Center for Educational Performance and Information (CEPI)

Michigan Education Information System
(MEIS)

Registry of Educational Personnel (REP)
Revised
February 1, 2011

Record Layout

End-of-Year 2011 Submission

Questions?
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***NOTE*:** Updates to Fields 20 and 21.

Personnel Record Layout

Tab-delimited format:
The tab-delimited format for submitting REP data to CEPI is similar to the fixed-length file format of REP. These are the points to note:

1. Fields will follow the same order as defined for the fixed-length file.
2. The data in each field is to be separated by the tab character.
3. Fields that have no value submitted should still have tabs inserted; i.e., there will be two tabs adjacent to each other without any value between them.
   - For example, the name "Jim Smith" without any middle name would be submitted as (where <tab> represents a tab character): <tab>Smith<tab>Jim<tab><tab> (Field 4: Last Name, Field 5: First Name, Field 6: Middle Name).
4. Field 10: School, Position Assignment, Grade, FTE, Wage, Function Code, Highly Qualified, Academic Major, Academic Minor, Administrator Continuing Education, Number of Classes Taught. For each sub-item within Field 10 there is to be a tab:
   - A grade range will look similar to (where <tab> represents a tab character): <tab>0<tab>0<tab>1<tab>1<tab>
   - The educational setting is sent the same way as the grade range (tab character between each possible value)
5. Field 20: Reserved, Field 21: Reserved, Field 22: Reserved, and Field 23: Reserved are "Reserved" fields and each must be represented by an additional tab character to indicate its position.
6. Field 15: Racial/Ethnic Code is a special case. Each of the six sub-categories within Field 15 is to be separated by a tab.
7. Field 24: Hours of Professional Development is a special case. Each of the nine sub-categories, is to be separated by a tab.
8. Completed lines should be ended with a tab after Field 30: Non-Michigan Sponsoring Institution, followed by a carriage return/line feed character pair.
9. Field 29: Michigan Sponsoring Institution and Field 30: Non-Michigan Sponsoring Institution are now submitted from the field and should be accounted for in the upload file.

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

Personnel Information

Position in Record	Size in Bytes	Field #	Field Name	Data Type/Specification
001-010	10	1	Date of Count	Date of Count/slashes
011-012	2	2	Operating ISD/ESA Number	Character
013-017	5	3	Operating District Number	Character
018-057	40	4	Last Name	Alpha
058-097	40	5	First Name	Alpha
098-137	40	6	Middle Name	Alpha
138-146	9	7	Social Security Number	Integer
147-161	15	8	Credential License Number	Alphanumeric
162-171	10	9	Date of Hire	Date, with slashes
172-621	450	10	School Assignment Data Includes the following data elements: School, Position Assignment, Grade, FTE, Wage, Function Code, Highly Qualified, Academic Major, Academic Minor, Administrator Continuing Education, Number of Classes Taught	Character
622-624	3	11	Title I and Title II, Part A Teachers	Numeric
625	1	12	Funded Position Status	Integer
626-635	10	13	Date of Birth	Date, with slashes
636	1	14	Gender Code	Alpha
637-642	6	15	Racial/Ethnic Code	Character
643-644	2	16	Highest Educational Level	Character
645-646	2	17	Type of Credential	Character
647-656	10	18	Date Credential Issued	Date, with slashes
657-666	10	19	Date of Expiration of Credential	Date, with slashes
667- 668 ~~671~~	2	20	Educator Effectiveness ~~Reserved~~	Numeric
669- ~~672~~-676	8	21	Reserved	Numeric
677-682	6	22	Reserved	Numeric
683-688	6	23	Reserved	Numeric
689-715	27	24	Hours of Professional Development	Character
716-717	2	25	Employment Status	Character
718-727	10	26	Date of Termination of Employment	Date, with slashes
728-737	10	27	Personnel Identification Code (PIC)	Integer
738-743	6	28	Full-Time Base Annual Salary	Integer
744-749	6	29	Michigan Sponsoring Institution	Character
750-751	2	30	Non-Michigan Sponsoring Institution	Character