

# Center for Educational Performance and Information (CEPI)

## Nonpublic School Personnel Report

### Application User's Guide

**Fall 2011**

Questions?

e-mail: [CEPI@michigan.gov](mailto:CEPI@michigan.gov)

Contact: 517-335-0505, option 3



# Table of Contents

<b>INTRODUCTION.....</b>	<b>4</b>
<b>GENERAL INFORMATION .....</b>	<b>4</b>
WHAT INFORMATION IS ENTERED INTO THE NONPUBLIC SCHOOL PERSONNEL REPORT? .....	4
WHEN IS THE NONPUBLIC SCHOOL PERSONNEL REPORT DUE? .....	4
<b>NEED HELP?.....</b>	<b>4</b>
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
<b>APPLICATION STARTUP AND SECURITY .....</b>	<b>6</b>
AUTHORIZED USER – YOUR MEIS ACCOUNT .....	6
CREATE YOUR MEIS ACCOUNT .....	6
UPDATING YOUR MEIS ACCOUNT – E-MAIL OR PHONE NUMBER.....	7
SECURITY AGREEMENT.....	7
<b>NONPUBLIC SCHOOL PERSONNEL REPORT APPLICATION .....</b>	<b>8</b>
ACCESSING THE NONPUBLIC SCHOOL PERSONNEL REPORT APPLICATION.....	8
MEIS LOGIN SCREEN .....	9
<b>ONLINE CUSTOMER SUPPORT MATERIALS.....</b>	<b>10</b>
NONPUBLIC SCHOOL PERSONNEL REPORT APPLICATION MENU OPTIONS .....	10
<b>DATA SUBMISSION .....</b>	<b>11</b>
UPDATING PREVIOUSLY SUBMITTED RECORDS FROM FALL 2010.....	11
UPDATING AN INDIVIDUAL RECORD .....	11
UPDATING MULTIPLE RECORDS AT ONE TIME .....	12
<b>EMPLOYEE DATA .....</b>	<b>15</b>
FIELDS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, AND 11 .....	15
FIELD 1: DATE OF COUNT .....	15
FIELD 2: SCHOOL/FACILITY NUMBER .....	15
FIELD 3: LAST NAME .....	15
FIELD 4: FIRST NAME.....	16
FIELD 5: MIDDLE NAME.....	16
FIELD 6: SOCIAL SECURITY NUMBER.....	16
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 .....	17
<b>PERSONNEL IDENTIFICATION CODE (PIC).....</b>	<b>17</b>
FIELD 11: PERSONNEL IDENTIFICATION CODE (PIC).....	17
<b>SAVING A RECORD/UPDATING A RECORD .....</b>	<b>18</b>

SAVED AS VALID RECORD .....	18
INVALID RECORD .....	18
UPDATE/VERIFY A RECORD .....	19
HELP WINDOW -- INFORMATION REGARDING PERSONNEL UPDATE INSTRUCTIONS .....	21
<b>PERSONNEL SUBMITTED REPORT/COMPLETE SUBMISSION .....</b>	<b>22</b>
<b>DELETING A RECORD .....</b>	<b>22</b>
<b>REP PIC SEARCH FEATURE.....</b>	<b>23</b>
<b>REPORTS AVAILABLE TO SCHOOLS.....</b>	<b>24</b>
EMPLOYEE LISTING BY SCHOOL .....	24
DOWNLOAD NONPUBLIC SCHOOL PERSONNEL REPORT DATA FILE.....	26
<i>The XML data file layout .....</i>	<i>26</i>
<i>Using Microsoft Access to view the XML data file .....</i>	<i>27</i>
<i>Using Microsoft Excel to view the XML data file .....</i>	<i>27</i>
<b>NEED ADDITIONAL HELP.....</b>	<b>27</b>

## **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 Nonpublic School Personnel Report Data Field Descriptions and any addenda posted to the Nonpublic School Personnel Report Web page at [www.michigan.gov/cepi](http://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 are to be submitted. Instructions for using the data entry system and for creating reports of the data submitted are also in the User's Guide.

## **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, 2011. The deadline for data submission is December 1, 2011.

### **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](mailto: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](http://www.michigan.gov/CEPI). Click on the "Nonpublic School Personnel Report" link located on the right navigation bar under the Quick Links heading. 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 interface. At the top, there is a logo for the Center for Educational Performance and Information and the Michigan.gov logo. Below the logo is a navigation bar with links for 'CEPI Home', 'CEPI FAQ', 'Contact CEPI', and 'Site Map'. A search bar is located on the right. The main content area is divided into three columns. The left column contains a vertical menu with links for 'About CEPI', 'News', 'Related Sites', 'CEPI Applications', 'Administrators', 'Data and Reports', 'e-Transcript', 'Institutions of Higher Education', 'MI School Data', and 'Michigan Longitudinal Data System'. The middle column features a 'WELCOME' message, a 'What's New' section with links to 'How Your Data Are Used', 'District Financial Comparisons', 'Cohort Graduation and Dropout Reports', 'Race and Ethnicity', 'Educational Entity Master (formerly School Code Master)', 'Non-Resident Student Research Tool', 'Michigan Student Data System (MSDS)', 'Help Reduce Data Duplication', 'School Year 2011-12 Collection and Submission Dates', 'Official State Holidays', and 'Guide to the Privacy of Student Information: A Resource for Schools (FERPA Toolkit)'. The right column contains a 'Quick Links' section with links for 'New Projects', 'Web Site Tips', 'Cohort Graduation and Dropout Reports', 'Nonpublic School Personnel Report' (highlighted with a red box), 'MI Merit Award', 'Office of the State Budget', 'MI Educational Assessment Program (MEAP)', 'Need CEPI Data?', 'About Pop-up Blockers and Opening CEPI Applications', 'SchoolDataDirect.org', and 'ISD Financial Reports'. At the bottom of the page, there is a section titled 'How Your Data Are Used' with a brief description of data matrices.

For questions regarding report content, please e-mail [CEPI@michigan.gov](mailto: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](http://www.michigan.gov/cepi). Click on the "Nonpublic School Personnel Report" located on the right navigation bar under the Quick Links heading (illustrated above). The Nonpublic School Personnel Report Data Field Descriptions can be found under the heading Nonpublic School Personnel Report Data Manual.

The screenshot shows the CEPI website interface. At the top, there is a logo for the Center for Educational Performance and Information and the Michigan.gov logo. Below the header, there is a navigation menu with links for Michigan.gov Home, CEPI Home, CEPI FAQ, Contact CEPI, and Site Map. The main content area is titled 'Nonpublic School Personnel Report' and includes a 'Nonpublic School Personnel Report Overview' section with a description of data collection. Below this is the 'Nonpublic School Personnel Report Data Manual' section, which contains a list of links. One link, 'Fall 2011 Nonpublic School Personnel Report Data Field Descriptions', is highlighted with a blue box and an arrow pointing to it from a larger blue box on the right side of the page. This larger box contains the text: 'Be sure to print the Fall 2011 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://cepi.state.mi.us/MEISPublic/> (screen below). You may use the same MEIS account number for all MEIS applications, but you must submit a separate security agreement for each application you wish to access.

If you have an MEIS account, but you do not remember your MEIS password, please go to <https://cepi.state.mi.us/MEISPublic/> to reset your password. If you require further assistance, please contact CEPI customer support at 517-335-0505, option 3, or via e-mail at [CEPI@michigan.gov](mailto:CEPI@michigan.gov).

### Create Your MEIS Account

The MEIS User Management is a security system for use with all MEIS applications. An MEIS user will need only one account which will allow access to multiple MEIS applications.

- MEIS accounts are unique to each individual user.
- MEIS accounts **MUST** never be shared.
- MEIS accounts remain open forever.

To create your MEIS account number and password, go to the MEIS Web site at: <https://cepi.state.mi.us/MEISPublic/>.

The following screen will appear:

**MEIS** MICHIGAN EDUCATION INFORMATION SYSTEM  
User Management System

Welcome to the  
MEIS User Management System

MEIS Accounts are used to access MEIS web-based applications bearing this logo:

[Questions & Answers regarding MEIS User Management](#)

If you are *new* to the MEIS system, and were asked to obtain an MEIS account, please select the link (below on the left) labeled: [Create an MEIS Account](#)

If you have already created an MEIS account and would like to adjust your account settings (i.e. change your MEIS password, adjust address info, etc.) please click the link (below on the right) labeled: [Access an Existing MEIS Account](#)

If you **DO NOT HAVE** an MEIS Account:  
To obtain an MEIS account, please select the link below:  
[Create an MEIS Account](#)

If you **HAVE** an MEIS Account:  
To update User Profile, Recover Forgotten Password/Login Name, please select the link below:  
[Access an Existing MEIS Account](#)

Follow the directions on this page to obtain your MEIS account or to update your MEIS account information.

*Note:* After you establish your MEIS account, do not share your login user name and password with anyone. This is your personal account.

### Updating your MEIS Account – E-mail or Phone Number

If you already have an MEIS account and an update is necessary for either an e-mail address or a phone number, please do the following:

Update an MEIS account at: <https://cepi.state.mi.us/MEISPublic/>

- Click on "Access an Existing MEIS Account."
- Log in as an MEIS User.
- Click on "View/Update User Profile."
- Click "Edit," make changes, and then click on "Update."
- Click on "Return to the MEIS Main Menu."
- Log out of MEIS.

### 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](http://www.michigan.gov/cepi). Click on "Nonpublic School Personnel Report" located under the Quick Links on the 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.

**Center for Educational Performance and Information**

MICHIGAN.GOV  
Michigan's Official Web Site

Michigan.gov Home | CEPI Home | CEPI FAQ | Contact CEPI | Site Map

Search [GO]

CEPI Applications

- > Michigan Student Data System
- > Registry of Educational Personnel
- > School Infrastructure Database
- > Financial Information Database
- > Educational Entity Master (formerly SCM)
- > Graduation and Dropout Review Application
- > Title I Supplemental Educational Services

About CEPI

News

Related Sites

Administrators

**Nonpublic School Personnel Report**

**Nonpublic School Personnel Report Overview**

Data submitted by nonpublic schools via the Nonpublic School Personnel Report are effective January 1, 2006.

**Nonpublic School Personnel Report Data Manual**

- [Fall 2011 Nonpublic School Personnel Report Data Field Descriptions](#)

**Submit Nonpublic School Personnel Data to CEPI**

The following form may be typed online using Adobe Acrobat Reader (see below) and then printed. If a form is incomplete or illegible, processing time may be delayed. Fax the completed and signed form to CEPI at (517) 335-0488, as indicated on the form. Please note: This form requires the signature of the Nonpublic School Administrator.

- [Nonpublic School Personnel Report Security Agreement](#)
- [Access the Nonpublic School Personnel Report Application](#)

*Click here on the 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/npsrhs>.

#### Nonpublic School Personnel Report

- [Nonpublic School Personnel Report CEPI Web Page](#)  
Institutional nonpublic schools are required to submit information about all school employees in order for the Michigan State Police and the Federal Bureau of Investigation to conduct criminal history checks. This requirement does not apply to home school families.

## 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:"

Type your MEIS User Name and Password

To enter your password into the login screen:

1. Click in the **Login** 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](mailto: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.

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.

## Online Customer Support Materials

The screenshot shows the MEIS login interface. At the top, there is a navigation bar with links for Michigan.gov Home, CEPI Home, FAQ, User's Guide, Teacher Verification, and Contact CEPI. Below this is a 'REP | Login' section. The main content area is titled 'Educational Personnel' and contains a login form with fields for 'User Name' and 'Password', and a 'Log In' button. A red box highlights the 'Forgot your username or password?' link. To the right of the login form, there are two announcements: 'The REP Application will be available for the Fall 2011 data submission September 1 through December 1, 2011.' and 'The Nonpublic School Personnel Report will be available for the Fall 2011 data submission September 1 through December 1, 2011.' Below these announcements is a VeriSign Trusted logo. On the left side, there are two sections: 'Registry of Education Personnel' and 'Nonpublic School Personnel Report'. The 'Nonpublic School Personnel Report' section is highlighted with a red box and contains a list of links for data field descriptions, user guides, FAQs, security agreements, and account updates. A callout box points to the 'Forgot your username or password?' link with the text 'Need help with your password? Click here.' Another callout box points to the 'Nonpublic School Personnel Report' section with the text '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.

The screenshot shows the 'Welcome to the Nonpublic School Personnel Report' application screen. At the top, there is a navigation bar with links for Michigan.gov Home, CEPI Home, Main Menu, FAQ, User's Guide, Teacher Verification, Contact CEPI, and Logout. Below this is a 'REP | Main Menu' section. The main content area is titled 'Welcome to the Nonpublic School Personnel Report' and contains a dropdown menu for school selection, currently showing 'Lansing Catholic Central High School (02626)'. Below the dropdown menu, there are three main sections: 'Data Submission', 'Personnel Search', and 'Reports'. The 'Data Submission' section contains a form for entering a new employee record with a 'GO' button. The 'Personnel Search' section contains a link for 'Personnel Search'. The 'Reports' section contains a list of options: 'Complete Summary by School', 'Download NPR Data File', and 'Employee Listing by School'. A callout box points to the school dropdown menu with the text 'School name will display as illustrated.' Another callout box points to the 'Personnel Search' link with the text 'Click on the application function desired.'

## Data Submission

### Updating Previously Submitted Records from Fall 2010

During the Fall 2011 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 2010 submission cycle.

### Updating an individual record

Click on the Personnel Identification Code (PIC) 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.)

Center for Educational Performance & Information Michigan.gov

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

REP | Personnel Submitted

**Lansing Catholic Central High School**

Records updated for this submission cycle: 2  
 Records not updated for this submission cycle: 58

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

	Sub. Status	PIC	Last Name	First Name	Middle Name	Date of Birth
<input type="checkbox"/>	X	777777				
<input type="checkbox"/>	X	888888				
<input type="checkbox"/>	X	999999				

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' (✗).

**Lansing Catholic Central High School**

Records updated for this submission cycle: 2  
 Records not updated for this submission cycle: 58

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
<input checked="" type="checkbox"/>	✗	777777				
<input checked="" type="checkbox"/>	✗	888888				
<input checked="" type="checkbox"/>	✗	999999				
<input checked="" type="checkbox"/>	✗	555555				
<input checked="" type="checkbox"/>	✗	666666				

**Step 1:** Click the box for each record that you want to automatically update.

**Step 2:** After all desired 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.

**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 Submitted**

**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
<input type="checkbox"/>					
<input checked="" type="checkbox"/>					
<input type="checkbox"/>					
<input checked="" type="checkbox"/>					
<input type="checkbox"/>					
<input checked="" type="checkbox"/>					
<input type="checkbox"/>					
<input checked="" type="checkbox"/>					
<input type="checkbox"/>					
<input checked="" type="checkbox"/>					

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.

**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:

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.

The screenshot shows the 'REP | Personnel Submission Form' interface. At the top, it says 'Center for Educational Performance & Information' and 'michigan.gov'. Below that, it says 'Michigan.gov Home' and 'CEPI Home | Main Menu | FAQ | User's Guide | Teacher Verification | Contact CEPI | Logout'. The main heading is 'REP | Personnel Submission Form'. Below this, there are two lines of pre-populated data: '(1) Date of Count: 12/1/2011' and '(2) School/Facility: Lansing Catholic Central High School (02626)'. Below that is the 'Employee Data' section, which is titled 'New Personnel'. It contains several input fields: '(11) PIC: New Personnel', '(4) First Name: [input]', '(5) Middle Name: [input]', '(3) Last Name: [input]', '(7) Date of Birth: [input]', '(8) Gender: [input]', '(6) Social Security Number: [input] (000yzzzz)', and '(10) Date of Termination: [input]'. There is also a '(9) Racial/Ethnic Category' section with radio buttons for: American Indian or Alaska Native, Asian American, Black or African American, Native Hawaiian or Other Pacific Islander, White, and Hispanic or Latino. At the bottom of the form is a 'Submit NPSPR Data for this Employee' button and a note: 'You must click this button to submit this employee's data to the NPSPR database'. A callout box on the right side of the form points to the Date of Count, School/Facility, and Social Security Number fields, stating: '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 are 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 fall 2011, the date of count is 12/1/2011 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 employees. 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 staff members. 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 staff members, 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 staff members. 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 employees. 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 employees. This is the gender of the staff member employed in the school. Report an "F" for female or an "M" for 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 employees. 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, 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 employees. 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 next data submission.

**Programming edits:** If the date submitted is not a valid date, a fatal error will be reported. The termination date must be on or prior to the submission date. This field must be left blank for all actively employed staff members.

### 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.

The screenshot shows the 'REP | Personnel Submission Form' interface. At the top, there are navigation links for Michigan.gov Home, CEPI Home, Main Menu, FAQ, User's Guide, Teacher Verification, Contact CEPI, and Logout. Below this, the form title is 'REP | Personnel Submission Form'. The main content area shows the following information:

- (1) Date of Count: 12/1/2011
- (2) School/Facility: Lansing Catholic Central High School (02626)

The 'Employee Data' section contains the following fields:

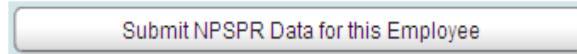
- (11) PIC: **New Personnel** (indicated by a callout box and arrow)
- (4) First Name:
- (5) Middle Name:
- (3) Last Name:
- (7) Date of Birth:  /  /
- (8) Gender:
- (6) Social Security Number:  (oooozzzz)
- (9) Racial/Ethnic Category: A list of categories with corresponding input boxes:
  - American 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:  /  /

At the bottom of the form, there is a button labeled 'Submit NPSPR Data for this Employee' and a note: '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:

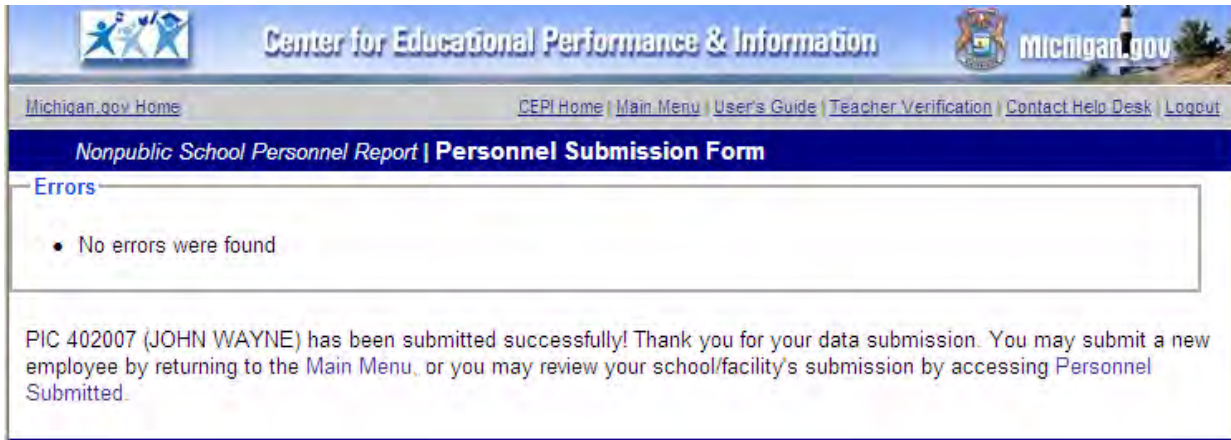
- 1) Saved as a valid record; *OR*
- 2) Reported with an error message(s).



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

### Saved as Valid Record

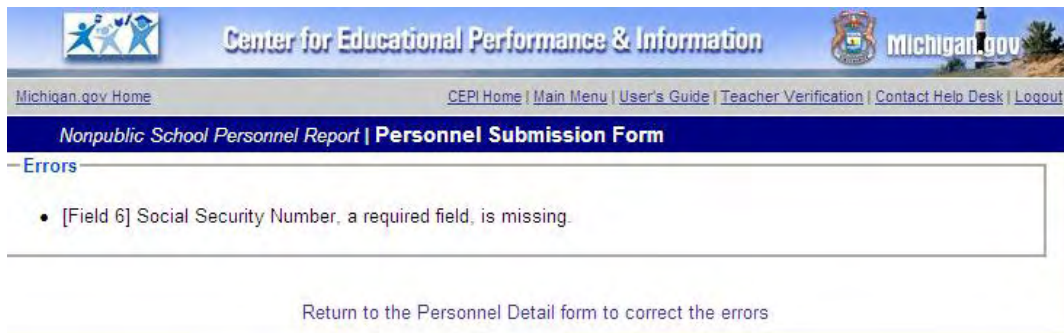
If the data entered produces a valid record, the following screen will appear:



You may either click on [Personnel Submitted](#) to view a listing of all of your school's previously submitted employees, 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:



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 previously submitted employees, 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."

Center for Educational Performance & Information Michigan.gov

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

REP | Main Menu

### Welcome to the Nonpublic School Personnel Report

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 (xxxxzzzz):

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

- [Personnel Submitted](#)

#### Personnel Search

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

- [Personnel Search](#)

#### Reports

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

- [Complete Summary by School](#)
- [Download NPR Data File](#)
- [Employee Listing by School](#)

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

Click on Personnel Submitted.

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	JOHN	01/15/1955	M
<input type="checkbox"/>	✗	16111	WAYNE			M

Page 1 of 1  
Show 100 records per page

**Nonpublic School Personnel Report**

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

To learn more about how to verify/update a record, click here. (instructions)

Click on PIC to retrieve record.

Record not yet updated

Verified/updated 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 a web application interface for 'Nonpublic School Personnel Report Submitted' for 'Lansing Catholic Central High School'. The interface includes an 'Icon Legend' on the left, a main content area with instructions, and a 'CEPI - REP Help & Support' help window overlaid on the right. Callout boxes provide instructions on how to interact with these elements.

**Nonpublic School Personnel Report Submitted**

**Lansing Catholic Central High 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 current 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.

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

**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' (✗).

**CEPI - REP Help & Support - Microsoft Internet Explorer**

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](#)

**Callout Boxes:**

- 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 'Close' button in the help window)
- Click here to close this window. (points to the link at the bottom of the help window)

## 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 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  
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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](mailto: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.***

## REP PIC Search Feature

The REP PIC Search is a feature within the REP Application that allows authorized users to obtain PICs for staff members at any time. The REP PIC Search feature includes the following data:

- First and Last Name (Middle Name when available)
- Gender
- Date of Birth
- Social Security Number
- Michigan Credential License Number (when available)
- Personnel Identification Code

The PIC Search feature is located on the REP Main Menu. Click on "Personnel Search" to access the feature.

The screenshot shows the REP Main Menu interface. At the top, there are navigation links: Michigan.gov Home, CEPI Home | Main Menu | FAQ | User's Guide | Teacher Verification | Contact CEPI | Logout. Below this is a header for "REP | Main Menu". The main content area is titled "Welcome to the Nonpublic School Personnel Report" and includes a dropdown menu for "Lansing Catholic Central High School (02626)". There are three main sections: "Data Submission" with a form for SSN and a GO button; "Personnel Search" which is highlighted with a blue box and an arrow pointing to it; and "Reports" with options for Complete Summary by School, Download NPR Data File, and Employee Listing by School.

Click to access the PIC search feature.

The following screen will appear:

The screenshot shows the "REP | Personnel Search" page. At the top, there are logos for the Center for Educational Performance & Information and Michigan.gov, along with navigation links: Michigan.gov Home, CEPI Home | Main Menu | FAQ | User's Guide | Teacher Verification | Contact CEPI | Logout. The page title is "REP | Personnel Search". Below this is a section titled "Search for a PIC" with the instruction: "Please enter the search criteria below. Click the Search button to perform a search and the Clear button to reset the form." The form contains several input fields: Social Security Number (with a placeholder xxxxyzzzz), Credential License Number, Last Name, First Name, PIC, Date of Birth (with a placeholder mm/dd/yyyy and three separate input boxes), and Gender (with a dropdown menu set to "Either"). At the bottom of the form are two buttons: "Clear Form" and "Search".

For further information about using the PIC Search feature, please refer to REP PIC Search User's Guide at: [http://www.michigan.gov/documents/cepi/PIC\\_Search\\_Users\\_Guide\\_360498\\_7.pdf](http://www.michigan.gov/documents/cepi/PIC_Search_Users_Guide_360498_7.pdf)

## 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":

The screenshot shows the website header for the Center for Educational Performance & Information (CEPI) in Michigan. The page title is "Nonpublic School Personnel Report | Employee Listing". The main content area includes a description of the report, a list of fields contained in the file, and a "Download Employee Listing" button. A callout box points to the button with the text: "The File Download will appear when you click on [Download Employee Listing](#)."

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

Center for Educational Performance & Information Michigan.gov

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**Employee Listing by School/Facility**

**File Download**

Do you want to open or save this file?

Name: PIClist.txt  
Type: Text Document, 1.16 KB  
From: tds.cepi.state.mi.us

Open Save Cancel

While files from the Internet can be useful, some may harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

You may *open* the file or *save* it to your computer.

your school/facility's  
Security Number (SSN)  
Birth (DOB)  
Ethnicity  
e your Employee Listing by  
iew the file in your default  
a spreadsheet application

Nonpublic School Personnel Report Main Menu

Michigan.gov Home CEPI Home Nonpublic Home User's Guide Teacher Verification Contact Help Desk Logout  
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The data file will appear as follows:

PIClist[1].txt - Boxer Text Editor - [C:\Documents and Settings\... Local Sett...

File Edit Block Search Paragraph Tools Project Configure View Window Help

New Open Save Preview Print Undo Redo Cut Copy Paste Find Next Mate Replace Go to Rec/Stop Playback Macros Spell Calendar

10 20 30 40 50 60 70 80 90

This file lists all employees on file with Nonpublic School Personnel in Happy Day School (11111).  
NOTE: Each field is separated by a TAB character.  
Format is as follows: PIC, Last Name, First Name, Middle Name, SSN, DOB, Gender, Race/Ethnicity  
---Beginning of Results---  
16109 WAYNE JOHN 111111111 1/15/1955 M  
16111 WAYNE JOHN J 222222222 4/15/1980 M  
---End of Results---

The file may be formatted in an Excel spreadsheet for your records.

Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help Adobe PDF

Arial 10 B I U

	A	B	C	D	E	F	G	H
	PIC	Last Name	First Name	Middle Name	Social Security Number	Date of Birth	Gender	Race/Ethnicity
1								
2	8	GLENN	JOHN		XXXXXXXXXX	4/15/1976	M	Asian American, White
3	7	GREEN	LAURA	E.	XXXXXXXXXX	1/1/1990	F	Asian American
4	4	JONES	JACK		XXXXXXXXXX	1/13/1972	M	Asian American
5	10	SMITHSON	NICHOLAS	J	XXXXXXXXXX	5/22/1980	M	White
6	9	USERS	TEST		XXXXXXXXXX	12/25/1965	F	Native Hawaiian or Other Pacific Islander, White
7	11	WILLIAMS	WILLIAM	W	XXXXXXXXXX	5/5/1980	F	White
8								

## 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 (NNNNNNNNNN)
      <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.

### **Need Additional Help**

For questions regarding Nonpublic School Personnel Report content or assistance with the application, please send an e-mail message to [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or call 517-335-0505 and select option 3. Please provide your name, school code and school name, the CEPI application name, your telephone number (including area code and extension), e-mail address, and specific questions.