

Center for Educational Performance and Information (CEPI)

Nonpublic School Personnel Report

Frequently Asked Questions (FAQs)

Fall 2011 Submission

Questions?

E-mail: CEPI@michigan.gov

Contact: (517) 335-0505 (option 3)

Table of Contents

GENERAL QUESTIONS	3
MEIS ACCOUNT.....	3
NONPUBLIC SCHOOL PERSONNEL REPORT ACCESS AND SECURITY AGREEMENT	3
REPORTING OF EMPLOYEES.....	5
REPORTING OF OTHER CATEGORIES OF EMPLOYEES.....	5
REPORTING OF TERMINATED/RETIRED EMPLOYEES	5
PERSONNEL SUBMITTED REPORT/COMPLETE SUBMISSION	6
FIELD 1: DATE OF COUNT.....	6
FIELD 2: SCHOOL/FACILITY NUMBER (BUILDING).....	6
FIELD 3: LAST NAME	6
FIELD 4: FIRST NAME.....	7
FIELD 5: MIDDLE NAME	7
FIELD 6: SOCIAL SECURITY NUMBER	7
FIELD 7: DATE OF BIRTH	7
FIELD 8: GENDER CODE	7
FIELD 9: RACIAL/ETHNIC CODE (OPTIONAL FIELD).....	7
FIELD 10: DATE OF TERMINATION OF EMPLOYMENT.....	7
FIELD 11: PERSONNEL IDENTIFICATION CODE (PIC)	7

General Questions

Q: What is the Nonpublic School Personnel Report?

A: Beginning with the 2007-2008 school year, the Center for Educational Performance and Information (CEPI) has been collecting the nonpublic school personnel data via the Nonpublic School Personnel Report Application.

Q: Are the Nonpublic School Personnel data submitted through the Michigan Education Information System (MEIS)?

A: Yes. Schools authorized users submit data through the MEIS via the Nonpublic School Personnel Report that is part of the Registry of Educational Personnel (REP). The REP is one of the five core data sets in the Web-based Michigan Education Information System (MEIS). To obtain access to the application, an authorized user must acquire an MEIS account number and submit a Nonpublic School Report Security Agreement.

Q: How often are the Nonpublic School Personnel data collected?

A: There is one submission of the data each school year, due the first business day in December. CEPI and the Michigan Department of Education (MDE) use these data are used to meet the requirements of the School Safety Legislation, effective January 1, 2006.

Q: How are duplicate records or staff members who have never been employed by the school eliminated from the personnel submitted report for our school?

A: To remove a duplicate record or a staff member who has never been employed by the school, please complete the following steps:

1. Send an e-mail message to CEPI@michigan.gov.
2. Subject line: REMOVE EMPLOYEE
3. The message should include the school name and school number followed by the employee's Personnel Identification Code (PIC) number and name. Include a school contact name and phone number. (The original PIC number assigned to the employee will be retained in the REP database. Therefore, be sure to update the original record submitted before the removal request is submitted.)
4. CEPI staff members will remove the employee(s) from your school.

NOTE: If an individual has left your employment, you must terminate the individual by reporting the date in Field10: Date of Termination of Employment, along with the appropriate fields for the employee.

MEIS Account

Nonpublic School Personnel Report Access and Security Agreement

Q: What is the Nonpublic School Personnel security agreement?

A: The security agreement is required to obtain online access to the Nonpublic School Personnel Report application. The user seeking access to the application must fill out and sign the form. The signature of the school's superintendent or chief administrator is also required. Submission of the security agreement will provide access to the Nonpublic School Personnel Report. The security agreement for the Nonpublic School Personnel Report is located on the CEPI Web site at

www.michigan.gov/cepi. On the home page, click on "CEPI Applications" on the left navigation bar and then on "Nonpublic School Personnel Report" link located under the Quick Links on the right navigation bar. The security agreement is located under the heading "Submit Nonpublic School Personnel Data to CEPI."

Q: Can more than one person from a school submit a security agreement for the Nonpublic School Personnel Report?

A: Yes. With appropriate approval from the school's chief administrator, a school may have more than one authorized user.

Q: Can more than one person from a school access the application simultaneously?

A: Yes. More than one person may access the application at the same time.

Q: If a Nonpublic School Personnel Report authorized user leaves the school, how does the school remove security access for the authorized user in the application?

A: To remove an authorized user's access to an MEIS application such as the Nonpublic School Personnel Report, a school staff member is required to submit an SSO/MEIS Authorized User Removal Request form to CEPI customer support. The form is available at the following Web site: http://www.michigan.gov/documents/CEPI-MDE_MEISRemovalReqFrm_128431_7.pdf

Q: If an authorized user has a change, such as an e-mail address or phone number, is it necessary to update the MEIS account information?

A: Yes. It is important for the MEIS user's information to be current. CEPI sends e-mail messages to all authorized users of an application. Therefore, it is imperative to keep the e-mail address current in your MEIS account. It is sometimes necessary for someone from CEPI or MDE to contact an authorized user by telephone; therefore, this number must be kept current as well. If an update is necessary for either an e-mail address or a phone number, please do the following:

1. Update MEIS account at: <https://cepi.state.mi.us/MEISPublic/>
 - a. Click on "Access an Existing MEIS Account."
 - b. Log in as an MEIS User.
 - c. Click on "View/Update User Profile."
 - d. Click "Edit," make changes, and then click on "Update."
 - e. Click on "Return to the MEIS Main Menu."
 - f. Log out of MEIS.

Q: If an authorized user has a name change, is it necessary to update the MEIS account information?

A: Yes. A name change affects security access to an application. Users are only allowed to log in as the individual named on the security agreement. If an individual user has a name change, the individual must do the following:

1. Create a new MEIS account (at <https://cepi.state.mi.us/MEISPublic/>).
2. Complete and submit the appropriate security agreement(s) for the CEPI application(s) for which the user has authorization. The security agreement for Nonpublic School Personnel Report is located on the CEPI Web site at www.michigan.gov/cepi. Click on "CEPI Applications" and then on "Nonpublic School Personnel Report" link located under the Quick Links on the right navigation bar. The security agreement is located under the heading "Submit Nonpublic School Personnel Data to CEPI."
3. Complete and submit an SSO/MEIS Authorized User Removal Request Form to close the former MEIS account (issued with the prior name). The form is located on the CEPI Web site at www.michigan.gov/cepi. Click on "CEPI Applications" and then click on the link "Removing an MEIS Authorized User" under the "MEIS Information" heading in the center area of the page.

Reporting of Employees

Q: Which employees must be reported in the Nonpublic School Personnel Report?

A: Authorized users must report all school employees in the Nonpublic School Personnel Report. CEPI and MDE use these data are used to meet the requirements of the School Safety Legislation, effective January 1, 2006. Authorized users must report all full-time and part-time school employees who regularly and continuously work under contract.

Reporting of Other Categories of Employees

Q: Are schools required to report school board members?

A: Authorized users do not have to report school board members do not have to be reported in the Nonpublic School Personnel Report because they are elected officials. (Source: Office of Professional Preparation Services, MDE)

Q: Are schools required to report coaches in the Nonpublic School Personnel Report?

A: Yes. If any form of compensation is provided to the coach, the authorized user must report him or her in the Nonpublic School Personnel Report.

Q: If a school hires a company to complete repairs such as furnace, roofing, etc., is the school required to report the outside company's employees?

A: No. Authorized users are not required to report individuals who provide services such as roof repairs, furnace maintenance, or other sporadic or intermittent services at this time.

Q: Are schools required to report paid employees such as lifeguards, costume makers, lunchroom aides, part-time cooks, coaches, crossing guards, custodians, bus aides, building monitors, etc.?

A: Yes. Authorized users must report all school personnel.

Q: Are schools required to report summer employees? Does the new School Safety Legislation include summer employees?

A: Yes. Authorized users must report summer employees in the Nonpublic School Personnel Report Submission to meet the requirements of the School Safety Legislation. Authorized users would report all other summer employees hired July 1 or in the Fall Submission each year. (Source: Office of Professional Preparation Services, MDE)

Q: Are schools required to submit volunteers in the Nonpublic School Personnel Report?

A: No. At the current time, volunteers are not included in the School Safety Legislation.

Q: Are schools required to report adult education staff?

A: Yes. Schools are required to report adult education personnel.

Reporting of Terminated/Retired Employees

Q: When a staff member leaves the school, is the school required to report the termination?

A: Yes. Authorized users must report any staff member who terminates or retires from a school in the Nonpublic School Personnel Report by submitting the termination date in Field 10: Date of Termination of Employment and all other fields appropriate for the employee.

Authorized users must terminate staff members who retired in previous school years and still

appear on the Nonpublic School Personnel Report Personnel Submitted Report by entering the date of termination in Field 10. Users can submit these terminations can be submitted through the Online Single Submission Application.

After each submission cycle closes, all personnel records submitted with termination dates will be removed from your file and will no longer appear on the Personnel Submitted Report.

Personnel Submitted Report/Complete Submission

Q: What is the Personnel Submitted Report? What do the red "Xs" and green "check marks" mean?

A: The Personnel Submitted Report lists all employees reported successfully for your school for each submission cycle, as well as those employees who were reported in a previous submission and were not updated/verified. You can find this report on the Main Menu of the Nonpublic School Personnel Report Application. It is important that you verify/update all of your employees during each submission cycle. When the submission begins, all employees previously submitted have red "Xs" next to their names. After a record has been updated/verified, the red "X" changes to a green "check mark." When all employees have green "check marks" in the Personnel Submitted Report and you have submitted all new employees, your submission is complete.

There are two items in the report heading of the Personnel Submitted Report that you should check carefully to determine that all of your previously submitted records have been updated:

1. Records updated for this submission cycle. Total __
2. Records not yet updated for this submission cycle. Total __

Be sure that the total for No. 2 is "0" by the due date for each submission cycle.

Field 1: Date of Count

Q: What is the date of count for the Fall 2011 Nonpublic School Personnel Report Submission to be used in Field 1: Date of Count?

A: The official Date of Count for the Fall 2011 Nonpublic School Personnel Report Submission is December 1, 2011. The date of count will automatically appear on the online submission screen.

Field 2: School/Facility Number (Building)

Q: What is the school/facility number?

A: This code is the state-assigned school/facility code as listed in the Educational Entity Master (EEM) at www.michigan.gov/eem. The school/facility code will automatically appear on the submission screen.

Field 3: Last Name

Q: How does a school change the name of a staff member if the person marries or if an error was made in a previous submission?

A: Authorized users may make corrections to previously submitted data such as name, birthdate, gender, or Social Security number through the Single Submission Online Application.

Q: Is it acceptable to use a punctuation mark such as a comma "," after a name before a title such as Jr.?

A: Authorized users must remove all punctuation from first, middle and last names, or the system will report a fatal error.

Field 4: First Name

Q: Is it acceptable to use a punctuation mark such as a comma "," after a name?

A: Authorized users must remove all punctuation from first, middle and last names, or the system will report a fatal error.

Field 5: Middle Name

Q: Is it acceptable to use a middle initial followed by a period in Field 6: Middle Name rather than a complete name?

A: Authorized users must remove all punctuation from first, middle and last names, or the system will report a fatal error.

Field 6: Social Security Number

Q: If an error was made in reporting a Social Security number in a previous submission, how is a correction made?

A: Authorized users may make corrections to previously submitted data such as name, birthdate, gender, or Social Security number through the Single Submission Online Application.

Field 7: Date of Birth

Q: What is the correct format for reporting the date of birth?

A: The correct format for reporting the date of birth is MM/DD/CCYY. For example: December 12, 1976 = 12/12/1976.

Q: If an incorrect date of birth was reported in a previous submission, how is the correction made?

A: Corrections to previously submitted data such as name, birthdate, gender, or Social Security number may be made through the Single Submission Online Application.

Field 8: Gender Code

Field 9: Racial/Ethnic Code (Optional Field)

Field 10: Date of Termination of Employment

Q: When a termination date is reported for a staff member, what other fields are required?

A: When a staff member is terminated, report all fields required for the employee. In addition, report the termination date in Field 10: Date of Termination of Employment.

Field 11: Personnel Identification Code (PIC)

Q: What is the PIC?

A: The PIC is a state-issued code for each employee reported. The PIC is a unique identifier assigned by the Registry of Educational Personnel (REP) to every school employee. The REP creates PICs using core identifiers: name, Social Security number, date of birth, and gender.

Q: How and when will the PICs be created?

A: The PIC numbers are created when an employee is submitted for the first time. If an employee has been previously reported in the Registry of Educational Personnel by a public school district or nonpublic school a PIC will already exist for the employee.