



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



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September 10, 2009

**MEMORANDUM**

TO: Local Educational Agency Superintendents  
Intermediate School District Superintendents  
Public School Academy Directors and Authorizers

FROM: Sally Vaughn, Ph.D. *Sally*  
Deputy Superintendent/Chief Academic Officer

SUBJECT: U. S. Department of Education Data Requirements for "Personnel Skilled in Technology" Reporting Related to the American Recovery and Reinvestment Act 2009, Title II, Part D

In May 2009, the U.S. Department of Education (USED) made it mandatory for the Michigan Department of Education (MDE) to collect and report four data elements on educational technology from local education agencies (LEAs), Intermediate School Districts (ISDs) and Public School Academies (PSAs). This collection and reporting was related to the data requirements of the American Recovery and Reinvestment Act (ARRA) 2009, Title II, Part D.

These data elements include:

- Integrated Technology Status — due in the Michigan Electronic Grants System (MEGS) by July 1, 2009
- Instructional Computers — due in the School Infrastructure Database (SID) by June 30, 2010
- **Personnel Skilled in Technology — due in the Registry of Educational Personnel (REP) by December 1, 2009**
- 8<sup>th</sup> Grade Technology Literacy — due in MEGS by June 30, 2010

Please note that the date on the "Personnel Skilled in Technology" was moved to December 1, 2009, which means we cannot wait until the year-end FY2011 to collect the next round of data.

**This memo is to inform you that local education agencies are required by federal regulation to report "Personnel Skilled in Technology" in the fall REP collection that opens September 8, 2009 and closes December 1, 2009.**

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Information on the type of data required and how to properly report the data in REP to meet federal guidance can be found at: [www.michigan.gov/cepi](http://www.michigan.gov/cepi) or [www.techplan.org](http://www.techplan.org).

### **Personnel Skilled in Technology**

The data elements required include the number of instructional personnel assessed and deemed skilled in the use of technology within the ISD/LEA/PSA. Michigan does not require or provide a technology skill assessment for instructional personnel, but the USED is requiring MDE to report the data we can collect from districts. The reporting period for the Personnel Skilled in Technology via the REP is September 8 through December 1, 2009. All ISDs/LEAs/PSAs that receive Title II, Part D funds must provide the information listed below.

An online entry form has been added to the REP:

- (1) Of the number of full time instructional staff members reported in the REP as of **December 1, 2009**, how many were assessed to determine their skill level in the use of technology?
- (2) Of those assessed, how many instructional staff members were deemed to be skilled in the use of technology?

The deadline for reporting the Personnel Skilled in Technology data is **December 1, 2009**. A link to the submission form is located on the REP Application's Main Menu page.

Assessment of technology skills can take multiple forms, including observation district certification, self-report on a skills checklist, test or assessment, course completion, and others.

If you have questions concerning the data requirements, please contact Bruce Umpstead ([umpsteadb@michigan.gov](mailto:umpsteadb@michigan.gov)) or by telephone at 517-335-2957.

For questions regarding the REP submission, please contact the Center for Educational Performance Information (CEPI) customer support by e-mail at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or by phone at 517-335-0505 (option 3). Please provide your name, district code, district name, the CEPI application name, your telephone number (including area code and extension), your e-mail address, and your specific question.

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