

Center for Educational Performance and Information (CEPI)

Nonpublic School Personnel Report

Application User's Guide

Fall 2009

Questions?

e-mail: CEPI@michigan.gov

Contact: 517-335-0505, option 3



Table of Contents

INTRODUCTION.....	4
GENERAL INFORMATION	4
WHAT INFORMATION IS ENTERED INTO THE NONPUBLIC SCHOOL PERSONNEL REPORT?	4
WHEN IS THE NONPUBLIC SCHOOL PERSONNEL REPORT DUE?	4
NEED HELP?	4
MICHIGAN EDUCATION INFORMATION SYSTEM (MEIS) ACCOUNT OR PASSWORD	4
NONPUBLIC SCHOOL PERSONNEL REPORT CONTENT INFORMATION AND RESOURCE MATERIALS	5
NONPUBLIC SCHOOL PERSONNEL REPORT DATA FIELD DESCRIPTIONS	5
APPLICATION STARTUP AND SECURITY.....	6
AUTHORIZED USER – YOUR MEIS ACCOUNT	6
CREATE YOUR MEIS ACCOUNT	6
SECURITY AGREEMENT.....	7
NONPUBLIC SCHOOL PERSONNEL REPORT APPLICATION	7
ACCESSING THE NONPUBLIC SCHOOL PERSONNEL REPORT APPLICATION.....	7
MEIS LOGIN SCREEN	8
ACCESS DENIED.....	9
ONLINE CUSTOMER SUPPORT MATERIALS.....	9
NONPUBLIC SCHOOL PERSONNEL REPORT APPLICATION MENU OPTIONS	10
DATA SUBMISSION	11
UPDATING PREVIOUSLY SUBMITTED RECORDS FROM FALL 2008.....	11
UPDATING AN INDIVIDUAL RECORD	11
UPDATING MULTIPLE RECORDS AT ONE TIME	11
EMPLOYEE DATA	14
FIELDS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, AND 11	14
FIELD 1: DATE OF COUNT	15
FIELD 2: SCHOOL/FACILITY NUMBER	15
FIELD 3: LAST NAME	15
FIELD 4: FIRST NAME.....	15
FIELD 5: MIDDLE NAME.....	15
FIELD 6: SOCIAL SECURITY NUMBER.....	15
FIELD 7: DATE OF BIRTH.....	16
FIELD 8: GENDER CODE	16
FIELD 9: RACIAL/ETHNIC CODE OPTIONAL FIELD	16
FIELD 10: DATE OF TERMINATION/SEPARATION OF EMPLOYMENT	16
PERSONNEL IDENTIFICATION CODE (PIC).....	17
FIELD 11: PERSONNEL IDENTIFICATION CODE (PIC).....	17
SAVING A RECORD/UPDATING A RECORD	17

SAVED AS VALID RECORD 18
INVALID RECORD 18
UPDATE/VERIFY A RECORD 19
PERSONNEL SUBMITTED REPORT/COMPLETE SUBMISSION 22
DELETING A RECORD 22
REPORTS AVAILABLE TO SCHOOLS..... 23
EMPLOYEE LISTING BY SCHOOL 23
DOWNLOAD NONPUBLIC SCHOOL PERSONNEL REPORT DATA FILE..... 25
 The XML data file layout 25
 Using Microsoft Access to view the XML data file 26
 Using Microsoft Excel to view the XML data file 26

Introduction

This User's Guide is intended for all authorized users of the Nonpublic School Personnel Report (NPSPR) Application. Along with this document, please read the Data Field Descriptions and any addenda posted to the Nonpublic School Personnel Report Web page at www.michigan.gov/cepi. Click on the "Nonpublic School Personnel Report" link located under Quick Links on the right navigation bar. The User's Guide is divided into sections to correlate with the online application and includes general information about each field for which data is to be submitted, instructions for using the data entry system and for creating reports of the data submitted.

General Information

What information is entered into the Nonpublic School Personnel Report?

The Nonpublic School Personnel Report is designed to collect basic employment elements relating to all nonpublic school personnel. Personnel data must be submitted via the Internet once each year in the fall. Data are entered and edited online.

Data compiled via the Nonpublic School Personnel Report will be used to meet the requirements of school safety legislation. Effective January 1, 2006, Michigan law requires that criminal history checks be conducted by the Michigan State Police and the Federal Bureau of Investigation for all regular and contracted employees hired or assigned by public and nonpublic schools.

When is the Nonpublic School Personnel Report due?

The application is open from September 1 through December 1, 2009. The deadline for data submission is December 1, 2009.

Need help?

Michigan Education Information System (MEIS) Account or Password

If you have problems with your MEIS account or password while you are using the Nonpublic School Personnel Report Application on the MEIS system, please contact CEPI customer support at 517-335-0505, option 3, or via e-mail at CEPI@michigan.gov.

Nonpublic School Personnel Report Content Information and Resource Materials

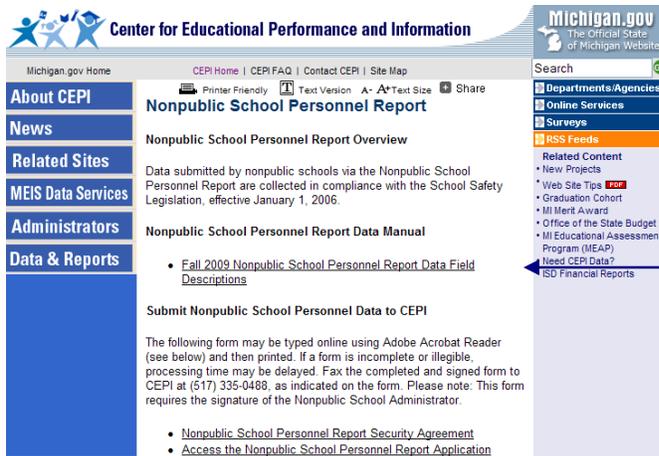
For detailed information about the Nonpublic School Personnel Report, please visit the CEPI Web site at www.michigan.gov/CEPI. Click on the "Nonpublic School Personnel Report" link located on the right navigation bar under the heading Quick Links. This link will provide information about the submission of the Nonpublic School Personnel Report, such as the Data Field Descriptions, current submission information, resource materials, access to the application and the Security Agreement form.

The screenshot shows the CEPI website homepage. At the top, there is a navigation bar with links for "CEPI Home", "CEPI FAQ", "Contact CEPI", and "Site Map". A search bar is located in the top right corner. On the left side, there is a vertical menu with categories: "About CEPI", "News", "Related Sites", "MEIS Data Services", "Administrators", and "Data & Reports". The main content area features a "WELCOME" message and a "What's New" section with a list of links. On the right side, there is a "Quick Links" section with a list of links, including "Nonpublic School Personnel Report", which is circled in blue. Other links in the Quick Links section include "New Projects", "Web Site Tips PDF", "Cohort Graduation and Dropout Reports", "MI Merit Award", "Office of the State Budget", "MI Educational Assessment Program (MEAP)", "Need CEPI Data?", "About Pop-up Blockers and Opening CEPI Applications PDF", "SchoolDataDirect.org", and "ISD Financial Reports".

For questions regarding report content, please e-mail CEPI@michigan.gov or call the CEPI customer support team at 517-335-0505, option 3. Please provide your name, school code and school name, the CEPI application name, your telephone number (including area code and extension), your e-mail address, and your specific questions.

Nonpublic School Personnel Report Data Field Descriptions

The Nonpublic School Personnel Report Data Field Descriptions document is posted on the CEPI Web site at www.michigan.gov/cepi. Click on the "Nonpublic School Personnel Report" located on the right navigation bar under the heading Quick Links (illustrated above). The Nonpublic School Personnel Report Data Field Descriptions can be found under the heading "Nonpublic School Personnel Report Data Manual" at this site.



Be sure to print the Fall 2009 Data Field Descriptions and any addenda that may be posted in the Nonpublic School Personnel Report Data Manual section.

Application Startup and Security

Authorized User – Your MEIS Account

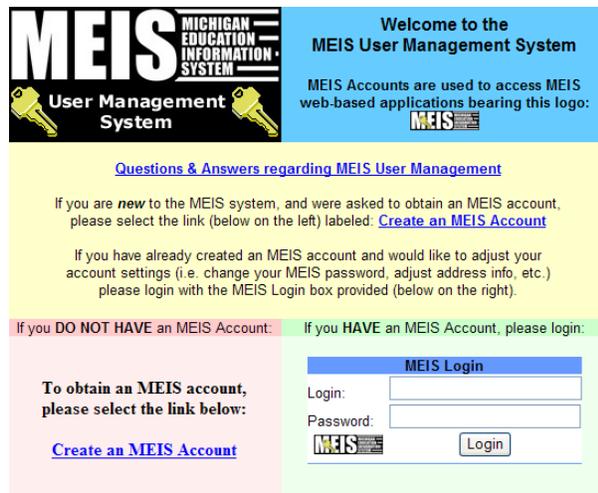
The Nonpublic School Personnel Report Application is available to individuals who first obtain an MEIS account (MEIS account number, user name and password) and then receive authorization via a security agreement application for the Nonpublic School Personnel Report Application. If you do not have an MEIS account, go to the MEIS Web site at <https://www.cepi.state.mi.us/MEISpublic/> (screen below). You may use the same MEIS account number for all MEIS applications, but a separate security agreement is required for each application you are authorized to access.

All questions concerning your MEIS account number and/or password should be directed to CEPI customer support at 517-335-0505, option 3, or via e-mail at CEPI@michigan.gov.

Create your MEIS Account

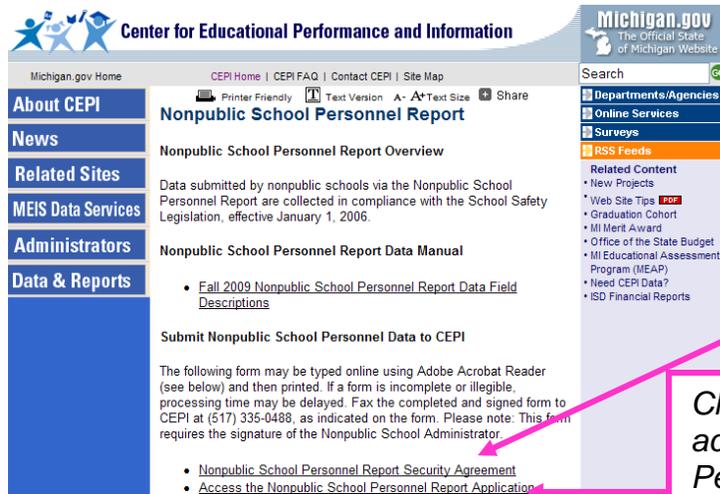
To create your MEIS account number and password, go to the MEIS Web site at: <https://www.cepi.state.mi.us/MEISpublic/>. Follow the directions on this page to obtain your MEIS account (MEIS account number, user name and password) or to update your MEIS account information.

The following screen will appear:



Security Agreement

After you have established your MEIS account, download the Nonpublic School Personnel Report Security Agreement from the MEIS Data Services page on the CEPI Web site at www.michigan.gov/cepi. Click on "Nonpublic School Personnel Report" located under the Quick Links on right navigation bar. The Security Agreement link is located under the heading titled, **Submit Nonpublic School Report Data to CEPI**. Follow the directions on the security form, and once you have completed the Nonpublic School Personnel Report Security Agreement and it has been processed by the CEPI customer support team, you will receive an e-mail notification that you have access to the application. Once you have security access to the application, you are ready to begin.



Click here on the CEPI Web site to obtain a copy of the Nonpublic School Personnel Report Application Security Agreement.

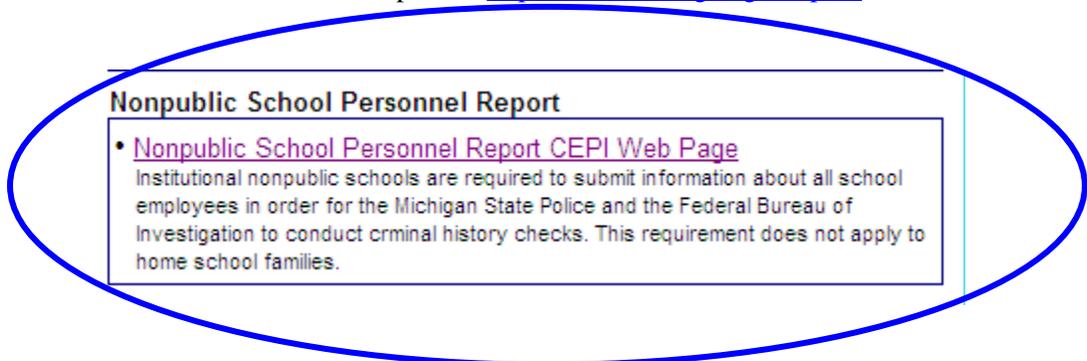
Click here on the Web site to access the Nonpublic School Personnel Report Application.

Nonpublic School Personnel Report Application

Accessing the Nonpublic School Personnel Report Application

The Nonpublic School Personnel Report Application may be accessed through two Web sites:

- 1) Click on the "Access the Nonpublic School Personnel Report Application" under the heading Submit Nonpublic School Personnel Report Data to CEPI (as shown in the above diagram below the security agreement link.)
- 2) The Nonpublic School Personnel Report Application is also available via the Michigan Department of Education's Nonpublic School Home Page under the heading Nonpublic School Personnel Report at: <http://www.michigan.gov/npshts>.



MEIS Login Screen

When you click on "Nonpublic School Personnel Report Application," the following screen will be displayed. The next step is to enter your MEIS login "User Name" and "Password":

The screenshot shows the MEIS Login interface. At the top left, there is a blue header with "REP | Login" and "Educational Personnel". Below this, there is a paragraph of text explaining the login screen's purpose. To the right, there is a login form with fields for "User Name:" and "Password:", a "Log In" button, and a link for "Forgot your password?". Below the form, there are two red text boxes providing availability dates for the REP and Nonpublic School Personnel Report applications. A blue box with white text and arrows points to the User Name and Password fields, stating "Type your MEIS User Name and Password".

To enter your password into the login screen:

1. **Click** in the **Log In** box.
2. **Type** your **Login User Name**.
3. **Press** the **Tab** key to go to the **Password** box or **put your cursor** in the **Password** box.
4. **Type** your **Password**.
5. **Click** on the **Log In** button.

If you need assistance, please contact CEPI customer support at 517-335-0505, option 3, or via e-mail at CEPI@michigan.gov.

System Logs Out User

The login is needed to establish your identity and allow access rights to the database information. Please remember that your session is tracked. Your login user name and password are valid as long as you have been active on the screen within the last 20 minutes. If your connection has been inactive for a period of 20 minutes, your access authorization ends, and you must log in again. Any pending or partial information you have entered will be lost and must be re-entered when you log in again. The complete record must be entered with valid data in all fields and you must click on "Submit Nonpublic School Personnel Report Data for this Employee" for the data to be saved.

The screenshot shows a blue header for the "Center for Educational Performance & Information" with the Michigan state logo. Below the header, there is a navigation bar with links for "Michigan.gov Home", "CEPI Home", "FAQ", "User's Guide", "Teacher Verification", and "Co". A blue bar with "REP | Logout" is visible. The main content area displays a message: "You have been successfully logged out of the REP system. Have a nice day!". Below this message are two links: "REP Login Page" and "CEPI Home Page". A red oval highlights the "REP Login Page" link, and a red box with white text and an arrow points to it, stating: "If your connection has been inactive for 20 minutes, your access authorization ends and you will be logged out. This message will appear and you will be required to go to the REP Login Page and log in again with your user name and password."

Access Denied

Access Denied?

If you have entered your MEIS login name and password correctly and access is denied, please contact CEPI customer support at 517-335-0505, option 3, or via e-mail at CEPI@michigan.gov.

Online Customer Support Materials

Educational Personnel

This login screen provides access to the public school Registry of Educational Personnel (REP) or the Nonpublic School Personnel Report. When a User Name and Password are entered in the MEIS Login Box, access will be granted to the appropriate application.

The REP and Nonpublic School Personnel Report, operated and maintained by the Center for Educational Performance and Information, are used by the public school districts and nonpublic schools to submit personnel information to the state of Michigan.

Authorized users of the REP and Nonpublic School Personnel Report have been designated by the district or school superintendent/administrator. Authorized users must have a Michigan Education Information System (MEIS) account and have completed and submitted a signed security agreement for the REP or Nonpublic School Personnel Report.

For more information, please choose from the following options:

Registry of Education Personnel

- [REP Data Field Descriptions](#) PDF
- [REP User's Guide](#) PDF
- [REP Record Layout](#) PDF
- [REP FAQs](#) PDF
- [REP Security Agreement Form](#) PDF
- [CDX Security Agreement Form](#) PDF
- [Obtaining or Updating a MEIS Account](#)

Nonpublic School Personnel Report

- [Nonpublic School Personnel Report Data Field Descriptions](#) PDF
- [Nonpublic School Personnel Report User's Guide](#) PDF
- [Nonpublic School Personnel Security Agreement Form](#) PDF
- [Obtaining or Updating a MEIS Account](#)
- [Michigan Electronic Grants System](#)

MEIS Login

User Name:

Password:

Log In

[Forgot your password?](#)

Need help with your password? Click here

The REP Application will be available for the Fall 2009 data submission September 8 through December 1, 2009.

The Nonpublic School Personnel Report will be available for the Fall 2009 data submission September 1 through December 1, 2009.



For direct access to customer support materials, click on a link.

Nonpublic School Personnel Report Application Menu Options

Once you log in, the following Nonpublic School Personnel Report Application Welcome screen will appear. To access an option, click on it.

Center for Educational Performance & Information

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

Nonpublic School Personnel Report | Main Menu

Welcome to the Nonpublic School Personnel Report

My School/Facility: Lansing Catholic Central High School (02626) ▼

Data Submission

To enter a new employee record, please enter the Social Security Number of the employee. Click the GO button and the data entry form will appear.

SSN (xxxxxyzzzz):

To update an employee record that has been previously submitted by your school/facility, please access the Personnel Submitted.

- Personnel Submitted

Reports

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

- Submission Summary by School/Facility
- Download NPSPR Data File
- Employee Listing by School/Facility

Data submitted via the Nonpublic School Personnel Report are used to comply with the School Safety Legislation, effective January 1, 2006.

School name will display as illustrated.

Click on the application function desired.

Data Submission

Updating Previously Submitted Records from Fall 2008

During the Fall 2009 NPSPR Data Submission cycle, all previously submitted personnel records must be updated. There are two methods for updating staff members' records reported during the fall 2008 submission cycle.

Updating an individual record

Click on the Personnel Identification Code (PIC) number button of the personnel record under the PIC column. (Illustrated below) The employee's complete personnel record will then appear. Update any necessary data for the employee's record and click "Submit NPSPR for this Employee". (More information about updating an individual record or adding new personnel begins on page 13.)

Icon Legend

- ✓ Personnel record updated for the submission cycle.
- ✗ Personnel record not updated for the submission cycle.

Note: When all personnel have been submitted for your school/facility and there is a green check mark (✓) next to each personnel record, your submission is complete. Your submission is not considered complete if any records show a red 'X' (✗).

Records updated for this submission cycle: 0
Records not updated for this submission cycle: 63

The following report lists the personnel that your school/facility has submitted to the Nonpublic School Personnel Report. During each submission cycle of the report, your school/facility must update each record as well as enter any new personnel employed by your school/facility.

To learn how to update a personnel record, read the [instructions](#).

	Sub. Status	PIC	Last Name	First Name	Date of Birth	Gender
<input type="checkbox"/>	✗					
<input type="checkbox"/>	✗					
<input type="checkbox"/>	✗					
<input type="checkbox"/>	✗					
<input type="checkbox"/>	✗					
<input type="checkbox"/>	✗					
<input type="checkbox"/>	✗					
<input type="checkbox"/>	✗					
<input type="checkbox"/>	✗					

Click on a PIC number to access a record for updating.

Updating multiple records at one time

Place a check in the checkbox in the first column next to the employee's record. After selecting the appropriate records, click the "Update Selected Personnel" button that appears on the top of the employee list.

After using one of the above methods, the record will then be updated for the current collection cycle and the Submission Status column will show a green check mark (✓) next to that record.

Icon Legend

- ✓ Personnel record updated for the submission cycle.
- ✗ Personnel record not updated for the submission cycle.

Note: When all personnel have been submitted for your school/facility and there is a green check mark (✓) next to each personnel record, your submission is complete. Your submission is not considered complete if any records show a red 'X' (✗).

Records updated for this submission cycle: 15
 Records not updated for this submission cycle: 59

The following report lists the personnel that your school/facility has submitted to the Nonpublic School Personnel Report. During each submission cycle of the report, your school/facility must update each record as well as enter any new personnel employed by your school/facility.

To learn how to update a personnel record, read the [instructions](#).

Sub. Status	PIC	Last Name	First Name	Middle Name	Date of Birth
✓	✗				
✓	✗				
✓	✗				
✓	✗				
✓	✗				
✓	✗				
✓	✗				
✓	✗				

Click the box for each record that you want to automatically update.

After all records are checked, click on the box "Update Selected Personnel" that appears on the top of the employee list.

After clicking on "Update Selected Personnel", the red "Xs" will change to green checks, indicating that the records were updated for the current submission cycle.

Icon Legend

- ✓ Personnel record updated for the submission cycle.
- ✗ Personnel record not updated for the submission cycle.

Note: When all personnel have been submitted for your school/facility and there is a green check mark (✓) next to each personnel record, your submission is complete. Your submission is not considered complete if any records show a red 'X' (✗).

Records updated for this submission cycle: 15
 Records not updated for this submission cycle: 59

The following report lists the personnel that your school/facility has submitted to the Nonpublic School Personnel Report. During each submission cycle of the report, your school/facility must update each record as well as enter any new personnel employed by your school/facility.

To learn how to update a personnel record, read the [instructions](#).

Sub. Status	PIC	Last Name	First Name	Middle Name	Date of Birth
☐	✓				
☐	✓				
☐	✓				
☐	✓				
☐	✓				
☐	✓				
☐	✓				

After clicking on "Update Selected Personnel," the red "Xs" will change to green check marks (✓), indicating that the records were updated for the current submission cycle.

Single Submission Form/Submitting New Personnel Records

For the submission of a single record, enter the employee's SSN in the appropriate box on the Main Menu of the Nonpublic School Personnel Report Application. Each section is described separately. The fields are presented by section as they appear in the online application. Be sure to refer to the Nonpublic School Personnel Report Data Field Descriptions for each field submitted for complete information regarding the required data elements. The Nonpublic School Personnel Report Data Field Descriptions provide detailed information about each field in the application.

Center for Educational Performance & Information Michigan.gov

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

Nonpublic School Personnel Report | Main Menu

Welcome to the Nonpublic School Personnel Report

My School/Facility:

Data Submission

To enter a new employee record, please enter the Social Security Number of the employee. Click the GO button and the data entry form will appear.

SSN (xxxxxzzzz):

To update an employee record that has been previously submitted by your school/facility, please access the Personnel Submitted.

- Personnel Submitted

Enter New Employee

Personnel

Enter the Social Security number in the box provided. After data are entered, click on "Go" in the appropriate box to advance to the next screen.

Edit Record

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

After clicking on "Go", the following submission screen will appear:

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

Nonpublic School Personnel Report | Personnel Submission Form

(1) Date of Count: 12/1/2009
 (2) School/Facility:

Employee Data

(11) PIC: **New Personnel Record**

(4) First Name:

(5) Middle Name:

(3) Last Name:

(7) Date of Birth: / /

(8) Gender:

(6) Social Security Number: (xxxxxyzzzz)

(9) Racial/Ethnic Category

American Indian or Alaska Native: 0

Asian American: 0

Black or African American: 0

Native Hawaiian or Other Pacific Islander: 0

White: 0

Hispanic or Latino: 0

(10) Date of Termination: / /

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

Click here to submit the data.

The following sections provide specific detail about each field of data required.

Employee Data

Fields 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, and 11.

The numbers in each box indicate the number of the field in the Nonpublic School Personnel Report Data Field Descriptions. Please refer to the Nonpublic School Personnel Report Data Field Descriptions for complete information about the field requirements.

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

Nonpublic School Personnel Report | Personnel Submission Form

(1) Date of Count: 12/1/2009
 (2) School/Facility:

Employee Data

(11) PIC: **New Personnel Record**

(4) First Name:

(5) Middle Name:

(3) Last Name:

(7) Date of Birth: / /

(8) Gender:

(6) Social Security Number: (xxxxxyzzzz)

(9) Racial/Ethnic Category

American Indian or Alaska Native: 0

Asian American: 0

Black or African American: 0

Native Hawaiian or Other Pacific Islander: 0

White: 0

Hispanic or Latino: 0

(10) Date of Termination: / /

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

Field 1: Date of Count; Field 2: School/Facility; and Field 6: Social Security Number will be automatically populated when this screen appears.

Note: Field 1: Date of Count and Field 2: School/Facility is prepopulated in the online application with the appropriate date of count and the authorized user's school/facility number. Field 6: Social Security Number (SSN) will be populated with the SSN that you entered.

Field 1: Date of Count

The date of count is the due date for submission of the Nonpublic School Personnel Report data. For 2009, the date of count is 12/01/2009 and is prepopulated in the application.

Field 2: School/Facility Number

This is the operating number for the school/facility. This code is the state-assigned school/facility number and identifies the school/facility where the staff member is employed. This field is prepopulated in the application.

Field 3: Last Name

This field is required for all personnel. This is the staff member's last name. When submitting data in this application, punctuation marks are not permitted. In order to account for all positions in the school, report all staff members who fill positions that are temporarily vacant because of the termination of a staff member. Record all pertinent information about the temporary substitute or contractor that would be recorded for any employee.

Programming edits: If this field is left blank, a fatal error will be reported.

Field 4: First Name

This field is required for all personnel. This is the employee's first name. When submitting data in this application, punctuation marks are not permitted. In order to account for all positions in the school, report all staff members who fill positions that are temporarily vacant because of the termination of a staff member. Record all pertinent information about the temporary substitute or contractor that would be recorded for an employee on staff.

Programming edits: If this field is left blank, a fatal error will be reported.

Field 5: Middle Name

This field is submitted for all personnel when applicable. This is the employee's middle name (when applicable). When submitting data in this application, punctuation marks are not permitted. A period is permitted for a middle initial (e.g., L.) In order to account for all positions in the school, report all staff members who fill positions that are temporarily vacant because of the termination of a staff member. Record all pertinent information about the temporary substitute or contractor that would be recorded for an employee on staff.

Programming edits: Blanks accepted.

Field 6: Social Security Number

This field is required for all personnel. This field provides the official identification of each employee. The Social Security number must be reported without hyphens or spaces; i.e., 333-22-4444 is entered as 333224444.

Programming edits: This field must be reported, or a fatal error will be reported.

Field 7: Date of Birth

This field must be reported for all personnel. This is the date of birth of the staff member employed in the school.

Programming edits: If the date of birth is blank, out of range, or not a valid date, a fatal error will be reported. The date of birth cannot be greater than 90 years prior to July 1 of the submission year and cannot be earlier than 14 years prior to July 1 of the submission year, or a fatal error will be reported.

Field 8: Gender Code

This field applies to all personnel. This is the gender of the staff member employed in the school. Report an "F" for female or an "M" male.

Programming edits: If the code is invalid or blank, a fatal error will be reported.

Field 9: Racial/Ethnic Code Optional Field

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

Identify the race/ethnicity of the staff member. Refer to Field 9: Racial/Ethnic Code, in the Data Field Descriptions for more information about the race/ethnicity selections.

When this field is reported, the following programming edits will be enforced:

Programming edits: If the code is invalid or blank, a fatal error will be reported. At least one of the six categories must be submitted with a "1" or a fatal error will be reported. Repetition of a "1" in all positions will result in a fatal error.

Field 10: Date of Termination/Separation of Employment

This field applies to all personnel. This is the date of termination of the staff member. Any staff members who have left the school since the past school year should be reported with a date of termination in this field. When a termination date has been entered for a staff member, the record will be removed from the Personnel Submitted Report within the Nonpublic School Personnel Report prior to the 2010 data submission.

Personnel Identification Code (PIC)

Field 11: Personnel Identification Code (PIC)

The application produces the PIC. For new record submissions, the PIC will be assigned when the record is saved. The PIC appears at the top of the online submission screen for each record after the record has been saved.

Center for Educational Performance & Information Michigan.gov

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

Nonpublic School Personnel Report | Personnel Submission Form

(1) Date of Count: 12/1/2009
(2) School/Facility:

Employee Data

(11) PIC: **New Personnel Record** ← The PIC is assigned when a new record is submitted.

(4) First Name:
(5) Middle Name:
(3) Last Name:
(7) Date of Birth: / /
(8) Gender:
(6) Social Security Number: (xxxxxyzzzz)
(9) Racial/Ethnic Category:
American Indian or Alaska Native: 0
Asian American: 0
Black or African American: 0
Native Hawaiian or Other Pacific Islander: 0
White: 0
Hispanic or Latino: 0
(10) Date of Termination: / /

Submit NPSPR Data for this Employee
You must click this button to submit this employee's data to the NPSPR database

Saving a Record/Updating a Record

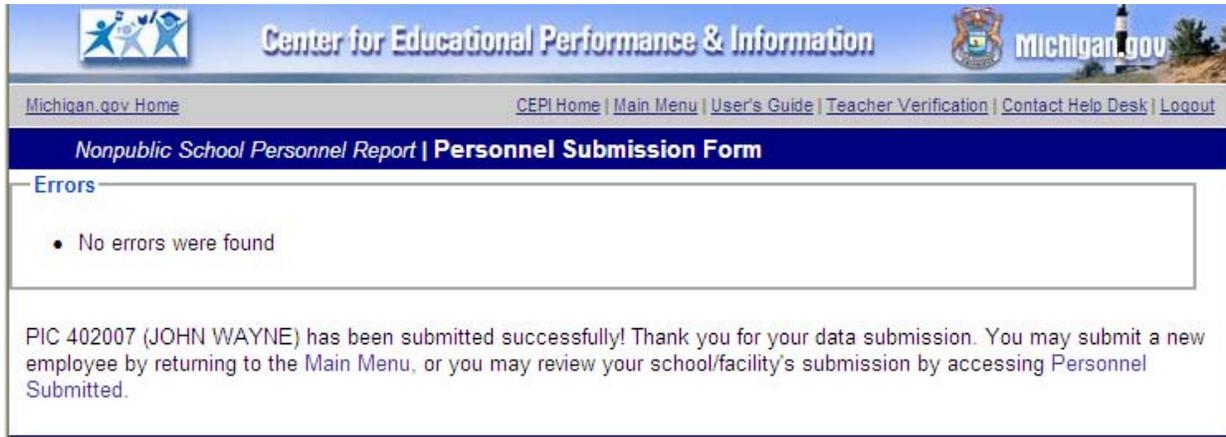
After all data are entered for a record, click on "Submit NPSPR Data for this Employee." The data will then be error-checked and either:

- 1) Saved as a valid record; *OR*
- 2) Reported with an error message(s).

Submit NPSPR Data for this Employee
You must click this button to submit this employee's data to the NPSPR database

Saved as Valid Record

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

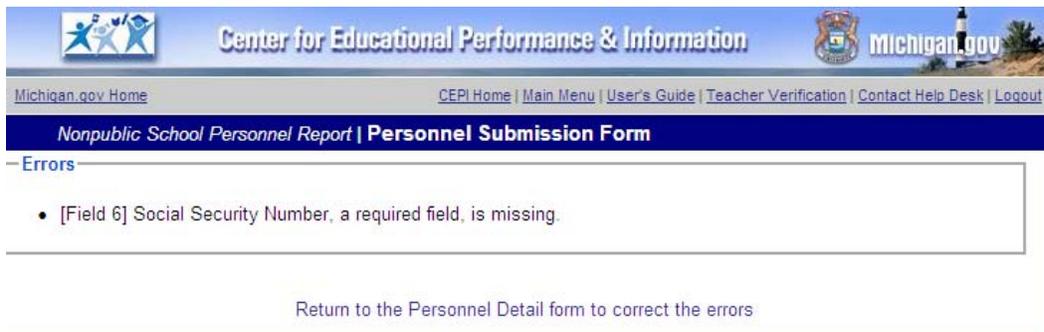


The screenshot shows the top navigation bar with the Center for Educational Performance & Information logo and Michigan.gov branding. Below the navigation bar, the page title is "Nonpublic School Personnel Report | Personnel Submission Form". Under the "Errors" section, a message states: "No errors were found". Below this, a confirmation message reads: "PIC 402007 (JOHN WAYNE) has been submitted successfully! Thank you for your data submission. You may submit a new employee by returning to the Main Menu, or you may review your school/facility's submission by accessing Personnel Submitted."

You may either click on [Personnel Submitted](#) to view a listing of all of your school's personnel previously submitted, or click on [Main Menu](#) to return to the main menu to submit a new record or to access other options.

Invalid Record

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



The screenshot shows the same navigation bar as the previous image. Under the "Errors" section, a message states: "[Field 6] Social Security Number, a required field, is missing." Below the error message, there is a link that says "Return to the Personnel Detail form to correct the errors".

To make the necessary edits on the record, click on [Return to the Personnel Detail form to correct the errors](#). You will then be directed to the submission screen to make the corrections. Once all errors have been edited, click on "Submit NPSPR Data for this Employee" again. If the record is error-free, it is then saved as a valid record. If more error messages are received, repeat the process until all errors are corrected. Only error-free records can be saved.

When the record is saved as a valid record, you may either click on [Personnel Submitted](#) to view a listing of all of your school's personnel previously submitted, or click on [Main Menu](#) to return to the main menu to submit a new record or to access other options.

Update/Verify a Record

During each submission cycle, every record must be verified as accurate. Records may be updated/verified at any time during a submission cycle. Go to the Main Menu. Click on "Personnel Submitted."

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

Nonpublic School Personnel Report | Main Menu

Welcome to the Nonpublic School Personnel Report

My School/Facility:

Data Submission

To enter a new employee record, please enter the Social Security Number of the employee. Click the GO button and the data entry form will appear.

SSN (xxxxxyzzzz):

To update an employee record that has been previously submitted by your school/facility, please access the Personnel Submitted.

- [Personnel Submitted](#)

Reports

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

- [Submission Summary by School/Facility](#)
- [Download NPSPR Data File](#)
- [Employee Listing by School/Facility](#)

Data submitted via the Nonpublic School Personnel Report are used to comply with the School Safety Legislation, effective January 1, 2006.

To review a record that has been submitted for the school's personnel, click on the PIC for the employee you wish to review. The Nonpublic School Personnel Report Application screen will appear with the employee's previously submitted data. See the illustrations that follow:

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home | CEPI Home | Nonpublic Home | User's Guide | Teacher Verification | Contact Help Desk | Logout

Nonpublic School Personnel Report Submitted

Brookview School

Records updated for this submission cycle:
Records not updated for this submission cycle:

The following report lists the personnel that your school/facility has submitted for the Nonpublic School Personnel Report. During each submission cycle of the report, you must update each record as well as enter any new personnel employed by your school/facility.

To learn how to update a personnel record, read the [instructions](#).

	Sub. Status	PIC	Last Name	First Name	Date of Birth	Gender
<input type="checkbox"/>	✓	16109	WAYNE	J		M
<input type="checkbox"/>	✗	16111	WAYNE	J		M

Page 1 of 1
Show 100 records per page

[Nonpublic School Personnel Report Main Menu](#)

Michigan.gov Home | CEPI Home | Nonpublic Home | User's Guide | Teacher Verification | Contact Help Desk | Logout
State Web Sites | Accessibility Policy | Privacy Policy | Link Policy | Security Policy
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To learn more about how to verify/update a record, click here. (See instructions below.)

Icon Legend

- ✓ Personnel record updated for the submission cycle.
- ✗ Personnel record not updated for the submission cycle.

Note: When all personnel have been submitted for your school/facility and there is a green check mark (✓) next to each personnel record, your submission is complete. Your submission is not considered complete if any records show a red 'x' (✗).

Verified/updated record

Record not yet updated

Click on PIC to retrieve record.

After the employee record is updated or verified, click on **"Submit NPSPR Data for this Employee"** at the bottom of the submission screen. If the update contains errors, the Error Message Report illustrated previously will appear. All errors must be corrected before the record can be updated.

Help Window -- Information regarding Personnel Update Instructions

The screenshot shows the 'Nonpublic School Personnel Report Submitted' interface for Lansing Catholic Central High School. It includes an 'Icon Legend' box, a list of personnel records with checkboxes, and a 'CEPI - REP Help & Support' window. Callouts provide instructions on how to use these elements.

Icon Legend:

- ✓ Personnel record updated for the submission cycle.
- ✗ Personnel record not updated for the submission cycle.

Note: When all personnel have been submitted for your school/facility and there is a green check mark (✓) next to each personnel record, your submission is complete. Your submission is not considered complete if any records show a red 'x' (✗).

Update Selected Personnel (button)

Print Page (button)

CEPI - REP Help & Support - Microsoft Inte... (window title)

There are two methods for updating staff member's records. The first method updates one record at a time. To update a record, click on the PIC number button under the PIC column to the left of the staff member's name. The staff member's complete personnel record will appear. Update any necessary data for the staff member's record and click on 'Submit NPSPR for this Employee' to submit the record.

The second method updates multiple records. To update multiple records at one time, click in the checkbox to the left of the staff member's name. After selecting the appropriate records, click the 'Update Selected Personnel' button that appears at the top of the employees' list to submit the records.

After completing one of these methods, the record will then be updated for the current collection cycle and the Submission Status column will show a green check mark (✓) next to each record that has been successfully updated.

[Click here to close this window](#)

Callouts:

- Information regarding verification of a record (points to the icon legend)
- Click here to open the instructions window. (points to the 'Update Selected Personnel' button)
- Click here to close the window. (points to the 'X' button in the help window title bar)

Personnel Submitted Report/Complete Submission

The Personnel Submitted Report lists all employees reported successfully for your school for each submission cycle. This report can be found on the application Main Menu.

The total number of records submitted will appear at the top of the report.

Click here to print a copy of the Personnel Submitted Report.

Icon Legend

- ✓ Personnel record updated for the submission cycle.
- ✗ Personnel record not updated for the submission cycle.

Note: When all personnel have been submitted for your school/facility and there is a green check mark (✓) next to each personnel record, your submission is complete. Your submission is not considered complete if any records show a red 'x' (✗).

Brookview School

Records updated for this submission cycle: **1**

Records not updated for this submission cycle: **1**

The following report lists the personnel that your school/facility has submitted to the Nonpublic School Personnel Report. During each submission cycle of the report, your school/facility must update each record as well as enter any new personnel employed by your school/facility.

To learn how to update a personnel record, read the instructions.

[Update Selected Personnel](#) [Print Page](#)

	Sub. Status	PIC	Last Name	First Name	Date of Birth	Gender
<input type="checkbox"/>	✓	16109	WAYNE	JOHN	01/15/1955	M
<input type="checkbox"/>	✗	16111	WAYNE	JOHN	04/15/1980	M

Page 1 of 1

Show records per page

[Nonpublic School Personnel Report Main Menu](#)

[Michigan.gov Home](#) | [CEPI Home](#) | [Nonpublic Home](#) | [User's Guide](#) | [Teacher Verification](#) | [Contact Help Desk](#) | [Logout](#)
[State Web Sites](#) | [Accessibility Policy](#) | [Privacy Policy](#) | [Link Policy](#) | [Security Policy](#)
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Deleting a Record

Records may only be deleted from the Nonpublic School Personnel Report database by CEPI personnel. **Only those records for individuals who have never worked for your school or duplicate records submitted in error may be deleted from your file.** Employees who have retired or terminated employment with the school will not be deleted.

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

1. Send an e-mail message to CEPI@michigan.gov.
2. Subject line: REMOVE EMPLOYEE.
3. Message: School name and school number followed by the employee's PIC number and name. Include a school contact name and phone number.
4. A help ticket will be created for you, and the employee(s) will be removed from your school by CEPI.
5. **Note: If you are requesting removal of a duplicate record, the original record submitted by your school will be retained in your Nonpublic School Personnel Report file.**

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

If you request to delete a record in error, you will be required to resubmit that record.

Reports Available to Schools

In addition to the Personnel Submitted Report, there are two reports available to the schools:

- 1) Download NPSPR Data File
- 2) Employee Listing by School.

Reports

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

- [Download NPSPR Data File](#)
- [Employee Listing by School/Facility](#)

Reports – Click on the report you wish to access.

Employee Listing by School

This report lists employees for whom records were successfully submitted by the school. This list file is tab-delimited and the format of the report is as follows: Personnel Identification Code (PIC), Last Name, First Name, Middle Name, Social Security Number (SSN), Date of Birth (DOB), Gender, Racial/Ethnic Code, and Date of Termination.

The following information screen will appear when you click on "Employee Listing by School":

Center for Educational Performance & Information Michigan.gov

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

Nonpublic School Personnel Report | **Employee Listing**

The Employee Listing by School/Facility allows you to download your school/facility's employee data in a tab-delimited file.

The file contains the following fields:

- Personnel Identification Code (PIC)
- Last Name
- First Name
- Middle Name
- Social Security Number (SSN)
- Date of Birth (DOB)
- Gender
- Race/Ethnicity
- Date of Termination

Click on the "Download Employee Listing" button below to retrieve your Employee Listing by School/Facility. Upon the completion of the download, you may view the file in your default application for reading text files (e.g., Notepad) or open the file in a spreadsheet application such as Excel.

Download Employee Listing

The [File Download](#) will appear when you click on [Download Employee Listing](#).

Download Nonpublic School Personnel Report Data File

This selection will provide a downloadable extensible markup language (XML) file of the data submitted for the current submission cycle.

Reports

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

- [Download NPSPR Data File](#)
- [Employee Listing by School/Facility](#)

Click here.

CEPI has received requests from schools to provide a method to download the Nonpublic School Personnel data that your school has successfully submitted to CEPI. As a result of this request, CEPI has provided an option to download a data file. The downloadable data file will be in XML format (.xml file extension). XML is a structured computer language that is used to store data in a text-formatted file. This file may be opened in any text editor program (e.g., Notepad, Microsoft Word) or Web browser (e.g., Microsoft Internet Explorer, Netscape). It may also be imported to a Microsoft Access database or opened in a Microsoft Excel spreadsheet.

The primary purpose of obtaining this file is to allow your school to have a permanent record of the data that it has successfully submitted to CEPI at any given time. CEPI recommends keeping a record/report of all data submission.

The XML data file layout

The layout below will be used primarily by developers and IT staff members to gain an understanding of how the data are stored in the XML file. A brief description of the data contained in each field is given to the right of the field. The layout is as follows:

```
<NonpublicData>
  <PersonnelRecord>
    <PIC>
    <DateOfCount />          - Date (mm/dd/yyyy)
    <Isd />                  - Text (NN)
    <School/>                - Text (NNNNN)
    <LastName />             - Text
    <FirstName />           - Text
    <MiddleName />          - Text
    <SocialSecurityNumber /> - Text (NNNNNNNNN)
    <DateOfBirth />         - Date (mm/dd/yyyy)
    <GenderCode />          - Text (A)
    <RacialEthnic>
      <RacialEthnicCode1 /> - Boolean (0 or 1)
      <RacialEthnicCode2 /> - Boolean (0 or 1)
      <RacialEthnicCode3 /> - Boolean (0 or 1)
      <RacialEthnicCode4 /> - Boolean (0 or 1)
      <RacialEthnicCode5 /> - Boolean (0 or 1)
      <RacialEthnicCode6 /> - Boolean (0 or 1)
    </RacialEthnic>
    <DateOfTermination>    - Date (mm/dd/yyyy)
  </PersonnelRecord>
</PersonnelRecord>
```

Using Microsoft Access to view the XML data file

This XML file may be imported into a Microsoft Access XP database, if desired. Please note that this will only work with Microsoft Access version XP or higher. These instructions will not work with Access 2000 or lower. To import your Nonpublic School Personnel Report XML data file to an Access XP database, simply follow these steps:

1. Start Microsoft Access XP and create a new blank database.
2. Name the database whatever you wish.
3. Under the File menu, select "Get External Data," and then select "Import..."
4. In the Import dialog box that appears, find the drop-down list at the bottom labeled "Files of type." Scroll down through that list and select the "XML Documents" option.
5. Locate the saved XML file on your computer, select that file, and click the "Import" button.
6. The Import XML dialog box will appear.
7. Click "OK".

You should get a message box that says "Finished importing document..." Click "OK" and your Access XP database will be set up and contain your school's data.

Information on the table structure: The EmploymentData table contains the bulk of the information on the employee, such as the name, birthdate, SSN, etc. The RacialEthnic table contains the racial/ethnic codes and values (refer to the Nonpublic School Personnel Report Data Field Descriptions for an explanation of the codes). Complete personnel information can be found by using this relationship.

Using Microsoft Excel to view the XML data file

The XML data file may also be opened with Microsoft Excel XP as well. Please note that this will only work with Microsoft Excel version XP or higher. These instructions will not work with Excel 2000 or lower. To open your XML data file in Excel XP, simply follow these steps:

1. Start Microsoft Excel XP.
2. Under the File menu, select the "Open..." option.
3. In the Open dialog box that appears, find the drop-down list at the bottom labeled "Files of type:". Scroll down through that list and select the "XML Files" option.
4. Locate the saved XML file on your computer, select that file, and click the "Open" button.

The format will vary depending on the contents of your XML data file, but the fields will be labeled appropriately.