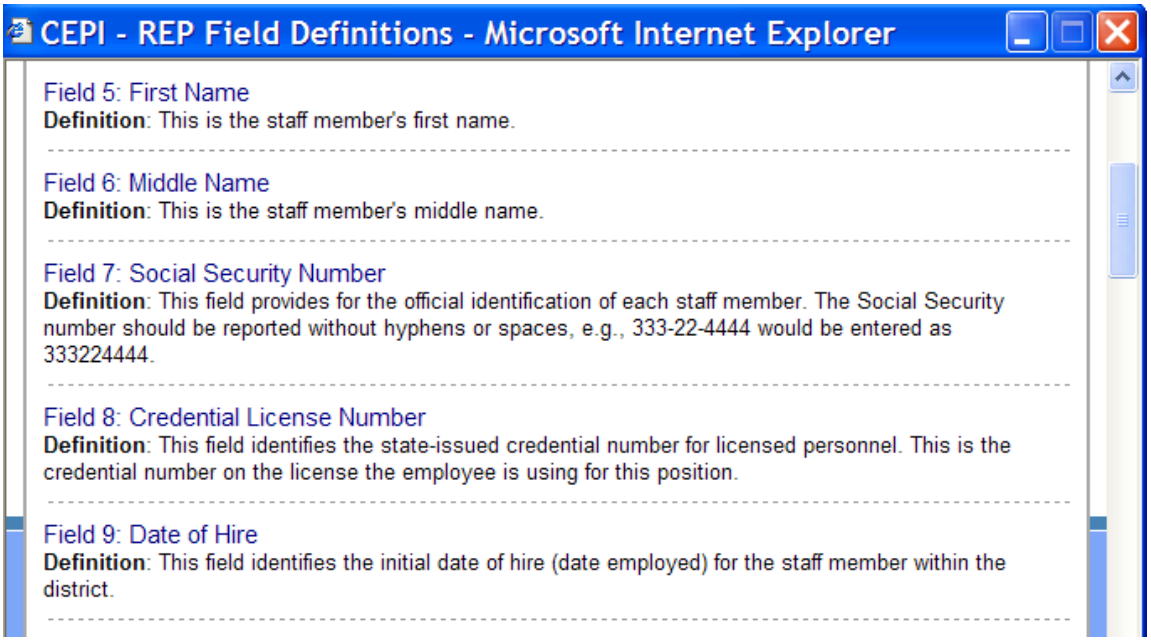
## Fields 1, 2, 3, 4, 5, 6, 7, 8 and 13

The numbers in parentheses to the left of the field name indicate the field number in the REP Data Field Descriptions. Please refer to the REP Data Field Descriptions for complete information about the field requirements.

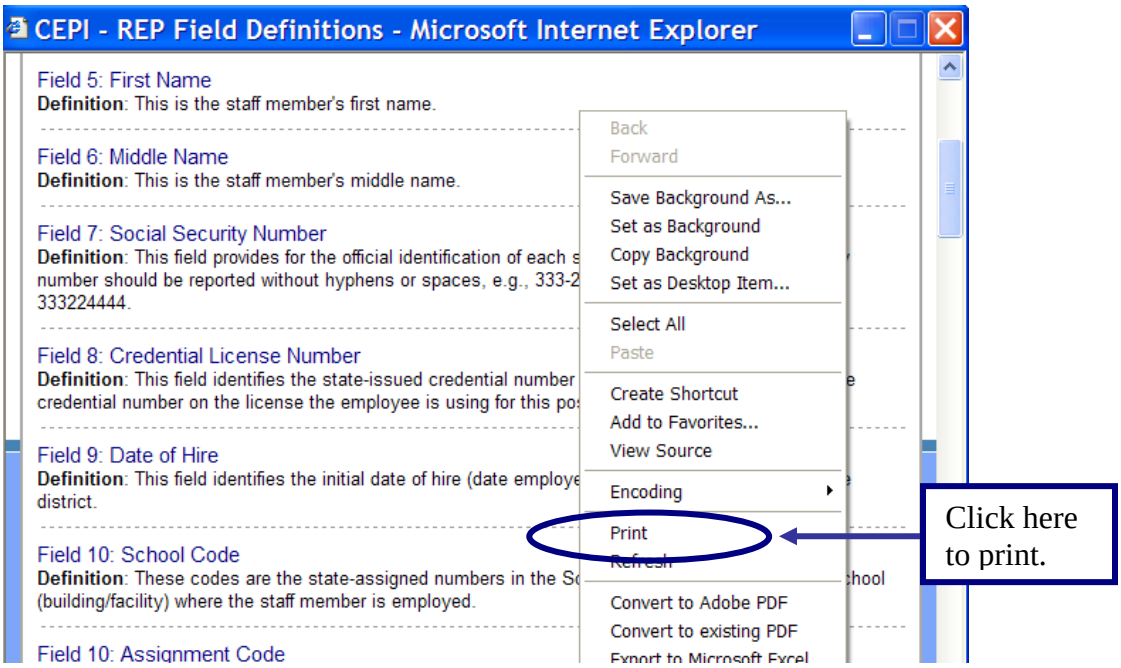


## Field Definitions – Help Screens

Click on any field name and a help window will appear with a definition of the field.




To print the definitions, right-click on your mouse to access the menu bar and then select "Print."




**Online Application:** Fields 1, 2, and 3 are prepopulated in the online application with the appropriate date of count, the authorized user's operating ISD/ESA number and operating LEA/PSA/ISD number.

### Field 1: Date of Count

The date of count is the due date for submission of the REP data. There are two statutory submission deadlines for the REP: the first business day in December and June 30 of each school year. The date must be in xx/xx/xxxx format. For example, a due date for the fall submission would be entered as 12/XX/20XX and a due date for the EOY submission would be entered as 06/30/20XX. For the Online Application, this field defaults to the due date for the current submission.

Submit data in this field for all personnel with assignment codes "000AX" through "99900".

### Field 2: Operating ISD/ESA Number

Submit data in this field for all personnel with assignment codes "000AX" through "99900".

This is the state-assigned operating number for the ISD/ESA. This code identifies the operating district where the staff member is employed. For example: St. Joseph County ISD is submitted as "75". For the online application, this field defaults to the ISD number for the district's authorized user.

### Field 3: Operating LEA/PSA/ISD Number

Submit data in this field for all personnel with assignment codes between "000AX" and "99900".

This is the operating number for the LEA, PSA or ISD. The EEM state administrator assigns the entity codes. Use the LEA, PSA or ISD code where the staff member is employed. The EEM numbers have always been five digits. You can find all entity codes in the EEM at: www.michigan.gov/eem. Send questions regarding this field to CEPI@michigan.gov. For the online application, this field defaults to the Operating LEA/PSA/ISD Number for the district's authorized user.

### Field 4: Last Name

Submit data in this field for all personnel with assignment codes "000AX" through "99900".

This is the staff member's last name. When submitting data via the REP Single Submission Online Application, do not enter data with spaces and punctuation marks. This does not apply to Bulk Upload files. In order to account for all positions in the district, report all staff members who fill positions that are temporarily vacant because of the terminations of staff members. Report all pertinent information about the temporary substitute or contractor that you would report for any employee of the district.

### Field 5: First Name

Submit data in this field for all personnel with assignment codes "000AX" through "99900".

This is the employee's first name. When submitting data via the REP Single Submission Online Application, do not enter data with spaces and punctuation marks. This does not apply to Bulk Upload files. In order to account for all positions in the district, report all staff members who fill positions that are temporarily vacant because of the terminations of staff members. Report all pertinent information about the temporary substitute or contractor that you would report for an employee of the district.

### Field 6: Middle Name

Submit data in this field for all personnel with assignment codes "000AX" through "99900".

This is the employee's middle name (when applicable). When submitting data via the REP Single Submission Online Application, do not enter data with spaces and punctuation marks. This does not apply to Bulk Upload Files. In order to account for all positions in the district, report all staff members who fill positions that are temporarily vacant because of the termination of a staff member. Report all pertinent information about the temporary substitute or contractor that you would report for an employee on staff.

### Field 7: Social Security Number

You must submit this field or Field 8: Credential License Number for all personnel with assignment codes "000AX" through "00598" (excluding "00310" through "00413" and "000NF"), "60300" and "60400". This field is required for assignment codes "00310" through "00413" and "60000" through "99900" (excluding "60300" and "60400").

This field provides the official identification of each employee. You must report the Social Security number without hyphens or spaces (e.g., you would enter 333-22-4444 as 333224444). This field must have a value if the position is vacant.

### Field 8: Credential License Number

This field applies to all employees with assignments codes "000AX" through "00598" (excluding "00310" through "00413"), "60300" and "60400".

This field identifies the state-issued credential number for licensed personnel. This is the credential number on the license the employee is using for this position.

The Office of Professional Preparation Services (OPPS) issues credential numbers with varying lengths. If the credential license number is less than 15 digits, left justify and pad with blanks to the right of the credential number.

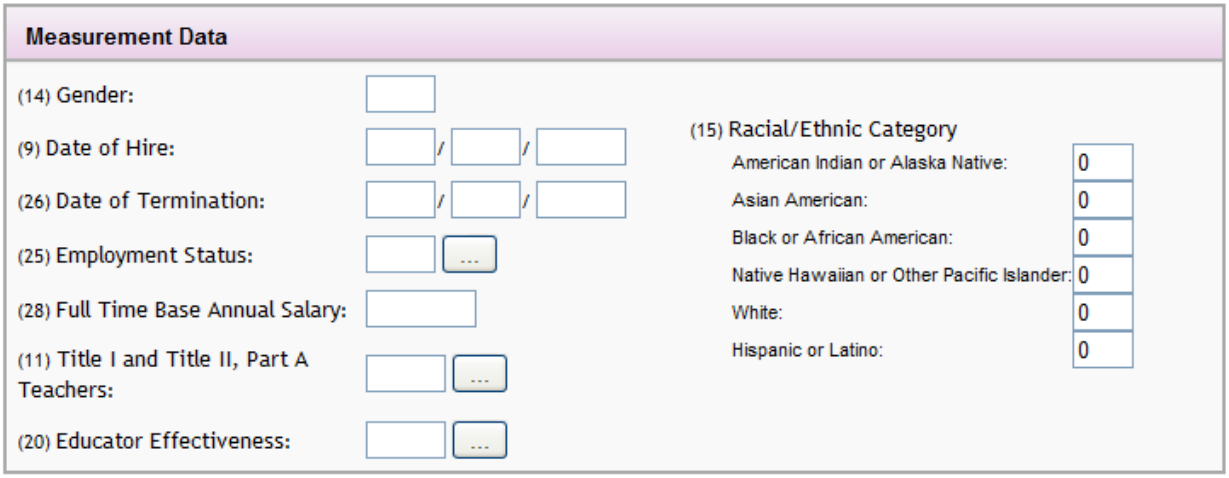
### Field 13: Date of Birth

This field applies to all employees with assignment codes "000AX" through "99900".

This is the date of birth of the staff member employed in the district. For vacant positions created since the previous school year and not yet filled, leave this field blank.

## Measurement Data

### Fields 9, 11, 14, 15, 20, 25, 26 and 28




### Field 9: Date of Hire

This field applies to all employees with assignment codes "000AX" through "99900".

This field identifies the initial date of hire for the staff member within the district. A change in position in the district does not change the initial hire date. If a staff member terminates and you rehire that person at

a later date, he or she would have a new hire date. For vacant funded positions (vacancy created since the previous school year and not yet filled), leave this field blank.

## Field 11: Title I and Title II, Part A, Teachers

This field applies to assignment codes "000AX" through "00598". Leave this field blank for assignment codes "60100" through "99900".

This field identifies the teachers funded by Title I, Part A, who teach core academic subjects in a Title I targeted assistance program or who teach core academic subjects in a Title I and Title II, Part A schoolwide program. See Field 10 in the current edition of the REP Data Field Descriptions for more information regarding core academic subjects. We have used a double asterisk (**) to identify core academic subjects.

## Field 14: Gender Code

This field applies to all employees with assignment codes "000AX" through "99900".

This is the gender of the employee. For vacant positions created since the previous school year and not yet filled, leave this field blank.

## Field 15: Racial/Ethnic Code

This field applies to all employees with assignment codes "000AX" through "99900".

This is the race/ethnicity of the staff member employed by the district. The primary racial/ethnic choice is represented with a "1," the second choice is a "2," the third a "3," the fourth a "4," the fifth a "5" and the sixth a "6". Type the number in the appropriate box(es) for each employee.

Identify the race/ethnicity of the staff member. For vacant positions created since the previous school year and not yet filled, leave this field blank.

Refer to Field 15: Racial/Ethnic Code, in the Data Field Descriptions for more information about the race/ethnicity selections.

### Field 20: Educator Effectiveness

***Note:*** This field is required for the REP EOY submission only.

The Revised School Code [380.1249(a) MCLA] requires that all districts develop and implement annual educator evaluations. These systems are locally determined and must include measures of growth in student achievement as a significant factor. Districts must use these systems to evaluate all educators, and to assign an effectiveness label to each educator.

Districts are expected to report one effectiveness label per educator. If the educator serves in multiple roles, the district must determine an appropriate evaluation metric for that individual and assign an overall effectiveness label for that educator.

The labels required for educator effectiveness under the American Recovery and Reinvestment Act of 2009, State Fiscal Stabilization Fund II (SFSF) grant assurances are highly effective, effective, minimally effective and ineffective. Local education agencies (LEAs) are required to determine and define within their local evaluation systems the criteria attached to each of four labels. If the LEA uses alternative labels, the LEA must determine which labels correspond with the four labels listed.

Under SFSF, educator effectiveness labels are required in the EOY REP data submission. Effectiveness labels should be reported based upon the employee's most recent evaluation. The evaluation of administrators' job performance is required at least annually [Section 380.1249(a) MCLA].

## Fields 21 through 23 are reserved fields and not in use at this time.

**Field 25: Employment Status**
Submit data in this field for all personnel with assignment codes "000AX" through "99900".

This field identifies the employment status of each employee. Report the appropriate code that identifies the status of the employee:

- Report code "00" for vacant positions.
- Report code "99" for returning employees, new non-instructional employees, new (to the district) experienced teachers, substitutes or contractors, or employees on leave.
- Report code "97" or "98" for new teachers in their first three years in the teaching profession.

Refer to the REP Data Field Descriptions for a complete list of current codes.

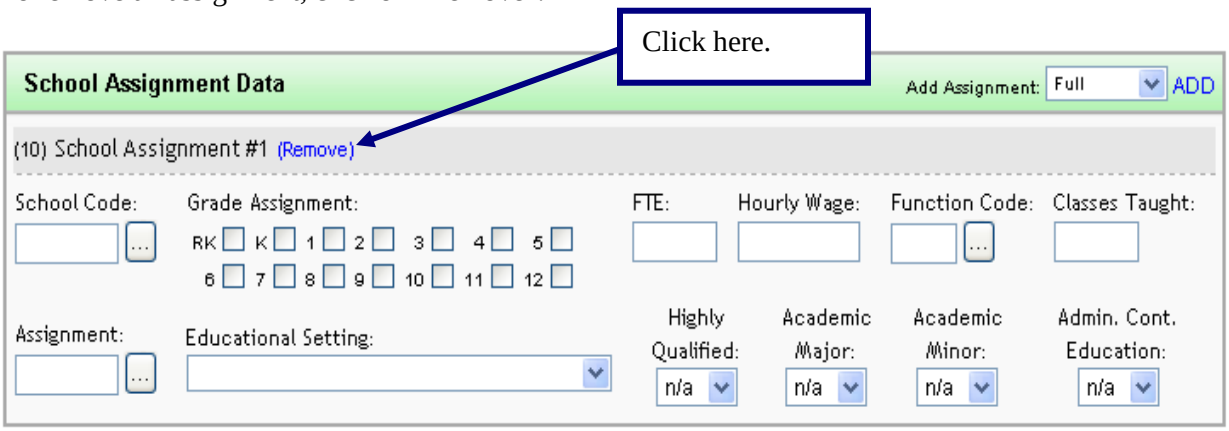
**Field 26: Date of Termination/Separation of Employment**
This field applies to all employees with assignment codes "000AX" through "99900".

This is the date of termination of the staff member. Report all fields appropriate for the assignment code reported in Field 10: School Assignment Data. For vacant positions created since the previous school year and not yet filled, leave this field blank.

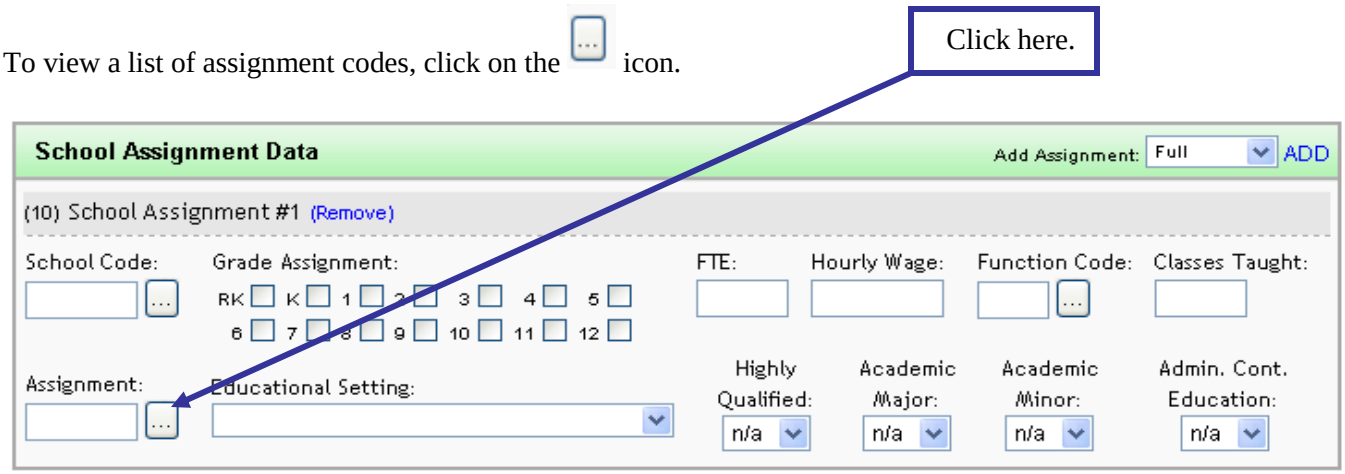
Report terminations during the cycle in which the terminations occur. For example, if an employee terminates his/her employment on November 1, report the termination in the December submission. If an employee terminates his/her employment on February 1, report the termination in the June submission.

**Field 28: Full-Time Base Annual Salary**
The purpose of Field 28 is to collect the full-time base annual salary for employees in given assignments in order to meet the needs of Title I, Part A of the *No Child Left Behind Act (NCLB)*. District users must submit this field if they are required to complete the Title I Comparability Application. Reporting of this field is optional for all other districts. This field applies to assignment codes "000AX" through "99900" and must contain a value. Refer to Field 10 (hourly wage section) and Field 28 in the REP Data Field Descriptions for complete reporting requirements.

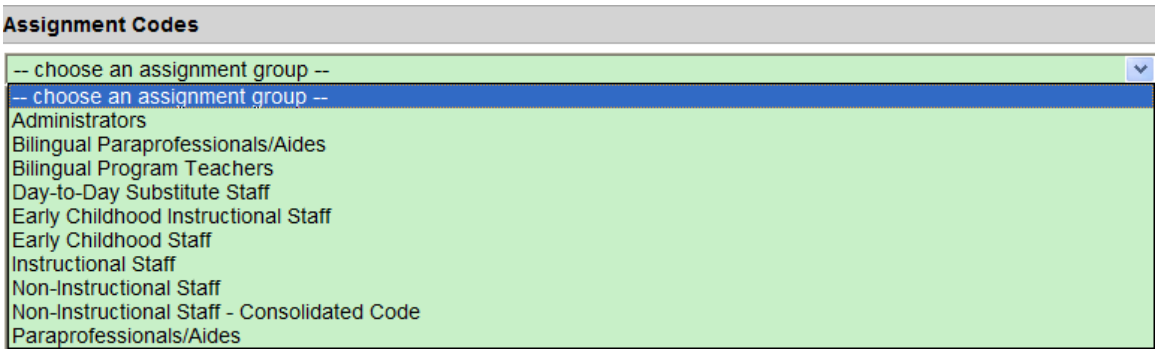
**Assignment Data - Field 10**
Field 10 identifies assignment information about the staff member. All school personnel must be reported in the REP regardless of the FTE count. All assignments for each staff member must be reported. To add multiple assignments, click on "Add" for each additional assignment for an individual employee. District users may submit up to nine entries in Field 10: School Assignment Data requirement for each position. To remove an assignment, click on "Remove".



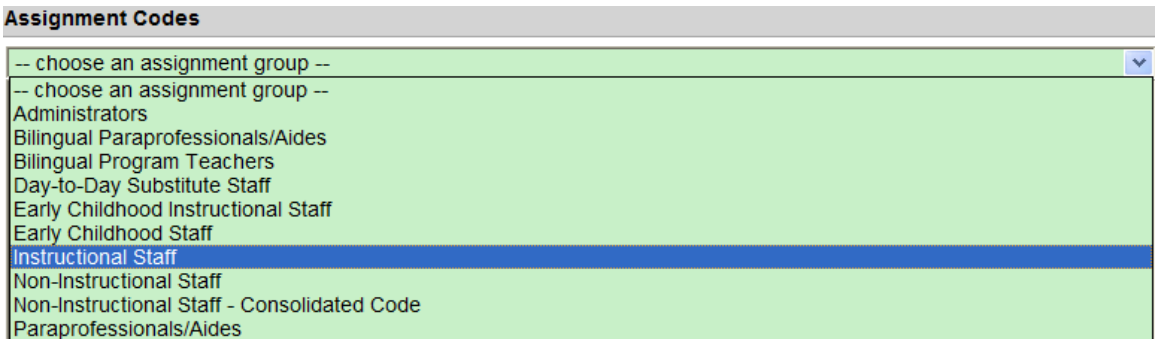
To view a list of assignment codes, click on the icon.



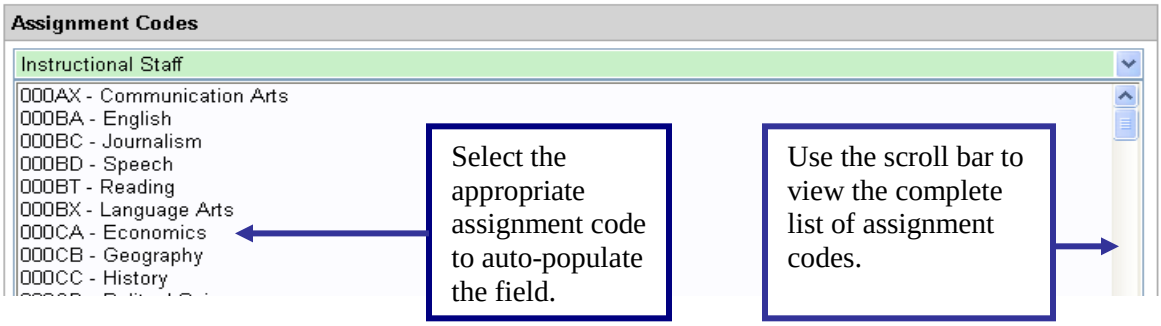

The following screen will appear:




Select an assignment group by highlighting and clicking the group for which you wish to obtain a complete listing of assignment codes:




The following screen will appear:



## Field 10: School Assignment Data (includes the following data elements: School Assignment by Grade, FTE, Wage, Accounting Code, Highly Qualified, Academic Major, Academic Minor, Administrator Continuing Education and Number of Classes Taught)

This field applies to assignment codes with numbers "000AX" through "99900".

Report the staff member's school/facility where assigned, position assignment, grade level, FTE, wage, accounting function code, highly qualified status, academic major, academic minor, administrator continuing education and number of classes taught as appropriate for the assignment code. A district may submit up to nine assignment codes for an employee, with the employee's primary position (i.e., greatest FTE) reported in the first position. Most staff members have one or two assignment codes. If you report more than one assignment, you must report all sections (assignment, grade level, FTE, wage, etc.) for each assignment, dependent upon the assignment code and FTE.

This field includes the following data elements. Refer to Field 10 of the REP Data Field Descriptions for complete information about this field.

**School –**This is the state-assigned school/facility code (from the EEM) where the staff member is assigned. For a complete definition of a school, refer to the REP Data Field Descriptions, Field 10. For information regarding a school code number, refer to the EEM website at https://cepi.state.mi.us/eem/.

**Assignment – (Teachers: Assignment Codes "000AX" through "00598" and "60300" or "60400")** Use these five-digit codes for instructional teaching staff members. Use these assignment codes for teachers in general education, special education, or career and technical education, as specified in the REP Data Field Descriptions in Field 10.

**Assignment – (Early Childhood Assignment Codes "60100" through "60700") –** Use these five-digit assignment codes for early childhood education staff.

**Assignment – (Administrators, Paraprofessionals/Aides and Non-Instructional staff members: Assignment Codes "70000" through "99900")** Use these five-digit codes for all non-instructional and administrative staff members. The assignment code for the administrative staff members ("70000" through "79999") includes a two-digit number for the Title (NN), one digit for the Level (N) and a two-digit number for the Function (NN). Select the assignment codes for paraprofessionals/aides ("80001" through "80016") and non-instructional staff members ("81500" through "99900") by position classification or the major responsibility of the position description. You can find these specific codes in Field 10 of the REP Data Field Descriptions.

**Current Grade Assignment –** Report the grade level or educational setting for the assignment of the staff member. Whenever possible, report the grade level for the staff member. If the staff member is working in an unspecified grade, report an educational setting. Refer to the REP Data Field Descriptions for a specific breakdown of the grade levels and educational settings.

**FTE (Full-Time Equivalency) –** Report the FTE for each staff member employed in the school district. This refers to the amount of time required to perform an assignment stated as a portion of a full-time position. The FTE is computed by dividing the amount of time employed by the time normally required for a full-time position within a given school district. If a position is vacant, report the FTE for that position. Refer to the REP Data Field Descriptions for detailed information regarding FTE. Reporting of the FTE is not required for assignment codes "00SUB" and "00PAR".

**Hourly Wage –** Reporting of the hourly wage is optional; however, you must submit a value or a fatal error will be reported. See the REP Data Field Descriptions for complete reporting requirements of the hourly wage.

**Accounting/Function Code** – Enter the appropriate code as determined for accounting purposes for each position in a given school district. See the REP Data Field Descriptions for the specific recommended accounting/function codes. For more detailed information, please refer to the Michigan School Accounting Manual located at http://www.michigan.gov/mde/ under the office of State Aid and School Finance. The Michigan School Accounting Manual (Bulletin 1022) serves as a mandatory guide to the uniform classification and recording of transactions for Michigan public school districts. Refer to the REP Data Field Descriptions for more information.

**Highly Qualified Status - (Online Application) –** Using the drop-down menu, select "Yes," "No" or "N/A" for staff members with assignment codes "000AX" through "00598". See Assignments to General Education in Field 10 of the REP Data Field Descriptions for a listing of the core academic subject area assignment codes that you must report with "Yes" or "No". Review the requirements for reporting of highly qualified status for assignment codes "80001" through "80016" (paraprofessionals/ aides). Also refer to Field 10 for a listing of the paraprofessionals/aides that must report highly qualified status.

**Highly Qualified Status (Bulk Upload Application) –** Report "1" (Yes), "2" (No) or "0" (N/A) when reporting core academic instructional staff members or instructional paraprofessionals/aides. See Assignments to General Education in Field 10 of the REP Data Field Descriptions for a listing of the core academic assignment codes that you must report with "1" (Yes) or "2" (No) for highly qualified status.

**Academic Major –- (Online Application)** Using the drop-down menu, select "Yes," "No" or "N/A" for staff members with assignment codes "000AX" through "00598" indicated as core academic instructional staff members as defined in NCLB. See Assignments to General Education in Field 10 of the REP Data Field Descriptions for a listing of the assignment codes that you must report with "Yes" or "No" for academic major. **(Bulk Upload Application)** Use "1" (Yes), "2" (No) or "0" (N/A) when reporting academic major.

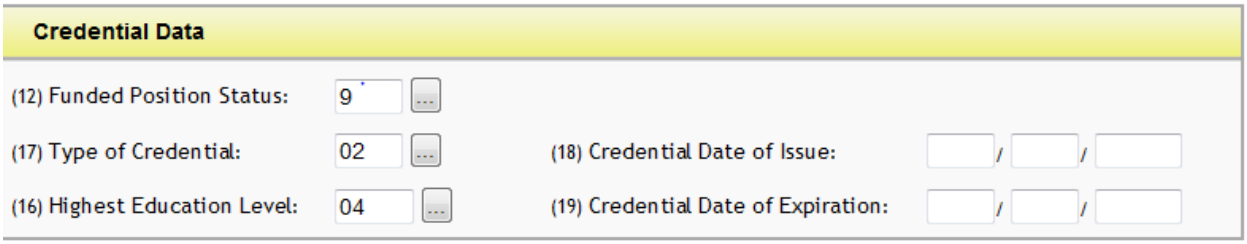
**Academic Minor – (Online Application)** Using the drop-down menu, select "Yes," "No" or "N/A" for staff members with assignment codes "000AX" through "00598" indicated as core academic instructional staff members as defined in NCLB. See Assignments to General Education in Field 10 of the REP Data Field Descriptions for a listing of those assignment codes that you must report with "Yes" or "No" for academic minor. **(Bulk Upload Application)** Use "1" (Yes), "2" (No) or "0" (N/A) when reporting academic minor.

**Administrator Continuing Education – (Online Application)** Using the drop-down menu, select "Yes," "No" or "N/A" for administrator assignment codes "70000" through "79999," as explained in the REP Data Field Descriptions in Field 10 under Assignments to Administration.
**(Bulk Upload Application)** Use "1" (Yes), "2" (No) or "0" (N/A) when reporting the administrator continuing education requirement.

**Number of Classes Taught –** For staff members with assignment codes "000AX" through "000ZZ," report the number of classes taught for each core academic assignment code reported in Field 10. For non-core academic assignment codes and assignment codes "00500" through "00598" and "70000" through "99900," report a "0" in this position.

# Credential Status

## Fields 12, 16, 17, 18, 19, 29 and 30




### Field 12: Funded Position Status

This field applies to all employees with assignment codes "000AX" through "79999".

This field identifies the status of positions that are either filled by permanent employees, approved substitutes or outside contractors, or that remain unfilled. This field applies to assignment codes with numbers between "000AX" through"79999".

### Field 16: Highest Degree

This field applies to all employees with assignment codes "000AX" through "99900".

This is the highest degree earned by the staff member. For vacant positions created since the previous school year and not yet filled, use code "00".

### Field 17: Type of Credential

This field applies to all employees with assignment codes "000AX" through "99900".

This is the type of credential held by the employee. If the position is one that requires a specific credential (assignment codes "000AX" through "00598"), report the required credential for the assignment code. If the staff member has two credentials (for example, general education and vocational), report the certificate that matches his/her reported position. If the credential has expired and an application for a new credential is in process, enter the credential pending status code "02". For vacant positions created since the previous school year and not yet filled, leave this field blank.

### Field 18: Date Credential Issued

This field is optional. This field applies to all employees with assignment codes "000AX" through "00598," "60300" and "60400".

This field applies to all employees with assignment codes between "000AX" and "00598". This is the date that the staff member's credential, permit, approval or authorization was issued. For vacant positions created since the previous school year and not yet filled, leave this field blank. All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1994 = 05/08/1994.

### Field 19: Date of Expiration of Credential

This field is optional. This field applies to all employees with assignment codes "000AX" through "00598," "60300" and "60400".

This is the expiration date of the staff member's certificate. Most certificate types in Field 17: Types of Credential must have an expiration date that is later than the end of the previous academic year. The only certificate types that do not have expiration dates are: "00, 01, 02, 05, 08, 23-26, 40-43, 52, 55, 70 and 72". For certificates without expiration dates, you can leave this field blank. For vacant positions created since the previous school year and not yet filled, leave this field blank. All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year.

**Field 29:** Reserved ~~**Michigan Sponsoring Institution – New Teachers Only**~~
**Field 30:** Reserved ~~**Non-Michigan Sponsoring Institution – New Teachers Only**~~

~~District users must submit data in either Field 29 or Field 30 for teachers in their first three years of employment in the profession of teaching. Report either Field 29 or Field 30 for assignment codes "000AX" through "00598," "60300" and "60400" when you report a code of "97" or "98" (new teacher) in Field 25: Employment Status. Report the six-digit code in Field 29 or the valid two-digit code for Field 30 for the institution that recommended the teacher for the initial certification (provisional certificate or temporary vocational authorization).~~

Refer to the current submission cycle version of the REP Data Field Descriptions on the CEPI website for a complete listing of the valid codes for these fields at http://www.michigan.gov/cepi. Click on "CEPI Applications" and then click on "Registry of Educational Personnel."

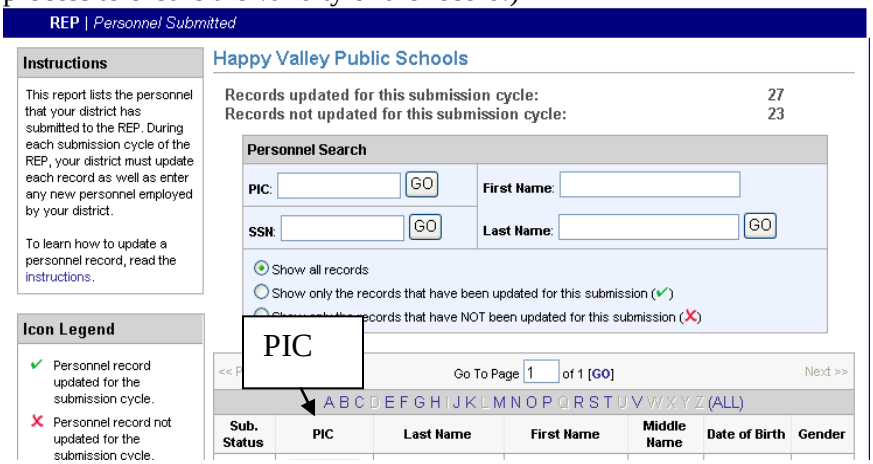
## New Teacher Professional Development

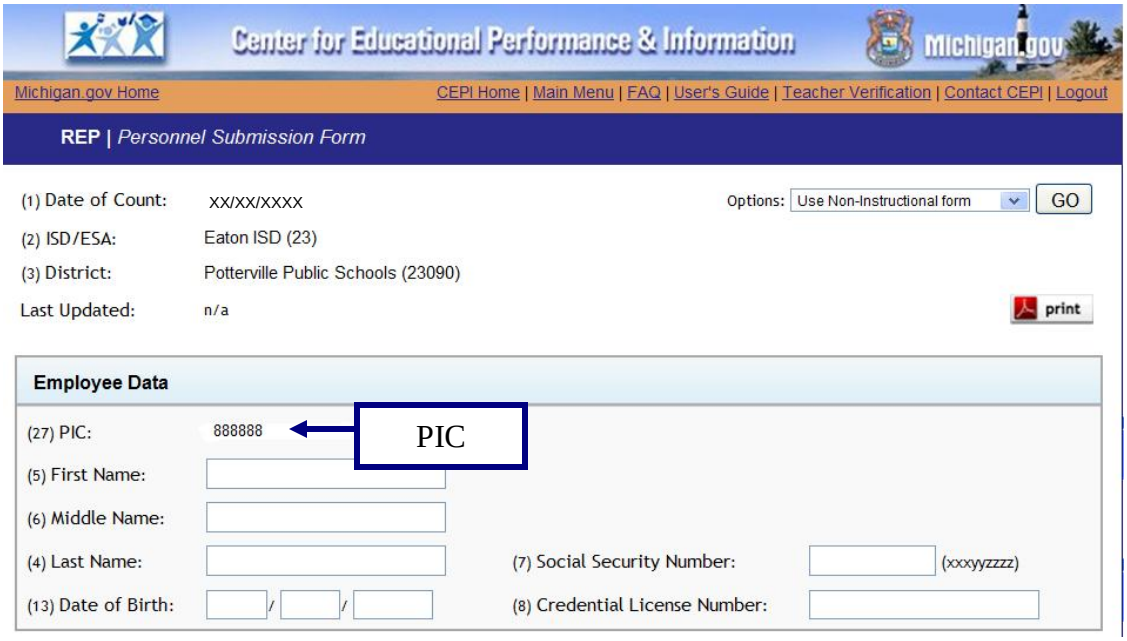
### Field 24: New Teacher Professional Development

Indicate the number of days by type(s) of professional development provided to new teachers (those within their first three years of employment in classroom teaching) during the school year (July 1 to June 30). This field is used to determine in what professional development novice teachers have received that was district supported as specified within Section 380.1526 of the Michigan Compiled Laws (MCL). This field will collect the number of days of professional development provided by the district for assignment codes "000AX" through "00598" (except "00200" through "00413"), and "60300" and "60400" that are reported with a code "97" or "98" in Field 25: Employment Status.

## Field 27: Personnel Identification Code (PIC)

The REP produces the PIC. The PIC appears at the top of the online submission screen for previously submitted records. For new record submissions, the REP assigns the PIC when the record is saved. (Although we do not require you to do so, we recommend that you submit this field in the Bulk Upload process to ensure the validity of the record.)






## REP PIC Search Feature

The REP PIC Search is a feature within the REP Application that allows authorized users to obtain PICs for staff members at any time. The REP PIC Search feature includes the following data:

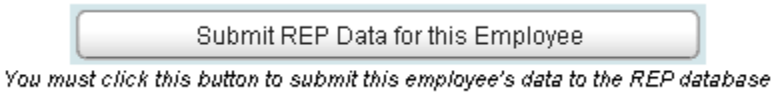
- First and Last Name
- Gender
- Date of Birth
- Social Security Number
- Michigan Credential License Number (when available)
- Personnel Identification Code

For further information about obtaining PICs for new or current employees, please refer to: http://www.michigan.gov/documents/cepi/PIC_Search_Users_Guide_360498_7.pdf.

## Saving a Record/Updating a Record

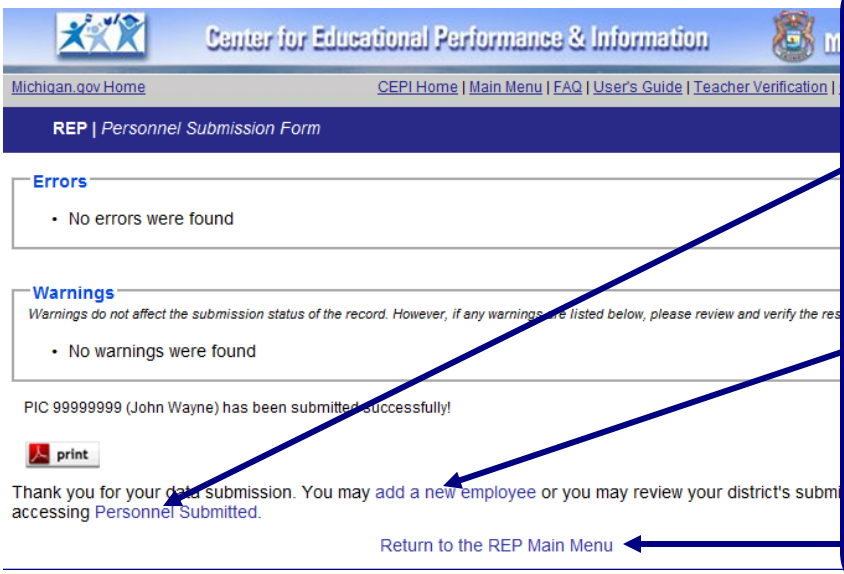
After you have entered all of the data for a record, click on "Submit REP Data for this Employee." The REP Application will then error-check the data and either:

1) Save as a valid record;
OR
2) Generate one or more warning or error message(s).




### Saved as Valid Record

If the data entered produce a valid record, the following screen will appear:




When you have submitted a valid record, three options are available:

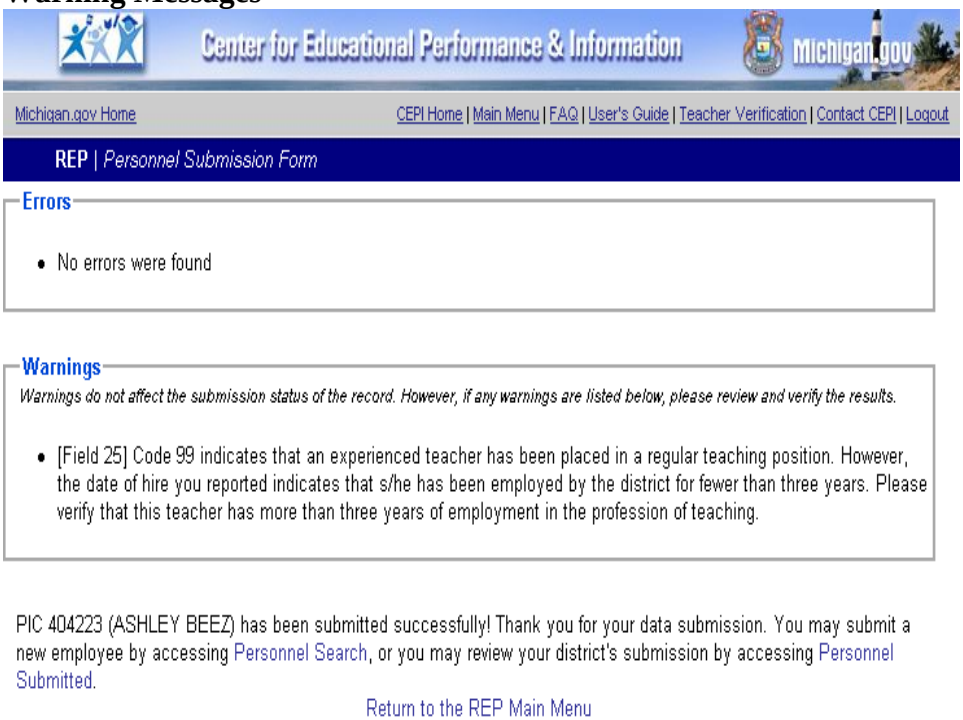
**Personnel Submitted**: Returns to the Personnel Submitted Report.

**Add a new employee**: Returns to the Submit New Personnel screen.

**Return to REP Main Menu**

You may either click on "Personnel Submitted" to view a list of all of your district's personnel previously submitted, click on "add a new employee," or click on "Return to the REP Main Menu" for other options.

## Warning Messages




Various warning messages may appear in the REP error check report. When a warning message appears, your record will still be saved.

**Warning Message Samples**

**Field 10 – School Code or School Assignment**
At least one of the school/facility codes reported for (first name, last name) is foreign to the district number of the authorized user. The staff member was reported in (school/facility code, district name, district code). Please verify that this staff member does work in the school/facility reported.

**Field 10 – School Code or School Assignment**
Accounting Code XXX in School Assignment #1 is not recommended for the submitted assignment code.

**Field 10 – Record with less than 0.5 FTE**
[Note] If you are attempting to submit a non-instructional employee with less than 0.5 FTE with the minimum data requirements, please remember that all non-required fields must be left blank.

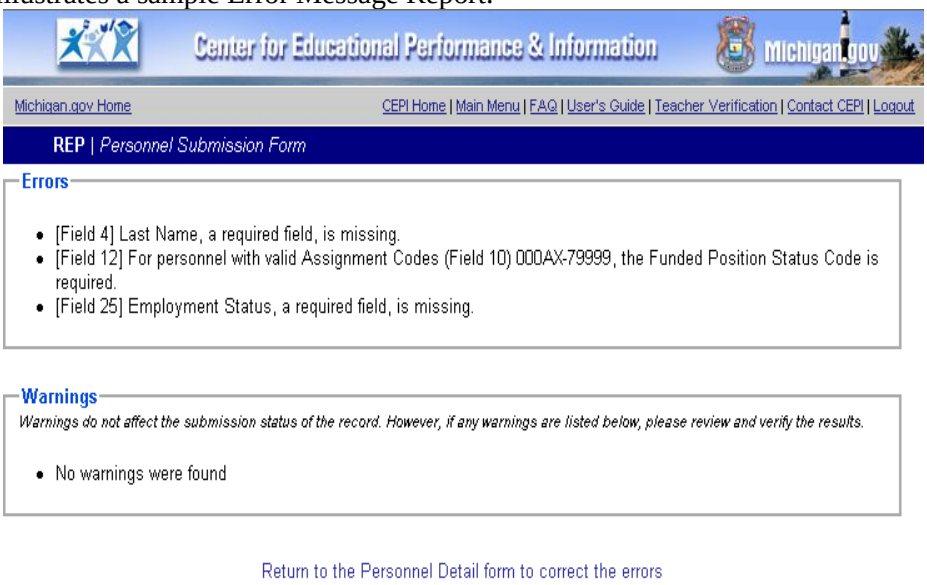
**Field 15 – Racial/Ethnic**
The racial/ethnic code reported for this employee is different from the code reported for this employee in a prior submission. Please verify that the racial/ethnic code reported is valid for this employee.

**Field 25 – Employment Status: Code 97 New Teacher**
Code 97 indicates that this teacher is in his/her first three years of employment in the profession of teaching. However, the date of hire you reported indicates that s/he has been employed by this district for longer than three years. Please verify that this teacher is in his/her first three years of employment in the profession of teaching.

**Field 25 – Employment Status: Code 99**
Code 99 indicates that this is an experienced teacher placed in a regular teaching position. However, the date of hire you reported indicates that s/he has been employed by the district for less than three years. Please verify that this teacher has more than three years of employment in the profession of teaching.

## Invalid Record

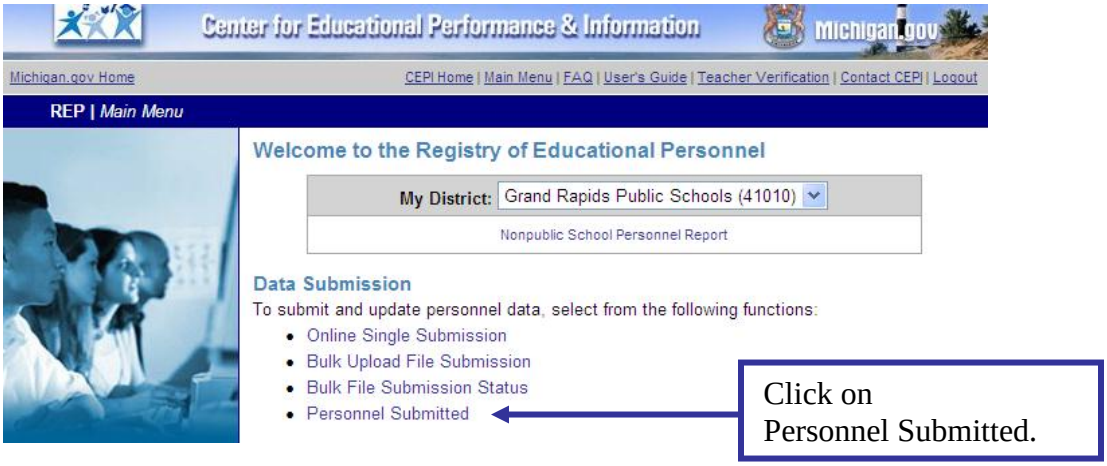
If the data entered produces an invalid record, an Error Message Report will appear. The following illustrates a sample Error Message Report:



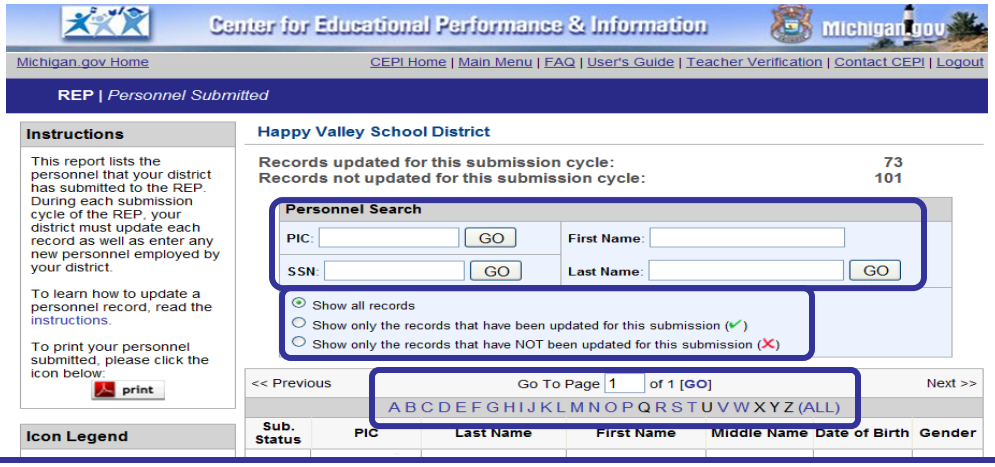
To make the necessary edits on the record, click on "Return to the Personnel Detail form to correct the errors." You will then be directed to the Online Application entry form to make the corrections. Once you have edited all of the errors, click on "Submit REP Data for this Employee" once again. If the record is error-free, the system will save the record. If you receive more error messages, repeat the process until you correct all of the errors. You must correct all errors to save a record.

## Personnel Submitted Report – Search Tools

The Personnel Submitted Report has search tools that allow district users to search for individual employee records. To assist district users with easy record retrieval, several record search features are available on the Personnel Submitted Report. These features will allow district users to access individual records quickly. Go to the Main Menu. Click on "Personnel Submitted."




District users may search by PIC, Name, Social Security Number or by clicking on a letter to find a group of names within the alphabetic listing. The following screen will appear when the district user clicks on "Personnel Submitted" on the REP Main Menu:



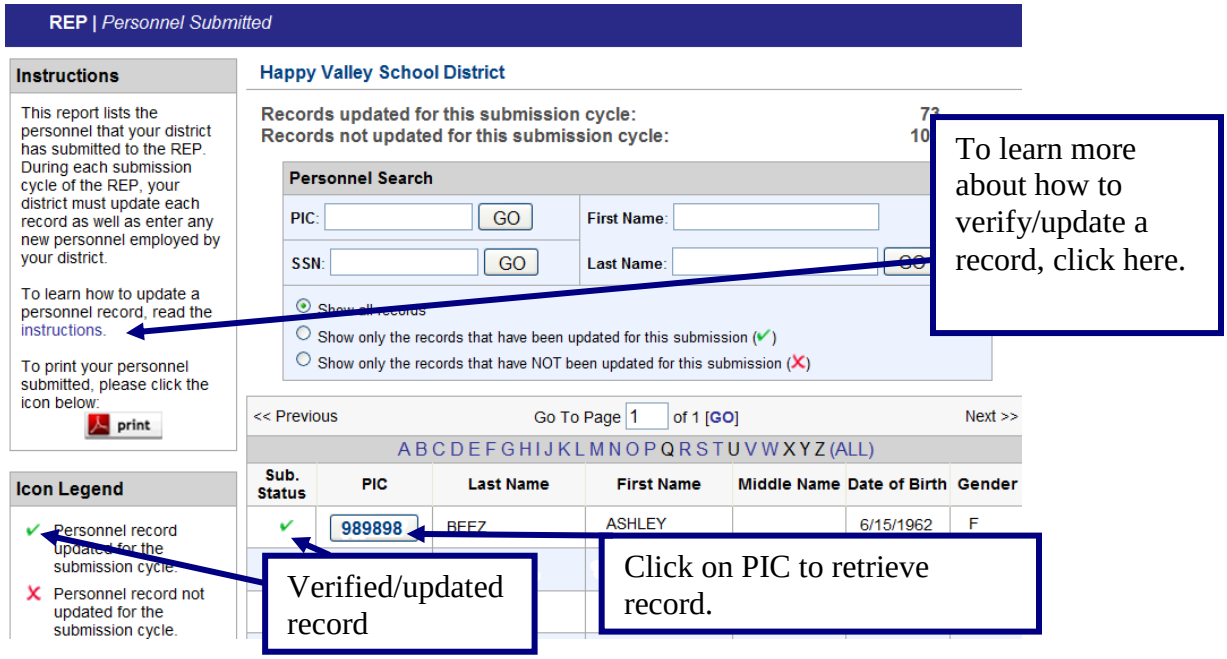

**Personnel Search:** Enter the staff members PIC, SSN or name in the appropriate box and click the "Go" button.
**View All Records, Updated or Non-Updated Records:** Click on the radio button for the list of records desired.
**Search by Page:** Enter the page number desired in the "Go To Page" Box and click on the "Go" button.
**Search by Letter Group**: Click on the letter desired. The report will provide a complete list of all staff members whose names begin with the last letter selected.

## Update/Verify a Record

During each submission cycle, you must verify every record as accurate. You may update/verify records at any time during a submission cycle. Go to the Main Menu. Click on the "Personnel Submitted" link under the heading Data Submission.

The following Personnel Submitted Report will appear, showing a list of the employees whom the district authorized user has previously submitted to the REP. During each submission cycle of the REP, the district user must update each record and verify that the data previously submitted are still valid. After the user verifies and/or updates each record for the current collection period, the Submission Status column will show a green check mark (✔). If the personnel record is awaiting verification for the current submission cycle, the Submission Status column will show a red "x" (✘). When the district user successfully adds a new personnel record to the REP, the Submission Status column for that record will automatically show a green check mark (✔). When all of the personnel records for the district are submitted and there is a check mark (✔) next to each personnel record, the REP submission is complete.

To begin the record verification for the district's personnel, click on the PIC for the employee to be updated or verified. The REP Application screen will appear with the employee's previously submitted data.




After you have updated or verified the employee record, click on **"Submit REP Data for this Employee"** at the bottom of the submission screen.

If the update contains errors, the Error Message Report illustrated previously will appear. You must correct all errors before you can update the record.

## Personnel Submitted Report/Complete Submission

The Personnel Submitted Report lists all employees reported successfully for your district for each submission cycle, as well as those employees whom you reported in the previous submission but did not update/verify. You will find this report on the Main Menu of the REP Single Submission Online Application. It is important that you verify/update all of your employees during each submission cycle. When the submission begins, all previously submitted employees have red "Xs" (✘) next to their names.

After you have updated/verified a record, the red "X" (✘) will change to a green check mark (✔). When all employees have green check marks (✔) in the Personnel Submitted Report and you have submitted all new staff members, your submission is complete.

There are two items in the report heading of the Personnel Submitted Report that you should check carefully to determine that you have updated all of your previously submitted records:

1. Records updated for this submission cycle. Total __
2. Records not yet updated for this submission cycle. Total __

**Be sure that the total for No. 2 is "0" by the due date for each submission cycle.**

If an individual has left your district, you must terminate the record by reporting all the required fields for the assignment code. In Field 25: Employment Status, report the reason for the termination, and in Field 26: Date of Termination/Separation of Employment, report the date of termination.

## Deleting a Record

Only CEPI personnel may delete records from the REP database. CEPI will delete only duplicate records and records for individuals who have never worked for your district.

To request to have a record deleted from your file, you must do the following:

**1.** Send an email message to CEPI@michigan.gov.
**2.** Subject line: REMOVE EMPLOYEE.
**3.** Message: District name and district number, followed by the employee's PIC number and name. Include a district contact name and phone number.
**4.** Note: If you are requesting removal of a duplicate record, the first record submitted by your district user will be retained in your REP file.

Remember, you may only request record deletions for employees listed in your Personnel Report who have never worked for your district or for duplicate records.

***If you request to delete a record that should not have been removed from your file, you will be required to resubmit that record.***

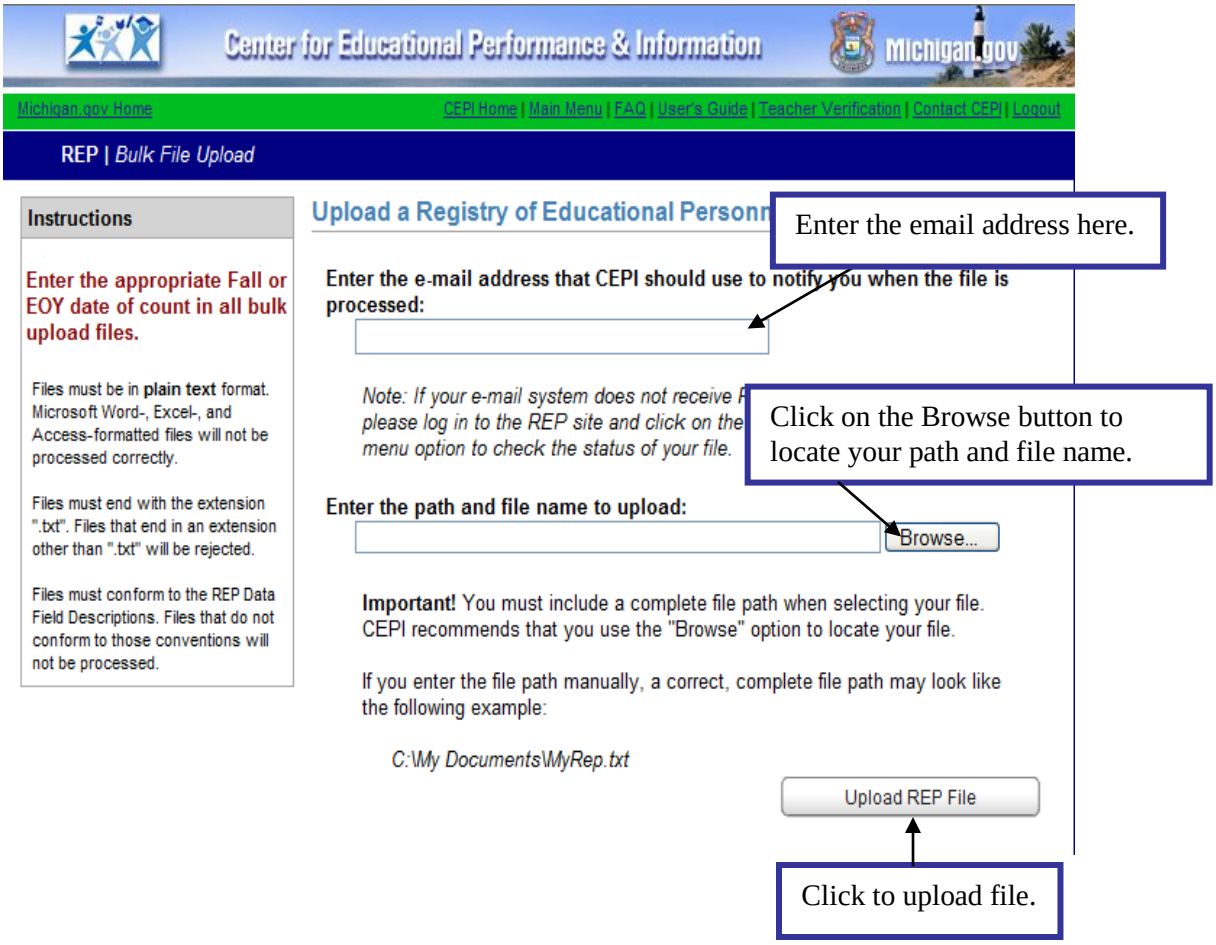
## Bulk Submission/Upload REP Data

Districts with personnel management systems commonly use the bulk submission component. The system extracts personnel records as one large data file and then uploads them in a single process called bulk upload.

### Bulk Submission/Update REP Data

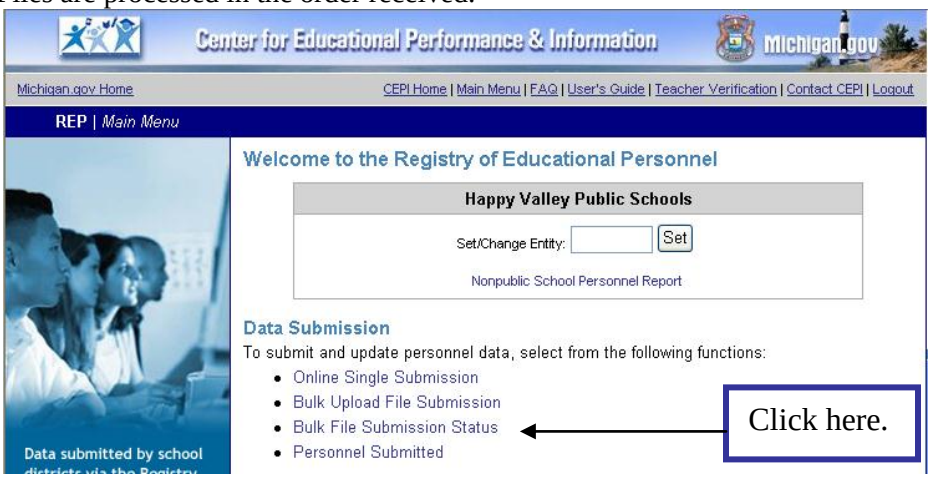
District users must format the bulk submission file as described in the Record Layout of the REP Data Field Descriptions. When the user is ready to upload the file to CEPI, he or she may do so through the REP Application online. All files submitted to the bulk upload must end with ".txt". The application will reject files submitted with any other extension. When submitting a file, be sure to enter your complete email address and the path and file name to upload. Use the Browse button to locate your file. After you have entered the email address and file name, click on

. After you have submitted the file, the system will send a confirmation message to the email address provided.



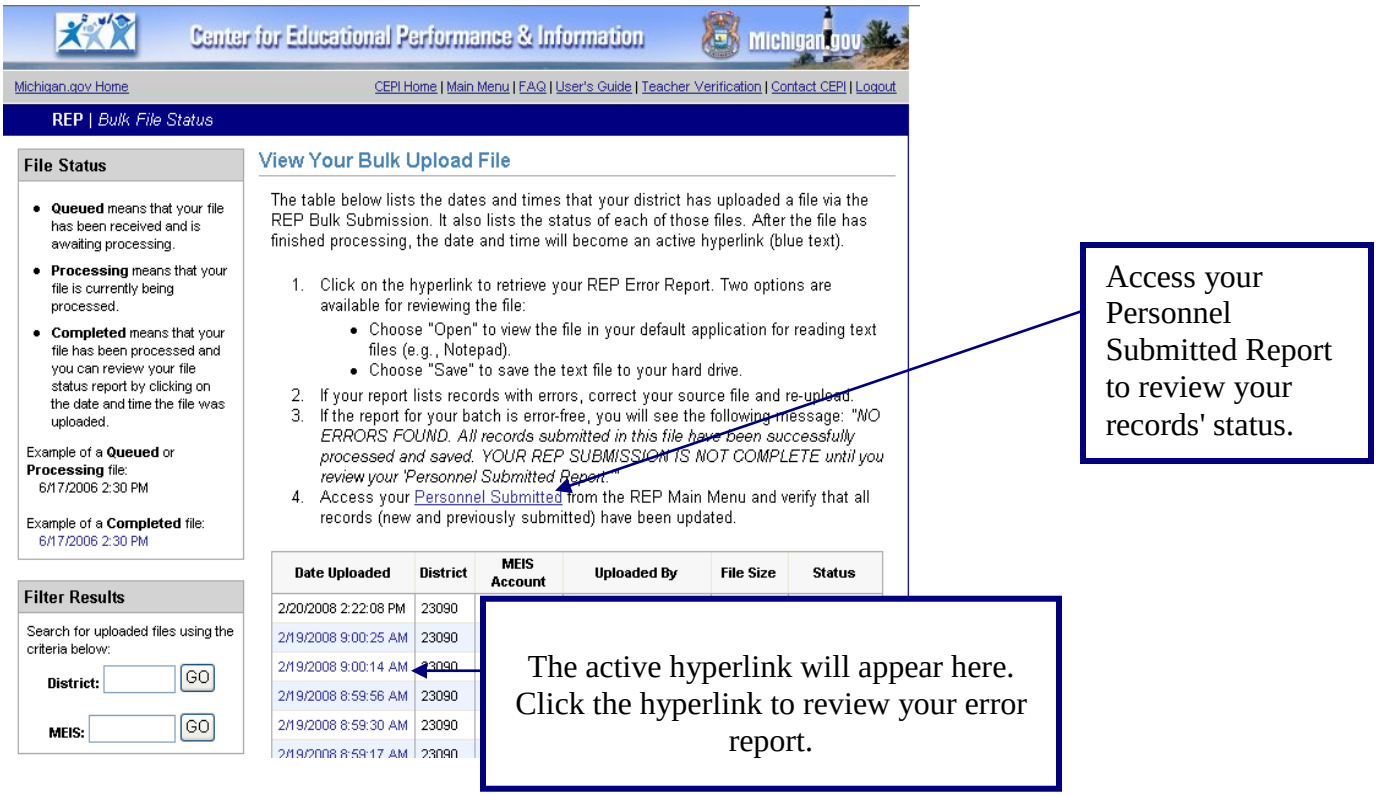

## Bulk Submission Status

After you have submitted the file via the REP Bulk Upload Application, the system will add it to the queue. Once the REP has processed the file, it will send a message to the email address that you entered. Files are processed in the order received.




After a file is processed, the district will be able to obtain an error report that lists any errors in the file. To obtain the error report, click on "Bulk File Submission Status" on the Main Menu of the REP Application. If the error report does not contain any error messages, all records in the file were processed correctly.

The following screen will appear:




## REP Reports

A separate user's guide is available that provides detailed information about the reports available to users of the REP Application. The REP Report User's Guide is available on the REP Web page under REP Help and Resources.

## Need Additional Help?

For questions regarding REP content or assistance with the REP Application, please send an email message to CEPI@michigan.gov or call 517-335-0505 and select option 3. Please provide your name, district code and district name, the CEPI application name, your telephone number (including area code and extension), email address, and specific questions.