

Registry of Educational Personnel (REP)



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REP Training Session

Spring 2022



Objectives

- Getting Started with CEPI
- REP Basics
- Overview of REP Changes
- REP and TSDL
- Educator Effectiveness
- Data Quality Overview
- REP Reports

GC(0)

Slide 2

GC(0

Update after reviews

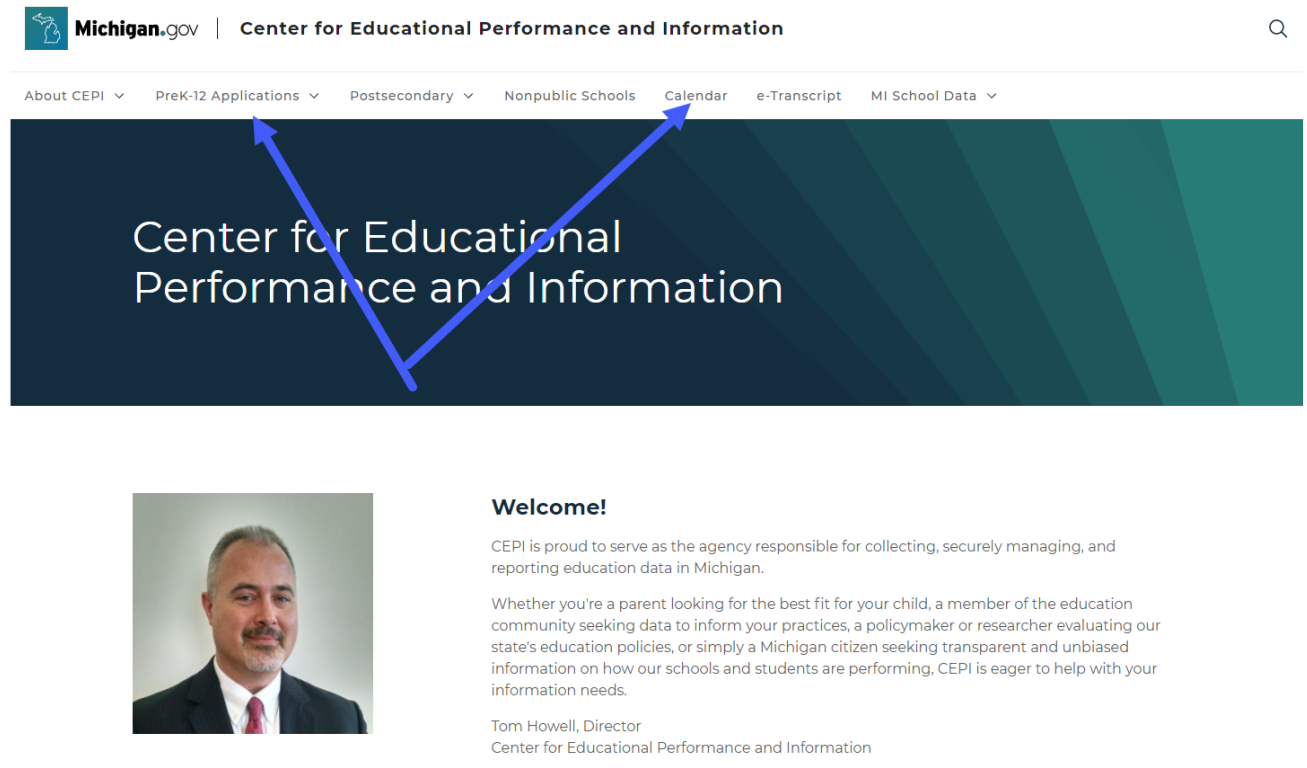
Groom, Caitlin (CEPI), 2022-02-22T17:32:23.572

Contacting CEPI:

- CEPI Customer Support:
 - Phone- 517-355-0505 x3
 - Email- cepi@michigan.gov
- 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!
- www.michigan.gov/cepi updates

Getting Started with CEPI

1. Application Resources
2. CEPI Calendar



Michigan.gov | Center for Educational Performance and Information

About CEPI ▾ PreK-12 Applications ▾ Postsecondary ▾ Nonpublic Schools Calendar e-Transcript MI School Data ▾

Center for Educational Performance and Information

Welcome!

CEPI is proud to serve as the agency responsible for collecting, securely managing, and reporting education data in Michigan.

Whether you're a parent looking for the best fit for your child, a member of the education community seeking data to inform your practices, a policymaker or researcher evaluating our state's education policies, or simply a Michigan citizen seeking transparent and unbiased information on how our schools and students are performing, CEPI is eager to help with your information needs.

Tom Howell, Director
Center for Educational Performance and Information

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



REP Resources

Registry of Educational Personnel

Data submitted by school districts via the REP are used to produce school personnel reports for the U.S. Department of Education and the state of Michigan. REP data are also provided to the Michigan Department of Education for MDE's teacher certification audit.

(Nonpublic schools submit their personnel data in the [Nonpublic School Personnel Report](#).)

- [CEPI District/ISD/PSA User Application Security Form](#)
- Deadlines: REP data are due to CEPI on June 30 and the first business day in December.

See the [CEPI Calendar Page](#) for our master calendar of deadlines and collection dates.

[Go to REP](#)

⊕ Manuals

⊗ Help and Training

- [Best Practices for REP and TSDL Reporting](#)
- [Calculating the Number of Core Academic Classes Taught](#)
- [MDE Office of Educator Excellence](#)
- [MDE Permits and Placement Guidance](#)
- [Michigan Online Educator Certification System](#)
- [MOECS Effectiveness Rating Training for Districts Webinar](#)
- [Professional Learning Resources](#)
- [REP Data Certification Video Tutorial](#)
- [REP FAQs](#)
- [REP Glossary](#)
- [REP New User Guide](#)
- [SCED V6 REP Crosswalk](#)

⊕ Technical Material

REP Resources

✕ Manuals

- [Fall 2021 REP Data Field Descriptions](#)
- [EOY 2021 REP Data Field Descriptions](#)
- [Educator Effectiveness Appeals Process](#)
- [Personnel Search User Guide](#)
- [REP On Demand User Guide](#)
- [REP Report User Guide](#)
- [REP User Guide](#)

⊕ Help and Training

⊕ Technical Material

Field 10: Breakdown of Field Placements

Assignment Number	Characteristic	Position Number
Assignment 1:		
	School/Facility Number (NNNNN)	172-176
	Assignment (NNNAA, AANAA or NNNNN)	177-181
	Grade-Level/Educational Setting (Integer)	182-203
	FTE (N.NN)	204-207
	Wage (NNN.NN)	208-213
	Accounting/Function Code	214-216
	RESERVED- PAD WITH BLANK	217
	RESERVED- PAD WITH BLANK	218
	RESERVED- PAD WITH BLANK	219
	RESERVED- PAD WITH BLANK	220
	Number of Core Academic Classes Taught (N)	221

Fixed file format:

All records in the personnel database submitted by districts must conform to the following ASCII record layout, i.e., files must have 751 characters in a fixed record length with data variables conforming to the following specifications:

Personnel Information

Position in Record	Size in Bytes	Field #	Field Name	Data Type/Specification
001-010	10	1	Reserved	Pad with Blanks
011-012	2	2	Operating ISD/ESA Number	Character
013-017	5	3	Operating District Number	Character
018-057	40	4	Last Name	Alpha
058-097	40	5	First Name	Alpha
098-137	40	6	Middle Name	Alpha
138-146	9	7	Social Security Number	Integer
147-161	15	8	Credential License Number	Alphanumeric
162-171	10	9	Date of Hire	Date, with slashes
172-621*	450	10*	School Assignment Data: School, Assignment, Grade or Educational Setting, FTE, Wage, Accounting/Function Code, Number of Classes Taught, reserved characteristics	Character

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

EOY 2022 Updates

- Educator Effectiveness: Records reported in EOY REP with a Field 26: Date of Termination prior to 9/1 of the current school year will not require a Field 20: Educator Effectiveness Rating
 - If an educator provided instruction to students during the applicable school year, a Field 20: Educator Effectiveness evaluation must be completed and subsequent label reported

Review of Updates for Fall 2021

- New Assignment Codes:
 - 000ME- Future Michigan Educator Program
 - 00592- Hospitality Administration/Management, General
 - 00577- Airline/Commercial/Professional Pilot and Flight Crew
- Retired Assignment Codes:
 - 000ZW- Facilitator of Instruction
- Increased focus on Vacancy reporting
- Primary HR Contact added to EEM
- Coming Soon: REP and MOECS system redesign, focused on integration across systems and streamlined processes, reduced burden and increased data transparency for users in both systems.

Focused DQ Reports

- No Superintendent Reported
 - The Superintendent is indicated by reporting the Administrator Assignment Code Title and Function of 70x00: Chief Administrative Officer of District/ISD.
- No Building Level Principal Reported
 - The Principal is indicated by reporting the Administrator Assignment Code Function of 73x01: School Management (e.g. administrator, principals and others in management roles).
- Vacant Position Summary



Reporting Issues

- Vacant/Funded positions should be reported as a Funded Position Status of 1.
 - If position is filled during the REP collection window, the assignment can be reported with a Date of Hire, and Date of Termination within the same collection (i.e. late hires into the school year)
 - It is important to think of the vacancies as assignments, rather than individuals
- Contracted Staff who are regularly and continuously employed within the school district should be reported with accurate Assignment Code data for the position they are filling.
 - This includes Virtual TORs, if provided by the third-party virtual vendor
- Field 25: Employment status termination codes suggest an over reporting of “other”
 - Whenever possible use one of the more specific leave codes for employee departures
- https://www.michigan.gov/documents/mde/REP_Reporting_Memo_702525_7.pdf

Who Must be Reported?

- MCL [380.1230e](#):
 - Required to report all individuals who are employed by a school district, ISD, PSA or nonpublic school assigned to a **regular and continuous** contract
 - Includes all school property (i.e. school bus, food service, classroom, administrative services, etc.)
 - Includes educators provided by third party vendor (virtual educators)
 - Includes 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

Updating Records

Icon Legend

-  Personnel record updated for the submission cycle.
-  Personnel record updated with errors for the submission cycle.
-  Personnel record not updated for the submission cycle.

- 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

Bulk File Submission-Fatal Error Report

- If Fatal Errors are present in your bulk file, the records will not be updated in your Personnel Master
- Click the Date/Time stamp for the file you are reviewing
- If a fatal error is present on a record, that record is not updated
- Any records not containing fatal errors, will be updated in the Personnel Submitted roster

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home | CEPI Home | Main Menu | FAQ | User's Guide | Teacher Verification | Contact CEPI | Logout

REP | Bulk File Status

File Status

- **Queued** means that your file has been received and is awaiting processing.
- **Processing** means that your file is currently being processed.
- **Completed** means that your file has been processed and you can review your file status report by clicking on the date and time the file was uploaded.

Example of a Queued or Processing file:
6/17/2006 2:30 PM

Example of a Completed file:
6/17/2006 2:30 PM

Filter Results

Search for uploaded files using the criteria below:

District:

MILoginId:

View Your Bulk Upload File

The table below lists the dates and times that your district has uploaded a file via the REP Bulk Submission. It also lists the status of each of those files. After the file has finished processing, the date and time will become an active hyperlink (blue text).

1. Click on the hyperlink to retrieve your REP Error Report. Two options are available for reviewing the file:
 - Choose "Open" to view the file in your default application for reading text files (e.g., Notepad).
 - Choose "Save" to save the text file to your hard drive.
2. If your report lists records with errors, correct your source file and re-upload.
3. If the report for your batch is error-free, you will see the following message: "NO ERRORS FOUND. All records submitted in this file have been successfully processed and saved. YOUR REP SUBMISSION IS NOT COMPLETE until you review your 'Personnel Submitted Report.'"
4. Access your Personnel Submitted from the REP Main Menu and verify that all records (new and previously submitted) have been updated.

Date Uploaded	District	MILogin Account	Uploaded By	File Size	Download
10/7/2020 12:44:21 PM	45010			135931	Completed
10/7/2020 9:52:29 AM	45010			123915	Completed
10/7/2020 9:23:28 AM	45010			123915	Completed

--- Beginning of Results ---

Fatal Error:

[Validation Failed] The social security number submitted does not match the social security number for the credential submitted.

Error:

[Field 8] The Credential License Number that was submitted is expired or is not valid

---Number of Fatal Errors Found in Record: 1

---Number of Errors Found in Record: 1

---Number of Warnings Found in Record: 0

Error Details on Personnel Submitted Page

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

(1) Date of Count: 6/30/2017
(2) ISD/ESA: XYZ ISD (12)
(3) District: ABC School (12345)
Last Updated: 12/21/2016 via Single Submission

Options: Use Day-to-Day SUB/PAR form



PIC 12345 (Smith, John) was not submitted.

Fatal Errors

Your record has not been saved. Please correct all fatal errors in order to save this record.

- [Field 10] The School Code in School Assignment #1 is missing.
- [Field 5] First Name, a required field, is missing.

Errors

- [Field 20] Educator Effectiveness must be submitted for the assignment code reported in Field 10 (School Assignment Data).

Warnings

Warnings do not affect the submission status of the record. However, if any warnings are listed below, please review and verify the results.

- No warnings were found

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

Welcome to the Registry of Educational Personnel

No Entity Selected

Set/Change Entity:

[Go to Nonpublic School Personnel Report](#)

Data Submission

To submit and update personnel data, select from the following

- [Online Single Submission](#)
- [Bulk Upload File Submission](#)
- [Bulk File Submission Status](#)
- [Personnel Submitted](#)

Data Certification

To certify data, select the following function:

- [Data Certification](#)



Personnel Search

To search for a PIC or to request a new PIC, select the following

- [Personnel Search](#)

Public School District

Last Change: Certified on 10/4/2017 3:01:46 PM by Caitlin Groom ←

Records updated and error free this submission cycle (✓):	1
Records updated with errors for this submission cycle (⚠):	0
Records not updated this submission cycle (✗):	0

Data Certified Successfully! ←

- 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.

Questions?



Teacher Student Data Link (TSDL)

- Connects students with teachers
- General TSDL: ALL students must be reported with full course roster in TSDL
 - All actively enrolled students with or without FTE
 - Includes Grade 14- Special Ed Transition
 - May include Grade 30
- Migrant TSDL: Migrant students within 10 days of entering/exiting
 - Do not duplicate in General TSDL

How does the TSDL Affect Me?

- District data TEAM
 - Includes REP and MSDS users
- A TOR PIC on every Course Record
 - No PIC on Dual Enrollment/College Credit
- Accurate REP Assignment data critical for alignment
- Data Quality checks for TSDL will include REP data
 - This ensures that teachers are correctly connected between systems



TSDL Student Course Component

Submitting Entity: Haslett Public Schools (33060)
Collection: Migrant Teacher Student Data Link 2019-2020
PEPE District: Haslett Public Schools (33060)
PEPE Building: Haslett Middle School (01604)

*Last Name:
Last Name Suffix:
Middle Name:
*First Name:
*Date of Birth:
*Gender:
Multiple Birth Order:
*UIC:

School Demographics **Student Course**

*SubjectAreaCode:
CourseIdentifierCode:
*LocalCourseId:
*LocalCourseTitle:
CourseSectionID:
MSIXCourseSectionID:
*CourseType:
Eligible64bCourse:
AcademicYear:
CreditsGranted:
CourseGrade:
*CompletionStatus:
MSIXClockHours:
College Credit:
PIC:
Virtual Method:
Mentor PIC:

Pupil Accounting Manual

- **Teacher of Record:**

- The teacher of record is an instructor who is responsible for providing instruction, determining instructional methods for each pupil, diagnosing learning needs, assessing pupil learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies. As Section 1231 of the Revised School Code (MCL 380.1231) applies, the teacher of record shall be employed by the district.
- **Assignment Code: Content specific (000AX-00599)**

- **Mentor:**

- A professional employee of the district, who monitors the pupil's progress, ensures the pupil has access to needed technology, is available for assistance, and ensures access to the teacher of record. A mentor may also serve as the teacher of record if the mentor meets the definition of a teacher of record.
- **Assignment Code: 00379- Virtual Mentor**

- [MDE - Permits and Placement \(michigan.gov\)](http://michigan.gov)

Instructional Staff and Educators

- [Public Act 165 of 2020](#) amended the definition of “class” to include grade level and content endorsements:
 - **Appropriately placed** educator **must** be assigned as the TOR for each course claimed for FTE credit
 - TOR **must** be reported with the content specific assignment code in REP collection for **each district claiming student FTE** for the courses.
- Virtual courses may require Virtual Mentor
- The June 10 [Michigan Department of Education Memo](#) details requirements and FAQs.

Teacher of Record

REP Field
10
Assignment
Code:

- content specific assignment code for the course (000AX-00599)

TSDL
Teacher of
Record:

- PIC of TOR required for each Student Course
- Dual Enrollment courses do not require PIC

Substitute Teacher Reporting

Day-to-Day Subs

- Less than 90 days and filling in for an assigned teacher
- 00SUB

Long-Term Placements

- See guidance for Teacher of Record

Tips for Success- Fall REP Submission

- Utilize **Crosswalk** locally for each term/semester
- Review Fall REP data for **assignment accuracy**
 - *Recommended Report: Detailed Assignment Code Summary Report*
- Ensure all **new staff** have been appropriately entered
 - *Recommended Report: New, Existing, Terminated Staff Report*
- Ensure **leave codes** are appropriately updated
- Ensure all **contracted staff** are included in your report

Tips for Success- EOY Reporting

- Submit TSDL data early in the reporting window
 - **Recommended Report:** *TSDL Student Roster report for comparison to REP submission*
- Submit EOY REP data early in the reporting window
 - **Recommended Report:** *Detailed Assignment Code Summary review for accuracy of assignment codes and full staff reporting*
 - Ensure **all classes** the teacher was acting as TOR for are reported
- Review and share [TSDL and REP Best Practices \(michigan.gov\)](#)
- Keep an eye on CEPI announcements for additional resources

Pro-Tip: Start Early!

- Complete and review the REP Crosswalk prior to the Fall REP submission will create better alignment without effort at TSDL submission
- Alignment review can be completed prior to TSDL submission to avoid issues
- Take advantage of ALL DQ cycles to avoid reopens

Sensitivity: Internal Data (Standard State Data)

REP Assignment Code to SCED Course Code Crosswalk
2019-2020 School Year

SCED Course Code	SCED Subject Code	SCED Subject Description	SCED Course Code	SCED Course Title	SCED Description	REP Assign Code 1	REP Assign Desc 1	REP Assign Code 2	REP Assign Desc 2
01009	01	English language and literature	009	Language Arts Laboratory	Language Arts Laboratory courses provide instruction in basic language skills, integrating reading, writing, speaking, and listening, while placing great emphasis on the progress of individual students. Course content depends upon students' abilities and may include vocabulary building, improving spelling and grammar, developing writing and composition skills, reading silently or aloud, and improving listening and comprehension abilities.	000BA	English	000BX	Language Arts

Example of Alignment

- A student is taking Environmental Science at the high school
- The teacher instructs 4 classes of Environmental Science and 1 class of Energy and the Environment
- Use the REP Crosswalk to determine the appropriate SCED and Assignment

Example: Crosswalk

SCED	SCED Subject Code	SCED Subject Description	SCED Course Code	SCED Course Title	SCED Description	REP Assign Code 1	REP Assign Desc 1
03003	03	Life and Physical Sciences	003	Environmental Science	Environmental Science courses examine the mutual relationships between organisms and their environment. In studying the interrelationships among plants, animals, and humans, these courses usually cover the following subjects: photosynthesis, recycling and regeneration, ecosystems, population and growth studies, pollution, and conservation of natural resources.	000DA	Biology
03012	03	Life and Physical Sciences	012	Energy and the Environment	Energy and the Environment courses expose students to the scientific principles associated with energy transformation, collection, extraction, transmission and storage. Course content may emphasize energy's significance in society and the effects of its use on the environment. Topics may include the distribution, availability, patterns of use, and environmental impacts of energy resources.	000DX	Science

Example: REP Assignment

PIC: 1234

School Assignment Data							Add Assignment:	Full	ADD
(10) School Assignment #1 (Remove)									
School Code:	Grade Assignment:		FTE:	Hourly Wage:	Function Code:	Classes Taught:			
06207	...	DK <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	0.80		113	4			
		6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/>							
Assignment:	Educational Setting:								
000DA	...								
(10) School Assignment #2 (Remove)									
School Code:	Grade Assignment:		FTE:	Hourly Wage:	Function Code:	Classes Taught:			
06207	...	DK <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	0.20		113	1			
		6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/>							
Assignment:	Educational Setting:								
000DX	...								

Example: Student Course

*SubjectAreaCode:	03-Life and Physical Sciences
CourseIdentifierCode:	003
*LocalCourseId:	1203
*LocalCourseTitle:	EnviroBio
CourseSectionID:	003
MSIXCourseSectionID:	01-Full Year
*CourseType:	01-Regular
Course Funding Program:	Please Select
AcademicYear:	2020-2021-SY2020-2021
CreditsGranted:	1
CourseGrade:	4.0
*CompletionStatus:	CP-Completed/Passed
MSIXClockHours:	
College Credit:	
Teacher of Record PIC:	+ 1234
Virtual Method:	NV-Not Virtual
Virtual Course Mentor PIC:	+

TSDL/REP Data Quality Alerts

1. This teacher was reported in TSDL with a Subject Code that does not align with any of the Assignment Codes they were reported with in REP
2. This teacher was reported in TSDL with a Course Code that does not align with any of the Assignment Codes they were reported with in REP
3. Teacher Only reported as on Loan/Leave
4. Teacher Terminated prior to the start of school year
5. TOR in TSDL, not a teacher in REP
6. Mentor in REP, not a Mentor in TSDL
7. Mentor in TSDL, not a Mentor in REP

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

Assignment Codes Matter

- During the EOY collections be sure to review Assignment Codes reported
- *Review:*
 - *Educator Effectiveness Summary report*
 - *Detailed Assignment Code Summary Report*
 - *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

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 in instructional roles are reported with appropriate assignment codes and labels
 - This will also support the REP/TSDL alignment
 - Optional ratings are attached to appropriate records

Educator Effectiveness Appeals

- Every Fall Submission Window (9/1-12/1)
- 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 “Details” button next to your employee

In the main menu select the Personnel Search option:

Welcome to the Registry of Educational Personnel

No Entity Selected

Set/Change Entity:

[Go to Nonpublic School Personnel Report](#)

Data Submission

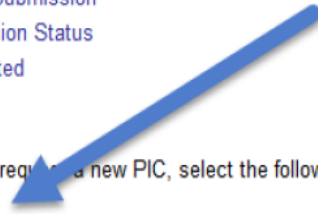
To submit and update personnel data, select from the following functions:

- [Online Single Submission](#)
- [Bulk Upload File Submission](#)
- [Bulk File Submission Status](#)
- [Personnel Submitted](#)

Personnel Search

To search for a PIC or to request a new PIC, select the following function:

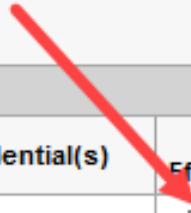
- [Personnel Search](#)



ABCDEF GHIJKL MNOPQR STUVWXYZ (ALL)								
PIC	Last Name	First Name	Middle Name	Date of Birth	Gender	SSN	Credential(s)	Educator Effectiveness
1235	SMITH	JOHN		1/1/1950	M	xxx-xx-xxxx	AA-HUJ132541	<input type="button" value="Details"/>

<< Previous Go To Page of 1 [GO] Next >>

<< Previous Page 1 of 1 Next >>



Submitting Appeals

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

Note: Updates can be viewed here.

You should now see the updated Effectiveness rating. The previous rating history will appear here.

School Year 2015 - 2016

District	(17) Type of Credential	Assignment Codes	Previous Educator Effectiveness Ratings
<input type="text" value="Submitting School District"/>	41	000NR	01 on 6/28/2016
(20) Educator Effectiveness	Current: 02 - Effective		
	Change To: <input type="text" value="Select a value"/>		

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?



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 districts data
- Three Data Quality iterations: Pre, Mid and Post
 - Pre-Collection: Prior collection data are analyzed and communicated to correct the same issues in the current collection, if needed.
 - Mid-Collection: Current collection data are analyzed and communicated to correct any issues within the current collection, if needed.
 - Post-Collection: Current collection data are analyzed and communicated after the current collection closes.
- Snapshots are taken of submitted district data
 - This means if districts have not submitted any data, we have nothing to look at
- The **possible** errors are sent to authorized users and Lead Admins

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



Sample DQ Message

Data Quality Concern: 2020 Fall REP Post-Collection Email A2

 CEPI
To [redacted]

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Thu 12/3/2020 5:02 PM

Subject: CEPI Data Quality Alert: Fall 2020 REP Post-Collection* ←

Entity: Bay City Academy (09903)

Purpose: CEPI analysts have discovered anomalies in your Fall 2020 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 corrections must be completed and certified by 4 p.m., EST, Tuesday December 15, 2020.

- If your data are correct, no action is necessary.
- If data are incorrect, please submit a request to reopen your collection. Reopen request instructions are at https://www.michigan.gov/documents/cepi/Instructions_for_Reopening_the_REP_657842_7.pdf

DQRP2002 No Superintendent Reported

Users Contacted: REP Authorized Users and Lead Administrators ←

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

Questions: Contact CEPI customer support (cepi@michigan.gov) by replying to this email.

Thank you,
CEPI

Sample DQ Message

DATA SNAPSHOT DETAILS

December 2, 2020 at approximately 6 a.m.

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

DQRP2002: No Superintendent Reported

PROBLEM: Your district did not report a staff member with a title of "Superintendent" in Field 10: School Assignment Data. The Superintendent is indicated by reporting the Administrator Assignment Code Title and Function of 70x00: Chief Administrative Officer of District/ISD.

IMPACT: This is a possible indication of an incomplete submission. Incorrect data will impact state and federal reporting.

RESOLUTION: Please review your submission and make sure that the lead administrator has been reported with the Superintendent title and function. If your district utilizes a Title other than Superintendent for your Lead Administrator, please update the codes to reflect 70x00, you may continue to utilize other titles locally.

AUTHORIZED USERS

Your district's REP users are:

XXXXXXXXXX
XXXXXXXXXX

Your district's EEM users are:

XXXXXXXXXX

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

Reports

To view a report or download personnel data, select from the following options:

- [Complete Summary by District](#)
- [Download REP Data File](#)
- [Employee Listing by District](#)
- [REP Submission Reports](#)

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:	

[Home](#) | [CEPI Home](#) | [Main Menu](#) | [State Web Sites](#) | [Links](#)

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

Teacher Credential Verification

- Available within MSDS- Audit FTE menu
- Report released mid-January based on Fall REP data
- 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

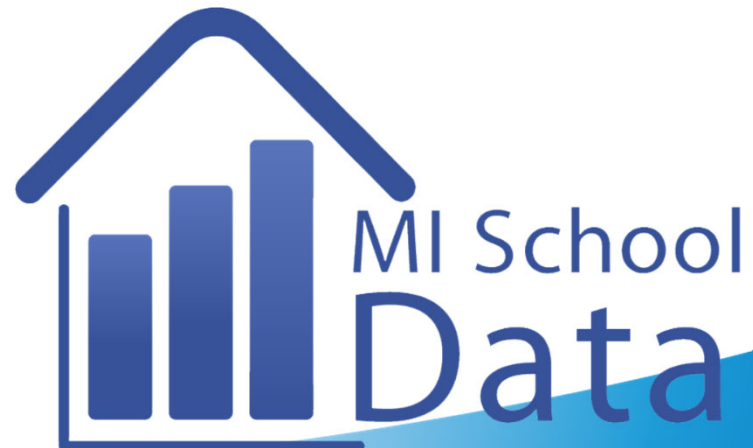
Entity: Haslett Public Schools (33060)

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

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





Staffing Count

About this Report

Location and Report Settings

Select Locations

[Reset to Statewide](#)

Find and select locations to view reports:

School, District, ISD name or code

ISD *ISD = Intermediate School District*

Ingham ISD (33) ▼

District

Haslett Public Schools (33060) ▼

School

Haslett High School (06207) ▼

Compare ⓘ

School Year

2020-21 ▼

Count Type

Headcount ▼

Staffing Group

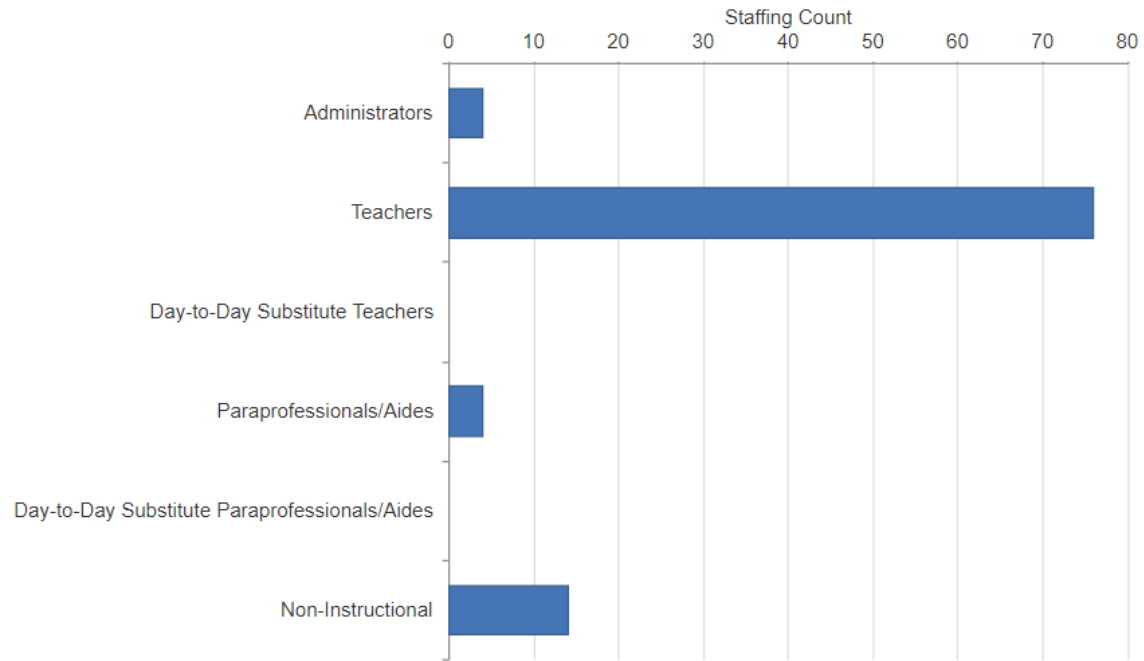
All (by category) ▼

Report Category

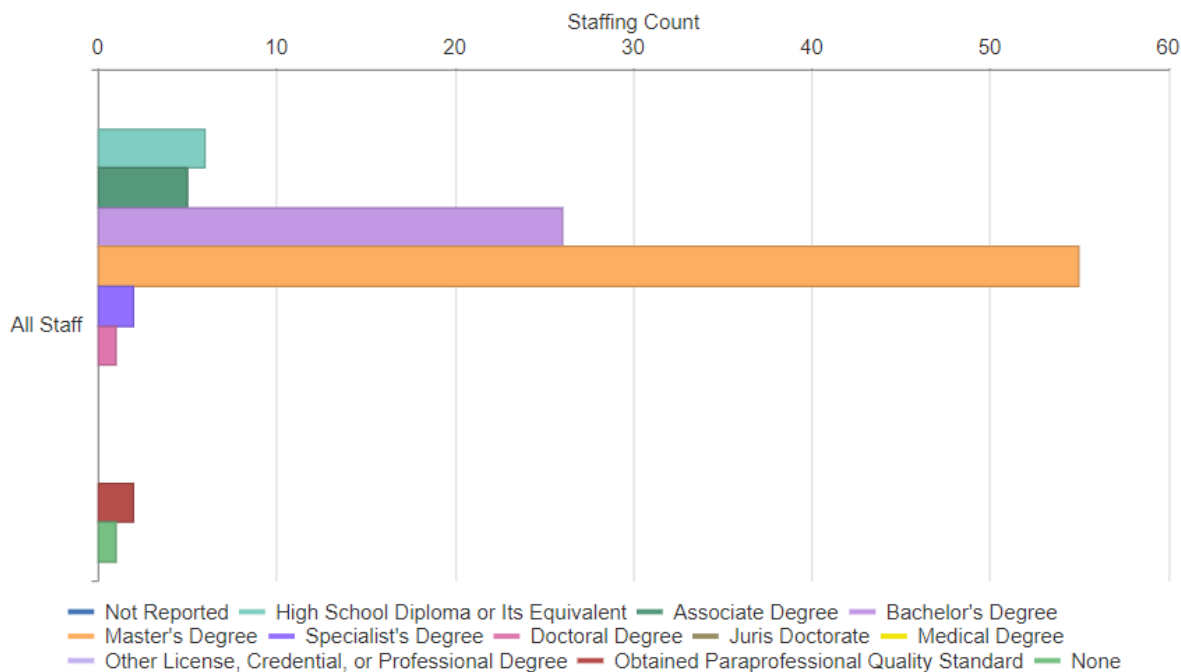
All Staff ▼

Update Report

Location and setting changes will be reflected in the report charts and tables after clicking the Update Report button.



Location	School Year	Staffing Group	Report Category	Staffing Count (Headcount)	Percent of Total
Haslett High School (06207)	2020-21	All Staff	All Staff	98	100.0%
Haslett High School (06207)	2020-21	Administrators	All Staff	4	4.1%
Haslett High School (06207)	2020-21	Teachers	All Staff	76	77.6%
Haslett High School (06207)	2020-21	Day-to-Day Substitute Teachers	All Staff	0	0.0%
Haslett High School (06207)	2020-21	Paraprofessionals/Aides	All Staff	4	4.1%
Haslett High School (06207)	2020-21	Day-to-Day Substitute Paraprofessionals/Aides	All Staff	0	0.0%
Haslett High School (06207)	2020-21	Non-Instructional	All Staff	14	14.3%



Location	School Year	Staffing Group	Report Category	Staffing Count (Headcount)	Percent of Total
Haslett High School (06207)	2020-21	All Staff	All Staff	98	100.0%
Haslett High School (06207)	2020-21	All Staff	Master's Degree	55	56.1%
Haslett High School (06207)	2020-21	All Staff	Bachelor's Degree	26	26.5%
Haslett High School (06207)	2020-21	All Staff	High School Diploma or Its Equivalent	6	6.1%
Haslett High School (06207)	2020-21	All Staff	Associate Degree	5	5.1%
Haslett High School (06207)	2020-21	All Staff	Specialist's Degree	2	2.0%
Haslett High School (06207)	2020-21	All Staff	Obtained Paraprofessional Quality Standard	2	2.0%
Haslett High School (06207)	2020-21	All Staff	Doctoral Degree	1	1.0%
Haslett High School (06207)	2020-21	All Staff	None	1	1.0%



Educator Effectiveness

▶ About this Report

Location and Report Settings

Select Locations

Reset to Statewide

Find and select locations to view reports:

School, District, ISD name or code

ISD

ISD = Intermediate School District

District

School

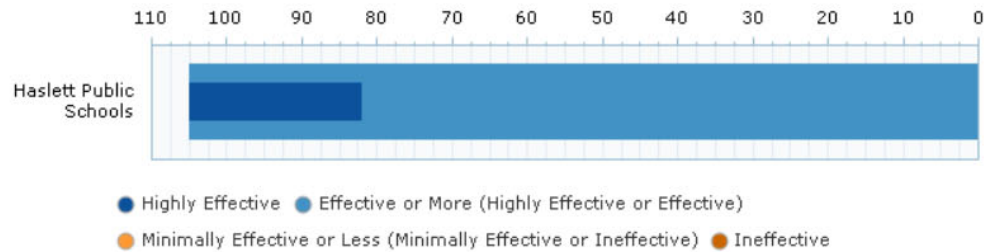
School Year

Staff Group

Update Report

Location and setting changes will be reflected in the report charts and tables after clicking the Update Report button.

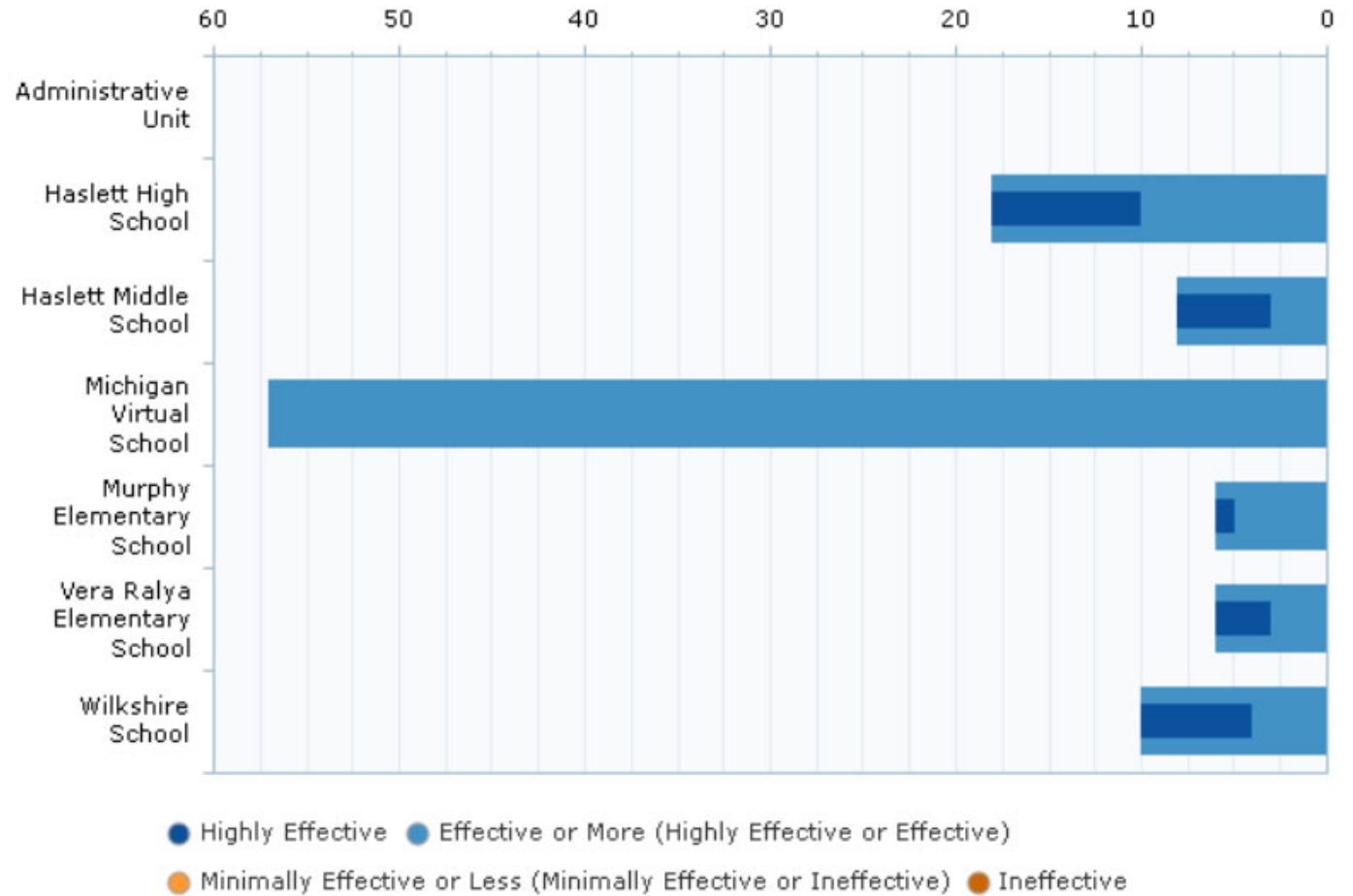
Teacher Effectiveness



During the 2019-20 school year, many educators were not evaluated due to COVID-19. Please see the About This Report for more information.

Location	School Year	Highly Effective	Highly Effective (Percent)	Effective	Effective (Percent)	Minimally Effective	Minimally Effective (Percent)	Ineffective	Ineffective (Percent)	Total
Haslett Public Schools	2019-20	23	9%	82	33%	0	0%	0	0%	247

Teacher Effectiveness by School



Parent Dashboard for School Transparency

Haslett Middle School: Overview

PDF



Overview

School Services & Offerings

Student Data

Staff Data

Ratio of Students to Instructional Staff

Ratio of Students to Support Staff

Teacher Years Of Experience

Teacher Retention

Qualified Teaching Staff

Learn more about Haslett Middle School

Visit the school's website for even more facts and details.


Grades:
6-8

School Type:
Traditional

Students:
623

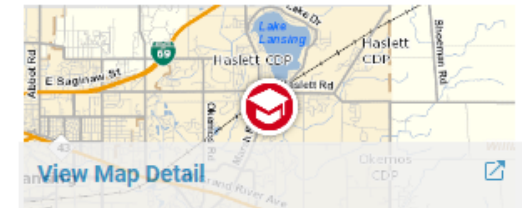
[School Services & Offerings](#)

District:
Haslett Public Schools

Head of School: 
Diane Newman

Superintendent Name:
Steven Cook

More about the School:
[School Website](#)



Address:
Haslett Middle School
1535 Franklin St
Haslett MI 48840

Phone:
[\(517\) 339-8233](tel:(517)339-8233)

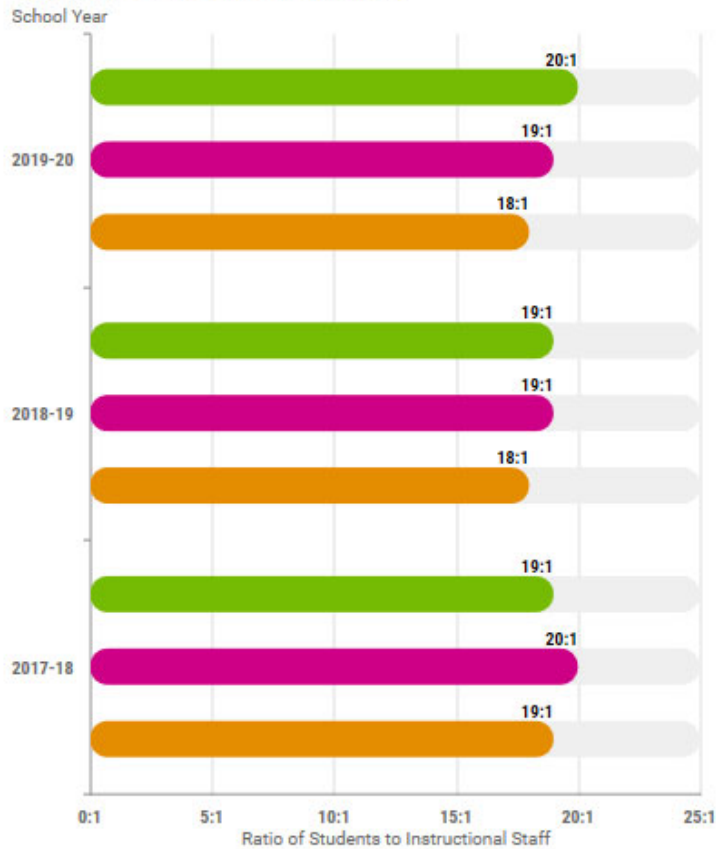
Overview of Key Performance Indicators

Describes the school performance areas that are most critical for parents to understand.

Student Group:

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.

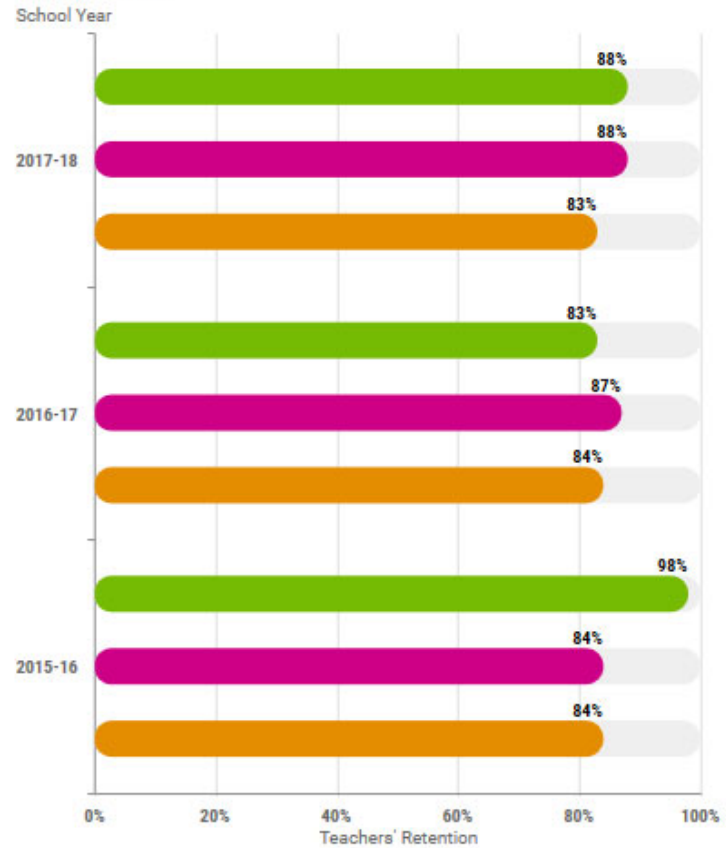


Key:

- 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

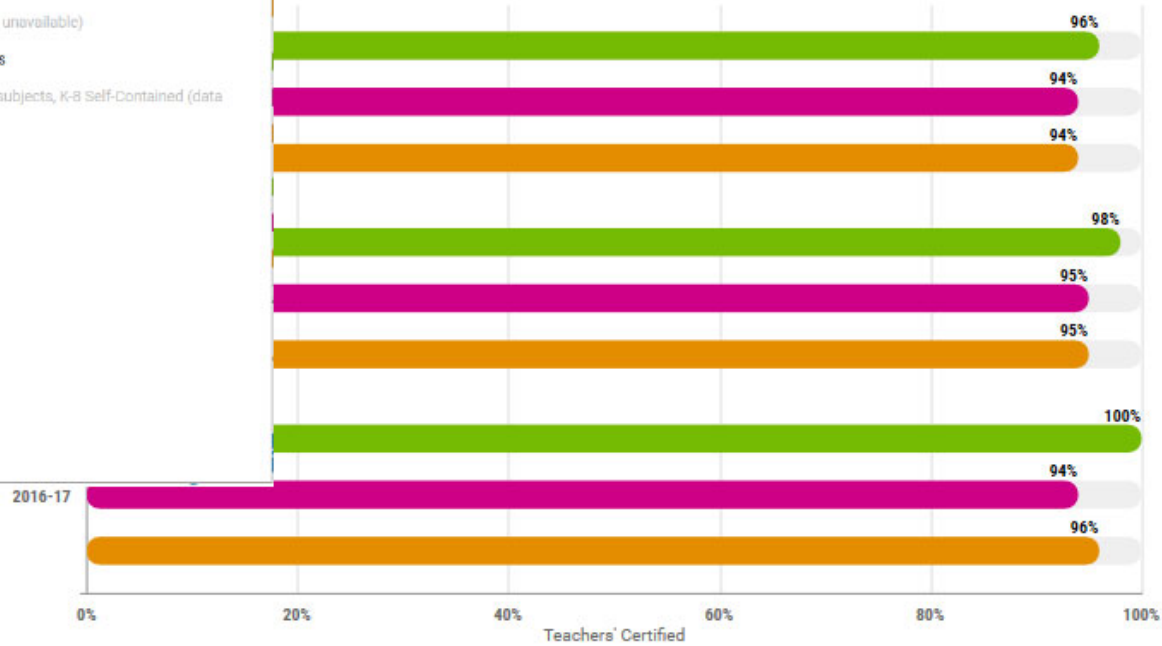
Qualified Teaching Staff

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: 

 State of Michigan Average

Student Characteristics or Distance
[View Schools](#) [View Schools](#)

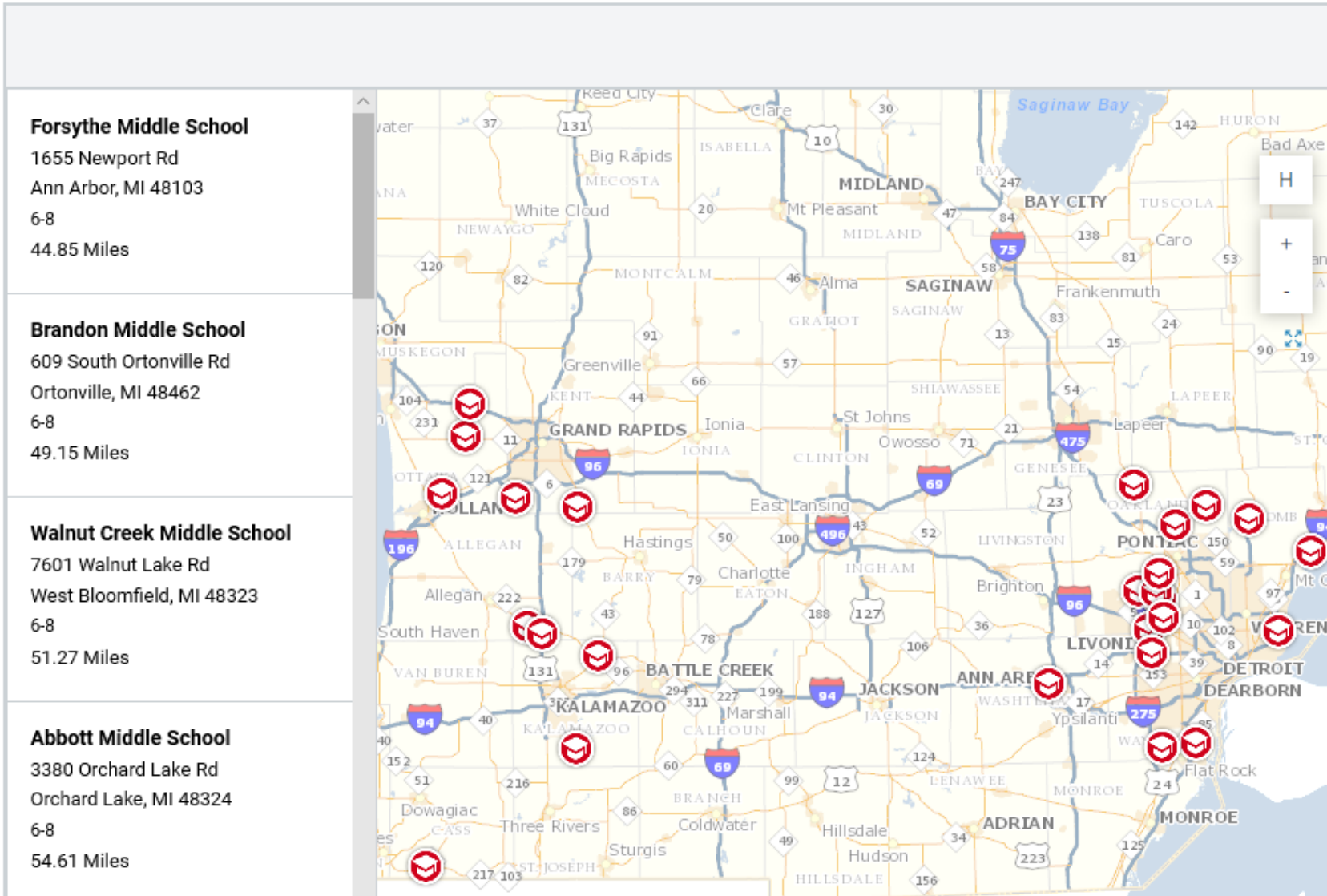
Similar Schools to Haslett Middle School by Student Characteristics

No content set

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

View Similar Schools by: ?
 Student Characteristics


Distance



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	English Learner Participation
100.00	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

Questions

- Robert Hovenkamp, Financial and Staffing Analyst
 - hovenkampr@michigan.gov
- CEPI Customer Support
 - CEPI@michigan.gov

Thank You.



Education matters. Discover what's working in Michigan.

