Registry of Educational Personnel (REP)

CENTER FOR EDUCATIONAL PERFORMANCE AND INFORMATION

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REP Training Session

May 2020

Objectives

- Overview of the REP submission
- Educator Effectiveness
  - EOY 2020 Updates- Executive Order Impacts
- How to use REP On-Demand
- Submission Certification
- Connecting students to teachers (TSDL)
- REP Data Quality
  - What it means
  - Why it matters
- Reports
  - System Reports
  - MI School Data

Contacting CEPI: EOY 2020

- CEPI staff are not in the office (including Customer Support)
- Email is the fastest and easiest way to get in touch
  - Voicemail is being checked daily
- Security forms must be sent via email
  - There is no one in the office to check the fax machine
- Re-open requests must be sent via email
- Watch the CEPI Announcements closely
  - Pro Tip: CEPI Announcements are targeted to the users with content included in the message. If you are receiving the CEPI Announcement, there is something in there for you!

What is the REP?

- Comprehensive database of all educational personnel in the State of Michigan
- Data are used to meet state and federal reporting requirements
- Data are used for the teacher certification audit after each submission

What Data is in REP?

- Employee personal information
  - Personnel Identification Code (PIC)
  - Name
  - Social Security Number (SSN)
  - Education Level
  - Date of Birth (DOB)
- Employment Information
  - School/ISD assignment
  - Date of Hire
  - FTE
  - Date of Termination
  - Position Title
  - Grades Taught
  - Educational Settings
  - Employment status
- Income Information
  - Hourly wage
  - Basic accounting information
- Credential Information
  - Credential number
  - District Provided Days of Professional Development
  - Educator Effectiveness rating

When is REP data collected?

Fall
Opens: September 1

Certification: First business day in December

REP On-Demand
Opens: late December and Early August

Optional data submission between official collection windows

End of Year (EOY)
Opens: April 1

Certification: Last business day in June

Review: Changes from the 18-19 SY

- Literacy Coach Assignment Code “00378”
- CTE Assignment Code- Computer Information Systems Security/ Information Assurance “00599”
- Removed: Bilingual Language Specific Assignment Codes
  - Report Bilingual Educational Setting within Field 10 Educational Setting
- Update: Educator Effectiveness Appeals Window
  - Will occur each and every year during the Fall REP collection
- Field 28: Full Time Base Annual Salary (Removed)

Review: New for Fall 2019

- Removals/Retired Fields:
  - Field 1: Date of Count
  - Within Field 10: Highly Qualified Status
  - Within Field 10: Administrator Continuing Education
  - Field 11: Title I and Title II, Part A Teachers
  - Field 28: Full Time Base Annual Salary
- New Assignment Codes:
  - "00379"- Virtual Mentor ~~Teacher~~
  - "00548"- CTE Plumbing-Pipefitting and Sprinkler Fitting
- Modifications:
  - Field 17: Type of Credential enumeration 02-Pending is now 02- No Valid Credential

Sneak Peek: Coming for Fall 2020

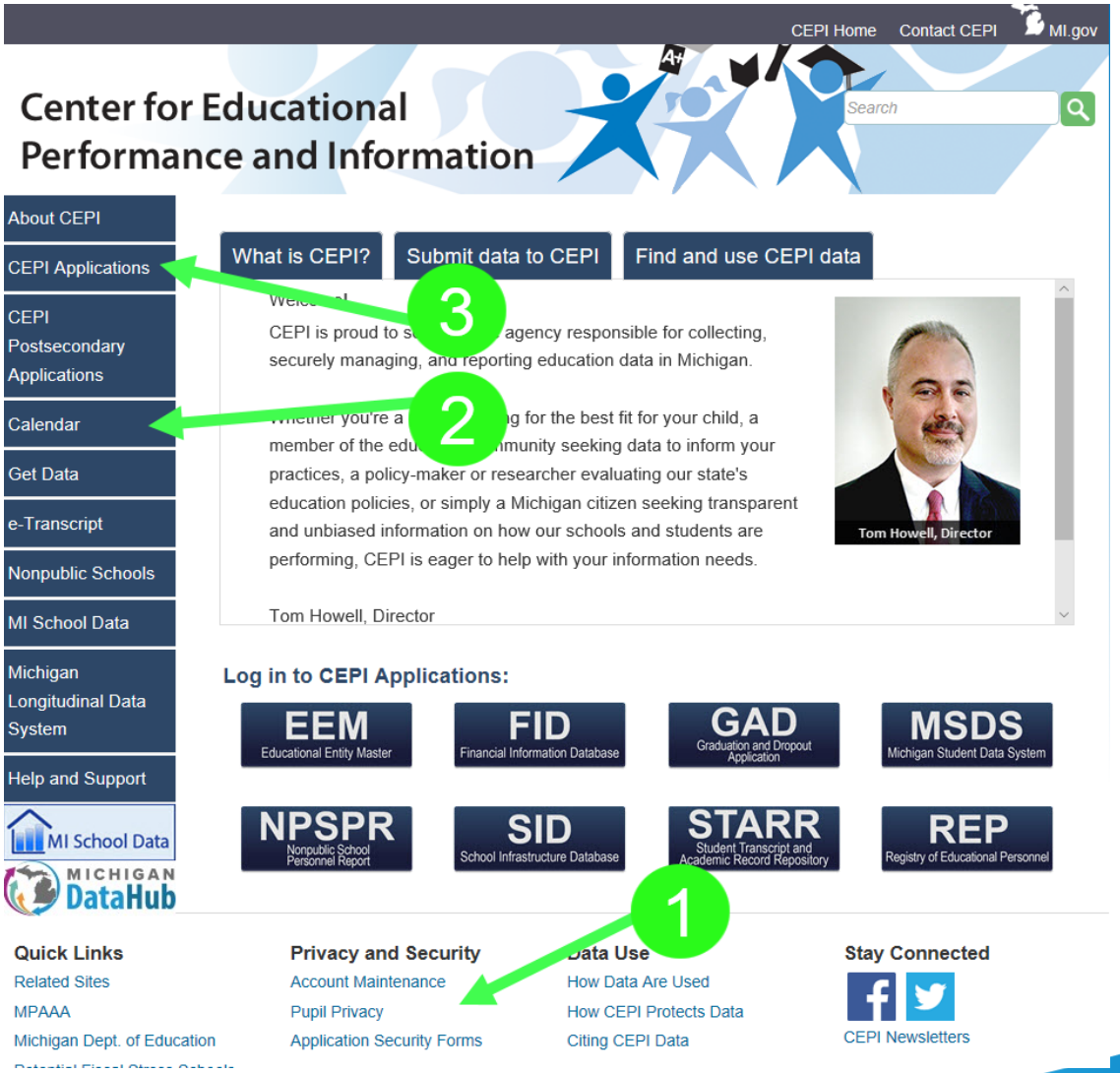
- New Assignment Codes:
  - 000FN- Anishnaabebowin
  - 00393- Board Certified Behavioral Analyst (BCBA)
  - 00394- Board Certified assistant Behavioral Analyst (BCaBA)
- Updated Assignment Code:
  - Renamed: 000NF- JROTC and Other Military Recruitment Programs
- Retired Assignment Codes:
  - 94100- Teaching Intern *(utilize 00STU)*

Sneak Peek: Coming for Fall 2020 (cont.)

- Retired Assignment Codes: Administrator Codes-
  - Remove/Merge Titles:
    - 77*** Coordinator
    - 78*** Consultant
    - 79*** Assistant Director
  - Remove/Merge Levels:
    - xx4xx- Program
    - xx5xx- Regional
  - Remove/Merge Function Codes:
    - Merge with xxx99- Other
      - xxx17-Communications and Media
      - xxx40-Legal Affairs
      - xxx50-Recreation
      - xxx52-Research and Evaluation
    - Merge xxx14-Budget/Accounting and xxx44-Pupil Accounting
      - Renamed: xxx14-Budget and Pupil Accounting
    - Merge xxx55-School Safety Programs and xxx60-Security
      - Renamed: xxx55-Safety and Security
    - Merge xxx61-Special Education and xxx73-Transition
      - Renamed: xxx61- Special Education (incl. Transition)
    - Merge xxx71-Technology Infrastructure and xxx75-Technology Integration
      - Renamed: xxx71- Technology
    - Merge xxx76- Title I Targeted Assistance Program and xxx70- Title I
      - Renamed: xxx70- Title I (including TAP)

Getting Started with CEPI

1. Application Security Forms and Account Maintenance
2. CEPI Calendar
3. CEPI Applications Resources



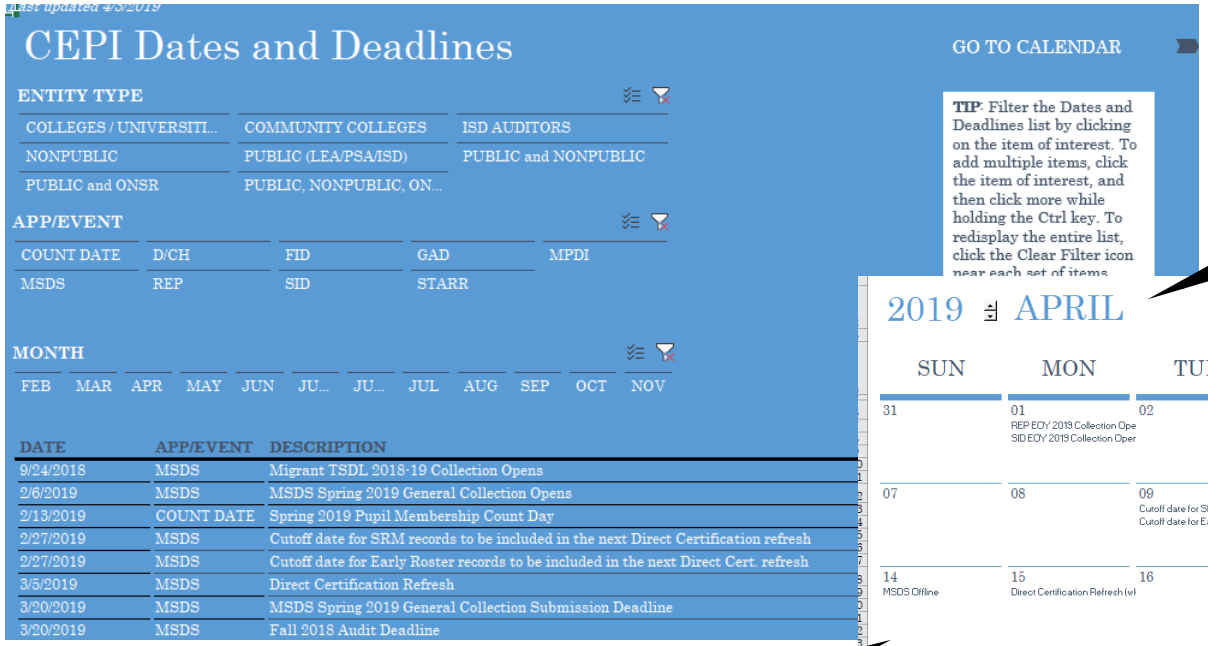
1. Application Security Forms and Access

- Each CEPI application has a separate Security Form that must be completed
- All security access is authorized by the Lead Administrator as listed in EEM
  - In most cases, should be your Superintendent
- If you already have a MILogin account, do not create a new account for new access
  - By subscribing within MILogin and submitting the applicable security form, the account can be modified to add additional access
- Determine access type by evaluating the data submission that will be performed

Special Note: MiLogin Account

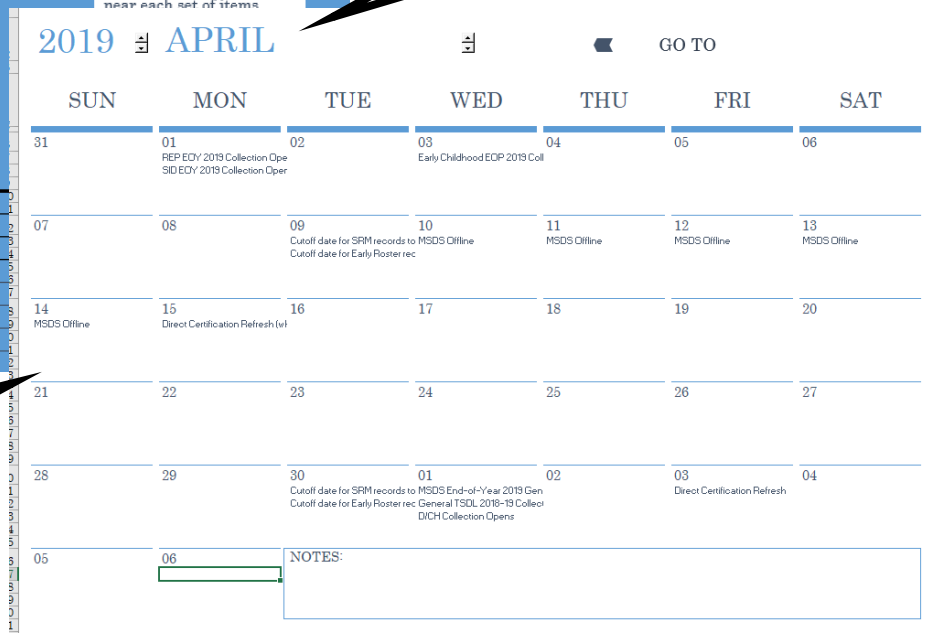
- CEPI is moving towards a single login authenticator
- What this means for you:
  - One Account (and password) will soon be able to grant you access to all CEPI applications and Mi School Data
  - Security forms must still be submitted
- MiLogin User Guide provides step-by-step instructions

2. CEPI Calendar



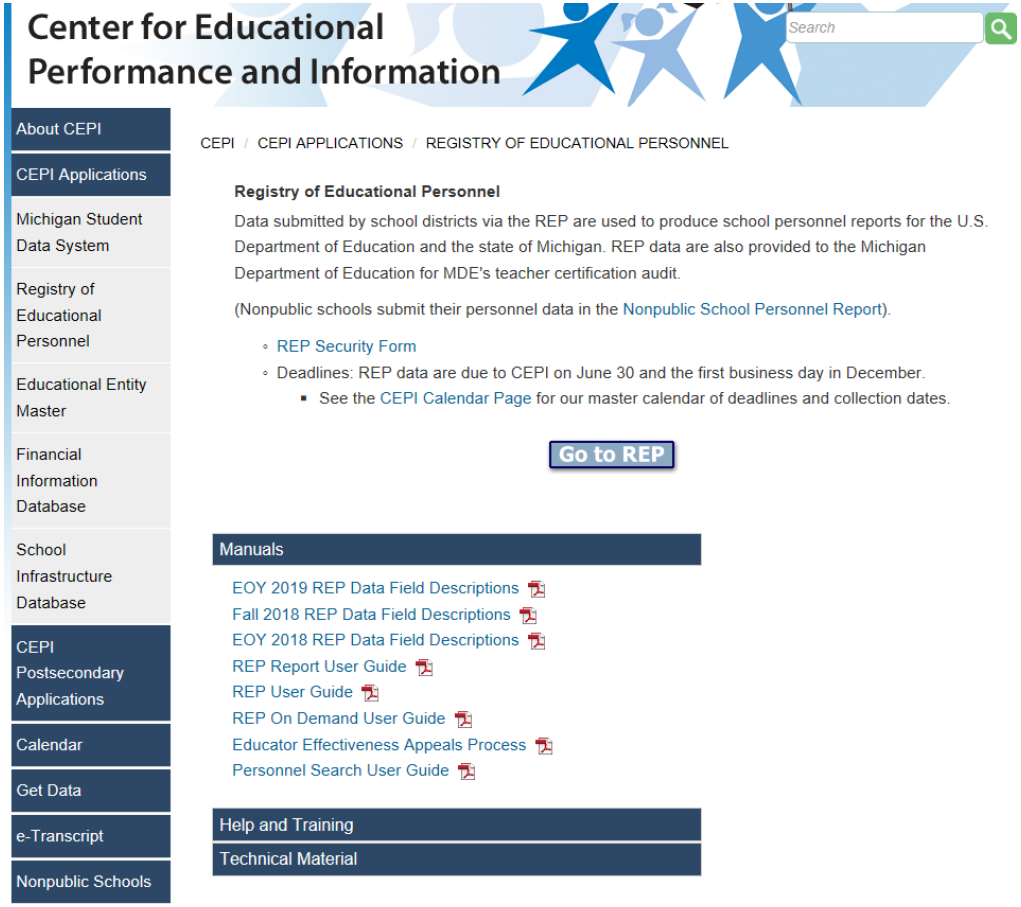
TIP: Filter the Dates and Deadlines list by clicking on the item of interest. To add multiple items, click the item of interest, and then click more while holding the Ctrl key. To redisplay the entire list, click the Clear Filter icon near each set of items

Never be surprised by a data collection deadline again!
Download yours today!



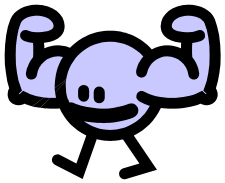
Need to know when Direct Cert cut off is? Find it here!
Can't remember when a collection opens? Find it here!

3. CEPI Application Resources



- Each application has a separate page of resources
- Manuals are posted ≈ 6 months before a collection opens
- Data element descriptions, user guides, record layout/schemas, FAQs, and so much more!

Data Submission

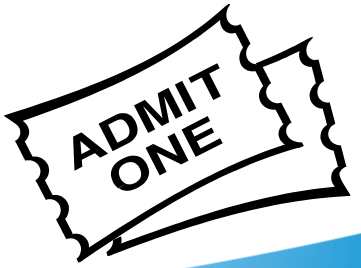


Bulk Upload

- Multiple Records at once
- Extracted from local system
- Files must be in plain/flat text ".txt" format
- **The last file uploaded will be the data saved**

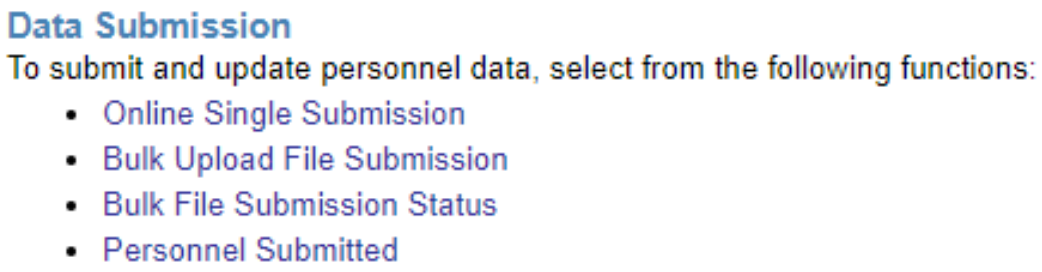
Online Single Submission

- Single submission form
- Make edits to a single record
- Retains data previously submitted (with some exceptions)
- Errors and warnings visible on submission screen

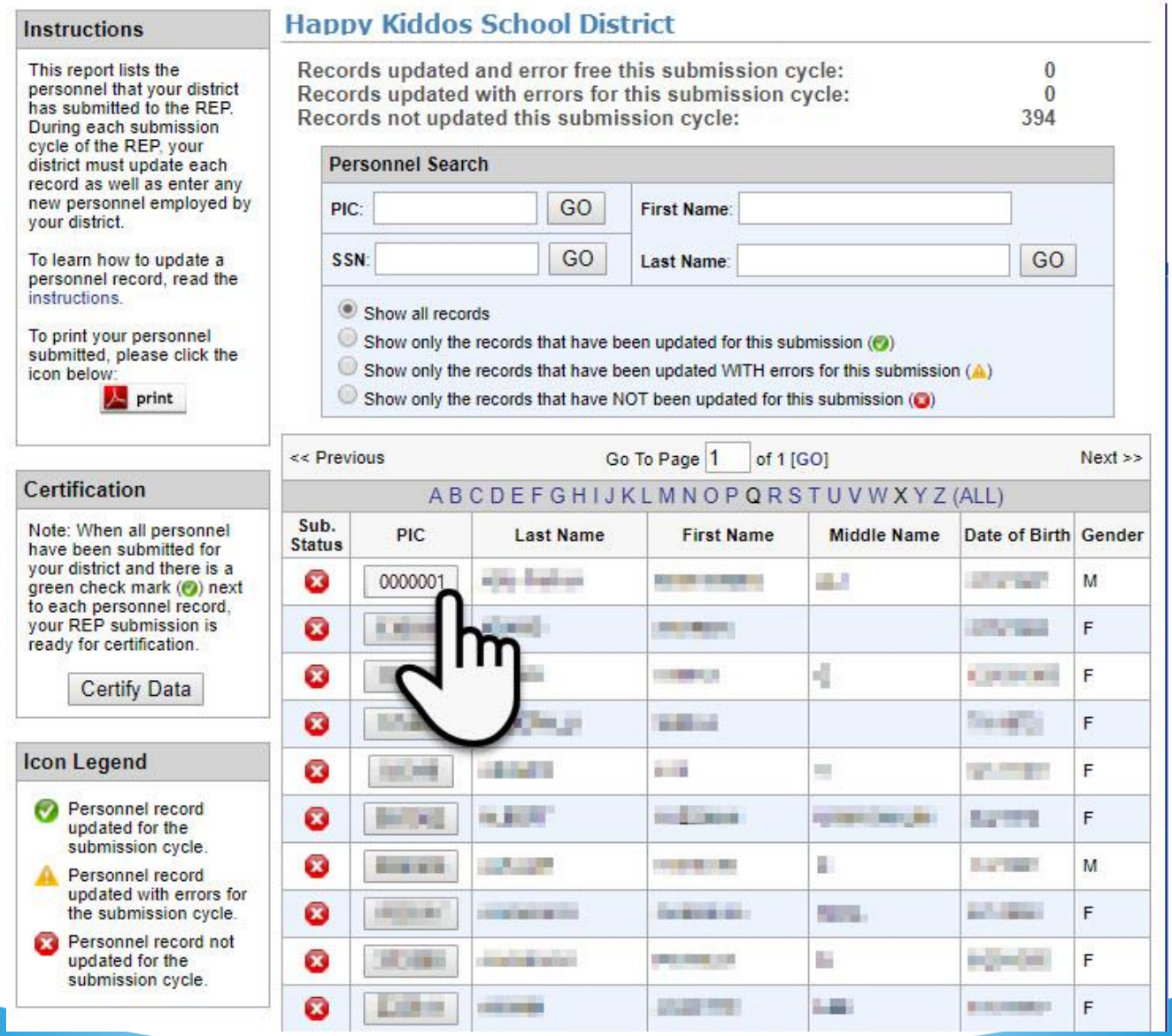


Personnel Submitted Report

- List of all employees reported for your district
- All records have a red “ ” when application opens each cycle
- All records must be updated/verified to the green “ ” for a complete submission
- Allows for easy access to existing records
- Allows authorized users to review data submitted in bulk upload or online for errors “ ”



Online Single Record Submission



Who Must be Reported?

- Short answer: pretty much everyone
- Long answer: School Safety Legislation of 2005 requires that all school personnel who are employed on a regular and continuous basis must be reported in the REP.
- Long answer continued: All contracted employees who work on a regular and continuous basis must be reported in the REP.
    - This includes food service, janitorial service, transportation, day-to-day substitutes, paraprofessionals, virtually contracted teachers, etc.

Unique Cases

- Virtual Educators
  - Treated as contracted employees
  - If TOR, then Instructional Assignment Code that aligns to the content of the course
  - If Facilitator of Instruction, then use “000ZW”
  - If Mentor, then use “00379”
- Student Teacher Interns (00STU)
  - Pre-service teachers in their last placement prior to certification

Who is NOT Reported in the REP?

Individuals that work on an intermittent or sporadic basis

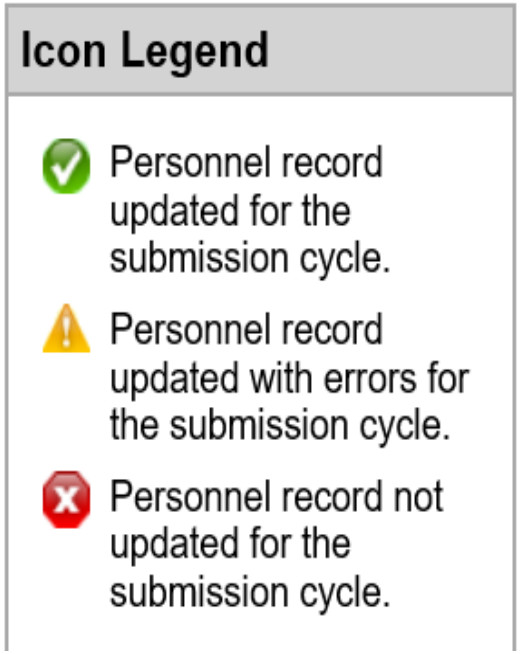
May include:

- The local furnace repair man who comes every year
- The DJ that hosts every school dance/party that plays all the kids favorite jams
- The band booster parent who coordinates all fundraising events for the school band

REP On-Demand

- History:
  - Prior to January 2017, the REP was only available during the official submission windows
  - This created problems for getting up-to-date information on where a teacher was instructing
- Result:
  - REP submission is now available almost all year long
  - Districts may ***optionally*** report staffing changes
    - New employees
    - Terminations
    - Building or assignment changes
- Effect:
  - Districts can now properly assign teachers as testing proctors
  - Michigan State Police and MDE now have accurate information on where a teacher is employed to provide timely and accurate conviction notifications
  - Changes made to the REP application

Updating Records



- All records start with the red “not updated” status
  - Records terminated in the previous collection will not be pulled into the next collection
- Throughout the collection, records may be saved with errors*
  - For example, if adding a new hire in January, you should not have a value for Field 20: Educator Effectiveness, this may be left blank, and will save with an error
- All records must be updated and error-free for certification to become available

**some exceptions apply*

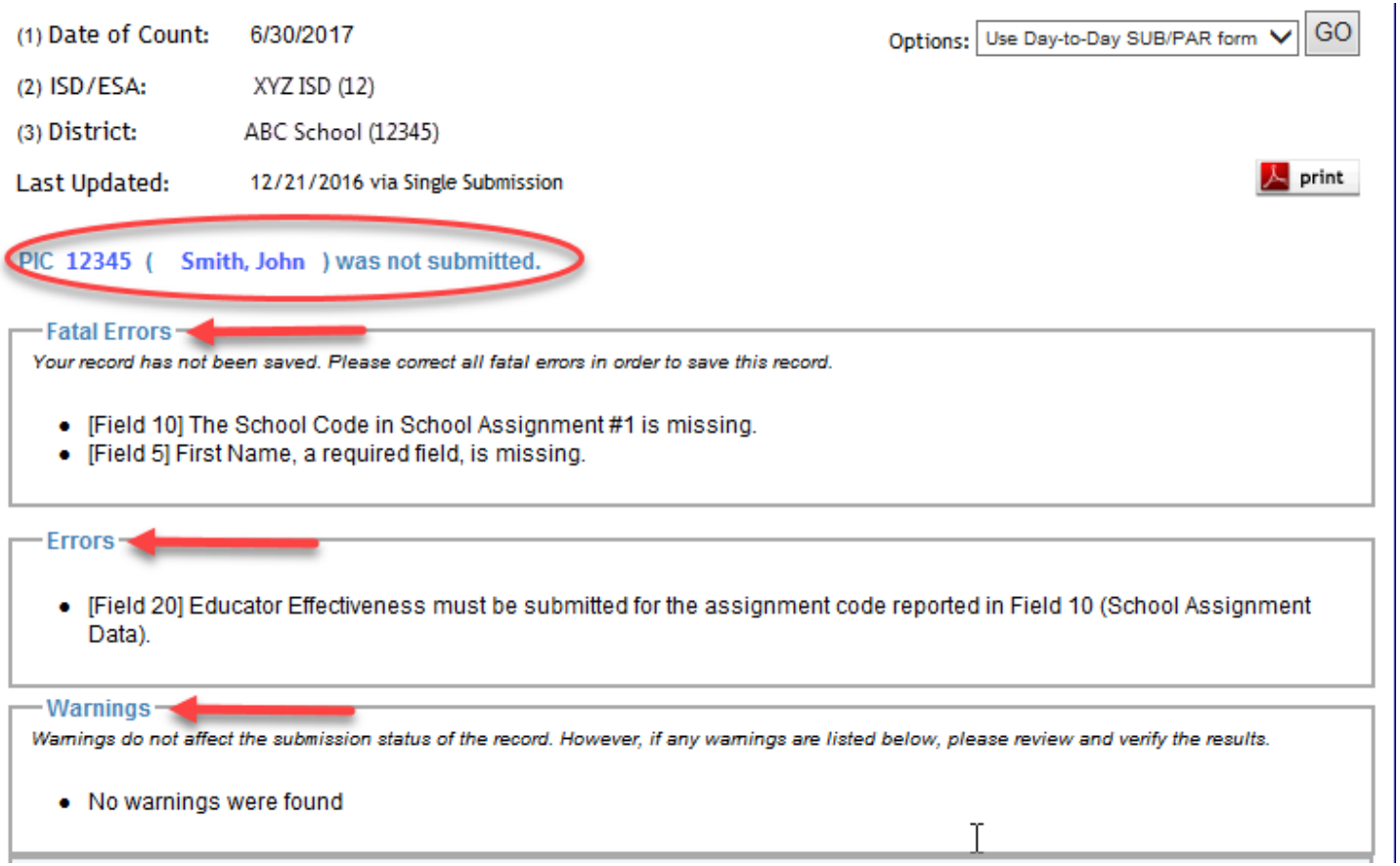
Fatal Errors

- Not all data with errors can be saved, if Fatal Errors exist, the record will **not** be saved/updated
- The fields that will result in Fatal Errors are the fields required for Assessment and Michigan State Police to be able to utilize the data
- Records that contain Fatal Errors will remain in the red “X” status

Field 27: PIC
Field 5: Last Name
Field 4: First Name
Field 6: Middle Name
Field 13: Date of Birth
Field 14: Gender
Field 7: Social Security Number
Field 8: Credential License Number
Field 25: Employment Status
Field 9: Date of Hire
Field 26: Date of Termination (if applicable)
Field 10 Characteristics: School Code and Assignment

Error Details on Personnel Submitted Page

When submitting a record online, you will see Fatal Errors, Errors and Warnings on the submission screen



Questions?

Educator Effectiveness

- Reported in EOY REP Collections
- Required for Instructional Employees, some Administrators
- All other employees may optionally have EE ratings submitted
- Select from the values:
  - Highly Effective
  - Effective
  - Minimally Effective
  - Ineffective
- Highly Effective Evaluation Exemption
  - Individuals who have been reported as Highly Effective for three consecutive EOY evaluations may be evaluated biennially.
  - For the years that an evaluation is not completed, the exemption code is used
  - The individual must be rated Highly Effective in the biennial eval to stay eligible

2020 Executive Order Impacts

Per Executive Order 2020-65, strict compliance with Educator Effectiveness Evaluations was suspended for the 2019-20 school year. MDE has provided guidance in Memo #COVID-19-054 on instances in which an Educator Effectiveness Evaluation may be required or encouraged.

Local districts must use the MDE guidance and support to determine which employees still require an evaluation and subsequent rating submission.

**CEPI can only provide guidance on how to report within the REP system*

EO Impacts: Reporting of Field 20: Educator Effectiveness

- Business rules that make Field 20: EE required, have been turned off
  - If you have records submitted with a blank value prior to the system change, you will need to re-submit the record to clear the existing error
- Null or blank values can be reported in both bulk file uploads and online single submission
- Ratings that are required per the MDE guidance will continue to be allowed to be reported

EO Impacts: Certifying the Collection

- Certification becomes available May 30
  - 30 days before the REP EOY deadline June 30
- Assignment codes that typically require a Field 20: Educator Effectiveness label and have been reported with blanks will have a label "No Eval Emergency Order" systematically applied to the record when the district's REP submission is certified
- Prior to certification, you will be required to read and acknowledge that you understand this replacement will occur
- You will be allowed to decertify and make any necessary corrections through June 30

EO Impacts: Importance of Educator Effectiveness Summary Report

- The new Educator Effectiveness Summary report provides a summary of the Educator Effectiveness labels reported, as well as drill-down details to ensure reporting accuracy
- It is critical that this report is utilized to ensure the following:
  - Individuals who are not exempt under the EO 2020-65 have been reported with an appropriate label
  - Individuals reported without a rating are appropriately updated to show the "No Eval Emergency Order" label after the collection is certified

EO Impact: New Teacher District Provided Professional Development Reporting

- MDE COVID-19 Guidance Memos
- If your district provided PD for your new teachers, you should report the total days in Field 24: New Teacher District Provided Professional Development
  - This includes PD provided prior to March 13, and any PD provided after the EO closing schools (including PD used to prepare new teachers for the continued learning plans)
  - This reporting only impacts new teachers in the first three years in the profession (Field 25: Employment Status 97 or 98)

Assignment Codes Matter

- During the EOY collections be sure to review Assignment Codes reported
- ***NEW: Educator Effectiveness Summary report***
- Detailed Assignment Code Summary Report includes summary and individual level
- Download REP Data File

Detailed Assignment Code Summary — **EOY 2019**

Haslett Public Schools (33060)	Total Assignments	Total FTE
⊞ Central Administrative Unit (00000)	439	56.47
⊟ Haslett High School (06207)	107	66.04
⊟ General Education Core Academic Subject Areas	51	30.91
⊞ 000BA - English	10	6.23
⊞ 000CC - History	3	2.80
⊞ 000DA - Biology	3	2.20
⊞ 000DC - Chemistry	2	1.80
⊞ 000DE - Physics	1	0.60
⊞ 000DH - Geology - Earth Science	1	0.40
⊞ 000DI - Integrated Science	2	0.02
⊞ 000DP - Physical Science	2	0.80
⊞ 000EX - Mathematics	8	6.21
⊞ 000FA - French	2	1.20
⊞ 000FF - Spanish	4	3.01
⊞ 000JX - Music Education	5	1.21
⊞ 000LX - Visual Art	3	1.61
⊞ 000RX - Social Studies	5	2.82
⊞ Special Education Core Academic Subject Areas	2	1.00
⊞ Instructional Staff	30	14.63
⊞ Paraprofessional/Aide Staff	5	4.05
⊞ Administrative Staff	4	4.00
⊞ Noninstructional Staff	15	11.45

Teacher Credential Verification

- Available within MSDS- Audit FTE menu
- Report released mid-January based on Fall REP data
- New this year: Assignment Code and Assignment Code Description
- Determine appropriate placement and ensure no audit findings

Center for Educational Performance and Information - Michigan Student Data System

Teacher Credential Verification Report

Collection: REP FALL 2018 Collection

Entity: Haslett Public Schools (33060)

Description: List of teachers and reported credentials from the Fall REP Collection

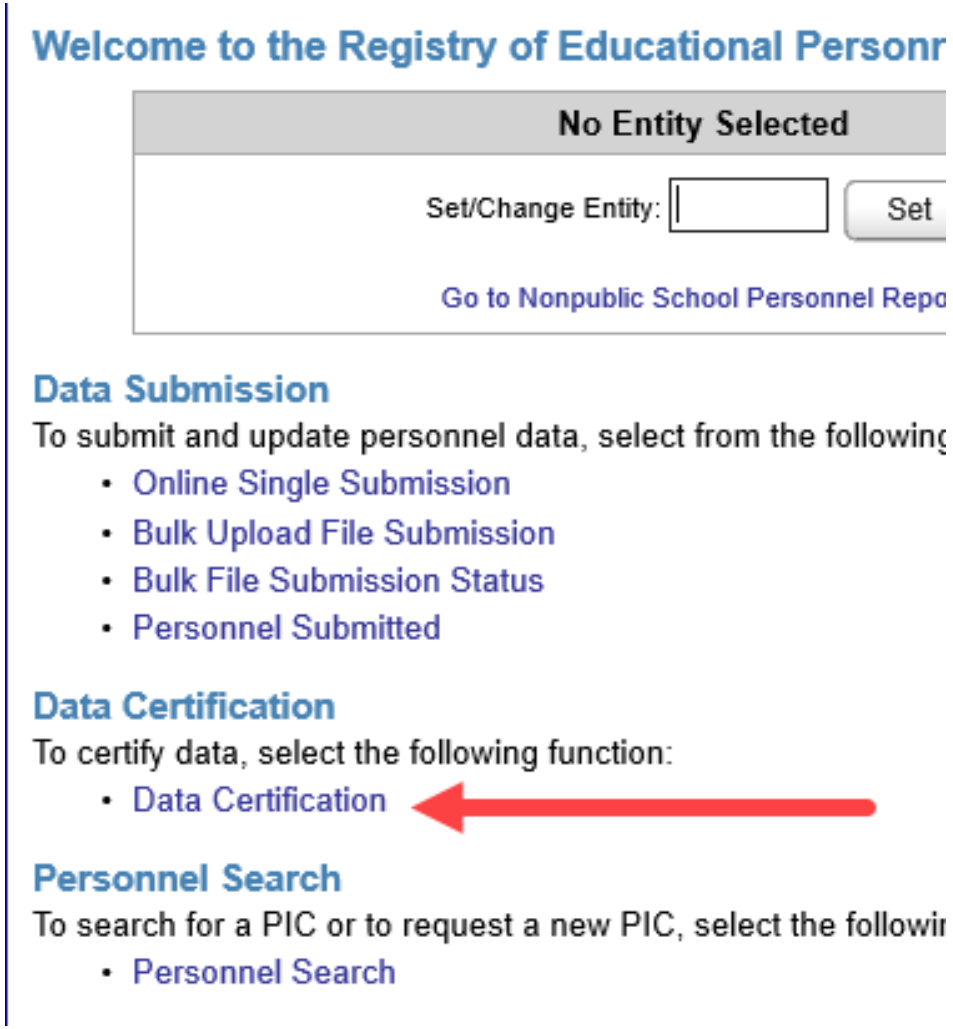
Building Code	Building Name	PIC	Last Name	First Name	Valid Credential?	Date Of Hire	Date Of Termination	On Leave	Assignment Code	Certificate Type	Program	Issue Date	Expiration Date
01530	Murphy Elementary School				Y	08/23/2016		No	000ZG- K-8 Self Contained Classroom	Standard Teaching Certificate	Elementary K-5 all subjects (K-8 All Subjects Self Contained Classroom)	06/14/2016	06/30/2022
01530	Murphy Elementary School				Y	08/26/2008		No	000AX- Communication Arts	Professional Teaching Certificate (Has Standard)	Elementary K-5 all subjects (K-8 All Subjects Self Contained Classroom)	06/05/2014	06/30/2019

Submission Certification

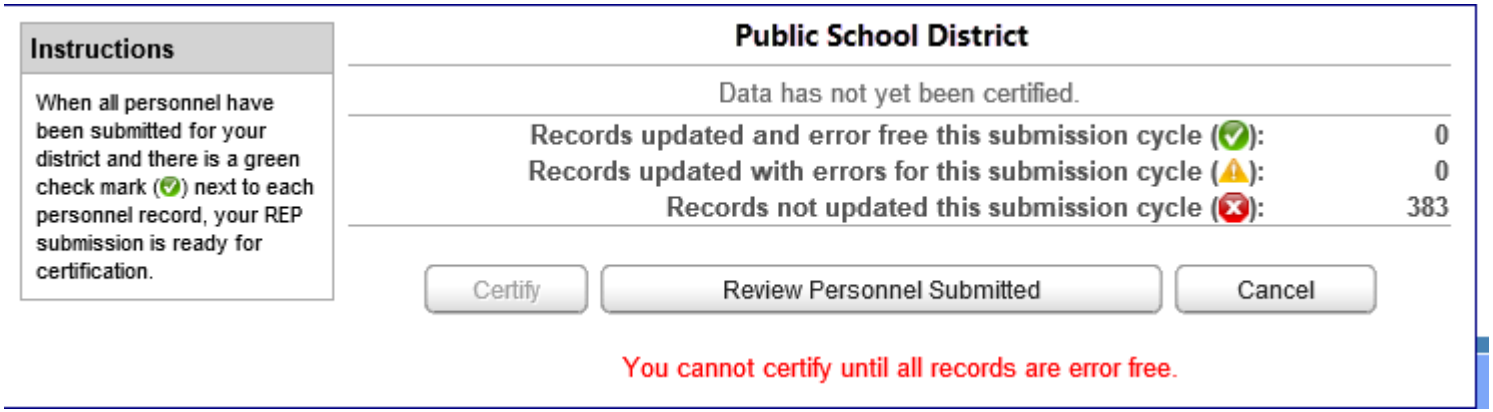
- Beginning with the Fall 2017 REP collection, all data submissions must be finalized by certifying the collection
- Only collections that have all records updated and error-free may be certified
- Certification is available 1 month prior to the deadline
- If changes need to be made after certification, the collection may be decertified
  - If a collection is decertified, it must be recertified by the collection deadline

How to Certify REP Data

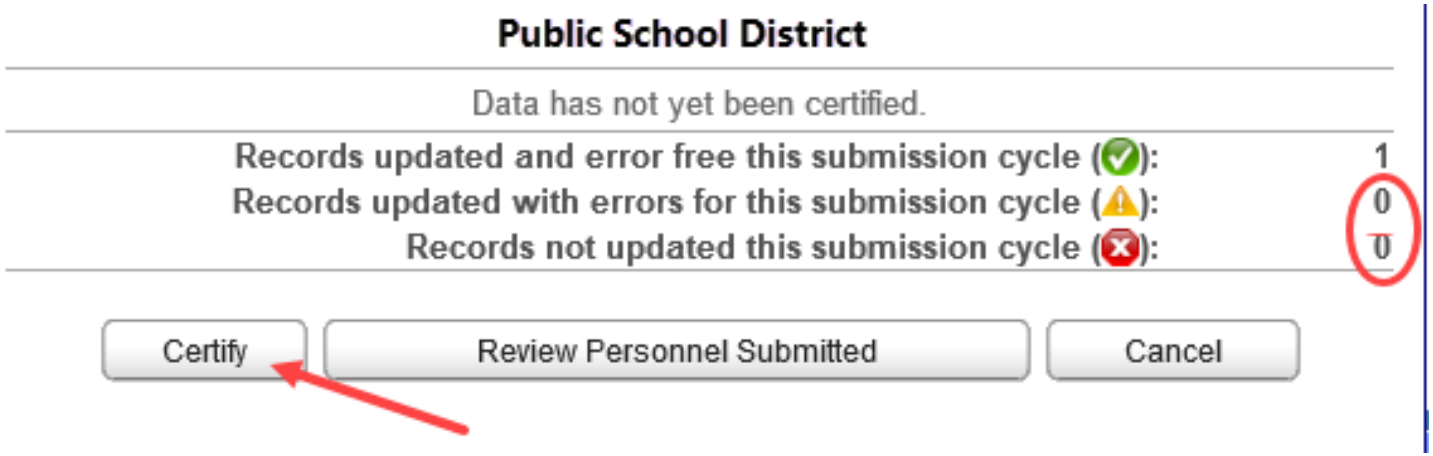
- Certification is available from the main REP page within the application for 1 month approaching the REP submission deadline
  - Nov. 1- Dec. 1
  - May 30- June 30



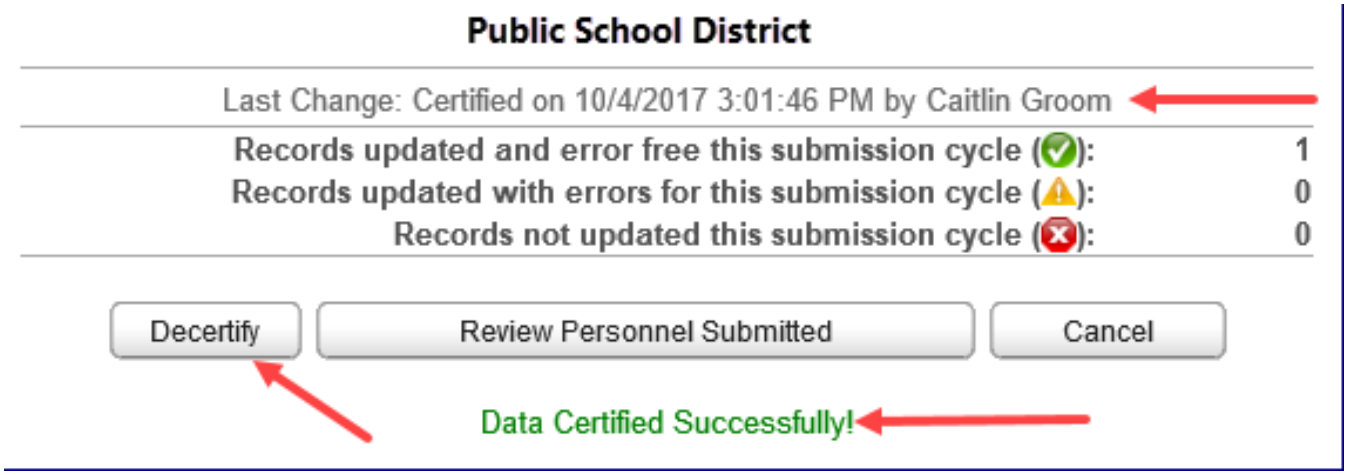
Viewing the Certification Page



- The summary will match the details on the Personnel Submitted page
- Certification will become available once all records have been updated, and are error-free (all green checkmarks)
- From the certification page, you can access your personnel submitted

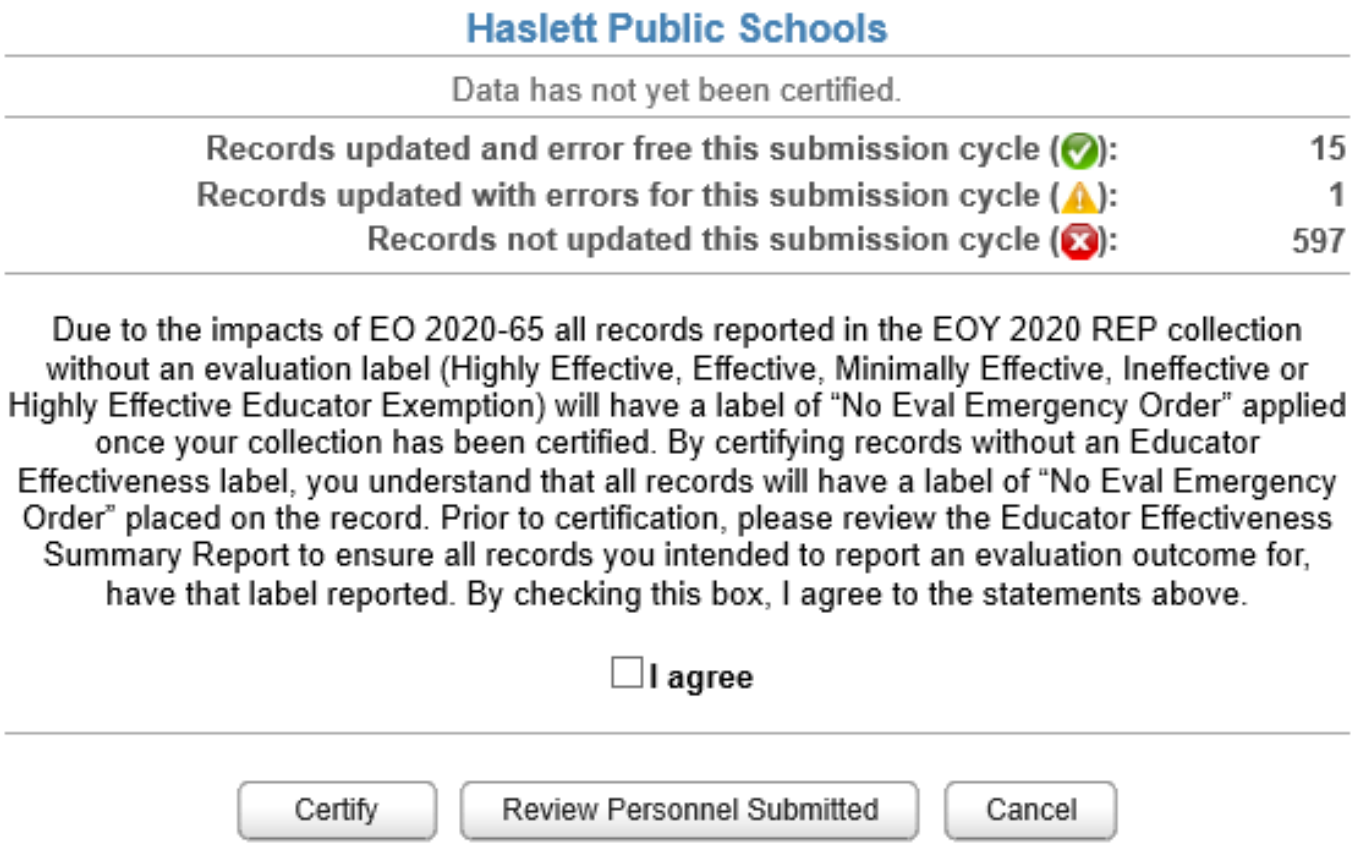


- Once all the records are updated and error-free, you will see the “Certify” button becomes available.
- The status of your collection is available under the district name



- After you click the “Certify” button, you will see changes on the page:
  - Successful certification message
  - Last Change will denote when and what the last certification status was
  - The certify button will become a “decertify” button
- Your submission will become Read Only and no changes may be made until the collection has been decertified.

EOY 2020 Certification



Questions?

Educator Effectiveness Appeals

- Public Act 173 of 2015, the new Michigan educator evaluation law, links teacher certificate progression to evaluations
  - Standard to Professional
    - Effective 7/1/2018
  - Professional to Advanced Professional
    - Effective 7/1/2019
- Teachers can now view EE ratings within MOECS
- The previous five years of EE data is available for appeals

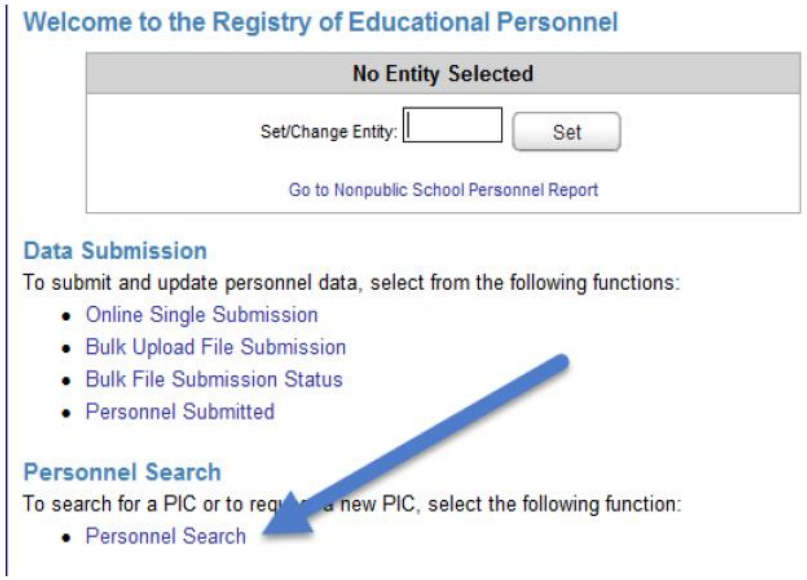
To Appeal or Not to Appeal

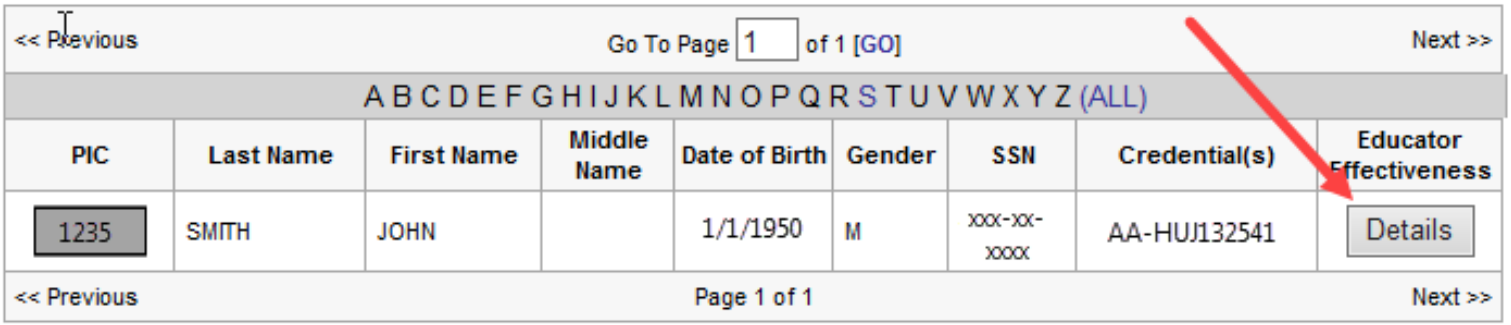
- Ratings that were submitted inaccurately may be appealed and submitted within the REP
  - This is not a time to debate the correctly submitted rating
- If a rating was not submitted in the original EOY submission, one cannot be added
- Assignment codes may not be changed
- Original submitting district must submit the appealed rating

Updating an EE Rating Appeal

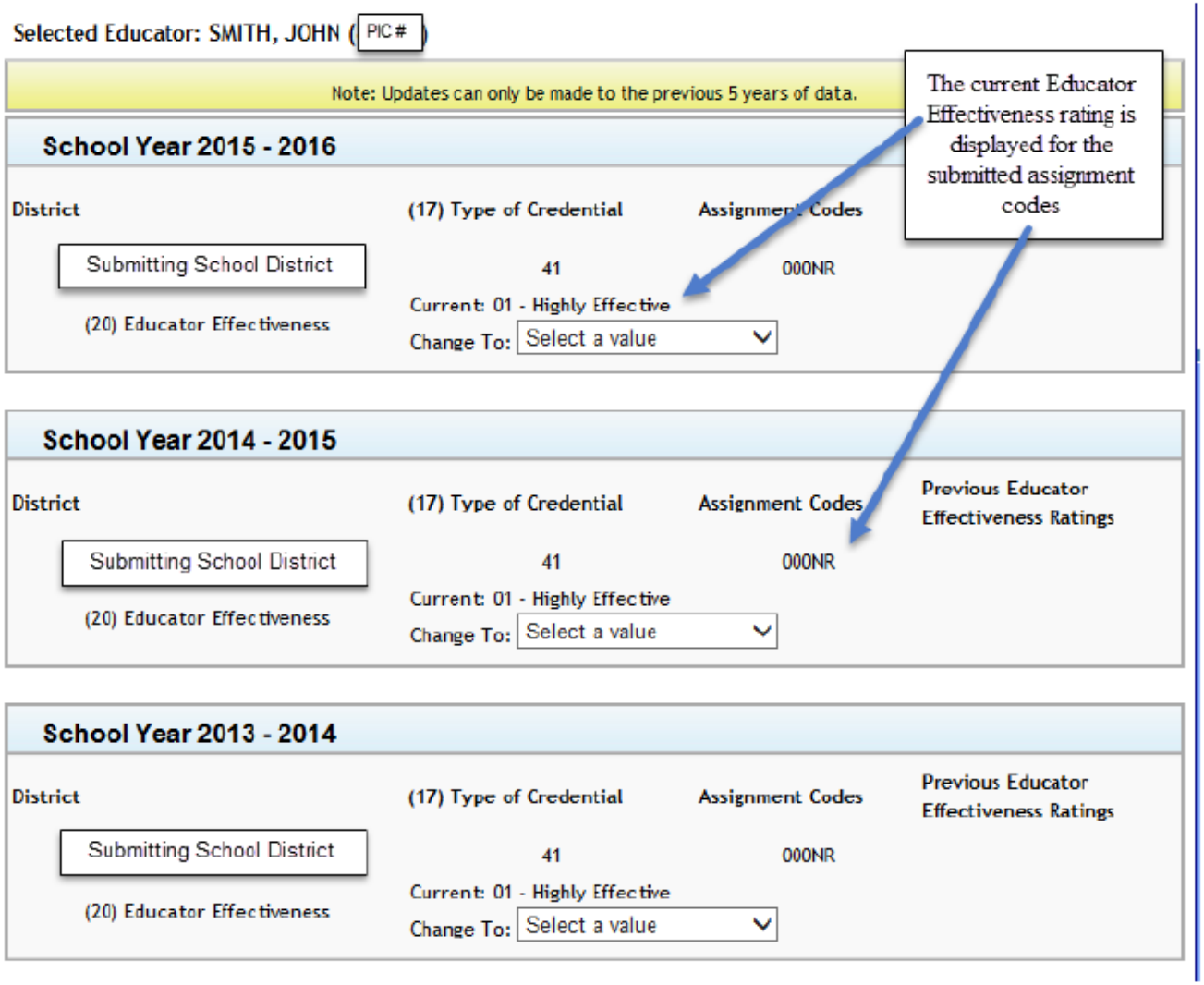
- Login to REP
- Select Personnel Search
- Enter employee information
- Click on the “Deta button next to you employee

In the main menu select the Personnel Search option:



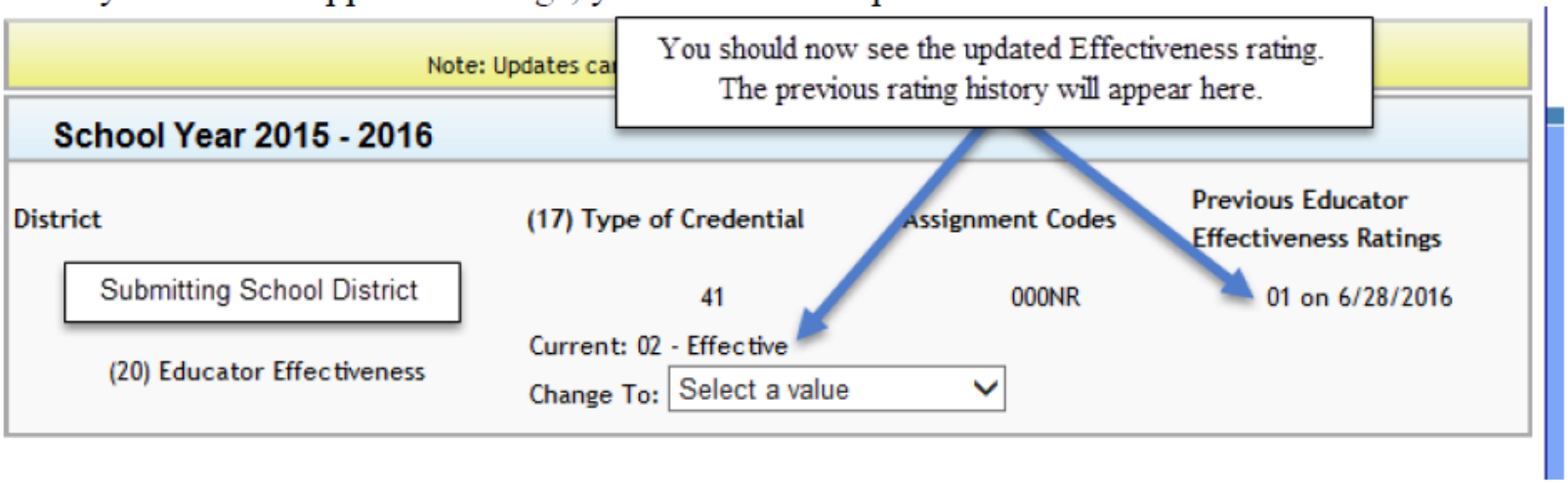


Educator Effectiveness Summary



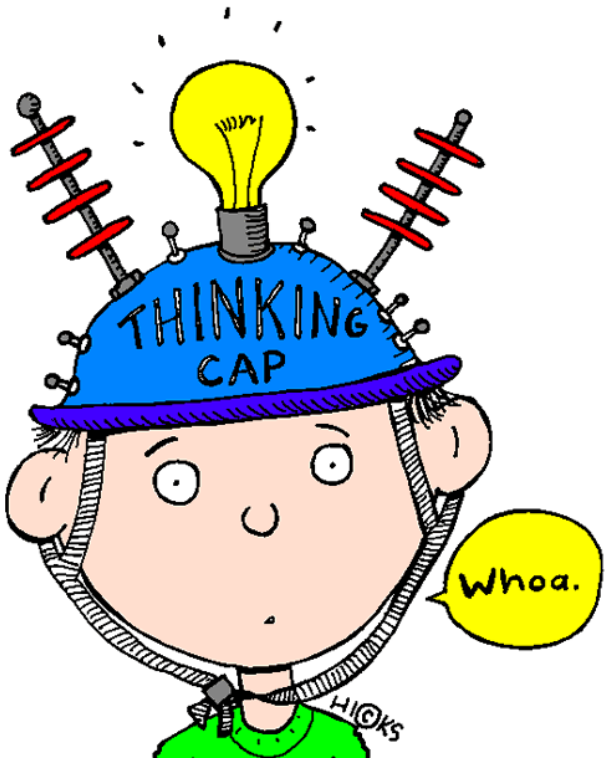
Submitting Appeals

After you save the appealed ratings, you will see the updates reflected in the data.



Review the changes to ensure all appealed ratings were accurately submitted. If you have additional employees to submit effectiveness appeals for, click the "Back" button to return to the Personnel Search menu.

Why Can't My Teacher See Their Ratings in MOECS?

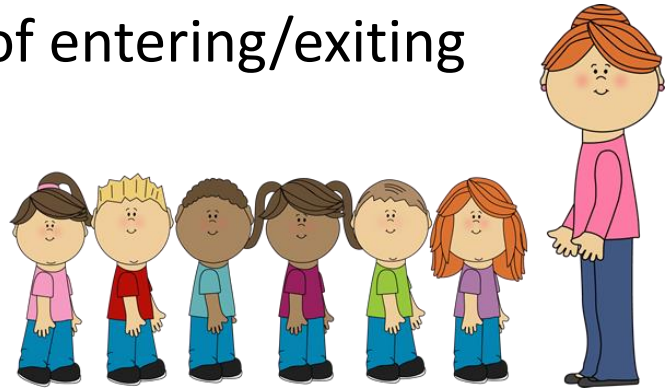


- Have the teacher verify their MOECS account displays the same PIC number you have submitted in REP
  - If the PIC number is not the same, contact CEPI
- Verify the assignment code they were submitted with
  - Only credentialed assignments that require EE ratings for certificate advancement will see their ratings in MOECS

Questions?

Teacher Student Data Link (TSDL)

- Connects students with teachers
- Populations requiring submission:
  - Migrant Students (within 10 days of entering/exiting a district)
  - Dual Enrollment Students
  - Early Middle College Students
  - Virtual Students
  - Advanced Placement (AP)/International Baccalaureate (IB) Students
  - Shared-Time Programs*
    - *If your district operates a Shared-Time Program, and claim any FTE for Homeschool or Non-Public Students, ALL students must be reported



How does the TSDL Affect Me?

- You will need to work with your student data team to ensure accuracy in reporting of teachers
- PICs are required for the data submission
- As new employees enter your school district, provide PICs to the student data team for MSDS
- Data Quality checks for TSDL will include REP data
    - This ensures that teachers are correctly connected between systems

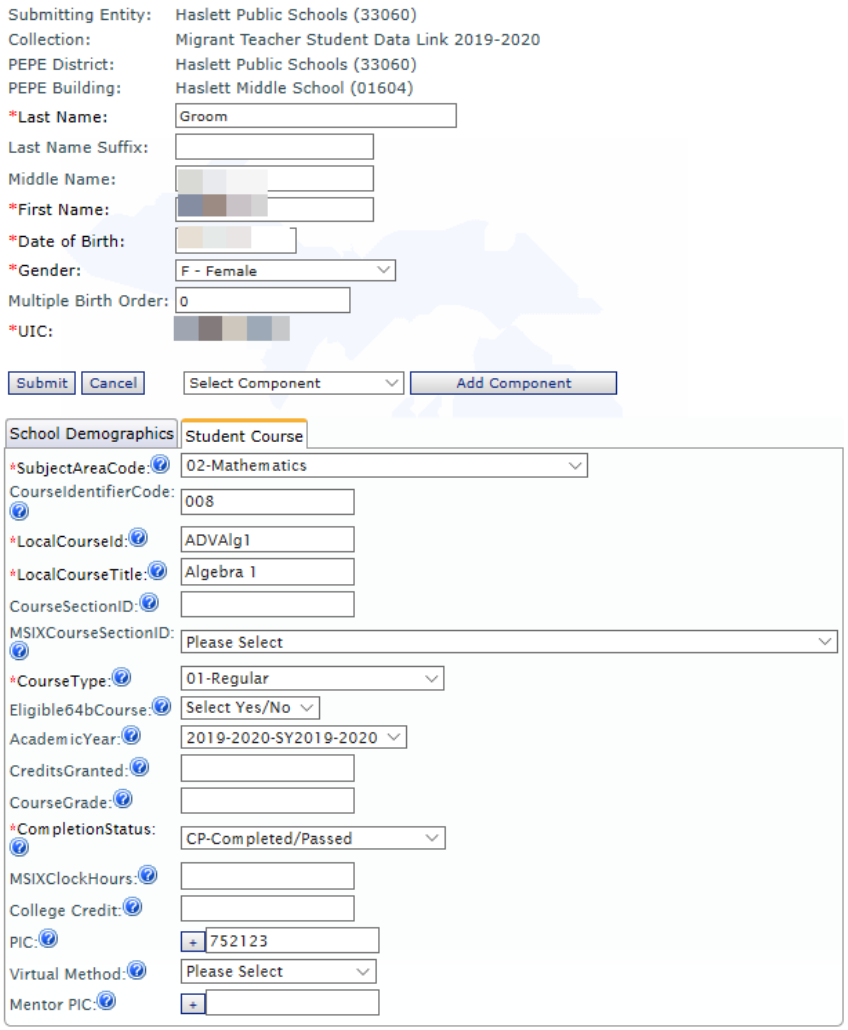
Reporting of Teachers in REP

- To ensure data accuracy, ensure all assignments reflect the content of the course
- All contracted employees must be reported
  - This includes instructors contracted for virtual courses

Teacher of Record in TSDL

- TSDL reporting requires the Teacher of Record
  - The Teacher of Record is the certified teacher who provides instruction, who tests and quizzes, who evaluates the pupil's performance and gives the student a grade
- A Mentor Teacher can be reported for virtual delivery methods
  - Mentor teachers may or may not be credentialed in the subject or grade level
- Multiple PICs can be reported per course, but must have one for each course (up to three PICs per PIC and Mentor PIC fields)

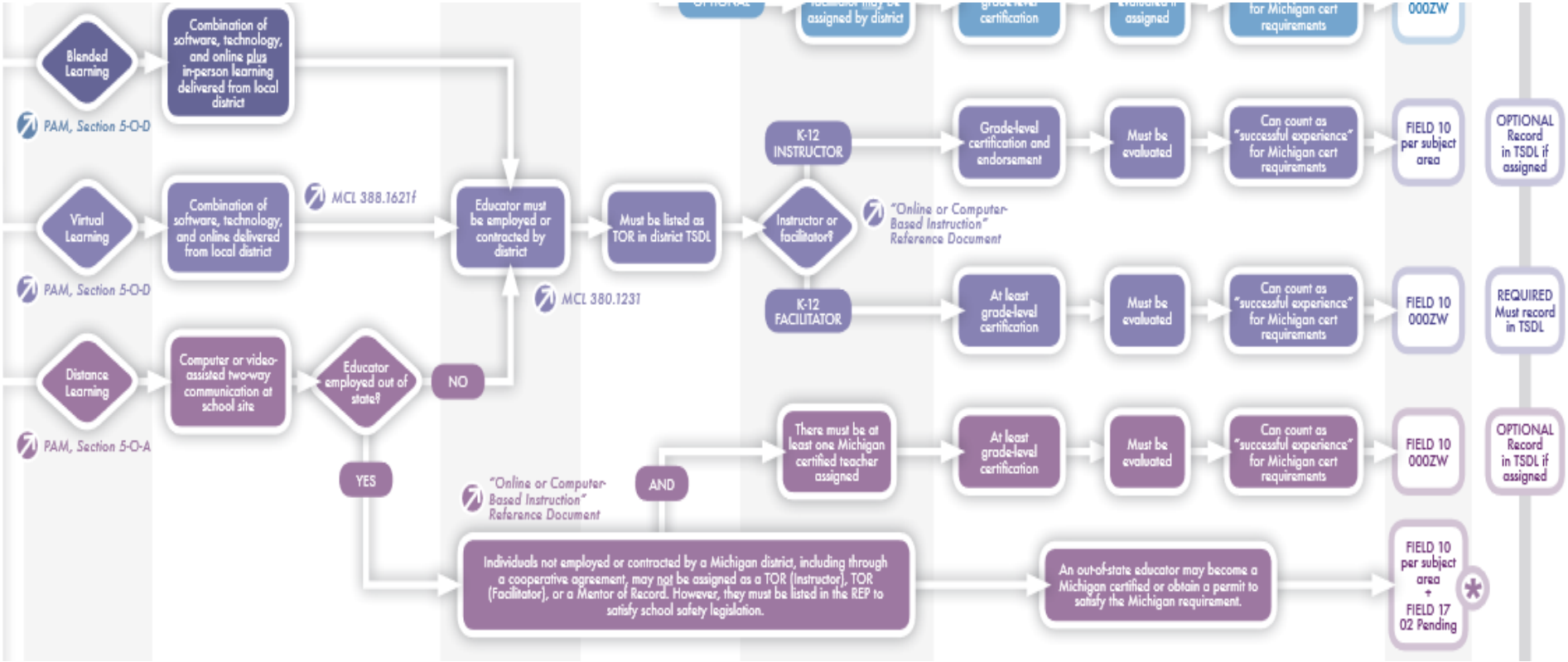
TSDL Updates



- 2019-2020 TSDL Collections: Accepts SCED Codes Version 1 or Version 6
- 2020-2021 TSDL Collections: Version 1 retired, only Version 6 accepted

- Description of changes: Prior to Secondary Subject Area Codes removed, all have been merged with the Secondary SCED Codes
  - For example: V1 4th Grade math was 52034, V6 will now map 02034.

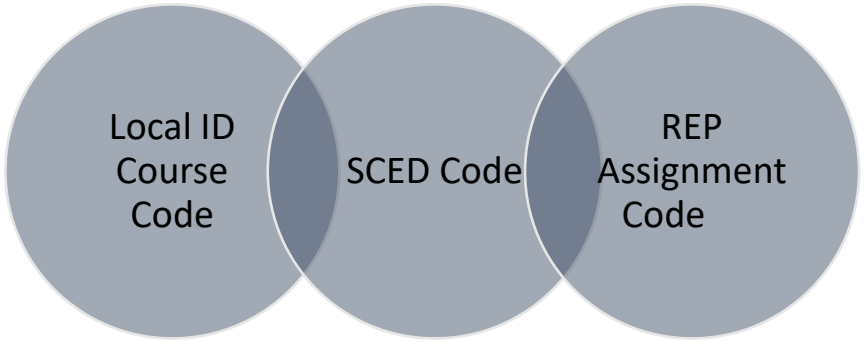
Virtual Instruction



https://www.michigan.gov/documents/mde/Online_Instruction_529850_7.pdf

TSDL-REP Resources

- Utilize system reports:
  - Download REP Data File
  - Employee Listing by District
  - Detailed Assignment Code Summary Report
- PIC Search
- REP Crosswalk



Questions?

Data Quality: What is it?

- Throughout the collection CEPI performs an analysis of your submitted data looking for **possible errors**
- These are predetermined checks we run on your data
- Three Data Quality iterations- Pre, Mid and Post
- Snapshots are taken of your data
  - This means if you have not submitted any data, we have nothing to look at
- The **possible** errors are sent to authorized users

Why Does CEPI Insist on Sending DQ Emails?

- Data Quality messages are meant to help you
- Your data is only as accurate at you report it
- Data is shared with state and federal parties
    - Decisions made regarding the shared data

If your data are correct, no action is necessary

- Data quality checks are NOT errors
  - The REP system takes care of those
- Data quality checks are **possible** errors
  - This means we cannot tell you with certainty whether it is an error or not
- If you find the data quality checks have identified accurate data, you do NOT need to make any data corrections

Data Quality Process

1. District Users submit data
2. CEPI takes a snapshot of your data
3. CEPI Analysts run the checks on your data
4. Emails with multiple issues are sent to REP Authorized Users
5. District Users review the anomalies
6. District Users review their data submission
7. District Users update data, as necessary

Pre Collection DQ

- Looks at the prior collection
  - No changes can be made to this data
  - This is a “heads up” for things to closely examine in your current collection

Mid Collection DQ

- Towards the end of the collection window, CEPI takes a snapshot of the submitted data in the current collection
  - Anomalies are identified and sent to Authorized Users
  - If your district has not submitted data OR your data does not flag any anomalies, you will NOT receive a data quality email

Post Collection DQ

- Snapshot of data submissions taken immediately after the close of the collection
- If changes need to be made, you are required to submit a Re-Open Request

Sample DQ Message

CEPI Data Quality Alert: Fall 2019 REP Mid-Collection

CEPI
To

Reply | Reply All | Forward | ...

Wed 11/20/2019 11:46 AM

Subject: CEPI Data Quality Alert: Fall 2019 REP Mid-Collection*

Entity: Happy Valley Schools (12345)

Purpose: CEPI analysts have discovered anomalies in your Fall 2019 REP collection. Inaccurate data may adversely affect state and federal reporting, as well as reports available to the public, students, parents and policymakers. Inaccurate data may result in your entity being identified as out of compliance and could result in funding penalties.

Action: Please review the following issue(s) and check your submission for each of the concerns listed. Any changes to your current collection must be completed by 11:59 p.m., on December 2, 2019.

- **If your data are correct, no action is necessary.**
- **If data are incorrect, please make changes within the application.**

Users Contacted: REP Authorized Users

Your REP and EEM Authorized Users are listed at the end of this email.

Questions: Contact CEPI customer support (CEPI@michigan.gov) by replying to this email or calling 517-335-0505 x3.

Thank you,
CEPI

DATA SNAPSHOT DETAILS

November 15, 2019 at approximately 6 a.m.

Data submitted after this date and time will not be reflected in the results below.

Sample DQ Message Cont.

DQRP1092 - Buildings Without Staff

Problem: Your district did not submit any staff members in a school/facility that was open according to the Educational Entity Master (EEM).

.

Impact: This is a possible indication of an incomplete submission. Staffing counts are available by school/facility on MI School Data. Lack of reporting, or misreporting, will affect school and district level counts of staff.

.

Resolution: Please make sure that assignments are submitted for any staff members who may have responsibilities at these schools/facilities. Staff members may be submitted with up to nine assignments in Field 10: School Assignment Data. Individual assignments can be submitted with a partial value for Full-Time Equivalency (FTE) in Field 10.

.

Building Code --- Official Name

02187 --- Happy Valley Middle School

AUTHORIZED USERS

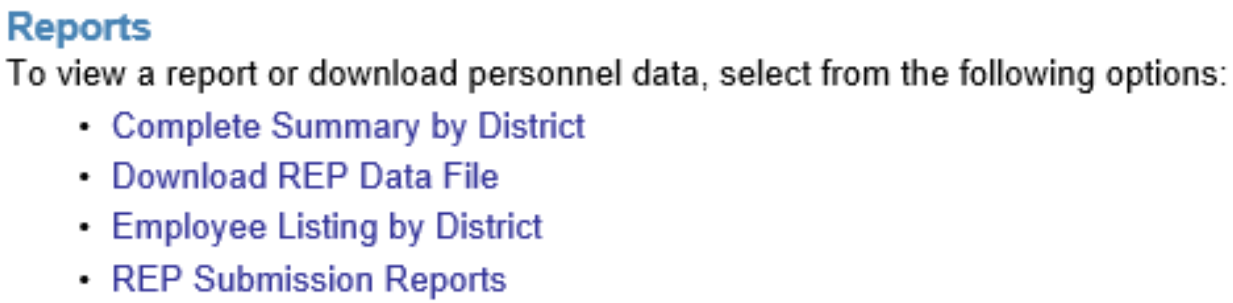
Your district's REP users are:

Your district's EEM users are:

Questions?

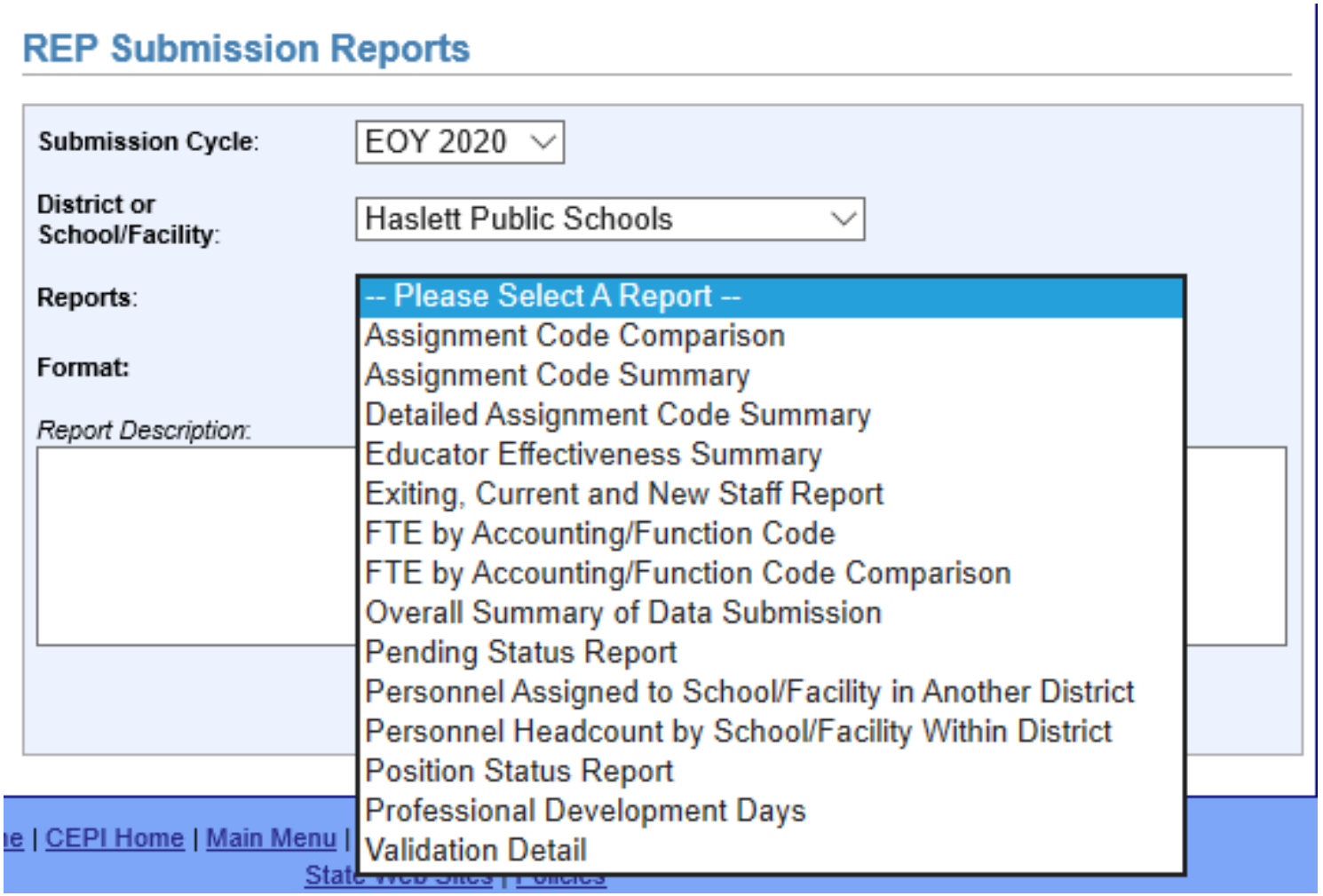
REP System Reports

- Allow authorized users to review data for current and previous submissions
- Reports are available in PDF, Excel and View Direct format
- Reports can be saved locally or printed for historical reference
- Review of reports can help catch reporting issues prior to the final deadline
  - And, prior to the data display in publicly consumed reports
- Data quality checks can be validated



Download REP Data File

- When to use:
  - Review of entire data submission
  - Questions on historical EE submissions
  - Review DQ messages
  - Ensure complete submission
  - When you just love data, and want more
- What it has:
  - All submitted data fields (except SSN)
  - Available for every REP submission historically
- How to use:
  - Downloads in XML format
  - Easily converts to Excel table
    - See the REP Report User Guide


REP Submission Reports
Submission Cycle:
EOY 2020
District or School/Facility:
Haslett Public Schools
Reports:
-- Please Select A Report --
Assignment Code Comparison
Assignment Code Summary
Detailed Assignment Code Summary
Educator Effectiveness Summary
Exiting, Current and New Staff Report
FTE by Accounting/Function Code
FTE by Accounting/Function Code Comparison
Overall Summary of Data Submission
Pending Status Report
Personnel Assigned to School/Facility in Another District
Personnel Headcount by School/Facility Within District
Position Status Report
Professional Development Days
Validation Detail
Format:
Report Description:
CEPI Home | Main Menu |

Question: I know I have records with errors and warnings, how can I view them?

Answer: Utilize the Validation Detail report

Center for Educational Performance and Information - Registry of Education Personnel

Validation Detail

Collection: EOY 2017

Entity: ABC School District (12345)

Description: List of all Errors and Warnings for Updated Records

Total Number of Errors: 465
Total Number of Warnings: 3

Error Status	PIC	Last Name	Middle Name	First Name
[Field 10] When submitting a 00SUB, 00PAR or 00STU assignment code, only the school/facility code and the assignment code may be reported, all other data elements in Field 10 must be blank.	44231	Smith		John
[Field 15] At least one of the positions in the Racial/Ethnic Code must contain a '1'.	44231	Smith		John
[Field 10] At least one valid School Assignment is required.	893112	Scott		Jane
[Field 12] For personnel with valid Assignment Codes (Field 10) 000AX-79999 and Bilingual Paraprofessionals, the Funded Position Status Code is required.	893112	Scott		Jane
[Field 16] Highest Education Level, a required field, is missing.	985311	Williams		Mike
[Field 28] Annual Salary, a required field, is missing.	985311	Williams		Mike
[Field 10] Highly Qualified Status in School Assignment #1 must be reported with an 'n/a'(0) for the submitted assignment code.	321456	Smith		Jane
[Field 10] The Number of Classes Taught in School Assignment #1 must be reported with a '0' for the submitted academic assignment code.	321456	Smith		Jane

Question: I want to ensure our Average Teacher Salary report is accurate, how can I verify the REP data?

Answer: FTE by Accounting/Function Code reports. The comparison report will compare last fall to current fall submission by Accounting/Function codes.

The summary report provides the information for only the collection selected.

FTE by Accounting/Function Code — FALL 2017

Public School District (33060)

Instructional Staff	Total FTE
111 Elementary School	65.40
112 Middle/Junior High School	34.00
113 High School	46.80
118 Preschool	0.00
119 Summer School	0.00
122 Special Education	52.26
125 Compensatory Education	12.53
127 Career and Technical Education	1.00
131 Basic	0.00
132 Secondary	0.00
133 Secondary Vocational	0.00
135 Occupational Training or Upgrading Retraining	0.00
Total Instructional Staff	**211.99**

Question: I know I had to report some of my teachers with a pending credential to get them through the submission, but I need to follow up with those teachers, how can I find out who I reported with a pending certificate?

Answer: Pending Status Report OR Download REP Data File

Question: How can I verify if I reported all of the correct employees and assignments to my buildings?

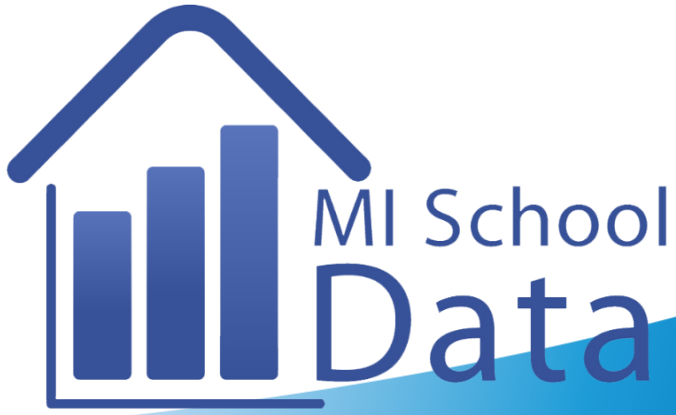
Answer: Detailed Assignment Code Summary Report. Breaks down data by building, Staffing Group, Assignment Code, and individual record. Includes number of assignments and total FTE.

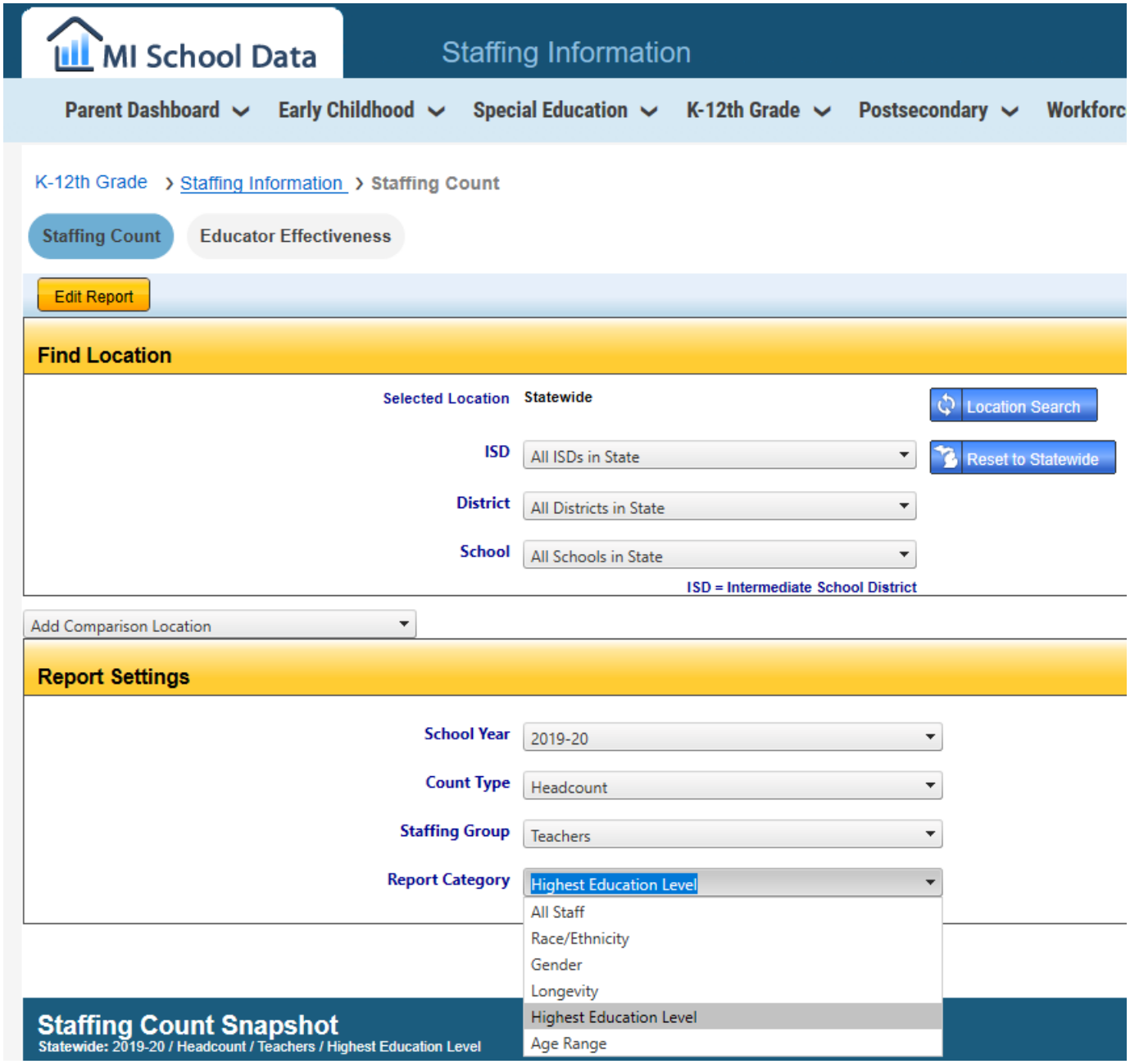
Detailed Assignment Code Summary — FALL 2017

Haslett Public Schools (33060)	Total Assignments	Total FTE
⊞ Central Administrative Unit (00000)	286	56.90
⊞ Haslett High School (06207)	104	72.63
⊟ Haslett Middle School (01604)	92	64.41
⊟ General Education Core Academic Subject Areas	42	30.60
⊞ 000BA - English	7	5.00
⊞ 000BX - Language Arts	2	1.40
⊞ 000DA - Biology	1	0.80
⊞ 000DI - Integrated Science	1	0.80
⊞ 000DX - Science	6	5.00
⊞ 000EX - Mathematics	7	6.00
⊞ 000FA - French	1	0.60
⊞ 000FF - Spanish	2	0.80
⊞ 000JX - Music Education	4	2.40
⊞ 000LX - Visual Art	2	0.60
⊞ 000RX - Social Studies	9	7.20
⊞ Special Education Core Academic Subject Areas	3	2.60
⊞ Instructional Staff	24	9.40
⊞ Paraprofessional/Aide Staff	10	9.31
⊞ Administrative Staff	2	2.00
⊞ Noninstructional Staff	11	10.50
⊞ Michigan Virtual School (02929)	56	8.40
⊞ Murphy Elementary School (01530)	50	40.50

MI School Data

- SoM's official public portal for education data to help citizens, educators and public policy makers
- Offers multiple levels and views for statewide, ISD, district, school and college level information
- Data are presented in graphs, charts, trend lines and downloadable spreadsheets
- Includes STAFFING data
  - K-12th Grade → Staffing Information
    - Staffing Count
    - Educator Effectiveness
    - Index Scores



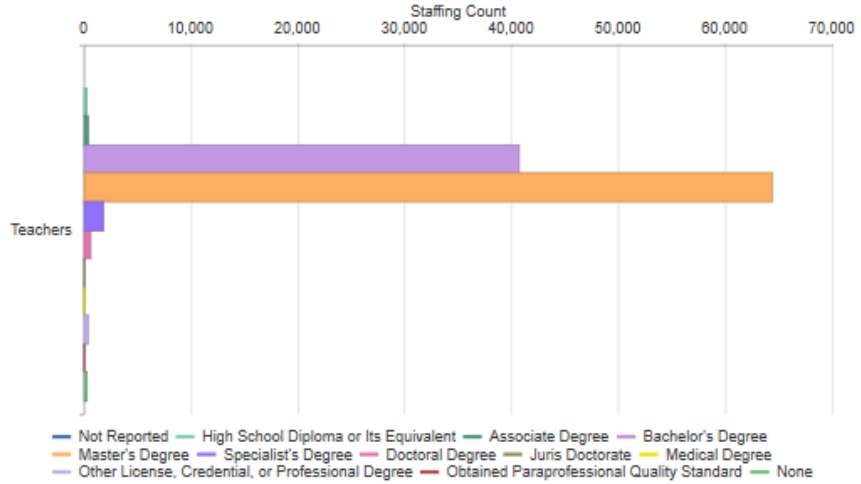

MI School Data
Staffing Information
Parent Dashboard
Early Childhood
Special Education
K-12th Grade
Postsecondary
Workforc
K-12th Grade › Staffing Information › Staffing Count
Staffing Count
Educator Effectiveness
Edit Report
Find Location
Selected Location
Statewide
Location Search
ISD
All ISDs in State
Reset to Statewide
District
All Districts in State
School
All Schools in State
ISD = Intermediate School District
Add Comparison Location
Report Settings
School Year
2019-20
Count Type
Headcount
Staffing Group
Teachers
Report Category
Highest Education Level
All Staff
Race/Ethnicity
Gender
Longevity
Highest Education Level
Age Range
Staffing Count Snapshot
Statewide: 2019-20 / Headcount / Teachers / Highest Education Level

Staffing Count Snapshot

Statewide: 2019-20 / Headcount / Teachers / Highest Education Level

◉ Snapshot ○ Trend ○ Entity Breakdown

Percent of Total



Reset Graph

Click categories in legend to select/de-select data

Location	School Year	Staffing Group	Report Category	Staffing Count (Headcount)	Percent of Total
Statewide (State)	2019-20	Teachers	All Staff	108,801	31.2%
Statewide (State)	2019-20	Teachers	Not Reported	0	0.0%
Statewide (State)	2019-20	Teachers	High School Diploma or Its Equivalent	250	0.2%
Statewide (State)	2019-20	Teachers	Associate Degree	298	0.3%
Statewide (State)	2019-20	Teachers	Bachelor's Degree	40,715	37.4%
Statewide (State)	2019-20	Teachers	Master's Degree	64,395	59.2%
Statewide (State)	2019-20	Teachers	Specialist's Degree	1,790	1.7%
Statewide (State)	2019-20	Teachers	Doctoral Degree	636	0.6%
Statewide (State)	2019-20	Teachers	Juris Doctorate	27	0.0%
Statewide (State)	2019-20	Teachers	Medical Degree	26	0.0%
Statewide (State)	2019-20	Teachers	Other License, Credential, or Professional Degree	367	0.3%
Statewide (State)	2019-20	Teachers	Obtained Paraprofessional Quality Standard	11	0.0%
Statewide (State)	2019-20	Teachers	None	286	0.3%

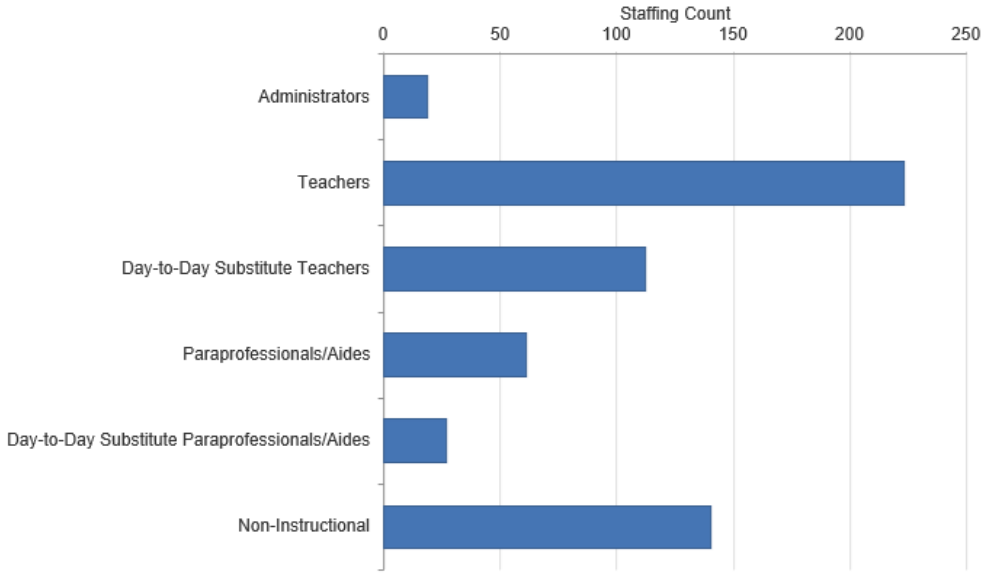
Some percentages may not add to 100% due to rounding

Staffing Count Snapshot

Haslett Public Schools (33060): 2017-18 / Headcount / All (by category) / All Staff

◉ Snapshot ○ Trend ○ Entity Breakdown

Percent of Total



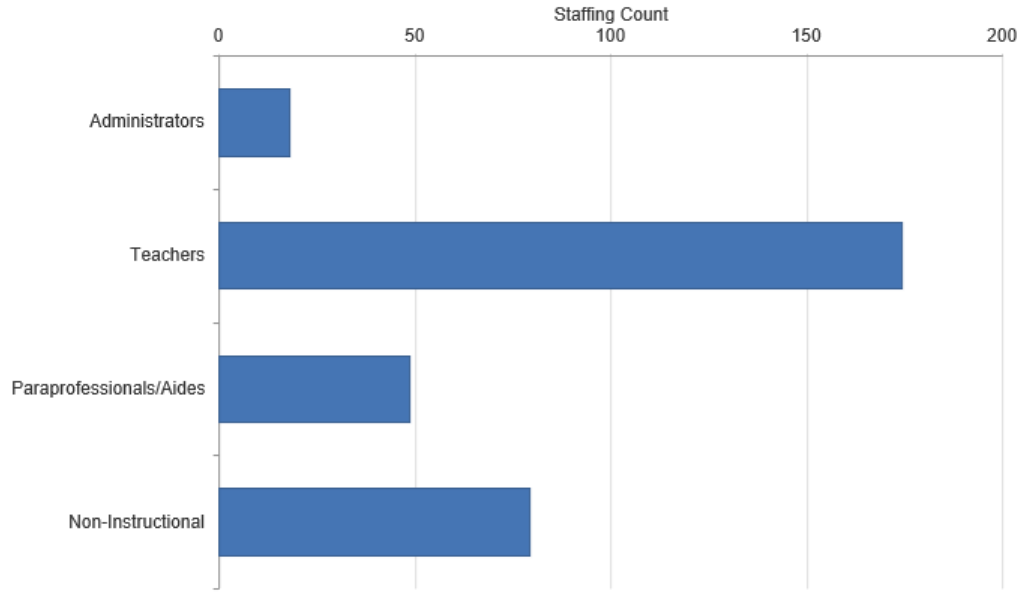
Location	School Year	Staffing Group	Report Category	Staffing Count (Headcount)	Percent of Total
Haslett Public Schools (33060)	2017-18	All Staff	All Staff	582	100.0%
Haslett Public Schools (33060)	2017-18	Administrators	All Staff	19	3.3%
Haslett Public Schools (33060)	2017-18	Teachers	All Staff	223	38.3%
Haslett Public Schools (33060)	2017-18	Day-to-Day Substitute Teachers	All Staff	112	19.2%
Haslett Public Schools (33060)	2017-18	Paraprofessionals/Aides	All Staff	61	10.5%
Haslett Public Schools (33060)	2017-18	Day-to-Day Substitute Paraprofessionals/Aides	All Staff	27	4.6%
Haslett Public Schools (33060)	2017-18	Non-Instructional	All Staff	140	24.1%

Staffing Count Snapshot

Haslett Public Schools (33060): 2017-18 / Full-time Equivalency (FTE) / All (by category) / All Staff

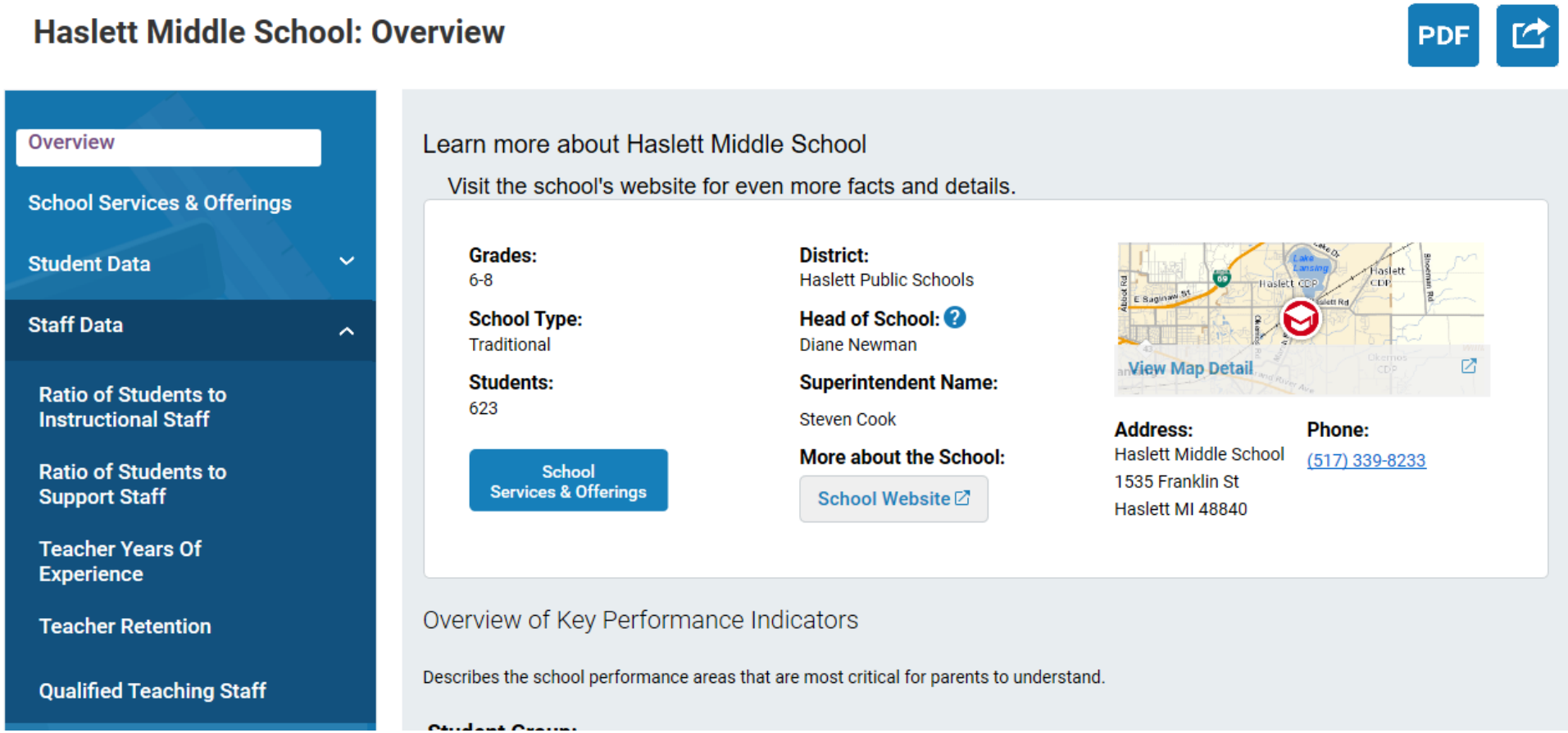
◉ Snapshot ○ Trend ○ Entity Breakdown

Percent of Total



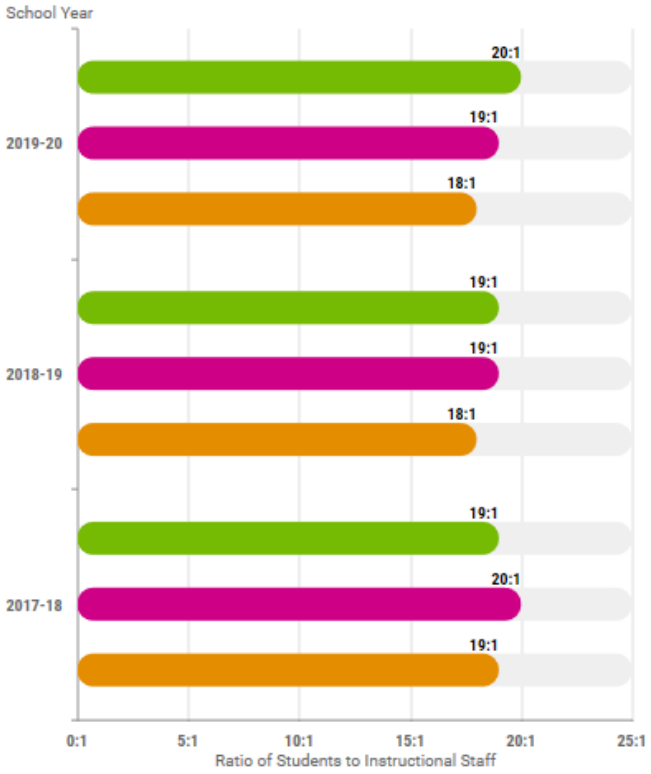
Location	School Year	Staffing Group	Report Category	Staffing Count (Full-time Equivalency (FTE))	Percent of Total
Haslett Public Schools (33060)	2017-18	All Staff	All Staff	320.21	100.0%
Haslett Public Schools (33060)	2017-18	Administrators	All Staff	18.00	5.6%
Haslett Public Schools (33060)	2017-18	Teachers	All Staff	174.30	54.4%
Haslett Public Schools (33060)	2017-18	Paraprofessionals/Aides	All Staff	48.51	15.2%
Haslett Public Schools (33060)	2017-18	Non-Instructional	All Staff	79.40	24.8%

Parent Dashboard for School Transparency



Ratio of Students to Instructional Staff

Data reflects "All Students" regardless of student group selected. The data are displayed in terms of Full time Equivalency, where "1" represents a full-time staff member.

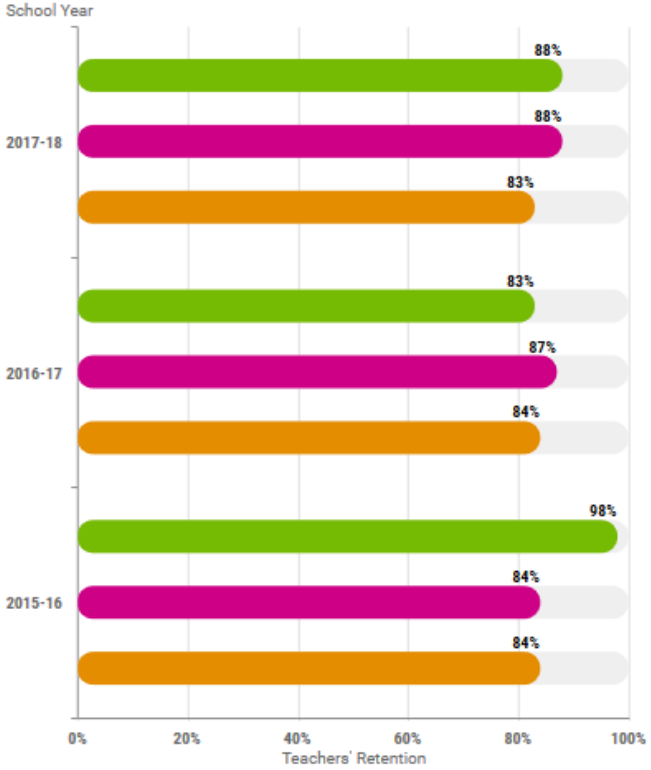


Key:

- Haslett Middle School
- Average of Similar Schools by Student Characteristics
- State of Michigan Average

Teacher Retention

Displays how many teachers are retained year over year at the same school.



Key:

- Haslett Middle School
- Average of Similar Schools by Student Characteristics
- State of Michigan Average

Qualified Teaching Staff

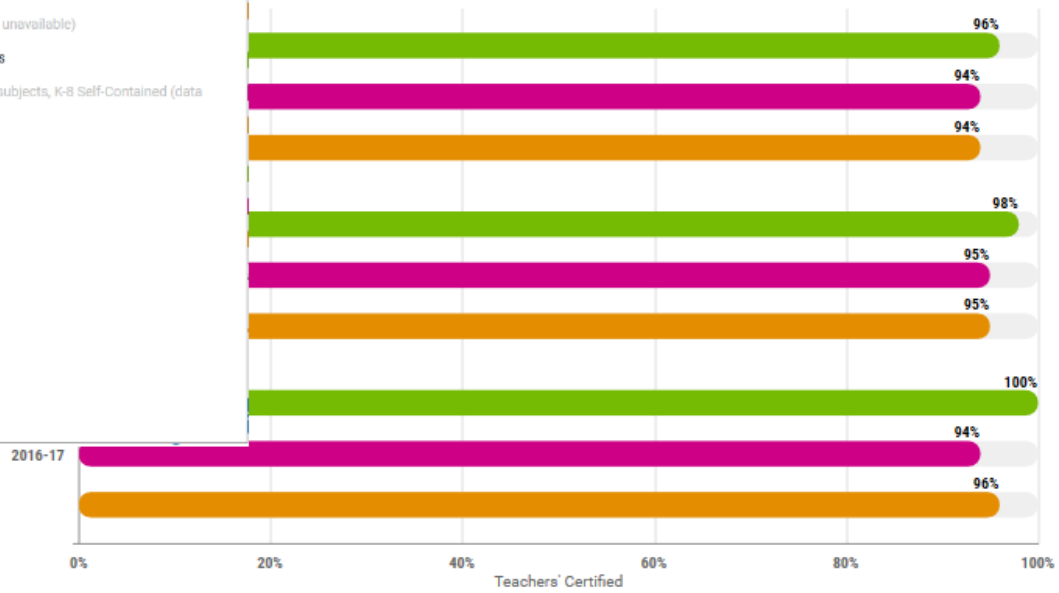
Percentage of teachers, by content area, who are certified to teach the assignment they are teaching.

Subject Area:

All Subjects

- All Subjects
- Alternative Education (data unavailable)
- Bilingual Program Teachers (data unavailable)
- Business (data unavailable)
- Career Tech Education (data unavailable)
- Early Childhood (data unavailable)
- English Language Arts
- General Elem. K-5 all subjects, K-8 Self-Contained (data unavailable)
- Mathematics
- Miscellaneous
- Science
- Social Sciences
- Special Education
- Technology
- The Arts
- Wellness
- World Language

Graph Display:



Key: The graphs above show your chosen school vs two other sources of data over a 3 school-year period:

Haslett Middle School

Average of Similar Schools: ✓ Student Characteristics or Distance

View Schools View Schools

State of Michigan Average

Similar Schools to Haslett Middle School by Student Characteristics

No content set

selected school:
Haslett Middle School
1535 Franklin St
Haslett MI 48840

View Similar Schools by:

✓ Student Characteristics | Distance

Forsythe Middle School
1655 Newport Rd
Ann Arbor, MI 48103
6-8
44.85 Miles

Brandon Middle School
609 South Ortonville Rd
Ortonville, MI 48462
6-8
49.15 Miles

Walnut Creek Middle School
7601 Walnut Lake Rd
West Bloomfield, MI 48323
6-8
51.27 Miles

Abbott Middle School
3380 Orchard Lake Rd
Orchard Lake, MI 48324
6-8
54.61 Miles

School Overview

School Year: 2018-19

Click inside the tiles below to see more information about each key performance indicator.

Overall Index

92.94

View More

Support Category

N/A

Growth Index

93.04

View More

Proficiency Index

94.82

View More

Graduation Rate Index

N/A

English Learner Progress Index

N/A

School Quality and Student Success Index

87.83

View More

Assessment Participation Index

Assessment Participation

100.00

English Learner Participation

N/A

View More

87.83

School Quality and Student Success Overview

The School Quality and Student Success component combines the results of up to five subcomponents: On-Track Attendance, Advanced Coursework, Postsecondary Enrollment, Access to Arts/Physical Education, Access to Librarian/Media Specialist.

Subcomponent Targets	
On-Track Attendance	92.37%
K-8 Access to Arts/Physical Education	Students/Staff FTE: 145
K-8 Access to Librarian/Media Specialist	Students/Staff FTE: 8,312.50
11/12 Advanced Coursework	Successfully Completing: N/A
Postsecondary Enrollment	Enrolled within 12 Months: N/A

Combined	On-Track Attendance	**Access to Arts/Physical Education**	Access to Librarian/Media Specialist	Advanced Coursework	Postsecondary Enrollment

Student Group	#Students	Arts/PE Staff FTE	Students to Arts/PE Staff FTE Ratio	Access to Arts/PE % Target Met
All Students	608	3.60	168.89	85.85

*Overall SQSS values are computed by weighting the % target met in each applicable subgroup with the SQSS subcomponent weight and then averaging applicable student group SQSS index values.
*** < 30 Students, data are displayed but not Included in calculations.

More to Come!

- MICIP will include Staffing reports
- As the MI School Data portal continues to grow you will continue to see additional reports utilizing staffing data
- If you have suggestions for reports, contact CEPI
- If you have questions about reports already produced, contact CEPI

Objectives

- Overview of the REP submission
- Educator Effectiveness
  - EOY 2020 Updates- Executive Order Impacts
- How to use REP On-Demand
- Submission Certification
- Connecting students to teachers (TSDL)
- REP Data Quality
  - What it means
  - Why it matters
- Reports
  - System Reports
  - MI School Data

Questions

- Caitlin Groom, Senior Data Collection Analyst
  - groomc@michigan.gov
- CEPI Customer Support
  - CEPI@michigan.gov

Thank You.

MI School Data

Education matters. Discover what's working in Michigan.

CENTER FOR EDUCATIONAL PERFORMANCE AND INFORMATION