

Center for Educational Performance and Information (CEPI)

*Michigan Education Information System
(MEIS)*

Registry of Educational Personnel (REP)

Glossary

April 2009

Questions?
E-mail: CEPI@michigan.gov
Contact: 517-335-0505, option 3



Term	Definition
Academic Major	An academic major requires the successful completion of 30 semester hours in a specific subject.
Academic Minor	An academic minor requires the successful completion of 20 semester hours in a specific subject.
Accounting/Function Code	The accounting/function codes provide the funding source for a staff member.
Administrator Continuing Education	Under current Michigan law (380.1201), the continuing education mandate is an employability requirement. This means that a new administrator must have completed the six-semester hours or 18 State Board-Continuing Education Units (SB-CEUs) in the five-year period prior to employment as a school administrator. The credit does not have to be in education, but should be significant to the person as quality and relevant professional development. It can be graduate or undergraduate credit taken at an in-state community college, at a four-year institution, taken online or at an accredited out-of-state institution.
Anomaly	An anomaly is any occurrence or object that is strange, unusual, or unique. It can also mean a discrepancy or deviation from an established rule.
Assignment Code	This is a five-digit code used to identify and report an employee's position in the Registry of Educational Personnel (REP).
Attributes	These are descriptors of a characteristic.
Authorization	Authorization is the process by which someone is allowed to access a screen, view or modify certain data, search using specific fields, or execute application functions. Whether or not such user actions are allowed depends upon the security level assigned to the user.
BCODE	In the legacy system, this refers to the building code. It is a unique five-digit code assigned by CEPI to each entity within the entity type; also referred to as school/facility code.
Bulk File	Multiple records in a single file.
Bulk Upload	The term "bulk upload" is used to describe the submission and/or processing of a logical grouping of data (i.e., multiple records in a single file).
CCD	The Common Core of Data (CCD) is a program of the U.S. Department of Education's National Center for Education Statistics that annually collects fiscal and non-fiscal data about all public schools, public school districts and state education agencies in the United States. The data are supplied by state education agency officials and include information that describe schools and school districts, including names, addresses, and phone numbers; description information about students and staff, including demographics; and fiscal data, including revenues and current expenditures.
CDX	The Credential Data Exchange is an application whereby districts can obtain certification data about each of their teachers. These data include: credential license number, endorsements held, issue and expiration date and the institution where the certification was obtained. The CDX is accessed via the MEIS.
CEPI	Center for Educational Performance and Information
CEPI Customer Support	The CEPI customer support staff provides assistance to ISDs, LEAs, PSAs and nonpublic schools. To contact, send an e-mail message to CEPI@michigan.gov or call 517-335-0505 and choose option 3.
Chartering Agency	A chartering agency is also known as a public school academy (PSA) authorizing agency. This is the agency that authorizes a PSA and oversees

Term	Definition
	the PSA. Every PSA must be authorized by a chartering agency. A chartering agency may be a public university, community college, K-12 local education agency (LEA) or and intermediate school district (ISD).
Charter School	A PSA operated by a local board or management company approved by a chartering agency under the provisions of the Michigan Revised School Code, Sections 501-507.
Core Academic Subject Areas	NCLB defines core academic subjects as: English, reading, language arts, mathematics, science, foreign languages, social studies, civics/government, economics, geography, history and arts.
Credential Type	The credential type identifies the level of certification an individual holds in Michigan. Certificates are issued for teachers, administrators, guidance counselors, school psychologists and school nurses by the Office of Professional Preparation Services, Michigan Department of Education.
Credential License Number	The number assigned to a credential by License 2000 (L2K) (Michigan's teacher certification database).
CSV	Comma-separated value (CSV). A file format also known as comma delimited. The individual data elements within each record are separated by a comma.
CTE	Career and Technical Education
Data Element	A named unit of data that is determined by standard structures having a unique meaning and distinct units or values, such as 000EX (Mathematics).
Data Field Descriptions	The data field descriptions provide the specific requirements and business rules for data submission for a specific data set.
Data Quality Initiative	The data quality initiative occurs to help ensure the accuracy of data submitted by district personnel for state and federal reporting. Prior to and during each submission cycle of the REP submission, CEPI completes an analysis of all data submitted and provides feedback to districts for consideration of possible data anomalies.
Data Set	A data set is a group of related data elements and records that have a pre-defined set of characteristics and associated business rules.
Date of Count	The official submission date/deadline.
Dates	Dates pertaining to a data collection: Submission Period: Open date to close date Deadlines for REP: First business day in December; June 30
DCODE	In the legacy system, this refers to the district code. It is a unique five-digit code assigned by CEPI to each entity within the district entity type.
Dependency (field)	A data value dependency occurs when the value has a relationship to another field's value. For example: If an assignment code between 000AX and 00594 is reported in Field 10: School Assignment Data, then Field 7: Social Security Number or Field 8: Credential License Number must be reported or a fatal error will occur.
DIT/MDIT	Michigan Department of Information Technology.
Educational Setting	Identifies the program area in which a staff member is assigned. Examples: Alternative Education; Special Education Primary Age Group; Career and Technical Education; Early Childhood Education
EEL	English language learner
EEM	The Educational Entity Master (EEM) contains information regarding public and registered nonpublic educational entities, including official identification codes and contact information for Michigan's educational systems. Users

Term	Definition
	may access the EEM at http://www.michigan.gov/eem .
Error Message	An error message is received when invalid data are entered into a required field on a MEIS application.
Fatal Error	A fatal error indicates that an attempt was made to report invalid data.
FAQs	Frequently asked questions
Field Use	The "Field Use" section provides the legal documentation supporting CEPI's mandate to collect the data requested in each field.
FTE	Full-time equivalency
Funded Position Status	The funded position status indicates the status of the assignment filled by permanent employees, approved substitutes, or outside contractors. It also includes which positions remain unfilled in an ISD, PSA or LEA.
Grades	Identifies the specific grades in which a staff member is assigned.
Highly Qualified Status	The <i>No Child Left Behind Act of 2001</i> requires that teachers of core academic subjects meet specific criterion. For more specific information regarding highly qualified status refer to the current REP Data Field Descriptions.
IDEA	The <i>Individuals with Disabilities Education Improvement Act (IDEA) of 2004</i> requires all states to report information on each district's performance in meeting specific early intervention and special education targets outlined in the State Performance Plan (SPP).
Instructional Paraprofessional/Aide	Instructional paraprofessionals/aides are defined as individuals who provide instructional support, including those who: <ol style="list-style-type: none"> 1. provide one-on-one tutoring, if such tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher; 2. assist with classroom management, such as organizing instructional and other materials; 3. provide instructional assistance in a computer laboratory; 4. conduct parental involvement activities; 5. provide support in a library or media center; 6. act as translators; 7. provide instructional support services under the direct supervision of a teacher.
ISD/ESA	Intermediate school district (ISD)/educational service area (ESA).
ISD/ESA Code	This number is the official state-assigned two-digit number for the ISD/ESA or ISD School.
ISD School or Unique Education Provider	A school or unique education provider that is associated with an ISD (e.g., Lutz School for Work Experience, Kent Career Technical Center).
LEA District	The local education agency (LEA) is a public school district (excludes charter school districts). A school district is defined under Section 380.6 and as organized under Michigan Compiled Law (MCL) 380.11a (general powers school district) or under Part 6 (district of the first class).
LEA School	A school that is associated with a LEA District (exclude public school academies)
LEP	Limited English proficiency (LEP) means a person who does not speak English as his or her primary language and who has a limited ability to read, speak, write or understand English.
L2K	License 2000: the teacher certification database. This database is housed

Term	Definition
	within the Michigan Department of Education and is managed by the Office of Professional Preparation Services. L2K contains the certification data for school personnel such as teachers, administrators, guidance counselors and school nurses.
Magnet School	A magnet school is a special school designed to attract students of different backgrounds for the purpose of reducing, preventing or eliminating isolation, and/or to provide an academic or social focus on a particular theme (e.g. science/math, performing arts, gift/talented, or foreign language).
MDE	Michigan Department of Education
MDMB or DMB	Michigan Department of Management and Budget
MEAP	Michigan Educational Assessment Program
MEGS	Michigan Electronic Grant System
MEIS	Michigan Education Information System. The MEIS is the authentication system whereby an authorized user with the appropriate permission creates an account in MEIS. The individual may then apply to access individual applications using his/her MEIS login name and MEIS password.
MI-Access	Michigan's Alternative Assessment Program
Michigan Sponsoring Institution	An approved teacher preparation institution within the state of Michigan.
NCLB	<p>The <i>No Child Left Behind Act of 2001</i> reauthorized the Elementary and Secondary Education Act (ESEA) -- the main federal law affecting education from kindergarten through high school. Proposed by President Bush shortly after his inauguration, NCLB was signed into law on January 8th, 2002. NCLB is built on four principles: accountability for results, more choices for parents, greater local control and flexibility, and an emphasis on doing what works based on scientific research. For more information, please see:</p> <ul style="list-style-type: none"> • NCLB Page- E-mail updates, NCLB status and flexibility, a toolkit for teachers, a guide for parents, the Teacher-to-Teacher initiative, and how NCLB is making a difference in your state. (http://www.ed.gov/nclb/landing.jhtml?src=pb) • NCLB Overview (http://www.ed.gov/nclb/overview/intro/4pillars.html) • NCLB Legislation, Regulations and Guidance (http://www.ed.gov/about/offices/list/oese/legislation.html) • Adequate yearly progress (http://answers.ed.gov/cgi-bin/education.cfg/php/enduser/std_adp.php?)
Non-Instructional Ancillary Facility	This entity does not provide instruction but is affiliated with the ISD, LEA, PSA, state, or other and does not get an entity code for reporting purposes. Examples: An entity serving as a bus garage; transportation center; plant/maintenance facility; administrative support, food service, communications/media, sports/recreation or health services facility, family/community center; professional training center; agriscience/natural resources center; or treatment center. (MDE, 5/2008)
Non-Instructional Paraprofessional/Aide	A non-instructional paraprofessional/aide is defined as someone who works in areas such as the following: food services, cafeteria or playground supervision, personal care services or non-instructional computer assistance.
Non-Michigan Sponsoring	An approved out-of-state teacher preparation institution.

Term	Definition
Institution	
Nonpublic School	A nonpublic school or private school is not administered by a public or LEA school district, but may receive public school services based upon Michigan Compiled Laws (MCL). Also, a private, denominational or parochial school (MCL 380.5(4). (MDE, 5/2008)
Number of Classes Taught	The total number of classes taught by subject area for each core academic teacher.
Online Single Submission	The online single submission is utilized when one complete record is reported for an educational employee.
OPPS	Office of Professional Preparation Services
PIC	Personnel Identification Code – Unique identifier for each employee reported in the Registry of Educational Personnel.
Pop-up Blockers	The pop-up blocker in the "Toolbar Options" menu prevents new windows from automatically opening when you visit a Web site. Many pop-up blockers allow users to reconfigure software settings to allow pop-up windows from certain Web sites. If the pop-up blocker installed on your computer does not have this feature, please seek assistance from your local technical support staff. Another option would be to disable the pop-up blocker on your computer while you are accessing CEPI applications.
Pop-up Window	A window that appears within an opened application Web page. CEPI applications make use of pop-up windows to display important information to users.
Professional Development (PD)	Professional development is continuing education hours completed by school employees. There are four sections in the Michigan School Code that address professional learning. Sections 1526 and 1527 specify requirements for the professional learning of teachers. Section 1246 specifies continuing education requirements for school administrators. Section 101(11) enables schools to schedule up to 38 hours of professional learning and count it as part of the required 1,098 hours of instructional time. (Source: Office Professional Preparation Services, Michigan Department of Education) More specific information may be found at the following Web site: http://michigan.gov/documents/Q&A_Revised_Sept_2004_A_100964_7.doc
PSA	Public School Academy District. A PSA is a charter school district (excludes LEA district). A public school academy established under part 6a of the Revised School Code; also includes an urban high school academy established under part 6c, and a strict discipline academy established under sections 1311b to 1311l. MCL 380.5(7). (MDE, 5/2008)
PSA Chartering Agency	This is the agency that charters or authorizes a PSA.
PSA School	The school associated with the PSA district. Independent of local educational agency (LEA) district. <ul style="list-style-type: none"> • Must have an authorizing agency; • May have a management company; • PSA is synonymous with charter school. Authorizing agency must be a public educational institution (current universities, community colleges, LEA, ISD).
Record Layout	The record layout provides the technical data requirements for submission of a file via the REP bulk upload application.

Term	Definition
REP	Registry of Educational Personnel
REP Listserv	The REP Listserv functions as a communication link for district personnel to discuss questions concerning the REP submission. The listserv also functions as a tool for CEPI to communicate updates and other important information to the districts.
REP Submission Reports	The REP Submission Reports allow district users to access and review data concerning the current submission. The reports are populated as the data are submitted so that up-to-the-minute totals will be available for the district users to review. District users may print and review reports at any time during the submission, and are strongly encouraged to do so prior to finalizing the submission process. District- and school/facility-level reports are available.
Security Agreement	The security agreement requires administrative sign-off to authorize a staff member access to a MEIS application for an ISD, LEA, or PSA.
School	<p>School: Generally, a public school is an administrative unit (not necessarily a physical building) that provides instruction to students. It is operated by a primarily publicly funded education entity [Michigan Department of Education (MDE), intermediate school district (ISD), local education agency (LEA), public school academy (PSA)] and has ALL of the following characteristics:</p> <ul style="list-style-type: none"> • An administrator (principal) who reports directly to the entity’s chief executive officer (i.e., superintendent). • Teachers responsible for educating a specific set of students. • Students. • Receives a state-issued Michigan School Report Card. (The Michigan Department of Education annually makes a determination of Adequate Yearly Progress [AYP] for all public elementary schools, middle schools, and high schools in Michigan. AYP evaluates schools and school districts in the areas of academic achievement, participation in state assessment, graduation rate for high schools and student attendance for elementary and middle schools.) <p>"School" for all other entities (state agency, nonpublic, higher education, other) would be defined as: an administrative unit (not necessarily a physical building) that provides instruction to pupils and has the following characteristics:</p> <ul style="list-style-type: none"> • Administrator • Teachers • Students <p>(MDE, 5/2008)</p>
SCM	School Code Master. The former state database of school directory information for public and registered nonpublic educational entities. The SCM has been replaced by the EEM. The EEM contains the official identification numbers and contact information for the educational entities in Michigan.
SCM Number	See Entity Code. (aka school/facility number, building code [BCODE], or building number). These codes are the state assigned five-digit numbers in

Term	Definition
	the official SCM used to identify a school or another educational entity and is now referred to as entity code in the EEM.
School District Number	The school district number, usually referred to as District Code (DCODE), is the official state-assigned, five-digit code for a local education agency, intermediate school district, or public school academy.
SOM	State of Michigan
SSN	Social Security Number
Special Education Primary Age Group	Indicates the age group that the staff member is responsible for at least 50 percent or more of his/her time.
Submission Deadline	Submission deadline is the term given to the date that data are due to CEPI for a given submission cycle.
Substitute Teachers	Day-to-day substitute teacher Long-Term substitute teacher Full-year substitute Emergency substitute
Title I	A federal program that provides financial assistance to local schools with high numbers of percentages of poor students. Assistance is administered through the state. Source: U.S. Department of Education, Title I, Part A.
Title I SES	Title I Supplemental Educational Services
Unique Education Provider (UEP)	<p>A unique education provider is not a school; however, it provides instructional services to children before kindergarten, supplemental instruction, or support education for pre-kindergarten (Pre-K) through grade 12 or adult education services. Generally it has:</p> <ul style="list-style-type: none"> • An administrator, supervisor, coordinator or director who reports to a principal or another administrator. • Teachers who may have special endorsements beyond those normally required for Pre-K-12. • Students who are selected to attend or are referred by another public agency/school. • Students who are not necessarily in full-time attendance • A location which does not administer these state assessments: MEAP, MME, MI-Access and/or ELPA, but which may administer other state assessments. • A location which does not offer a Michigan Merit diploma (if grades 9-12). <p>Supplements or is a primary legal entity receiving funds through MDE (i.e., nonpublic school, private school, other state agency, higher education institution, other recipient of funds through MDE). (MDE, 5/2008)</p>
Warning Messages	Warning messages alert a data submitter to review a record to ensure that the data entered are accurate. Warning messages occur when the accuracy of the data is suspect.
XML	Extensible Markup Language (XML). XML is a specification developed by the World Wide Web Consortium Extensible Markup Language (W3C). It is a pared-down version of standard generalized markup language (SGML), designed especially for Web documents. It allows designers to create their own customized tags, enabling the definition, transmission, validation and interpretation of data between applications and between organizations.