Center for Educational Performance and Information (CEPI)

Michigan Education Information System (MEIS)

Registry of Educational Personnel (REP)

Data Field Descriptions

Fall 2014 Submission

Questions?
Email: CEPI@michigan.gov
Phone: 517.335.0505 (option 3)

Table of Contents

INFORMATION REGARDING THE FALL 2014 REP SUBMISSION.....5

INDEX OF PAGE EDITS 7

FIELD 1: DATE OF COUNT 8

FIELD 2: OPERATING ISD/ESA NUMBER 9

FIELD 3: OPERATING DISTRICT NUMBER 11

FIELD 4: LAST NAME 12

FIELD 5: FIRST NAME 13

FIELD 6: MIDDLE NAME 14

FIELD 7: SOCIAL SECURITY NUMBER 15

FIELD 8: CREDENTIAL LICENSE NUMBER 17

FIELD 9: DATE OF HIRE 19

FIELD 10: SCHOOL ASSIGNMENT DATA 20

SCHOOL/FACILITY 21

ASSIGNMENT 21

GRADE/EDUCATIONAL SETTING 21

FULL-TIME EQUIVALENCY (FTE) 21

GENERAL EDUCATION 23

BILINGUAL EDUCATION 23

SPECIAL EDUCATION 23

CAREER AND TECHNICAL EDUCATION 23

FIELD 11: TITLE I AND TITLE II, PART A TEACHERS 55

FIELD 12: FUNDED POSITION STATUS 57

FIELD 13: DATE OF BIRTH 60

FIELD 14: GENDER CODE 62

FIELD 15: RACIAL/ETHNIC CODE 63

FIELD 16: HIGHEST EDUCATIONAL LEVEL 65

FIELD 17: TYPE OF CREDENTIAL 66

FIELD 18: DATE CREDENTIAL ISSUED 69

FIELD 19: DATE OF EXPIRATION OF CREDENTIAL 70

FIELD 20: EDUCATOR EFFECTIVENESS 72

FIELD 21: RESERVED 74

FIELD 22: RESERVED 75

FIELD 23: RESERVED 75

FIELD 24: NEW TEACHER PROFESSIONAL DEVELOPMENT 76

FIELD 25: EMPLOYMENT STATUS 78

FIELD 26: DATE OF TERMINATION/SEPARATION OF EMPLOYMENT 82

FIELD 27: PERSONNEL IDENTIFICATION CODE (PIC) 83

FIELD 28: FULL-TIME BASE ANNUAL SALARY 84

FIELD 29: RESERVED 86

FIELD 30: RESERVED.....86

APPENDIX A: DAY-TO-DAY SUBSTITUTES; NON-INSTRUCTIONAL STAFF.....87

APPENDIX B: ASSIGNMENT CODE TO SUBJECT AREA.....89

Information Regarding the Fall 2014 REP Submission

Please note the following:

- Changes that have been made to the REP Data Field Descriptions since the previous submission are noted in Arial font, with a dashed underline.

Format Changes

The Center for Educational Performance and Information revised the format for Field 10: School Data Assignment in the Fall 2013 Data Field Descriptions manual. All the remaining fields have been revised to the new format for the Fall 2014 edition. The field descriptions for all of the fields are set up in sections as follows:

Each section has been set up in the following order:

- data element definition
- additional reporting information
- programming edits
- submission codes when appropriate

The application file format has not changed, only the data field description format.

Managing Your MEIS Account

Email address and phone number. It is important for MEIS users to keep their information current. CEPI sends email messages to all application users. Because it is sometimes necessary for CEPI to contact an authorized user by telephone, users' phone numbers must be kept current as well. To update email and phone information in MEIS, please do the following:

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

a. Log in as an MEIS User.
b. Click on "View/Update User Profile."
c. Click "Edit," make changes, and then click on "Update."
d. Click on "Return to MEIS Main Menu."
e. Log out of MEIS.

Title IX Coordinators (Assignment submitted in Field 10: School Assignment Data)

A Title IX coordinator must be designated by every local school district, including intermediate school districts (ISDs) and public school academies (PSAs), receiving federal education funding in the state of Michigan. This is a requirement of the federal Title IX of the Education Amendments of 1972 that prohibits discrimination on the basis of sex. This person will also provide leadership and direct full compliance with the Michigan Elliott-Larsen Civil Rights Act. Equal opportunity compliance is required in curricular, co-curricular and/or extra-curricular activities.

The Title IX coordinator assignment code information can be found in Field 10 under the section titled Administration Assignments. The assignment code is composed of a Title (NN), Level (N) and Function 74. For example, if an Assistant Superintendent of Budget/Accounting (71214) also functions as the Title IX coordinator, the assignment code for the Title IX coordinator portion of the assignment would be 71274. Report the appropriate full-time equivalency (FTE) for each assignment and all other fields as appropriate for the assignments submitted in Field 10.

	Assistant Superintendent of Budget/Accounting (71214)		Title IX Coordinator (71274)	
Title: NN	71	Assistant Superintendent	71	Assistant Superintendent
Level: N	2	District	2	District
Function: NN	14	Budget/Accounting	74	Title IX Coordinator

For questions concerning Title IX coordinators, please contact Norma Tims, Title IX Coordinator, Michigan Department of Education, at 517-241-2091 or email TimsN@michigan.gov.

State of Michigan Office Contact

Each field listing in the REP Data Field Descriptions contains a state of Michigan office contact. This is the office to which questions pertaining to particular field should be directed. As always, for technical assistance with your data submission, please contact CEPI customer support at CEPI@michigan.gov or 517-335-0505, option 3. Please provide your name, district code and district name, the CEPI application name, your telephone number (including area code and extension), your email address and your specific questions.

Reporting of Day-to-Day Substitute Teachers and Day-to-Day Substitute Paraprofessionals/Aides by the ISD

According to the Michigan Department of Education (MDE) Office of Professional Preparation Services, if day-to-day substitute teachers and day-to-day substitute paraprofessionals/aides are employed and paid by the ISD, then the ISD reports them in the REP. If the ISD reports the day-to-day substitute teachers and day-to-day substitute paraprofessionals/aides, the individual districts do not report them. LEAs and PSAs must ensure that their ISD has reported the day-to-day substitutes and day-to-day substitute paraprofessionals/aides who work in their respective districts if they do not intend to include them in the LEA/PSA reporting.

Index of Page Edits

Information Regarding the Fall 2014 REP Data Field Descriptions

For your convenience, the pages that contain edits, marked by ~~strikethrough~~ (no longer in effect) or underlined Arial font (new requirement), are shown below.

Field Number	Page Number	Edits/Changes
10	32	**New Assignment Code:** 00525 Cooking and Related Culinary Arts (12.0500)
10	32	**Remove Assignment Codes:** 00504 Agricultural Business and Management 00523 Personal and Culinary Services
10	44-45	Update to the reporting of Developmental Kindergarten and Kindergarten teachers.

Reporting of Non-Instructional Employees (Assignment Codes "81500" through "99900")

Districts have two options for reporting non-instructional employees:

Option 1: Report non-instructional staff members with the original assignment codes.
Option 2: Report non-instructional staff members using a shorter list of consolidated assignment codes.

"89001"	LEA Support Staff
"89002"	Other Support Staff
"89003"	School Support Staff
"89004"	Student Support Services Staff
"89005"	Library Media Support Staff

These codes were developed to help streamline the reporting of non-instructional staff members and align with federal reports. Please note that some positions still require a unique code in order to meet federal or state requirements.

Whether you choose option 1 or 2, the codes may be submitted with the minimal number of fields as outlined in Appendix A. Districts may choose to report with the minimal field submission or a full submission for each non-instructional staff member. When reporting a full submission, all fields must be reported as required for the assignment code reported in Field 10.

Field 1: Date of Count

Submission date: First business day in December and June 30

Field use: School Aid Act, Michigan Compiled Laws (MCL) 388.1613; Public Act (PA) 155, Section. 19 (5)

State of Michigan office contact: CEPI customer support, 517-335-0505, Option 3
CEPI@michigan.gov

Field specification: 10-character, date with slashes

Record position/type: 001-010, date

Database field name: MonthOfCount

Code/format: Month, day and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be the number of a day between 01 and 31. CCYY represents the year. For example, June 30, 2015 = 06/30/2015. MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields:

Definition:
The official REP submission dates for the 2014-2015 school year are December 1, 2014, and June 30, 2015.

Additional Reporting Information:
On September 30, 2005, the Michigan Legislature enacted P.A. 155 of 2005, amending the State School Aid Act and setting the deadline for reporting educational personnel data through the REP Application. The language mandates that the collections occur "by the first business day in December and June 30 of each year."

This field applies to assignment codes "000AX" through "99900".

Programming edits:
If this field is left blank or does not contain the current official submission date, a fatal error is reported.

Field 2: Operating ISD/ESA Number

Submission date: First business day in December and June 30

Field use: School Aid Act 388.1619;
Revised School Code, MCL 380.1280;
Section 501 of PA 115 of 2009; *No Child Left Behind Act of 2001* (NCLB), 20 USC 6319

State of Michigan office contact: CEPI customer support, 517-335-0505, CEPI@michigan.gov

Field specification: Two-character, right justified, zero fill

Record position/type: 011-012, character

Database field name: OperatingISD/ESA

Code/format: This is a two-position field (NN).

Dependencies with other fields: Field 3: Operating District Number

Definition:
These codes are the state-assigned ISD/ESA numbers. This is the code of the ISD/ESA that has the operating district or program where the staff member is employed. *For example:* St Joseph ISD's number is "75".

Additional Reporting Information:
This field applies to assignment codes "000AX" through "99900".

Programming edits:

- When the intermediate school district (ISD) code is invalid or blank, a fatal error is reported.
- The individual who uploads a file must be the authorized user for the ISD/Educational Service Agency (ESA), PSA or LEA number that is submitted in the uploaded file or a fatal error is reported.

CODE	DESCRIPTION
03	Allegan ISD
04	Alpena-Montmorency-Alcona ESD
08	Barry ISD
09	Bay-Arenac ISD
11	Berrien ISD
12	Branch ISD
13	Calhoun ISD
14	Lewis Cass ISD
15	Charlevoix-Emmet ISD
16	Cheboygan-Otsego-Presque Isle ISD
17	Eastern Upper Peninsula ISD

18	Clare-Gladwin ISD
19	Clinton County RESA
21	Delta-Schoolcraft ISD
22	Dickinson-Iron ISD
23	Eaton ISD
25	Genesee ISD
27	Gogebic-Ontonagon ISD
28	Traverse Bay Area ISD
29	Gratiot-Isabella RESD
30	Hillsdale ISD
31	Copper Country ISD
32	Huron ISD
33	Ingham ISD
34	Ionia ISD
35	Iosco ISD
38	Jackson ISD
39	Kalamazoo Valley RESA
41	Kent County ISD
44	Lapeer ISD
46	Lenawee ISD
47	Livingston ESA
50	Macomb ISD
51	Manistee ISD
52	Marquette-Alger ISD
53	West Shore ESD
54	Mecosta-Osceola ISD
55	Menominee ISD
56	Midland County ESA
58	Monroe ISD
59	Montcalm Area ISD
61	Muskegon Area ISD
62	Newaygo ISD
63	Oakland ISD
70	Ottawa ISD
72	COOR ISD
73	Saginaw ISD
74	St. Clair County RESA
75	St. Joseph ISD
76	Sanilac ISD
78	Shiawassee Regional ESD
79	Tuscola ISD
80	Van Buren ISD
81	Washtenaw ISD
82	Wayne RESA
83	Wexford-Missaukee ISD

Field 3: Operating District Number

Submission date:	First business day in December and June 30
Field use:	School Aid Act 388.1619; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319
State of Michigan office contact:	CEPI customer support, 517-335-0505, CEPI@michigan.gov
Field specification:	Five-character, right justified, zero fill
Record position/type:	013-017, character
Database field name:	OperatingDistrict
Code/format:	This is a five-position field (NNNNN).
Dependencies with other fields:	Field 2: Operating ISD/ESA Number

Definition:
These codes are the state-assigned LEA, PSA or ISD numbers. Use the LEA, PSA or ISD number of the district where the staff member is employed.

Additional Reporting Information:
- EEM numbers are five digits.
- A leading zero must be added in front of the EEM numbers (e.g., 01234) for your district if you have been using four digits.
- To validate or request an EEM number, contact CEPI@michigan.gov.
- This field applies to assignment codes "000AX" through "99900".

Programming edits:
- When the local education agency (LEA), public school academy (PSA) or ISD code is invalid or blank, a fatal error is reported.
- The individual who uploads a file must be an authorized user for the LEA, PSA or ISD number that is submitted in the uploaded file, or a fatal error is reported.

Field 4: Last Name

Submission date:	First business day in December and June 30
Field use:	School Aid Act 388.1619; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319
State of Michigan office contact:	CEPI customer support, 517-335-0505, CEPI@michigan.gov
Field specification:	40-character, left justified
Record position/type:	018-057, alpha
Database field name:	LastName
Code/format:	This is a 40-position field. (Jones). If the last name is longer than 40 letters, place the first 40 letters of the last name in this field and truncate the remaining characters. If the last name is less than 40 letters, place the entire last name in this field padded with blanks.
Dependencies with other fields:	Field 5: First Name; Field 12: Funded Position Status Field 7: Social Security Number (when position is vacant)

Definition:
This is the staff member's last name.

Additional Reporting Information:

- In order to account for all positions in the district, report all staff members who fill positions that are temporarily vacant because of the termination of staff members.
- Report all pertinent information about the temporary substitute or contractor that would be submitted for an employee on staff.
- This field applies to assignment codes "000AX" through "99900".
- *Vacant positions:* In order to track funded but vacant positions or for positions created since the previous school year and not yet filled, the *last* name should say "VACANT".

Programming edits:

- If this field is left blank, a fatal error is reported.
- If Field 12: Funded Position Status has a value of "1", Field 4 must be reported as VACANT or a fatal error is reported.
- If "VACANT" is reported in Field 4: Last Name and "FUNDED" is reported in Field 5: First Name, then Field 12 must be reported with a value of "1" and the first five digits of Field 7: Social Security Number must be reported as the district number or a fatal error will be reported.

Field 5: First Name

Submission date:	First business day in December and June 30
Field use:	School Aid Act 388.1619; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319; IDEA, 20 USC 1400 (Sec. 618)
State of Michigan office contact:	CEPI customer support, 517-335-0505, CEPI@michigan.gov
Field specification:	40-character, left justified
Record position/type:	058-097, alpha
Database field name:	FirstName
Code/format:	This is a 40-position field (Sally). If the first name is longer than 40 letters, place the first 40 letters of the first name in this field and truncate the remaining characters. If the first name is less than 40 letters, place the entire first name in this field, padded with blanks.
Dependencies with other fields:	Field 4: Last Name; Field 12: Funded Position Status Field 7: Social Security Number (when position is vacant)

Definition:
This is the employee's first name.

Additional Reporting Information:

- In order to account for all positions in the district, report all staff members who fill positions that are temporarily vacant because of the termination of staff members.
- Report all pertinent information about the temporary substitute or contractor that would be submitted for an employee on staff.
- *Vacant positions:* In order to track funded but vacant positions or for positions created since the previous school year and not yet filled, the *first* name should say "FUNDED".
- This field applies to assignment codes "000AX" through "99900".

Programming edits:

- If this field is left blank, a fatal error is reported.
- If Field 12: Funded Position Status has a value of "1", Field 5 must be submitted as "FUNDED" or a fatal error is reported.
- If "VACANT" is reported in Field 4: Last Name and "FUNDED" is reported in Field 5: First Name, then Field 12 must be reported with a value of "1" and the first five digits of Field 7: Social Security Number must be reported as the district number or a fatal error will be reported.

Field 6: Middle Name

Submission date:	First business day in December and June 30
Field use:	School Aid Act 388.1619; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319; IDEA, 20 USC 1400 (Sec. 618)
State of Michigan office contact:	CEPI customer support, 517-335-0505, CEPI@michigan.gov
Field specification:	40-character, left justified, blanks accepted
Record position/type:	098-137, alpha
Database field name:	MiddleName
Code/format:	This is a 40-position field (Alice). If the middle name is longer than 40 letters, place the first 40 letters of the middle name in this field and truncate the remaining characters. If the middle name is less than 40 letters, place the entire middle name in this field padded with blanks.
Dependencies with other fields:	Field 4: Last Name Field 5: First Name Field 12: Funded Position Status

Definition:
This is the employee's middle name.

Additional Reporting Information:
- In order to account for all positions in the district, report all staff members who fill positions that are temporarily vacant because of termination of staff members.
- Report all pertinent information about the temporary substitute or contractor that would be submitted for an employee on staff.
- This field applies to assignment codes "000AX" through "99900".

Programming edits:
- Blanks are accepted.
- If Field 12: Funded Position Status has a value of "1" (Vacant, funded, open position or no one assigned), this field must be blank.

Field 7: Social Security Number

Submission date:	First business day in December and June 30
Field use:	School Aid Act 388.1619; Revised School Code, MCL 380.1231, 380.1233; Section 501 of PA 115 of 2009; Privacy Act, PL 93-579, Section 7 2005 PA 129-131 and 139
State of Michigan office contact:	CEPI customer support, 517-335-0505, CEPI@michigan.gov
Field specification:	Nine-character, blanks accepted
Record position/type:	138-146, integer
Database field name:	SocialSecurityNumber
Code/format:	This is a nine-position field (NNNNNNNNN).
Dependencies with other fields:	Field 8: Credential License Number Field 12: Funded Position Status Field 10: School Assignment Data

Definition:
This field provides the official identification of each employee.

Additional Reporting Information:

- The Social Security number should be submitted without hyphens or spaces (e.g., 333-22-4444 is entered as 333224444).
- This field must have a value if the position is vacant.
- For assignment codes "000AX" through "00598" (excluding "00310" through "00413" and "000NF"), "60300" and "60400", either this field or Field 8: Credential License Number must have a value; all other assignments require completion of this field.

Note: Corrections to previously submitted data such as name, birthdate, gender, Social Security number* or credential number may be made through the REP Online Single Submission Application. All corrections to birthdates must be made through the REP Online Single Submission Application.

**Exception:* When a Social Security number update is attempted for an employee who has multiple records in the REP database, a warning message will be issued stating that the authorized user must contact CEPI to resolve the Social Security number.

For districts that use the Bulk Upload Application, the PIC must be used if changes are made to the employee's name, gender, Social Security number or credential number. If the PIC is not used in the Bulk Upload file when a change is made, a duplicate record will be created.

Programming edits:

- If this field is blank for assignment codes "00310" through "00413", "000NF", "60000" through "99900" (excluding "60300" and "60400"), and "Y*014" and "Y*016" (*bilingual paraprofessionals/aides), then a fatal error is reported.
- If this field and Field 8: Credential License Number are blank for assignment codes "000AX" through "00598" (General Education, Special Education, Career/Technical Education), (excluding "00310" through "00413" and "000NF", "Y*014" or "Y*016" [bilingual paraprofessionals/aides]), "60300" and "60400", a fatal error is reported.
- If "VACANT" is reported in Field 4: Last Name and "FUNDED" is reported in Field 5: First Name, then
    - Field 12: Funded Position Status must be reported with a value of "1"
    - and the first five digits of Field 7: Social Security Number must be reported as the district number or a fatal error will be reported. (See example below.)

Vacant positions: In order to track funded but vacant positions:

- The number should be assigned in ascending sequence by the district beginning with the district number (NNNNN), followed by four additional numbers (NNNN).
    - For example: Detroit City School District (82010) would use a number such as 820100001 for the first vacant position, followed by 820100002 for the next vacant position.

Field 8: Credential License Number

Submission date:	First business day in December and June 30
Field use:	School Aid Act 388.1619; Revised School Code MCL 380.1231, 380.1233; 388.1632d Section 501 of PA 115 of 2009; NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400 (Sec. 618)
State of Michigan office contact:	Krista Ried, Office of Professional Preparation Services (OPPS), 517-373-3310, riedk@michigan.gov
Field specification:	15-character, left justified, pad with blanks
Record position/type:	147-161, alphanumeric
Database field name:	CredentialLicenseNumber
Code/format:	This is a 15-position field.
Dependencies with other fields:	Field 7: Social Security Number Field 12: Funded Position Status Field 17: Type of Credential Field 10: School Assignment Data

Definition: This field identifies the state-issued credential number for licensed personnel. This is the credential number on the license the employee is using for this position.

Additional Reporting Information:

- The Office of Professional Preparation Services issues credential numbers with varying lengths. If the credential license number is less than 15 digits, left justify and pad with blanks to the right of the credential number.
- This field is left blank when the following exist:
  - For staff members with pending credentials, Field 17: Type of Credential must be coded "02".
  - For staff members with an assignment code "00310" through "00413", "000NF" or "Y*014" and "Y*016" (bilingual paraprofessionals/aides) who are not required to hold credentials for their positions, Field 17 may be coded "00".
  - For staff members with assignment codes "00310" through "00413" or "000NF" who are required to hold credentials, report the appropriate credential type in Field 17.
  - If a staff member has a split full-time equivalency (FTE) assignment where a credential is required for one assignment but not the other, the credential should be submitted.
  - For staff members with life, permanent or continuing certificates without credential numbers, Field 17 must be coded "01", "05", "08", "23", "24", 25", "26", "40", "41", "42", "43" or "55".

Contact the Michigan Department of Education, Office of Professional Preparation Services (517-373-3310) for further information about obtaining the credential numbers, if necessary. Two methods are available for you to obtain the credential numbers.

Single Credential Number:

The credential numbers may be obtained online through the Office of Professional Preparation Services' Michigan Teacher Certification Status website, located at https://mdoe.state.mi.us/MOECS/PublicCredentialSearch.aspx. You can obtain an individual's credential number by supplying the teacher's name on the website. You will then be given a list of all credentials held by the individual.

Multiple Credential Numbers:

A local district user may obtain credential numbers, issue and expiration dates, endorsements earned, and sponsoring institutions for instructional personnel through the Michigan Online Educator Certification System (MOECS). The user must have a MEIS account and obtain access to the MOECS application.

To access MOECS, go to the MDE website at http://www.michigan.gov/mde/0,1607,7-140-6530_5683_57223---,00.html and click on "Click Here to go to the MOECS Login Page."

Programming edits:

- For assignment codes "000AX" through "00598" (excluding "00310" through "00413" and "000NF"), "60300" and "60400", either this field or Field 7: Social Security Number must have a value or a fatal error is reported.
- If the credential number is not a valid number or the credential has expired in the Teacher Certification Database, a fatal error is reported.

Field 9: Date of Hire

Submission date: First business day in December and June 30

Field use: Revised School Code, MCL 380.1231, 380.1233;
School Aid Act, MCL 388.1613, 388.1619; 388.1632d
Section 501 of PA 115 of 2009

State of Michigan office contact: CEPI customer support, 517-335-0505,
CEPI@michigan.gov

Field specification: 10-character, date with slashes

Record position/type: 162-171, date

Database field name: DateOfHire

Code/format: This is a 10-position field (MM/DD/CCYY).

All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1987 = 05/08/1987. MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields: Field 1: Date of Count Field 12: Funded Position Status
Field 13: Date of Birth Field 25: Employment Status

Definition: This field identifies the initial date of hire (date employed) for the staff member within the district.

Additional Reporting Information:

- A change in position in the district does not change the initial hire date.
- If a staff member terminates and is re-employed at a later date, a new hire date would be established for that individual.
- If a substitute teacher is hired to fill a regular teaching position, use the date the substitute teacher was originally hired into the district in the substitute teaching position.
- For vacant, funded positions (vacancies created since the previous school year and not yet filled), leave this field blank.
- This field applies to assignment codes "000AX" through "99900".

Programming edits:

- If the field is left blank or does not contain a valid date, a fatal error will be reported, unless Field 12: Funded Position Status is submitted with a code "1" (vacant).
- The date of hire must be prior to the submission date, or a fatal error will be reported. The date of hire cannot be equal to or within 14 years of the date of birth, or a fatal error will be reported.

Field 10: School Assignment Data

Submission date: First business day in December and June 30

Field use: Revised School Code, MCL 380.1231, 380.1233, 380.1280; School Aid Act, MCL 388.1613, 388. 1619(5); 388.1632d; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400 § 1418; 34 C.F.R. § 300.18; IDEA of 2004 – P.L. 108-446, Section 618 (a)(3); Michigan Administrative Rules for Special Education 340.1797 (xviii)(d)

State of Michigan office contact:

Academic Major, Academic Minor, Administrator Continuing Education Requirement, Assignment Codes, Endorsement Codes, Teacher Placement Questions
Office of Professional Preparation Services, 517-373-3310
Accounting/Function Codes
Glenda Rader, 517-335-0524, raderg@michigan.gov
Career & Technical Education
Norma Tims, 517-241-2091, timsn@michigan.gov
Certification Questions, Core Academic Classes, Highly Qualified Status
Krista Ried, 517-373-3310, riedk@michigan.gov
Early Childhood
Jayne Klein, 517-373-9963, kleinj@michigan.gov
Gifted & Talented
Linda Forward, forwardl@michigan.gov
Migrant/Bilingual Program
Shereen Tabrizi, 517-373-6066, tabrizis@michigan.gov
Michelle Williams, 517-373-6066, WilliamsM48@michigan.gov
School/Facility Codes
CEPI customer support, 517-335-0505, CEPI@michigan.gov
Special Education
Darren Warner, 517-241-0786, warnerd@michigan.gov
Title I
Mike Radke, 517-373-3921
Title IX
Norma Tims, 517-241-2091, timsn@michigan.gov

Field specification: 50-character, repeated nine times

Record position/type: 172-621, character

Database field name: SchoolCode/PositionAssignment/Grade/Educational Setting/SpecialEducationAgeGroup Assignment/FTE/Wage/Accounting/FunctionCode/Highly Qualified/AcademicMajor/AcademicMinor/AdministratorContinuing Education/NumberofClassesTaught

Code/format: This is a 450-position field formatted with eleven codes that are repeated nine times:

School/Facility (NNNNN)
Assignment (NNNAA, AANAA or NNNNN)
Grade-level/Educational Setting (Integer)
FTE (N.NN)
Wage (NNN.NN)
Accounting/Function Code (NNN)
Highly Qualified Status (N)
Academic Major (N)
Academic Minor (N)
Administrator Continuing Education (N)
Number of Core Academic Classes Taught (N)

Dependencies with other fields:

Field 7: Social Security Number
Field 8: Credential License Number
Field 11: Title I and Title II, Part A Teachers
Field 12: Funded Position Status
Field 17: Type of Credential
Field 18: Date Credential Issued
Field 19: Date of Expiration
Field 20: Educator Effectiveness
Field 24: Hours of Professional Development
Field 25: Employment Status
Field 26: Date of Termination
Field 28: Annual Salary

General Definition for Field 10: Field 10 identifies assignment information about the staff member. All school personnel must be reported in the REP regardless of the FTE count. All assignments for each staff member must be reported. This field is repeated nine times so that multiple assignments may be reported. This field applies to assignment codes "000AX" through "99900".

Additional Reporting Information:
Field 10 includes several elements, each with different business rules and formats as described in the following subsections:

School/Facility	Highly Qualified Status
Assignment	Academic Major
Grade/Educational Setting	Academic Minor
Full-Time Equivalency (FTE)	Administrator Continuing Education
Wage	Number of Core Academic Classes Taught
Accounting/Function Code	

Programming edits: Field 10 must be submitted when:

- Reporting the termination of an employee in Field 25: Employment Status (codes "00" through "19") and Field 26: Date of Termination or a fatal error is reported.
- Reporting a vacant funded position in Field 12: Funded Position Status; each section of position one in Field 10 must have a value or a fatal error is reported.

Field 10 Data Element
School/Facility Five-Digit Code (NNNNN)

Definition: These codes are the state-assigned numbers in the Educational Entity Master (EEM). This field also provides the relational link to all the core data sets.

Additional Reporting Information:
The EEM numbers are five digits. You must add a leading zero in front of the EEM numbers for all schools/facilities that have four-digit numbers (e.g., 01234). Any district-operated school or Unique Education Provider may receive a five-digit number.

Additional information about school/facility definitions is available at the following location: http://www.michigan.gov/documents/cepi/EEM_Defs_238605_7.pdf.

Additional information about Shared Educational Entities (SEEs) and Specialized Shared Educational Entities (S2E2s) is available at:
http://www.michigan.gov/mde/0,4615,7-140-22709_56877---,00.html.

Programming edits:

- When a school/facility code is invalid or blank, a fatal error is reported.
- For staff members submitted in a closed school/facility, the close date of the school/facility in the EEM cannot be prior to July 1 of the current submission year, or a fatal error is reported.

School Definitions:
The definitions formerly provided in Field 10 are located in the REP Frequently Asked Questions (FAQs) and the REP Glossary. These documents are located on the REP Web page:
http://www.michigan.gov/cepi/0,4546,7-113-986_10478---,00.html.

Field 10 Data Element
Assignment Five-digit code (NNNAA, AANAA or NNNNN)

Definition: The assignment code indicates the position held by the employee. All assignment codes for all staff members must be reported (up to nine assignments). The primary assignment should be listed first if multiple assignments are being reported for one individual. Place the numerals "000" (zero) before each two-letter subject code for general education. Do not use the letter "o" for this purpose.

Depending on the assignment, special rules and formats may apply. Below are the categories of instructional and non-instructional assignments with related code ranges. Please refer to each subsection for details.

General Education	"000AX" through "000ZZ"
Bilingual Education	"YA***" through "YT***"
Special Education	"00192" through "00407"
Career and Technical Education	"00500" through "00598"
Early Childhood and Parenting	"60100" through "60700"
Administrative	"70000" through "79999"
Paraprofessionals/Aides	"80001" through "80005"; "00403" through "00406" and "00407"; "00410" through "00413"; "Y*014" and "Y*016"; "80014" and "80016"; "60500" and "60501"
Non-Instructional/ Non-Certified Assignments	"81500" through "99900"

Additional Reporting Information:

For *career and technical education* (assignment codes "00500" through "00598"):

- Report the state-approved CTE program that the staff member is assigned to teach.

For *early childhood personnel*:

- Kindergarten teachers should be submitted with assignment code "000ZG" (General Elementary).
- Pre-kindergarten teachers should be submitted using the Early Childhood and Parenting Assignments codes.

For *full- and part-time substitute teachers:*

- Report all full-time and part-time substitute teachers who are filling regular positions. For example, if the district has employed an individual under a full-year permit to fill a math position, report the individual as a regularly employed math teacher.

For *contracted employees, full- or part-time:*

- All contracted employees must be reported.
- Report the appropriate assignment code for the position.

For *bus drivers*:

- Report the administrative school/facility code ("00000") unless the bus garage has a separate school/facility code.

For *non-instructional staff members, day-to-day substitute teachers and paraprofessionals/aides:*

- These records may be submitted with fewer fields of data.
- Refer to Appendix A in the manual for complete instructions.

For *non-instructional staff members* ("81500" through "99900"):

- Beginning with the Fall 2013 REP Submission,
  - Districts can submit all non-instructional staff members with a reduced number of fields. Previously this was only allowed for non-instructional staff members with an FTE of less than 0.5. See Appendix A.
  - Districts can submit non-instructional staff members using a list of new consolidated assignment codes or continue with the original list of assignment codes. Both methods are explained in the Non-Instructional Assignment Codes section in this field.

For *facilitators of instruction* (e.g., computer-based learning program, online instruction, virtual education):

- Report assignment code "000ZW" when the individual is not providing the direct instruction, but is facilitating the instruction of an online class, computer-based learning program or other virtual education assignment. Facilitating the instruction would include such job duties as taking attendance, keeping students on task and monitoring classroom behavior.
- This individual ***must*** be a certified teacher at the grade level the instruction is occurring, but may not necessarily hold the appropriate subject area endorsement.

Programming Edits:

Assignment Code:

- When an assignment code is invalid (not included in the official list of assignment codes in Field 10) or blank, a fatal error is reported.
- For assignment codes "000AX" through "00598", "60300" or "60400", if a "4" or "5" is submitted in Field 12: Funded Position Status, then Code "11", "12", "13" or "53", or the appropriate credential type for a credentialed employee must be submitted in Field 17: Type of Credential.
- Assignment code "000NY" cannot be combined with a bilingual code or a fatal error will be reported.
- For administrators with assignment codes "70000" through "79999" who hold valid administrator certificates, report Code "60" in Field 17.
- If the assignment code is between "000AX" and "00598", "60300" or "60400", then the following fields must be submitted or a fatal error will be reported:
  - Field 7: Social Security Number or Field 8: Credential License Number
  - Field 12: Funded Position
  - Field 17: Type of Credential
  - Field 20: Educator Effectiveness (See Field 20 for specific assignment codes and reporting instructions.)
- If the assignment code is between "000AX" and "00598", "60300" or "60400", and Field 25: Employment Status is reported with a code "97" or "98," then the following fields must be reported or a fatal error will be reported:
  - Field 7: Social Security Number or Field 8: Credential License Number
  - Field 12: Funded Position
  - Field 17: Type of Credential
  - Field 20: Educator Effectiveness (See Field 20 for specific assignment codes and reporting instructions.)
  - Field 24: New Teacher Professional Development, (Field 24 is required to be submitted for new teachers only.)

- If the assignment code is between "70000" and "79999", then:
  - Field 12: Funded Position Status and Field 17: Type of Credential must be submitted, or a fatal error is reported.

- If the assignment code is "60100", "60200", "60401" "60500", "60501", "60600", "60700" or "80001" through "99900", then:
  - Field 17: Type of Credential must be submitted with zeros, or a fatal error is reported.
  - Field 12: Funded Position Status must be left blank, or a fatal error is reported, unless the position is submitted as a vacant position or as an on-leave position.

- If the assignment code is "00SUB" or "00PAR", then:
  - See Appendix A for specific reporting requirements.
  - For bulk upload files and online submission, submit the appropriate assignment code "00SUB" or "00PAR" and the school/facility only in Field 10, or a fatal error will be reported.

- For non-instructional staff members (assignment codes 81500 through 99900),
  - All required fields as outlined in Appendix A must be submitted or a fatal error will be reported.

General Education Assignments (NNNAA and AANAA)

GENERAL EDUCATION ASSIGNMENT	CODE (NNNAA NNNNN)	HIGHLY QUALIFIED STATUS REQUIRED*	ACCOUNTING FUNCTION CODE
English Language Arts			
Communication Arts	000AX		111-135
English	000BA	●	111-135
Journalism	000BC		111-135
Language Arts	000BX	●	111-135
Reading	000BT	●	111-135
Speech	000BD		111-135
Social Sciences			
Social Studies	000RX	●	111-135
Anthropology	000CH		111-135
Behavioral Studies	000CM		111-135
Cultural Studies	000CL		111-135
Economics	000CA	●	111-135
Environmental Studies	000NJ		111-135
Geography	000CB	●	111-135
History	000CC	●	111-135
Political Science	000CD	●	111-135
Psychology	000CE		111-135
Sociology	000CF		111-135
Humanities			
Humanities	000PX		111-135
Philosophy	000PS		111-135
Religion	000PR		111-135
Science			
Science	000DX	●	111-135
Integrated Science	000DI	●	111-135
Astronomy	000DO	●	111-135
Biology	000DA	●	111-135
Chemistry	000DC	●	111-135
Geology-Earth Science	000DH	●	111-135
Physical Science	000DP	●	111-135
Physics	000DE	●	111-135
Mathematics			
Mathematics	000EX	●	111-135
World Language			
American Sign Language	000FS		111-135
Arabic	000FK	●	111-135
Chinese	000FR	●	111-135
English As a Second Language	000NS		111-135
French	000FA	●	111-135
German	000FB	●	111-135

GENERAL EDUCATION ASSIGNMENT	CODE (NNNAA NNNNN)	HIGHLY QUALIFIED STATUS REQUIRED*	ACCOUNTING FUNCTION CODE
Greek	000FC	●	111-135
Hebrew	000FJ	●	111-135
Italian	000FH	●	111-135
Japanese	000FL	●	111-135
Latin	000FD	●	111-135
Other World Languages	000FG	●	111-135
Polish	000FI	●	111-135
Russian	000FE	●	111-135
Spanish	000FF	●	111-135
Bilingual Education Programs *See Bilingual section for special rules.*			
Business			
Business Education	000GX		111-135
Accounting	000GA		111-135
Business Administration	000GH		111-135
Distributive Education	000GM		111-135
Secretarial Science	000GI		111-135
Technology			
Basic Computer Applications	000NH		111-135
Computer Science	000NR		111-135
Industrial Technology	000IX		111-135
Library Media	000ND		222
Technology Education	000TX		111-135
The Arts			
Music Education	000JX	●	111-135
Visual Art	000LX	●	111-135
Dance	000MH	●	111-135
Theatre/Performance	000LT	●	111-135
Wellness			
Health, Physical Education, Recreation and Dance	000MX		111-135
Health	000MA		111-135
Physical Education	000MB		111-135
Recreation	000MD		111-135
Sex Education	000NZ		111-135
Miscellaneous			
Agriscience and Natural Resources	000HX		111-135
Driver and Safety Education	000NC		111-135
Family and Consumer Education	000KH		111-135
Jr. ROTC	000NF		111-135
Level-Related Assignments			
Alternative Education (self-contained classroom)	000ZZ	●	111-135
Alternative Education (self-contained, Facilitator of Instruction)	000ZY		111-135
Facilitator of Instruction (e.g., computer-based learning program, online instruction, virtual education)	000ZW		111-135

GENERAL EDUCATION ASSIGNMENT	CODE (NNNAA NNNNN)	HIGHLY QUALIFIED STATUS REQUIRED*	ACCOUNTING FUNCTION CODE
General Elem. K-5 all subjects, K-8 Self-Contained	000ZG	●	111-135
Non-Academic/Non-Core Instruction (e.g., Primetime, Student Success Program, Study Skills, Test Preparation)	000NN		111-135
Other	000NX		111-135
Special Education			
Co-teaching with a Highly Qualified general education teacher	00195		122
Special Education Class at the Secondary Level Where all Students are Assessed by Alternate Achievement Standards (MI-Access)	00197	●	122
Special Education Class, Non-Core Academic Subjects (e.g., study skills, transition skills, etc.)	00196		122
Speech/Language Impaired Classroom – All Subjects	00192	●	122
Day-to-Day Substitute			
Day-to-Day Substitute Paraprofessional/Aide	00PAR		Not required
Day-to-Day Substitute Teacher	00SUB		Not required
Early Childhood			
Elementary Certified Teacher with Child Development Associate Credential (CDA)	60400		111 or 118
Elementary Certified Teacher with Early Childhood Endorsement (ZA or ZS)	60300		111 or 118
Support Services			
Guidance and Counseling	000NT		212
Library Media	000ND		222
Occupational Therapy	00360		213
Physical Therapy	00370		213
School Nurse	000NY		213

*Reporting of highly qualified status is required for instructors of core academic subject areas and specific paraprofessional/aides as outlined in the Highly Qualified section of Field 10.

Bilingual Education Assignments (AANAA)

Bilingual Program Assignments (AA***)

For any teacher or paraprofessional/aide assigned to a bilingual program, the first two digits of the assignment code are the bilingual program in which the instruction is being provided. For teachers, the last three digits provide the subject of instruction; for paraprofessionals/aides, the last three digits indicate whether the assignment is instructional or non-instructional.

Follow these steps:

- **First two digits.** Select the two-letter code for the bilingual program from the list below.

Bilingual Program	Code		Bilingual Program	Code
Bilingual French	YA		Bilingual Vietnamese	YM
Bilingual German	YB		Bilingual Korean	YN
Bilingual Greek	YC		Bilingual Yugoslavian	YO
Bilingual Russian	YE		Bilingual Chaldean	YP
Bilingual Spanish	YF		Bilingual Chinese	YR
Bilingual Italian	YH		Bilingual Filipino	YS
Bilingual Polish	YI		Bilingual Japanese	YT
Bilingual Hebrew	YJ		Bilingual Other	YL
Bilingual Arabic	YK			

- **Last three digits**

  Teachers (AA**NAA):** Refer to the General Education Assignments list; select the last three digits in the subject area code. (For example: "000EX" would be "0EX")

  For example:
  YA**0EX** Math instruction in a Bilingual French Program
  YB**0BA** English instruction in a Bilingual German Program

  Assignment code "000NY" cannot be combined with a bilingual code. Accounting/ function codes, highly qualified status reporting and programming edits align with the assignment codes "000AX" through "00598".

  Paraprofessionals/Aides (AA**NNN):** Use one of the following for the last three digits:

  014 Instructional Bilingual Paraprofessional/Aide
  016 Non-Instructional Bilingual Paraprofessional/Aide

  For example:
  YA**014** Instructional Paraprofessional/Aide in a Bilingual French Program
  YB**016** Non-Instructional Paraprofessional/Aide in a Bilingual German Program

  Programming edits for the bilingual paraprofessional/aides will align with those of the other paraprofessional/aide assignments.

Special Education Assignments (NNNNN)

Additional Reporting Information

- For special education teachers, report the specific subject area assignments and educational setting (rather than grade level) in the Current Grade Assignment and Educational Setting section.
- For adapted physical education teachers who hold the Certificate for Adapted Physical Education (CAPE), report the certificate type (Code 74) in Field 17: Type of Credential [MARSE] R340.1797 (xviii)(d)].

SPECIAL EDUCATION ASSIGNMENT	CODE (NNNNN)	HIGHLY QUALIFIED STATUS REQUIRED*	ACCOUNTING FUNCTION CODE
Instructional Personnel			
Co-teaching with a Highly Qualified General Education Teacher	00195		122
Special Education Class at the Secondary Level Where all Students are Assessed by Alternate Achievement Standards (MI-Access)	00197	•	122
Special Education Class, Non-Core Academic Subjects (e.g., study skills, transition skills, etc.)	00196		122
Speech/Language Impaired (SB) Classroom – All subjects	00192	•	122
Teacher Consultant and Other Special Education Personnel **			
Teacher Consultant: Autism Spectrum Disorder	00200		218
Teacher Consultant: Cognitive Impairment	00210		218
Teacher Consultant: Emotional Impairment	00220		218
Teacher Consultant: Hearing Impairment	00240		218
Teacher Consultant: Other Health Impairment	00262		218
Teacher Consultant: Physical Impairment	00261		218
Teacher Consultant: Specific Learning Disabilities	00230		218
Teacher Consultant: Visual Impairment	00250		218
Early Childhood Home Program	00270		218
Homebound/Hospitalized	00280		219
Speech Pathologist with a Certificate of Clinical Competence in a Non-teaching Role	00292		215
Teacher of Speech/Language-Impaired Non-Classroom Program	00290		215
Special Education Support Personnel			
Director of Special Education (see administration assignment section)			226
Occupational Therapist	00360		213
Physical Therapist	00370		213
School Psychologist (SG)	00320		214
School Social Work (including non-special education)	00310		216
Supervisor of Special Education (see administration assignment section)			226
Transition Coordinator	00375		
Additional Special Education Personnel			
Audiologist	00381		215
Interpreter for the Deaf	00406		122, 2xx–3xx
Miscellaneous other Professional Personnel	00380		2xx
Occupational Therapist Assistant	00390		213

SPECIAL EDUCATION ASSIGNMENT	CODE (NNNNN)	HIGHLY QUALIFIED STATUS REQUIRED*	ACCOUNTING FUNCTION CODE
Orientation and Mobility Assistant	00392		217
Orientation and Mobility Specialist	00385		217
Physical Therapist Assistant	00391		213
Physician	00388		213
Registered Art Therapist	00389		219
Registered Music Therapist	00383		219
Registered Nurse	00384		213
Registered Recreational Therapist	00386		219
Special Education Early Childhood Instructional Paraprofessional/Aide	00405		1xx–3xx
Special Education Early Childhood Non-Instructional Paraprofessional/Aide	00407		2xx–3xx
Special Education Instructional Paraprofessional/Aide ***	00403	●	1xx–3xx
Special Education Non-Instructional Paraprofessional/Aide	00404		2xx–3xx

* Reporting of highly qualified status is required for instructors of core academic subject areas and specific paraprofessional/aides as outlined in the Highly Qualified section of Field 10.

** For non-instructional teacher consultants with no caseload, use one of the teacher consultant codes reflecting the current endorsement area [Michigan Administrative Rules for Special Education (MARSE) R340.1748a].

*** Report highly qualified status when assigned to a school/facility that operates a Title I Schoolwide Program.

Career and Technical Education Assignments (NNNNN)

CAREER AND TECHNICAL EDUCATION ASSIGNMENT 00500 - 00598	CODE (NNNNN)	CIP CODE	ACCOUNTING FUNCTION CODE
Agriculture, Food & Natural Resources			
~~Agricultural Business and Management~~	~~00504~~	~~(01.0101)~~	~~127~~
Agriculture, Agricultural Operations and Related Sciences	00501	(01.0000)	127
Animal Health and Veterinary Science	00507	(01.0903)	127
Applied Horticulture and Horticultural Operations	00505	(01.0601)	127
Biotechnology	00506	(26.1201)	127
Natural Resources and Conservation	00502	(03.0000)	127
Architecture and Construction			
Construction Trades	00540	(46.0000)	127
Drafting and Design Technology/Architectural	00560	(15.1301)	127
Electrical and Power Transmission Installation	00539	(46.0301)	127
Heating, Air Conditioning, Ventilation and Refrigeration	00545	(47.0201)	127
Home Furnishings Equipment Installers and Consultants	00534	(19.0605)	127
Plumbing Technology	00547	(46.0503)	127
Arts, Audio/Visual Technology and Communications			
Fashion Design	00574	(19.0906)	127
Graphics and Printing Technology and Communications	00562	(10.0301)	127
Radio and Television Broadcasting Technology	00530	(10.0202)	127
Visual and Performing Arts	00571	(50.0101)	127
Business, Management and Administration			
Business Administration Management and Operations	00594	(52.0299)	127
Education and Training			127
Educational General	00524	(13.0000)	127
Family and Consumer Sciences			127
Family and Consumer Science	00520	(19.0000)	127
Finance			127
Finance and Financial Management Services	00593	(52.0800)	127
Insurance	00589	(52.1701)	127
Government and Public Administration			
Army (JROTC)	00519	(28.0301)	127
Health Science			127
Biotechnology Medical Sciences	00583	(26.0102)	127
Diagnostic Services	00581	(51.1000)	127
Health Informatics	00582	(51.0707)	127
Therapeutic Services	00580	(51.0000)	127
Hospitality and Tourism			
Cooking and Related Culinary Arts	00525	(12.05000	127
~~Personal and Culinary Services~~	~~00523~~	~~(26.0102)~~	~~127~~
Human Services			127
Child and Custodial Care Services	00521	(19.0700)	127
Cosmetology	00531	(12.0400)	127
Information Technology			

CAREER AND TECHNICAL EDUCATION ASSIGNMENT 00500 - 00598	**CODE (NNNNN)**	**CIP CODE**	**ACCOUNTING FUNCTION CODE**
Computer Programming/Programmer	00595	(11.0201)	127
Computer Systems Networking and Telecommunications	00597	(11.0901)	127
Digital/Multimedia and Information Resources Design	00596	(11.0801)	127
System Administration/Administrator	00598	(11.1001)	127
Law, Public Safety, Corrections and Security			
Public Safety/Protective Services	00538	(43.0100)	127
Manufacturing			127
Electrical/Electronic Equipment Installation and Repair General	00542	(47.0101)	127
Machine Tool Technology/Machinist	00564	(48.0501)	127
Welding, Brazing, and Soldering	00566	(48.0508)	127
Woodworking General	00567	(48.0701)	127
Marketing			
Marketing Sales and Service	00510	(52.1999)	127
Science, Technology, Engineering and Mathematics			127
Engineering Technology	00573	(15.0000)	127
Mechatronics	00575	(14.4201)	127
Mechanical Drafting	00576	(15.1306)	127
Transportation, Distribution and Logistics			
Aeronautics/Aviation/Aerospace Science and Technology	00569	(49.0101)	127
Airframe Technology	00553	(47.0607)	127
Automobile Technician (NATEF Certified)	00550	(47.0604)	127
Avionics Maintenance Technology	00572	(47.0609)	127
Collision Repair Technician (NATEF Certified)	00549	(47.0603)	127
Heavy Industrial Equipment Maintenance and Repair	00546	(47.0399)	127
Medium and Heavy Truck Technician (NATEF Certified)	00551	(47.0613)	127
Power Plant Technology (Aircraft)	00554	(47.0608)	127
Small Engine and Related Equipment Repair	00552	(47.0606)	127

Early Childhood and Parenting Education Assignments (NNNNN)

EARLY CHILDHOOD AND PARENTING EDUCATION ASSIGNMENT	CODE (NNNNN)	ACCOUNTING FUNCTION CODE
Early Childhood Specialist (Master's in Child Development or Early Childhood Education) – Great Start Readiness Program	60100	226
Early Childhood Classroom Teacher – Bachelor's Degree in Child Development	60200	111 or 118
Elementary Certified Teacher with Early Childhood Endorsement (ZA or ZS)	60300	111 or 118
Elementary Certified Teacher with a Child Development Associate Credential (CDA)	60400	111 or 118
Early Childhood Classroom Teacher – Does not meet the educational requirements of assignment codes 60200, 60300 or 60400.	60401	111, 118 or 351
Associate Teacher with a Child Development Associate Credential (CDA), Associate Degree in Early Childhood/Child Development or the Michigan Department of Education Equivalent*	60500	111 or 118
Early Childhood Paraprofessional/Aide – Does not meet the educational requirements for the assignment code 60500.**	60501	111, 118 or 351
Parent Educator/Home Visitor	60600	3xx
Parent Educator/Non-Home Visitor	60700	3xx

*60500 – Associate Teacher: this code is used to report associate teachers working in the Great Start Readiness Program (GSRP). The qualifications listed in this code are legislative requirements for associate teachers working in the GSRP. This code is not associated with Title 1.

**60501 – Early Childhood Paraprofessional/Aide: this code is used to report paraprofessionals/aides working in an early childhood setting not associated with the GRSP or Title 1 (e.g., paraprofessional in a tuition-based classroom).

Administrative Assignments (NNNNN)

Report the appropriate administration assignment code for the administrative position held by the employee. Administration assignment codes are created by selecting the appropriate Title, Level and Function for the position held by the administrator. An assignment for an administrator is coded as a 5-digit number. Select from each of the categories given. For example: A superintendent of a district would be coded as follows:

Title (NN)	70
Level (N)	2
Function (NN)	00

Report 70200 in the REP for a district superintendent; 70100 for an ISD superintendent.

ADMINISTRATIVE ASSIGNMENT	CODE	ACCOUNTING FUNCTION CODE
Title: (NN		
Superintendent	70	232
Assistant Superintendent	71	232
Administrator	72	2xx
Principal	73	241
Assistant Principal	74	241
Director	75	2xx-3xx
Supervisor	76	2xx-3xx
Coordinator	77	2xx-3xx
Consultant	78	2xx-3xx
Assistant Director	79	2xx-3xx
Level: N		
ISD	1	
District (LEA, PSA)	2	
School	3	
Program	4	
Regional	5	
Function: NN)		
Chief Administrative Officer for District/ISD	00	232 or 252
School Management (e.g., administrator, principals and others in management roles)	01	2xx
Adult, Continuing and Community Education	10	
Athletics	11	293
Behavioral/Classroom Management	12	21x
Bilingual/English Language Learner (ELL) Education	13	
Budget/Accounting	14	252
Business/Finance	15	252
Career and Technical Education	16	
Communications and Media	17	282
Curriculum and Instruction	18	
Child Care/Preschool/Early Childhood	30	111, 118 or 3xx
Family/Community Support	31	21x or 3xx

ADMINISTRATIVE ASSIGNMENT	CODE	ACCOUNTING FUNCTION CODE
Food Service	32	297
Gifted and Talented	33	
Human Resources	34	283
Legal Affairs	40	232 or 283
Migrant Education	41	
Plant/Facilities Maintenance	42	261
Professional Development	43	221 or 283
Pupil Accounting	44	
Recreation	50	
Regional Educational Media Center (REMC)	51	222
Research and Evaluation	52	281
School Safety Programs	55	
Security	60	266
Special Education	61	
State/Federal Programs	62	
Subject Area (e.g., Alternative Education, Department Chair)	63	
Student Services	64	
Title I	70	
Technology	71	225 or 284
Transportation	72	271
Transition	73	
Title IX Gender Equity Coordinator	74	2xx
Other	99	

Paraprofessional/Aide Assignments (NNNNN)

When reporting a paraprofessional/aide assignment, report the categorical educational setting (e.g., Alternative Education, Career & Technical Education, Special Education, etc.) when appropriate. Report the suggested accounting/function code or the most appropriate accounting/function code from the range suggested.

PARAPROFESSIONAL/AIDE ASSIGNMENT	CODE	HQ STATUS REQUIRED*	ACCOUNTING FUNCTION CODE
Instructional Paraprofessional/Aides			
Non-Instructional Paraprofessional/Aide in a Title I Schoolwide Program (Title IA)	80001		2xx–3xx
Instructional Paraprofessional/Aide in a Title I Schoolwide Program (Title IA)	80002	●	1xx, 3xx
Non-Instructional Paraprofessional/Aide in a Title I Targeted-Assistance Program (Title IA)	80004		2xx–3xx
Instructional Paraprofessional/Aide in a Title I Targeted-Assistance Program (Title IA)	80005	●	1xx, 3xx
Special Education Paraprofessionals/Aides			
Special Education Instructional Paraprofessional/Aide	00403	●	1xx–3xx
Special Education Non-instructional Paraprofessional/Aide	00404		2xx–3xx
Special Education Early Childhood Instructional Paraprofessional/Aide	00405		1xx–3xx
Special Education Early Childhood Non-Instructional Paraprofessional/Aide	00407		2xx–3xx
Migrant Education Program (MEP) Paraprofessionals/Aides			
MEP Instructional Paraprofessional/Aide (Title IC)	00410	●	125, 3xx
MEP Non-Instructional Paraprofessional/Aide (Title IC)	00411		2xx–3xx
MEP Instructional Paraprofessional/Aide – Summer only (Title IC)	00412	●	125, 3xx
MEP Non-Instructional Paraprofessional/Aide – Summer only (Title IC)	00413		2xx–3xx
Bilingual Paraprofessionals/Aides			
Instructional Bilingual Paraprofessional/Aide	Y*014		1xx–3xx
Non-Instructional Bilingual Paraprofessional/Aide	Y*016		2xx–3xx
Other Paraprofessionals/Aides			
Instructional Paraprofessional/Aide	80014		1xx, 3xx
Non-Instructional Paraprofessional/Aide	80016		2xx–3xx
Early Childhood Paraprofessionals/Aides			
Associate Teacher with a Child Development Associate Credential (CDA), Associate Degree in Early Childhood/Child Development or the Michigan Department of Education Equivalent	60500*		111 or 118
Early Childhood Paraprofessional/Aide – Does not meet the educational requirements for the assignment code 60500.	60501**		111, 118 or 351

* Reporting of highly qualified status is required for instructors of core academic subject areas and specific paraprofessional/aides as outlined in the Highly Qualified section of Field 10.

** Report highly qualified status when assigned to a school/facility that operates a Title I Schoolwide Program.

Non-Instructional Assignment Codes (NNNNN)

Beginning with the Fall 2013 REP Submission, districts have two options for reporting non-instructional employees ("81500" through "99900") as outlined below. All non-instructional staff members may be submitted with fewer fields of data required. Previously this was only allowed for non-instructional staff members with less than 0.5 FTE. See Appendix A for complete reporting instructions.

Option 1: Report non-instructional staff members with the original assignment codes. Use Table A.

Option 2: Report non-instructional staff members using a shorter list of consolidated assignment codes. Use Table B.

89001	LEA Support Staff
89002	Other Support Staff
89003	School Support Staff
89004	Student Support Services Staff
89005	Library Media Support Staff

These codes were developed to help streamline the reporting of non-instructional staff members and align with federal reports. Please note that some positions still require a unique code in order to meet federal or state requirements. Table B provides a crosswalk with the original assignment codes and the consolidated assignment codes.

Whether you choose option 1 or 2, all non-instructional assignment codes may be submitted with the reduced number of fields as outlined in Appendix A.

Table A: Original Assignment Codes

NON-INSTRUCTIONAL/NON-CERTIFIED ASSIGNMENTS	CODE	ACCOUNTING / FUNCTION CODE
Accreditation Officer	81500	221
Analyst (Financial, Policy)	81600	252
Athletic Coach	82100	293
Athletic Trainer	82200	293 or 213
Attendance Officer	82300	211 or 285
Auditor	82400	25x or 285
Behavioral Management Specialist	82500	21x
Bilingual/ELL Recruiter	82700	2xx
Bilingual/ELL Counselor	82800	21x
Bilingual/ELL Support – Clerical	82900	2xx
Bilingual/ELL Support – Non-Clerical	83000	2xx
Bus Driver	83200	27x
Bus Monitor (Aide, Assistant)	83300	27x
Business Services (Accounting, Bookkeeping, Payroll)	83400	252
Clerk (Data Entry, File, General Office, Mail, Records)	84000	2xx
Communication and Media	84100	282
Community Education Instructor	84150	
Community Education Staff	84155	
Computer Operator	84200	2xx
Computer Programmer	84300	2xx
Computer Technician	84400	2xx
Cook/Food Preparer	84500	297
Cook Manager	84600	297

NON-INSTRUCTIONAL/NON-CERTIFIED ASSIGNMENTS	CODE	ACCOUNTING / FUNCTION CODE
Crossing Guard	84700	21x
Curriculum Specialist	84800	221
Child Care	85000	351
Dietitian	85100	297
Food Service Worker	86000	297
Grant Developer	86300	249
Graphic Artist	86400	2xx
Health Services	86500	21x
High Priority Schools Statewide System of Support Consultant/Facilitator	86600	
Maintenance (e.g., Custodian, Facilities Maintenance Worker, Freight, Stock, Material Handlers, Groundskeeper, Laborer, Repairers/General Utility)	86700	261
Media Technologist	86800	2xx
Migrant Data Entry Technician/Records Transfer	87000	2xx
Migrant Recruiter	87100	2xx
Migrant Counselor	87200	2xx
Migrant Support – Clerical	87300	2xx
Migrant Support – Non-Clerical	87400	2xx
Migrant Data Entry Technician/Records Transfer – Summer Only	88000	2xx
Migrant Recruiter – Summer Only	88100	2xx
Migrant Counselor – Summer Only	88200	2xx
Migrant Support – Clerical – Summer Only	88300	2xx
Migrant Support – Non-Clerical – Summer Only	88400	2xx
Network Administrator	90000	2xx
Non-Instructional Personnel	90100	2xx
Non-Instructional Program Manager	90200	2xx
Ombudsperson	90400	28x
Personnel Officer/Specialist	90700	28x
Photographer	90800	2xx
Police Officer	90900	266
Printer	91000	2xx
Professional Non-Licensed Personnel	91100	2xx–3xx
Public Relations/Informational Services Officer	91200	232 or 282
Purchasing Agent	91300	25x
Rehabilitation Counselor	92000	21x
Receptionist	92100	2xx
Research and Development Specialist	92300	281
School Safety Programs	92350	
Secretary (Office/Clerical/Administrative Support)	92400	2xx–3xx
Secretary (Executive or Confidential)	92500	2xx–3xx
Security Guard	92600	266
Skilled Worker (e.g., Electrician, Painter/Paperhanger, Plumber, Skilled Craft, Vehicle Mechanic, Vehicle Operator)	92700	26x or 27x
Special Events Staff (e.g., Athletic Events, Performing Arts, Ticket Sales, Sports Statistician)	92750	
Statistician	92800	2xx
Student Activity Advisor/Non-Athletic Coach	92900	1xx
Student Support Services	93000	2xx
Student Worker (e.g., Co-op Student, Office Aide, Work Study)	93100	
Teaching Intern	94100	1xx
Technology Coordinator	94200	2xx
Technology/Computer Support	94300	2xx

NON-INSTRUCTIONAL/NON-CERTIFIED ASSIGNMENTS	CODE	ACCOUNTING / FUNCTION CODE
Title I Recruiter	95200	2xx
Title I Counselor	95300	2xx
Title I Support – Clerical	95400	2xx
Title I Support – Non-Clerical	95500	2xx
Title I Supplemental Education Services Tutor	95600	2xx
Transition Coordinator	96000	2xx
Transportation	96100	271
Tutor (Non Title I Supplemental Education Services)	96200	1xx
Volunteer Coordinator	96300	2xx–3xx
Other	99900	

Table B Non-Instructional Consolidated Assignment Codes)

DESCRIPTION	ORIGINAL CODE	CONSOLIDATED CODES*	ACCOUNTING / FUNCTION CODE
Accreditation Officer	81500	89001	2xx
Analyst (Financial, Policy)	81600	89001	2xx
Athletic Coach	82100		293
Athletic Trainer	82200	89004	2xx
Attendance Officer	82300	89004	2xx
Auditor	82400	89001	2xx
Behavioral Management Specialist	82500	89004	2xx
Bilingual/ELL Recruiter	82700		2xx
Bilingual/ELL Counselor	82800		21x
Bilingual/ELL Support - Clerical	82900		2xx
Bilingual/ELL Support - Non-Clerical	83000		2xx
Bus Driver	83200	89002	2xx
Bus Monitor (Aide, Assistant)	83300	89002	2xx
Business Services (Accounting, Bookkeeping, Payroll)	83400	89003	2xx
Clerk (Data Entry, File, General Office, Mail, Records)	84000	89003	2xx
Communication and Media	84100	89005	2xx
Community Education Instructor	84150	89003	
Community Education Staff	84155	89003	
Computer Operator	84200	89002	2xx
Computer Programmer	84300	89002	2xx
Computer Technician	84400	89002	2xx
Cook/Food Preparer	84500	89002	2xx
Cook Manager	84600	89004	2xx
Crossing Guard	84700	89002	2xx
Curriculum Specialist	84800		221
Child Care	85000	89002	2xx - 3xx
Dietician	85100	89002	2xx
Food Service Worker	86000	89002	2xx
Grant Developer	86300	89001	2xx
Graphic Artist	86400	89002	2xx
Health Services	86500	89004	
High Priority Schools Statewide System of Support Consultant/Facilitator	86600		
Maintenance (e.g., Custodian, Facilities Maintenance Worker, Freight, Stock, Material Handlers, Groundskeeper, Laborer, Repairers/General Utility)	86700	89002	2xx
Media Technologist	86800	89005	2xx
Migrant Data Entry Technician/Record Transfer	87000		2xx

DESCRIPTION	ORIGINAL CODE	CONSOLIDATED CODES*	ACCOUNTING / FUNCTION CODE
Migrant Recruiter	87100		2xx
Migrant Counselor	87200		2xx
Migrant Support - Clerical	87300		2xx
Migrant Support - Non-Clerical	87400		2xx
Migrant Data Entry Technician - Summer Only	88000		2xx
Migrant Recruiter - Summer Only	88100		2xx
Migrant Counselor - Summer Only	88200		2xx
Migrant Support - Clerical - Summer Only	88300		2xx
Migrant Support - Non-Clerical - Summer Only	88400		2xx
Network Administrator	90000	89002	2xx
Non-Instructional Personnel	90100	89002	2xx
Non-Instructional Program Manager	90200	89004	2xx
Ombudsperson	90400	89001	2xx
Personnel Officer/Specialist	90700	89001	2xx
Photographer	90800	89005	2xx
Police Officer	90900	89002	2xx
Printer	91000	89002	2xx
Professional Non-Licensed Personnel	91100	89002	2xx-3xx
Public Relations/Informational Services Officer	91200	89001	2xx
Purchasing Agent	91300	89001	2xx
Rehabilitation Counselor	92000		21x
Receptionist	92100	89003	2xx
Research and Development Specialist	92300	89001	2xx
School Safety Programs	92350	89003	
Secretary (Office/Clerical/Administrative Support)	92400	89003	2xx-3xx
Secretary (Executive or Confidential)	92500	89001	2xx-3xx
Security Guard	92600	89002	2xx
Skilled Worker (e.g., Electrician, Painter/Paperhanger, Plumber, Skilled Craft, Vehicle Mechanic, Vehicle Operator)	92700	89002	2xx
Special Events Staff (e.g., Athletic Events, Performing Arts, Ticket Sales, Sports Statistician)	92750	89003	
Statistician	92800	89001	2xx
Student Activity Advisor/Non-Athletic Coach	92900		1xx
Student Support Services	93000	89004	2xx
Student Worker (e.g., Co-op Student, Office Aide, Work Study)	93100	89002	
Teaching Intern	94100		1xx
Technology Coordinator	94200	89002	2xx
Technology/Computer Support	94300	89002	2xx

DESCRIPTION	ORIGINAL CODE	CONSOLIDATED CODES*	ACCOUNTING / FUNCTION CODE
Title I Recruiter	95200		2xx
Title I Counselor	95300		2xx
Title I Support - Clerical	95400		2xx
Title I Support - Non-Clerical	95500		2xx
Title I Supplemental Education Services Tutor	95600		2xx
Transition Coordinator	96000		2xx
Transportation	96100	89004	2xx
Tutor (Non-Title I SES)	96200		1xx
Volunteer Coordinator	96300	89002	2xx-3xx
Other	99900	89002	

***If no consolidated code is listed for an assignment description, use the original code. Programming edits will not be affected if you select codes from both columns in your submission.**

Field 10 Data Element
Current Grade Assignment and Educational Setting (22-Digit Code, Integer)

Definition: This is either the grade level or educational setting of the position held by the employee. All vacant funded positions are reported with either the grade level or educational setting for the vacant position.

Additional Reporting Information:

- For assignment codes "000AX" through "99900", report either the grade level or educational setting. For example:
    - (Bulk Upload) When reporting a staff member, report the grade level whenever possible or use the appropriate educational setting such as "0000000000000000000001" (Administrative or Support Staff – all levels).
    - (Online Application) Select the appropriate grade level (check box) or educational setting from the drop-down list.
- For staff members assigned to specific program areas, such as bilingual education, migrant or special education, submit the appropriate educational setting for the position reported.
- For assignment codes "81500" through "99900" that are reported with the minimal required fields, the reporting of the grade level or educational setting is not required.
- Special education personnel must be submitted by the age group that they serve for at least 50 percent or more of their instruction time.
- Developmental Kindergarten (a defined two-year Kindergarten program that precedes entry into first grade). Beginning with the 2014/15 school year, 'developmental K' refers to a defined two-year kindergarten program that occurs prior to students entering the first grade. Students who attend a standard one-year Kindergarten program, but then are retained in that grade for an additional year, will simply be shown in the same grade for two school years, just as a student who repeats any other grade is shown.

Programming Edits:

- If both a grade level and an educational setting are submitted, a fatal error is reported.
- If the grade level and educational setting are invalid or blank for an employee (assignment codes "000AX" through "80016"), a fatal error is reported.
- For assignment codes "81500" through "99900" that are reported with all fields, a fatal error will be reported if the grade level and educational setting are invalid or blank. (See Appendix A for complete reporting instructions.)
- For special education assignment codes "00192" through "00292" and "00403" through "00407", a fatal error will be reported if the age group is not submitted under the Educational Setting.
- For bilingual assignments codes beginning with "YA" through "YT", a fatal error will be reported if a bilingual educational setting is not submitted under the Educational Setting.

GRADE LEVEL AND EDUCATIONAL SETTING CODE STRUCTURE	
GRADE LEVEL	**DESCRIPTION**
1000000000000000000000	~~Retention~~ Developmental Kindergarten (Young Fives, Early Fives, Jump Start, Begindergarten, etc)
0100000000000000000000	Kindergarten
0010000000000000000000	First Grade
0001000000000000000000	Second Grade
0000100000000000000000	Third Grade
0000010000000000000000	Fourth Grade
0000001000000000000000	Fifth Grade
0000000100000000000000	Sixth Grade
0000000010000000000000	Seventh Grade
0000000001000000000000	Eighth Grade
0000000000100000000000	Ninth Grade
0000000000010000000000	Tenth Grade
0000000000001000000000	Eleventh Grade
0000000000000100000000	Twelfth Grade

OR

EDUCATIONAL SETTING	DESCRIPTION
0000000000000010000000	Alternative Education
0000000000000001000000	Special Education Age Group 0 – 2 years of age
0000000000000002000000	Special Education Age Group 3 – 5 years of age
0000000000000003000000	Special Education Age Group 6 – 21 years of age
0000000000000004000000	Special Education Age Group 22 – 26 years of age
0000000000000000100000	Adult Education
0000000000000000010000	Early Childhood and/or Parenting Programs
0000000000000000001000	Career/Technical Education
0000000000000000000100	State Agency
0000000000000000000010	Early On®/Early Intervention (Part C of IDEA)
0000000000000000000001	Administrative or Support Staff (all levels)
0000000000000000000003	English as a Second Language – Other
0000000000000000000004	Bilingual Education/ELL – Other
0000000000000000000005	English as a Second Language – Title III Only
0000000000000000000006	Bilingual Education/ELL – Title III
0000000000000000000007	Bilingual Education/ELL – Section 41
0000000000000000000008	Migrant Education Program
0000000000000000000009	Migrant Education Program – Summer only

Field 10 Data Element
FTE Four-digit code (N.NN)

Definition: Full-time equivalency (FTE) refers to the amount of time required to perform an assignment stated as a proportion of a full-time position, and computed by dividing the amount of time employed by the time normally required for a full-time position. The FTE submitted should be determined by district policy and contracts within the district. This is an internal process based upon the local ISD's, district's or PSA's structure.

Additional Reporting Information:

- Report the FTE for all staff members ("000AX" through "99900" except assignment codes "000SUB" and "00PAR") regardless of the FTE count.
- Report the FTE of any vacant positions.
- Report the proportionate FTE for each assignment for each staff member. For example,
    - If a teacher works full time, but works in two schools/facilities, report each school/facility separately using "0.5" FTE for each.
    - If a teacher is assigned to a biology class for three sections in his/her schedule and an English class for two sections in his/her schedule, report "0.6" FTE for biology in the first position, and "0.4" FTE for English in the second position of Field 10.
    - If a principal works three-fourths of his/her time as an administrator and one-fourth of his/her time teaching mathematics, the FTE would be submitted as administrator "0.75" and teaching "0.25".

- *FTE greater than 1.0:* It is possible to report an FTE greater than 1.0 if the person is employed in two regular assignments for the district.
    - For example, if a teacher works in a regular teaching assignment for 1.0 FTE and works in the community services program after school in a 0.25 FTE assignment, report each assignment/position separately by FTE. The total FTE cannot exceed 2.0.

Programming Edit:

- For assignment codes "000AX" through "99900," except assignment codes "000SUB" and "00PAR," if the FTE is left blank or is less than 0.00, a fatal error is reported.
- If the FTE is greater than 2.0, a fatal error is reported.

FTE Code Structure
0.00

Field 10 Data Element
Hourly Wage Six-Digit Code (NNN.NN)

Definition: This is the amount paid to an employee on an hourly basis.

Additional Reporting Information:

- The hourly wage cannot exceed $999.99.
    - The reporting of Hourly Wage is optional, but a valid value must be reported. The district may report "0".
- *For example:* Jim Smith is a third-year math teacher in the high school with a salary of $32,000, and Sally Jones is a 20-year, fifth-grade teacher with a salary of $43,000. The district contract indicates that high school teachers work 7.5-hour days and 183 days per year, while elementary teachers work 6.5-hour days and 184 days per year. A method to determine hourly wage for Jim Smith would be: 32,000/(7.5*183). In this example, Jim Smith would have an hourly wage of $23.32, and Sally Jones would have an hourly wage of $35.95 (43,000/[6.5*184]=35.95).

Programming Edits:

- Reporting of the hourly wage is optional; however, a value must be submitted or a fatal error is reported.
- The hourly wage cannot exceed $999.99, or a fatal error is reported.
- When Field 12: Funded Position Status contains code "1" for a vacant position, submit zeros in both the hourly wage in Field 10 and Field 28: Full-Time Base Annual Salary, or a fatal error is reported.

Hourly Wage Code Structure
000.00

Field 10 Data Element
Accounting/Function Three-Digit Code (NNN)

Definition: This is the appropriate accounting/function code for the employee as determined for accounting purposes by the school district.

Additional Reporting Information:
The Michigan Public School Accounting Manual (Bulletin 1022) serves as a mandatory guide to the uniform classification and recording of accounting transactions for Michigan public school districts. The Michigan Public School Accounting Manual is located at:
http://www.michigan.gov/mde/0,1607,7-140-6530_6605-21321--,00.html.

A list of suggested accounting/ function codes as defined by the Michigan Department of Education is provided for most assignment codes within the lists of assignment codes in this field. If a specific accounting/function code is not listed for an assignment code or if a range of accounting/function codes such as "2xx" through "3xx" is given, choose the appropriate code from the list of valid accounting/function codes for the position. Warning messages will be reported when appropriate.

Assignment Code or Assignment Description	Accounting/ Function Code
All Special Education Instructors	122
School Administrators such as principals and assistant principals	241
"000AX" through "000ZZ", "00192" through "00197", "00501" through "00598", "60200" through "60501", "92900", "94100" and "96200" (excluding "000NT", "000NY"and "000ND")	111 through 135
"60401" and "60501"	351
"00200" through "00392", "60100", "60600" and "60700", "70000" through "79999", and "81500" through "99900" (excluding "92900", "94100" and "96200" or "7xx30"),	211 through 459
"7xx30"	111, 118 or 3xx
"00403", "00405" and "00406"	1xx through 3xx
"00410" and "00412"	125 or 3xx
"80002", "80005" and "80014"	1xx or 3xx
"00404", "00407", "00411", "00413", "80001", "80004" and "80016"	2xx through 3xx
000NT – Guidance and Counseling	212
000NY – School Nurse	213
000ND – Library Media	222
00360 – Occupational Therapy	213
00370 – Physical Therapy	213

Programming Edits: For assignment codes "000AX" through "79999" (excluding "00SUB" and "00PAR") and when reporting a full submission for assignment codes 81500 through 99900, the following edits apply:

- When the accounting/function code is invalid (not included in the official list of accounting/function codes as listed in this manual) or left blank, a fatal error is reported.
- When a recommended accounting/function code is not submitted, a warning message will be reported.

Accounting/Function Codes

Instructional Staff

Basic Programs
- 118 Preschool
- 111 Elementary School
- 112 Middle/Junior High School
- 113 High School
- 119 Summer School

Added Needs
- 122 Special Education
- 125 Compensatory Education
- 127 Career and Technical Education

Adult/Continuing Education
- 131 Basic
- 132 Secondary
- 133 Secondary Vocational
- 135 Occupational Training or Upgrading Retraining

Instructional Support Staff

Pupil Services
- 211 Truancy/Absenteeism Services
- 212 Guidance Services
- 213 Health Services
- 214 Psychological Services
- 215 Speech Pathology and Audiology Services
- 216 Social Work Services
- 217 Visual Aid Services
- 218 Teacher Consultant
- 219 Other Pupil Support Services

Instructional Staff Services
- 221 Improvement of Instruction
- 222 Educational Media Services
- 224 Educational Television
- 225 Technology Assisted Instruction
- 226 Supervision and Direction of Instructional Staff
- 227 Academic Student Assessment
- 229 Other Instructional Staff Services

Non-Instructional Support Staff
- 231 Board of Directors
- 232 Executive Administration
- 233 Grant Writer/Grant Procurement
- 241 Office of the Principal
- 249 Other School Administration
- 252 Fiscal Services
- 257 Internal Services
- 259 Other Business Services
- 261 Operating Building Services
- 266 Security Services
- 271 Pupil Transportation Services
- 281 Planning, Research, Development and Evaluation
- 282 Communication Services
- 283 Staff/Personnel Services
- 284 Support Services Technology
- 285 Pupil Accounting
- 289 Other Central Services
- 291 Pupil Activities
- 292 Bookstore Activities/Consignment Activities
- 293 Athletics
- 294 Endowment Activities
- 295 Agency Activities
- 297 Food Service Staff
- 299 Other Support Services
- 311 Community Services Direction
- 321 Community Recreation
- 331 Community Activities
- 341 Public Library
- 351 Custody and Care of Children
- 361 Welfare Activities
- 371 Nonpublic School Pupils
- 391 Other Community Services

Facilities Acquisition
- 451 Site Acquisition Services
- 452 Site Improvement Services
- 453 Architecture and Engineering Services
- 455 Building Acquisition and Construction Services
- 456 Building Improvements Services
- 459 Other Facility Acquisition

Field 10 Data Element
Highly Qualified Status One-digit Code (Integer)

Definition: This field collects the highly qualified status for each teacher assigned to a core academic subject area and specific instructional paraprofessionals/aides as defined by NCLB and the Michigan Department of Education.

Additional Reporting Information:
Report Highly Qualified status when a staff member is assigned to a core academic subject area. This includes general education, special education, bilingual education and alternative education.

When reporting Highly Qualified status for core academic teachers and paraprofessionals/aides:

- Submit a "1" (yes) if the staff member meets the Michigan Department of Education's definition for a Highly Qualified teacher or Highly Qualified paraprofessional/aide.
- Submit a "2" (no) if a staff member does not meet the definition for Highly Qualified.

For additional information about Highly Qualified Status:

- Michigan Department of Education website: http://www.michigan.gov/mde/.
- Click on the Offices link on the left navigation bar. Next, click on Professional Preparation Services on the left navigation bar, and then click on NCLB & Highly Qualified Information under the heading Current Topics. http://www.michigan.gov/documents/mde/2007_NCLB_Highly_Qualified_Teacher_Update_197620_7.pdf
- For further information, go to: http://www.mea.org/nclb/index.html.

Report Highly Qualified Status as follows:

Assignment Description	Assignment Code	Valid Values
Staff members assigned to core academic subject area	"000AX" through "000ZZ", "00192", "00197" and "YA" through "YT"	1, 2
Instructional Paraprofessionals/Aides	"80002", "80005", "00403", "00410", "00412"	1, 2
Early Childhood Instructional Paraprofessional/ Aide (when assigned to Title I Schoolwide program)	"60500"	1, 2, 0
Paraprofessionals/Aides – Title I Schoolwide Program	Report all instructional paraprofessionals/ aides assigned to a Title I schoolwide program	1, 2
Instructional Paraprofessionals/Aides Title I Targeted Assistance Only	Report instructional paraprofessionals/aides supporting Title I activities	1,2
Non-core Academic Assignment Codes (Reporting of Highly Qualified status is optional)	"000AX" through "00598" "60100" through "60700" "70000" through "79999" "80001", "80004" and "80014" through "99900	1, 2, 0

Programming Edits:

- For core academic assignment codes "000AX" through "000ZZ", "00192" and "00197", "80002", "80005","00403", "00410" and "00412", if a "1" (yes) or "2" (no) is not submitted a fatal error is reported.
- For staff members with assignment codes "00411", "00413", "Y*014" and "Y*016", "60100" through "60700", "70000" through "79999", "80001", "80004", and "80014" through "99900", district users may submit a "0" (not applicable).

Highly Qualified Status Codes	
"1"	Yes
"2"	No
"0"	Not applicable

Field 10 Data Element
Academic Major One-digit Code (Integer)

Definition: This field collects whether or not a core academic teacher has an academic major in the subject area to which they are assigned.

Reporting of the academic major code is required for the following assignments:

- "000AX" through "000ZZ", "00192" and "00197" (core academic instructional staff members as defined in NCLB).
- Submit a "1" (yes) in this field if the staff member holds an academic major, coursework equivalent to an undergraduate academic major, a graduate degree, or advanced certification or credentialing for the assignment.
- Submit a "2" (no) in this position if the staff member does not have the required major.

Additional Reporting Information
Core academic assignment codes "000AX" through "000ZZ", "00192" and "00197" must be submitted with a "1" (yes) or "2" (no) for the following:
- Highly Qualified status
- Academic major
- Academic minor

REP Online Single Submission Application
- Report "yes" or "no" or "n/a" (not applicable).

Bulk Upload Application
- Report code "1" (yes) or "2" (no) or "0" (not applicable).

Programming Edit:
- For core academic assignment codes "000AX" through "000ZZ" "00192" and "00197", a fatal error is reported if a "1" (yes) or "2" (no) is not submitted.
- For non-core academic assignment codes "000AX" through "00598", "60100" through "60700", "70000" through "79999", and "80001" through "99900", submit a "0" (not applicable) in this position.

Academic Major Codes	
"1"	Yes
"2"	No
"0"	Not applicable

Field 10 Data Element
Academic Minor One-digit Code (Integer)

Definition: This field collects whether or not a core academic teacher has an academic minor in the subject area to which they are assigned.

Reporting of the academic minor code is required for the following assignments:

- "000AX" through "000ZZ", "00192" and "00197" (core academic instructional staff members as defined in NCLB).
- Submit a "1" (yes) in this field if the staff member holds an academic minor or coursework equivalent to an undergraduate academic minor, a graduate degree, or advanced certification or credentialing for the assignment.
- Submit a "2" (no) in this position if the staff member does not have the required minor.

Additional Reporting Information:
Core academic assignment codes "000AX" through "000ZZ", and codes "00192" and "00197" must be submitted with a "1" (yes) or "2" (no) for the following:

- Highly Qualified status
- Academic major
- Academic minor

REP Online Single Submission Application

- Report "yes" or "no" or "n/a" (not applicable).

Bulk Upload Application

- Report code "1" (yes) or "2" (no) or "0" (not applicable).

Programming Edits:

- For core academic assignment codes "000AX" through "000ZZ" "00192" and "00197", a fatal error is reported if a "1" (yes) or "2" (no) is not submitted.
- For non-core academic assignment codes "000AX" through "00598", "60100" through "60700", "70000" through "79999", and "80001" through "99900", submit a "0" (not applicable) in this position.

Academic Minor Codes	
"1"	Yes
"2"	No
"0"	Not applicable

Field 10 Data Element
Administrator Continuing Education One-digit Code (Integer)

Definition: This field collects the continuing education status for administrators.

Additional Reporting Information:
Administrative Rule 380.1246 mandates that all current and future school administrators employed in a school district, public school academy or intermediate school district as superintendent, principal, assistant principal, chief business official or other person whose primary responsibility is administering instructional programs, comply with Section 1246 of PA 289 (1995) regarding the School Administrator continuing education requirement. The following types of positions must comply with this requirement:

- Superintendent
- Assistant Superintendent
- Principal
- Assistant Principal
- Director, Early Education Services
- Director, Educational Services
- Director, Finance & Operations
- Director, Special Education
- Director, Technical & Education Center
- Director, Technology, Employment & Community Services
- Assistant Director, Early Education Services
- Supervisor, Adult Education & Training Services (Technical & Education Center)
- Supervisor, Financial & Accounting Services
- Supervisor, Learning Resource Unit (oversees training for local district personnel and guides them in meeting curriculum requirements and reading initiatives)
- Supervisor, Math & Science Center (Technical Center)
- Supervisor, Planning/Monitoring
- Supervisor, Special Education
- Supervisor, Student Services (Technical and Education Center)
- Coordinator, Parents as Teachers (0-5 program), Early Education Services
- Coordinator, Even Start
- Coordinator, Great Start Readiness Program

Programming Edit:
- For assignment codes "70000" through "79999," if a "1" (yes), "2" (no) or "0" (not applicable) is not submitted a fatal error is reported.
- For assignment codes that are not required to be submitted for administrator continuing education, report "0" (not applicable) in this position.

Administrator Continuing Education Codes	
"1"	Yes
"2"	No
"0"	Not applicable

Field 10 Data Element
Number of Core Academic Classes Taught One-digit Code (Integer)

Definition: This is the number of classes taught for each core academic subject area assignment.

Additional Reporting Information:
For staff members with core academic assignment codes "000AX" through "000ZZ", "00192" and "00197", report the number of core academic classes taught ("1" through "9") for each core academic assignment code submitted in Field 10.

For non-core academic assignment codes "000AX" through "00413", report a value of "0" through "9". Reporting of the number of classes taught is optional for non-core academic assignment codes.

For all other assignment codes "00500" through "99900", report a "0" (not applicable) for this position.

For example:

- If a staff member is submitted with the assignment code "000EX" (Mathematics) and teaches Algebra I, Algebra II, Advanced Math, Pre-Algebra and General Math, report "5" in this position. The "5" represents five classes taught by the staff member.
- If a staff member is assigned two subject areas such as three classes of English "000BA" and two classes of History "000CC" – report "3" in this position for English "000BA" and "2" in this position for History "000CC".

For more information concerning the reporting of the number of classes taught, you may refer to a reference document at http://www.michigan.gov/cepi. Click on "CEPI Applications" and then click on "Registry of Educational Personnel." The document titled *Calculating the Number of Core Academic Classes Taught* is located under the heading Current REP Submission.

Trimester classes: Report the number of classes taught in the first trimester in the fall submission of the REP. Report the second and third trimester classes in the end-of-year REP submission.

Programming Edits:

- For the core academic subject areas in assignment codes "000AX" through "000ZZ", "00192" and "00197", a fatal error is reported if this position does not contain a value from "1" to "9".
- For non-core academic assignment codes "000AX" through "000ZZ", "00195", "00196" and "00200" through "00413", report a value from "0" to "9", or a fatal error will be reported.
- All other assignment codes ("00500" through "99900") must be submitted with a code of "0", or a fatal error is reported.

Number of Core Academic Classes Taught Codes
"0" through "9"

Field 11: Title I and Title II, Part A Teachers

Submission date:	First business day in December and June 30
Field use:	NCLB, Section 1119 of Title I, Part A NCLB, Section 2123 of Title II, Part A Section 501 of PA 115 of 2009
State of Michigan office contact:	Mike Radke, 517-373-3921
Field specification:	Three-character
Record position/type:	622-624, numeric
Database field name:	
Code/format:	This is a three-position field (NNN).
Dependencies with other fields:	Field 10: School Assignment Data

Definition:
This field identifies the teachers funded by Title I, Part A who teach core academic subjects in a Title I targeted-assistance program. It also identifies teachers funded by any source who teach core academic subjects in a Title I schoolwide program. Core academic subjects include English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history and geography. This field also identifies the teachers funded by Title II, Part A for the purpose of reducing class size. Staff members who are funded by Title I or Title II, Part A must be Highly Qualified.

Additional Reporting Information:

The assignments applicable to this field are identified in Field 10: School Assignment Data under Assignments for General Education.

Title I Targeted Assistance Program (TAP) – Report all teachers assigned to core academic subjects whose salaries are paid in whole or in part with Title I, Part A funds.

Title I Schoolwide Program (SWP) – Report all teachers assigned to core academic subjects in Title I schools/facilities that have been designated as providing Title I schoolwide programs.

Title II, Part A Class Size Reduction – Report all teachers assigned to core academic subjects whose salaries are paid in whole or in part with Title II, Part A funds who were hired for the purpose of reducing class size.

- This field applies to assignment codes "000AX" through "00598" for staff assigned to core academic subject areas as identified by the double asterisk (**) under the Assignments to General Education in Field 10: School Assignment Data. Districts are to report the appropriate assignment code for teachers assigned to core academic areas funded by Title I, Part A and Title II, Part A.

- For assignment codes "000AX" through "00598", the value may be "000" for those assigned to non-core academic subject areas or core academic subject areas not funded by Title I, Part A and Title II, Part A.

Programming edits:

- This field must be submitted for assignment codes "000AX" through "00598", or a fatal error is reported.
- This field must be left blank for assignment codes "60100" through "99900", or a fatal error is reported.

CODE	CATEGORY
000	None
001	Title I Targeted Assistance Program (TAP)
002	Title I Schoolwide Program (SWP)
003	Title II, Part A, Class Size Reduction
004	Title I TAP and SWP
005	Title I TAP and Title II, Part A Class Reduction
006	Title 1 SWP and Title II, Part A Class Reduction

Codes "004", "005" and "006" are provided for situations when teachers are assigned part-time to different programs or are Title II, Part A class size reduction teachers in Title I, Part A schoolwide programs.

Field 12: Funded Position Status

Submission date: First business day in December and June 30

Field use: School Aid Act MCL 388.1613, 388.1619;
Revised School Code MCL 380.1533;
Section 501 of PA 115 of 2009

State of Michigan office contact: CEPI customer support, 517-335-0505,
CEPI@michigan.gov

Field specification: One-character

Record position/type: 625, integer

Database field name: FundedPositionStatusCode

Code/format: This is a one-position field (N).

1 Vacant, funded, open position, no one assigned
2 Vacant, funded, open position, outside contractor assigned
3 Funded, employee on loan or leave, no one assigned
4 Funded, employee on loan or leave, filled by temporary employee
5 Vacant, funded, open position, filled by temporary employee
6 Funded, employee on loan or leave, outside contractor assigned
7 Contracted services provider, non-instructional staff
9 Filled position, regular

Dependencies with other fields: Field 4: Last Name, Field 5: First Name, Field 10: School Assignment Data, Field 25: Employment Status

Definition:
This field identifies the status of positions that are either filled by permanent employees, approved substitutes or outside contractors, or that remain unfilled. This field applies to assignment codes "000AX" through "79999".

Additional Reporting Information:

- This field applies to assignment codes "000AX" through "79999".
- This field applies to assignment codes "81500" through "99900" when code "7" is reported in this field.
- Use "1" when a funded position has been posted, but no one has been employed to perform the job duties. Use "VACANT" in Field 4: Last Name and "FUNDED" in Field 5: First Name.
- Use "2" when a funded position has not been filled, and an individual has been contracted to fill the position and provide a specific service. For example, a district might contract a school psychologist to provide evaluation services. Enter the name of the contracted employee in Field 4: Last Name and Field 5: First Name and enter all other pertinent fields of data for the employee.
- Use "3" when a permanent employee is not currently reporting to work because of loan, leave, sabbatical, Family Medical Leave Act (FMLA) leave, educational leave, medical leave or other type of leave, and no one is assigned to the position. Enter the information for the permanent employee in fields 4 and 5, as well as all other pertinent fields. Use zeros in the wage field if the employee is not being paid while on leave, and report 1.0 FTE or the FTE appropriate for the position.

- Use "4" when a substitute or temporary employee is assigned to fill the position of a permanent employee on loan, leave sabbatical, FMLA leave, educational leave, medical leave or other type of leave.
- Enter data for both the permanent employee and the temporary employee. Update the information for the permanent employee, report zeros in the wage field if the employee is not being paid while on leave, and report 0.0 FTE for the position. Enter the information for the temporary employee or substitute in fields 4 and 5 and enter all other pertinent fields, including wage and FTE.
- Use "5" when a funded position has been posted, and a substitute has been employed to fill the vacant position. Enter the name of the temporary employee or substitute in fields 4 and 5, and enter all other pertinent fields of data for the individual.
- Use "6" when an individual has been contracted to fill the position of a permanent employee on loan or leave. Enter the name of the contracted employee in fields 4 and 5 and enter all other pertinent fields of data for the employee.
- Use "7" when an individual provides contracted services for the district in a non-instructional staff assignment (assignment codes 81500 through 99900) such as food service, transportation or security.
- Use "9" when a position is filled by a permanently assigned employee.

Note: **Employees on Leave**: Report the appropriate code for the leave status in Field 12: Funded Position Status for employees on leave from the district. In Field 25: Employment Status, report the appropriate employment status of code "97", "98" or "99" for the assignment code submitted in Field 10: School Assignment Data.

Terminated Employees: Employees whose employment is terminated with the district should be submitted with a code "1" through "19" in Field 25: Employment Status. Report a code "9" in Field 12: Funded Position Status.

Note: **Vacant positions**: After each end-of-year submission (June 30), vacant funded positions are expired and are not repopulated for the fall submission.

Programming edits:

- This field must have a value for assignment codes "000AX" through "79999", except "60100", "60200", "60401", "60500", "60501", "60600" and "60700", or a fatal error is reported.
- If "VACANT" is submitted in Field 4: Last Name and "FUNDED" is submitted in Field 5: First Name, then Field 12 must be submitted with a value of "1" and the first five digits of Field 7: Social Security Number must be submitted as the district number or a fatal error is reported.
- If "1" is submitted in this field, Field 13: Date of Birth must be blank and Field 25: Employment Status must contain "00".
- If code "2", "3", "4", "5", "6" or "7" is submitted in this field, Field 25 must contain "97", "98" or "99".
- For non-instructional assignment codes "60100", "60200", "60401", "60500", "60501", "60600", "60700", and "80001" through "99900", this field must be left blank or a fatal error is reported.
- If the position is submitted as a vacant position, as an employee on loan or leave, or as a non-instructional staff (assignment codes "81500" through "99900") contracted services provider, then report the appropriate code ("1" through "7") for the status of the position as follows:

- If submitted as a vacant position, report code "1", "2" or "5".
- If submitted as an employee on leave, report code "3", "4" or "6".
- If submitted as a non-instructional staff contracted services provider, report code "7".

- Code 7 may only be reported for assignment codes "81500" through "99900".

- If code "4", "5" or "6" is submitted in this field for assignment codes "000AX" through "00598", "60300" or "60400", then code "11", "12", "13" or "53", or the appropriate credential type for a credentialed employee must be submitted in Field 17: Type of Credential.

- If an assignment code of "000AX" through "00598", "60300" or "60400" is submitted for an assignment and a second assignment code of "60000" through "99900" (except "60300" or "60400") is submitted in Field 10, then Field 12: Funded Position Status and Field 17: Type of Credential must be reported for the assignment code "000AX" through "00598", "60300" or "60400" only.

CODE	DESCRIPTION
1	*Vacant, funded, open position, no one assigned:* The position is unfilled by a permanent employee at the time of this report, and the position is posted. No one is permanently assigned in this position. The position is filled by a day-to-day substitute.
2	*Vacant, funded, open position, outside contractor assigned:* The position is temporarily filled by an individual under contract.
3	*Funded, employee on loan or leave, no one assigned:* The permanent employee is not currently performing the position's duties, and no one is assigned to fill the position.
4	*Funded, employee on loan or leave, filled by temporary employee:* The permanent employee is not currently performing the position's duties, and the position is filled by a temporary employee for assignment codes "70000" through "79999"; a full-year, emergency, 1233b, annual authorization substitute (Field 17: Type of Credential code "11", "12", "13", or "53"); or a certified teacher for assignment codes "000AX" through "00598", "60300" or "60400".
5	*Vacant, funded, open position, filled by temporary employee:* The position is unfilled by a permanent employee at the time of the report, and the position is posted. The position is filled by a temporary employee for assignment codes "70000" through "79999"; a full-year, emergency, 1233b, annual authorization substitute (Field 17: Type of Credential code "11", "12", "13" or "53"); or a certified teacher for assignment codes "000AX" through "00598", "60300" or "60400".
6	*Funded, employee on loan or leave, outside contractor assigned*: The position is temporarily filled by an individual under contract.
7	*Contracted Services Provider:* The position is filled by a non-instructional staff member (assignment codes 81500 through 99900) contracted services provider under contract with the district.
9	*Filled position, regular:* The position is filled by a permanently assigned employee.

Field 13: Date of Birth

Submission date:	First business day in December and June 30
Field use:	School Aid Act 388.1619; Revised School Code MCL 380.1533; Section 501 of PA 115 of 2009
State of Michigan office contact:	CEPI customer support, 517-335-0505, CEPI@michigan.gov
Field specification:	10-character, date with slashes
Record position/type:	626-635, date
Database field name:	DateOfBirth
Code/format:	This is a 10-position field (MM/DD/CCYY) All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1987 = 05/08/1987. MM must be one of the following: 01 January 04 April 07 July 10 October 02 February 05 May 08 August 11 November 03 March 06 June 09 September 12 December
Dependencies with other fields:	Field 9: Date of Hire Field 12: Funded Position Status

Definition: This is the date of birth of the staff member employed in a district. For vacant positions created since the previous school year and not yet filled, leave this field blank.

Additional Reporting Information:

- This field applies to assignment codes "000AX" through "99900".
- *Note*: Corrections to previously submitted data such as name, birthdate, gender, Social Security number* or credential number may be made through the REP Online Single Submission Application. All corrections to birthdates must be made through the REP Online Single Submission Application.
- For districts that use the Bulk Upload Application, the PIC must be used if changes are made to the employee's name, gender, Social Security number or credential number. If the PIC is not used in the Bulk Upload file when a change is made, a duplicate record will be created.
- **Exception:* When a Social Security number update is attempted for an employee who has multiple records in the REP database, a warning message will be issued stating that the authorized user must contact CEPI to resolve the Social Security number.

Programming edits:

- If the date of birth is blank, out of range, or not a valid date, a fatal error will be submitted unless Field 12: Funded Position Status uses code "1" (vacant).
- If "1" is submitted in Field 12: Funded Position Status, this field must be left blank.
- The date of birth cannot be greater than 95 years prior to July 1 of the submission year and cannot be earlier than 14 years from July 1 of the submission year, or a fatal error will be reported.

- The date of birth cannot be equal to, after, or within 14 years of the date of hire, or a fatal error will be reported.
- For assignment codes "000AX" through "00598", "60300" or "60400", the date of birth cannot be earlier than 18 years prior to the submission year.

Field 14: Gender Code

Submission date: First business day in December and June 30

Field use: Section 501 of PA 115 of 2009; NCLB, 20 USC 6319

State of Michigan office contact: CEPI customer support, 517-335-0505, CEPI@michigan.gov

Field specification: One-character

Record position/type: 636, alpha

Database field name: GenderCode

Code/format: This is a one-position field (A). This field is not case sensitive.

M Male
F Female

Dependencies with other fields: Field 12: Funded Position Status

Definition: This is the gender of the staff member.

Additional Reporting Information:

- This field applies to assignment codes "000AX" through "99900".
- For vacant positions created since the previous school year and not yet filled, leave this field blank.

Note: Corrections to previously submitted data such as name, birthdate, gender, Social Security number* or credential number may be made through the REP Online Single Submission Application. All corrections to birthdates must be made through the REP Online Single Submission Application.
For districts that use the Bulk Upload Application, the PIC must be used if changes are made to the employee's name, gender, Social Security number, or credential number. If the PIC is not used in the Bulk Upload file when a change is made, a duplicate record will be created.

**Exception*: When a Social Security Number update is attempted for an employee who has multiple records in the REP database, a warning message will be issued stating that the authorized user must contact CEPI to resolve the Social Security number.

Programming edits:

- If the code is invalid or blank, a fatal error is reported, unless Field 12: Funded Position Status contains code "1" (vacant).
- If a "1" is submitted in Field 12, this field must be left blank, or a fatal error is reported.

CODE	DESCRIPTION
M	Male
F	Female

Field 15: Racial/Ethnic Code

Submission date:	First business day in December and June 30
Field use:	Section 501 of PA 115 of 2009; NCLB, 20 USC 6319
State of Michigan office contact:	CEPI customer support, 517-335-0505, CEPI@michigan.gov
Field specification:	Six-character
Record position/type:	637-642, character
Database field name:	RacialEthnicCode
Code/format:	This is a unique six-position field using a combination of "0" through "6" in the proper position (NNNNNN).
Dependencies with other fields:	Field 12: Funded Position Status

Definition: This field is the race/ethnicity of the staff member.

Additional Reporting Information:

- First identify a racial group and then the ethnicity of the staff member.
- If the person is self-selecting, a multiple of the following codes with PRIMARY AND SECONDARY CHOICES MUST BE REPORTED.
- Because this is a multiple-occurrence field, the indicator of the code is located by position in the format. The primary racial/ethnic choice is represented with a "1" and the second choice is a "2", etc.
    - For example, a person whose primary racial/ethnic choice is Asian American would receive a code of "010000". If the same person were also White, they would receive the code of "010020". In this example, a person who is primarily of the Hispanic ethnic group and is also of the Black and Asian races would be coded "032001". If a person were of equal races, such as an American Indian and Hispanic, they would be submitted as "100001". Using this procedure, multiple racial/ethnic classifications are possible when self-selection occurs.
- For vacant positions created since the previous school year and not yet filled, leave this field blank.
- This field applies to assignment codes "000AX" through "99900". For a further explanation of race/ethnicity codes, go to: http://www.whitehouse.gov/omb/fedreg_notice_15/.

Programming edits:

- If the code is invalid or blank, a fatal error is reported, unless Field 12: Funded Position Status contains code "1" (vacant).
- If a "1" is submitted in Field 12, this field must be left blank, or a fatal error is reported.
- At least one of the six digits must be a "1", or a fatal error is reported.
- Repetition of a "1" in all positions will result in a fatal error.

CODE	CATEGORY
100000	*American Indian or Alaska Native*. A person having origins in any of the original peoples of North America and South America (including Central America).
010000	*Asian American*. A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam
001000	*Black or African American*. A person having origins in any of the black racial groups of Africa
000100	*Native Hawaiian or Other Pacific Islander*. A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
000010	*White*. A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
000001	*Hispanic or Latino*. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Field 16: Highest Educational Level

Submission date: First business day in December and June 30

Field use: School Aid Act 388.1619;
Revised School Code, MCL 380.1532;
Section 501 of PA 115 of 2009; NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400 (Sec. 618)

State of Michigan office contact: CEPI customer support, 517-335-0505, CEPI@michigan.gov

Field specification: Two-character

Record position/type: 643-644, character

Database field name: HighestDegreeCode

Code/format: This is a two-position field (NN).

Dependencies with other fields: Field 10: School Assignment Data
Field 12: Funded Position Status

Definition: This is the highest degree earned by a staff member.

Additional Reporting Information:

- This field applies to assignment codes "000AX" through "99900".
- For vacant positions created since the previous school year and not yet filled, use code "00".
- The value may be "00" for assignment codes "81500" through "99900".

Programming edits:

- This field must have a valid value.
- If the code is out of range or the field is left blank, a fatal error is reported.
- If Field 12: Funded Position Status has a value of "1" (vacant), this field should be submitted with code "00" (None).

CODE	DESCRIPTION
00	None
01	High School Diploma or its equivalent
02	Associate Degree
03	Bachelor's Degree
04	Master's Degree
05	Specialist's Degree
06	Doctoral Degree
07	Juris Doctorate
08	Medical Degree
09	Other License, Credential or Professional Degree
10	Obtained Paraprofessional Quality Standard on State Academic Assessment; Successful Completion of Work Keys Assessment

Field 17: Type of Credential

Submission date:	First business day in December and June 30
Field use:	School Aid Act 388.1619; 380.1234; 390.1147; 380.1531f Revised School Code MCL 380.1532; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400 (Sec. 618)
State of Michigan office contact:	Krista Ried, 517-373-3310, riedk@michigan.gov Norma Tims, 517-241-2091, timsn@michigan.gov
Field specification:	Two-character
Record position/type:	645-646, character
Database field name:	CredentialType
Code/format:	This is a two-position field (NN)
Dependencies with other fields:	Field 10: School Assignment Data Field 12: Funded Position Status Field 18: Date Credential Issued Field 19: Date of Expiration of Credential Field 25: Employment Status

Definition: This field identifies the type of credential held by the staff member as required by the assignment code reported in Field 10.

Additional Reporting Information:

- If a staff member has two certificates (for example, general education and vocational), report the certificate type that matches his/her teaching assignment.
    - For example, if the employee holds a general education certificate with a mathematics endorsement and a Temporary Vocational Authorization and is assigned to a mathematics position, report the general education certificate.
- If the certificate has expired and an application for a new certificate is in process, enter the certificate pending status code "02".
- If the district has applied for a substitute permit, but it is not yet approved, use the pending status code "02".
- This field applies to assignment codes "000AX" through "99900".

Programming edits:

- This field must have a valid value.
- If an invalid code is used or if this field is left blank for assignment codes "000AX" through "99900", a fatal error is reported.
- For staff members with assignment codes "00310" through "00413" and "70000" through "99900" who are not required to hold a credential for the position, this field may be coded "00".
- If a specific credential type is not submitted, "00" must be reported. Field 17 must be submitted with the appropriate credential type when a credential is required for the position. If code "97" or "98" is submitted in Field 25: Employment Status, then Field 17: Type of Credential cannot be

reported with code "01", "04", "05", "07", "08", "22", "23","24", "25", "26", "40", "41", "42", "43", "55" or "63" or a fatal error will be reported.

- For administrators with assignment codes "70000" through "79999" who hold valid administrator certificates, report Code "60" in Field 17.

For the following assignment codes, an authorized user cannot report code "00" (teacher credential not required) in Field 17 unless code "1" (vacant) is reported in field 12: Funded Position Status:

- "000AX" through "00598"
- "60300"
- "60400"

For the following assignment codes, the authorized user may report the appropriate credential type or "00":

- "00310" through "00413"
- "Y*014" (bilingual instructional paraprofessionals/aides)
- "Y*016" (bilingual non-instructional paraprofessionals/aides)

For the following assignment codes, report code "00" or a fatal error will be reported:

- "60100"
- "60200"
- "60401"
- "60500"
- "60501"
- "60700"
- "80001" through "99900"

CODE	DESCRIPTION
00	Teacher credential not required or not applicable
01	Life
02	Pending
03	Elementary Provisional
04	Elementary Professional
05	Elementary Permanent
06	Secondary Provisional
07	Secondary Professional
08	Secondary Permanent
09	Two-Year Provisional Certificate
10	Limited License to Instruct
11	Permit, full year
12	Permit, emergency
13	Permit, Section 1233b
14	Permit, 150 day (day-to-day substitute)
15	Temporary Teacher Employment Authorization (one year)
16	Temporary School Counselor Authorization
17	Preliminary School Counselor Guidance Authorization
18	School Guidance Counselor License
21	Dual, provisional
22	Dual, professional
23	Dual, 18-hour continuing
24	Dual, 30-hour continuing
25	Dual, permanent

26	Dual, life
30	Interim Teaching Certificate (Alternative Route to Certification Credential)
31	Expert in Resident (MDE Approval)
32	Teacher Exchange Program (MDE Approval)
33	Tribal Language Memorandum of Agreement (MDE Approval)
40	Elementary Continuing (30 hour)
41	Secondary Continuing (30 hour)
42	Elementary Continuing (18 hour)
43	Secondary Continuing (18 hour)
50	School Nurse Certificate (Interim)
51	School Nurse Certificate (Standard)
52	School Nurse Certificate (Professional)
60	Administrator Certification
61	School Psychologist Certificate
62	Preliminary School Psychologist Certificate
64	Occupational Therapist (License by Examination or Endorsement)
65	Orientation and Mobility Specialist (Certification)
66	Physical Therapist (License by Examination or Endorsement)
67	Audiologist (License by Examination, Endorsement or Limited)
68	Interpreter for the Deaf (Certification)
69	School Social Worker (License and Approval)
70	Special Education, Approval (Issued by Office of Special Education)
71	Special Education, Full Year or Emergency Permit (Issued by the Office Professional of Preparation Services)
72	Certificate of Clinical Competence, Licensing
73	Department of Defense Certificate (ROTC)
74	Certificate of Adapted Physical Education (CAPE), Special Education
Vocational Credential Types	**Vocational Credential Types**
53	Annual Vocational Authorization – Initial
54	Interim Occupational Certificate (Vocational Temporary Authorization)
55	Full Vocational Authorization
63	Occupational Education Certificate
80	Vocational Annual Authorization – Credit Track
81	Vocational Annual Authorization – Adult Education
82	Vocational Annual Authorization – Day-to-Day Substitute
83	Vocational Annual Authorization – Less than Class Size
84	Vocational Annual Authorization – Long-Term Substitute
85	Vocational Annual Authorization – Renewal

Field 18: Date Credential Issued

This field is optional and may be left blank.

Submission date: First business day in December and June 30

Field use: School Aid Act 388.1619; Revised School Code, MCL 380.1532; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400 (Sec. 618)

State of Michigan office contact: Krista Ried, 517-373-3310, riedk@michigan.gov

Field specification: 10-character, date with slashes

Record position/type: 647-656, date

Database field name: DateCredentialIssued

Code/format: This is a 10-position field (MM/DD/CCYY).

All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1994 = 05/08/1994. MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields: Field 10: School Assignment Data; Field 13: Date of Birth; Field 12: Funded Position Status; Field 17: Type of Credential; Field 19: Date of Expiration of Credential

Definition: This is the date that a staff member's credential, permit, approval or authorization was issued.

Additional Reporting Information:
This field applies to assignment codes "000AX" through "00598", "60300" or "60400".

This field is optional and may be left blank. However, if the field is submitted, the following programming edits are in effect:

Programming edits:

- A fatal error is reported if this field contains a value and Field 17: Type of Credential contains code "00" or "02".
- The issue date must be after the date of birth and cannot be after the submission date.
- For vacant positions created since the previous school year and not yet filled, leave this field blank.

Field 19: Date of Expiration of Credential

This field is optional and may be left blank.

Submission date: First business day in December and June 30

Field use: School Aid Act 388.1619; Revised School Code, MCL 380.1532; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400 (Sec. 618)

State of Michigan office contact: Krista Ried, 517-373-3310, riedk@michigan.gov

Field specification: 10-character, date with slashes

Record position/type: 657-666, date

Database field name: DateCredentialExpires

Code/format: This is a 10-position field (MM/DD/CCYY).
All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1994 = 05/08/1994. MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields: Field 10: School Assignment Data; Field 12: Funded Position Status; Field 17: Type of Credential; Field 18: Date Credential Issued

Definition: This is the expiration date on the staff member's certificate.

Additional Reporting Information:

- This field applies to assignment codes "000AX" through "00598", "60300 or "60400".
- Most certificate types, as listed in Field 17: Type of Credential, must have an expiration date that is later than the end of the previous academic year.
- The only certificate types that do not have expiration dates are: "00", "01", "02", "05", "08", "23", "24", "25", "26", "40", "41", "42", "43", "52", "55", "70" and "72".
- For certificates without an expiration date, this field can be left blank.

- This field is optional and may be left blank. However, if the field is submitted, the following programming edits are in effect:

Programming edits:

- If an issue date is submitted in Field 18, then an expiration date must be submitted for all certificates, approvals, and permits, except types "00", "01", "02", "05", "08", "23", "24", "25", "26", "40", "41", "42", "43", "52", "55", "70" and "72".

- If an expiration date is not given for those required, a fatal error is reported, unless the Field 12: Funded Position Status contains code "1" (vacant).
- The date of expiration cannot be before the date of issuance and cannot exceed 20 years from the date of issue.
- For vacant positions created since the previous school year and not yet filled, leave this field blank.

Field 20: Educator Effectiveness

Submission date:	June 30
Field use:	Section 380.1249(a) MCLA, Revised School Code, PA 102 of 2011 State Fiscal Stabilization Fund/American Reinvestment and Recovery Act (SFSF/ARRA)
State of Michigan office contact:	Erika Bolig, 517-335-0484, boligk@michigan.gov Krista Ried, 517-373-3310, riedk@michigan.gov
Field specification:	Two-character
Record position/type:	667-668, numeric
Database field name:	EducatorEffectiveness
Code/format:	This is a two-position field (NN).
Dependencies with other fields:	Field 10: School Assignment Data Field 12: Funded Position Status Field 25: Date of Termination

Definition: This is the educator effectiveness label as identified by the school district for each educator. The effectiveness labels should be based upon the employee's most recent evaluation.

Additional Reporting Information:
The Revised School Code [380.1249(a) MCLA] requires that all districts develop and implement annual educator evaluations. These systems are locally determined and must include measures of growth in student achievement as a significant factor. Districts must use these systems to evaluate all educators, and to assign an effectiveness label to each educator.

Districts are expected to report one effectiveness label per educator. If the educator serves in multiple roles, the district must determine an appropriate evaluation metric for that individual and assign an overall effectiveness label for that educator.

The labels required for educator effectiveness under the American Recovery and Reinvestment Act of 2009, State Fiscal Stabilization Fund II (SFSF) grant assurances are highly effective, effective, minimally effective and ineffective. Local education agencies (LEAs) are required to determine and define within their local evaluation systems the criteria attached to each of four labels. If the LEA uses alternative labels, the LEA must determine which labels correspond with the four labels listed.

Under SFSF, educator effectiveness labels are required in the EOY REP data submission. Effectiveness labels should be reported based upon the employee's most recent evaluation. The evaluation of each administrator's job performance is required at least annually [Section 380.1249(a) MCLA].

For more information about the SFSF Indicators, access the following website:
http://www2.ed.gov/programs/statestabilization/stateapps/phase-ii/mi-sub-phase-2.pdf

Programming edits: This field must be submitted for the required assignment codes (see table below) or a fatal error is reported unless the employee is reported on leave with a code "3", "4" or "6" in Field 12: Funded Position Status; then this field may be left blank. If the employee was reported with a code "07" (On leave directly to retirement or termination from district) or "14" (Deceased) in Field 25: Employment Status and a termination date in Field 26: Date of Termination, this field may be left blank. If Field 12: Funded Position Status is reported with a code "1", this field must be left blank or a fatal error is reported.

Required Assignment Codes with exceptions noted.	
Assignment Codes	**Description**
"000AX" through "000ZZ," (except "00SUB," "00PAR," "000NY" and "00200" through "00413")	Teachers
"00192" through "00197"	Teachers
"00501" through "00598"	Teachers
"Y*0AX" through "Y*0ZZ" (except "Y*014" or "Y*016" Paraprofessionals/Aides and Y*0NY School Nurse)	Teachers
"60300" and "60400"	Teachers
"70***," "71***," "72***," "73***" and "74***" (Example: 70100: ISD Superintendent)	Superintendents, Assistant Superintendents, Administrators, Principals and Assistant Principals

This field is optional and may be left blank for the following assignment codes:

Optional Assignment Codes	
Assignment Codes	**Description**
"Y*014" or "Y*016"	Paraprofessionals/Aides
"000NY"	School Nurse
"00SUB" and "00PAR"	Day-to-day substitute staff members
"00200" through "00407"	Additional Special Education Staff Members
"00410" through "00413"	Migrant Education Program Paraprofessionals/Aides
"60100" through "60700," except "60300" and "60400"	Early Childhood Staff Members
"75***" through ""79*99"	Administrative Positions
"80001" through "99900"	Paraprofessionals/Aides and Non-Instructional Staff Members

Educator Effectiveness Labels

Districts are to select one educator effectiveness label as outlined in SFSF Indicator (a)(6): Highly Effective, Effective, Minimally Effective and Ineffective.

CODE	DESCRIPTION
01	Highly Effective
02	Effective
08	Minimally Effective
03	Ineffective

Field 21: Reserved

Submission date:	First business day in December and June 30
Field use:	This line explains the specific reporting use.
State of Michigan office contact:	This line provides the general office name, phone and email address.
Field specification:	Eight character
Record position/type:	669 - 676, numeric
Database field name:	
Code/format:	Pad with blanks.
Dependencies with other fields:	None

Definition: This is reserved for future use.

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

Field 22: Reserved

Submission date: First business day in December and June 30

Field use: This line explains the specific reporting use.

State of Michigan office contact: This line provides the general office name, phone and email address.

Field specification: Six-character

Record position/type: 677-682, numeric

Database field name:

Code/format: Pad with blanks

Dependencies with other fields: None

Definition: This is reserved for future use.

Programming edits: This field must be submitted with blanks, or a fatal error is reported.

Field 23: Reserved

Submission date: First business day in December and June 30

Field use: This line explains the specific reporting use.

State of Michigan office contact: This line provides the general office name, phone and email address.

Field specification: Six-character

Record position/type: 683-688, numeric

Database field name:

Code/format: Pad with blanks.

Dependencies with other fields: None

Definition: This is reserved for future use.

Programming edits: This field must be submitted with blanks, or a fatal error is reported.

Field 24: New Teacher Professional Development

Submission date:	June 30
Field use:	School Aid Act, MCL 380.1526; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319, 20 USC 6311
State of Michigan office contact:	Donna L. Hamilton, 517-241-4546, hamiltond3@michigan.gov
Field specification:	Five characters, repeated two times, 17 characters reserved
Record position/type:	689-715, character
Database field name:	DaysofProfessionalDevelopment
Code/format:	This is a 27-position field. ("NN.NNNN.NNXXXXXXXXXXXXXXXXX") "X" denotes blank space
Dependencies with other fields:	Field 10: School Assignment Data Field 25: Employment Status

Definition: This field is used to determine the type of professional development that was provided by the district for new teachers as specified within Section 380.1526 of the Michigan Compiled Laws (MCL).

Additional Reporting Information:
Report the number of days of professional development in the following categories. The lists provided for each category are not intended to be inclusive, but rather to serve as examples.

1. Classroom Management ("NN.NN")
    - Engaging students
    - Norms for social interaction
    - Student, parent and community communications
    - Peer coaching
2. Instructional Delivery (Strategies) ("NN.NN")
    - Growth/assessment strategies
    - Best practices
    - Differentiating instruction
    - Remediation and/or extension
    - Designing effective lessons
3. Reserved ("XXXXXXXXXXXXXXXXX") Must be left blank. (Bulk Upload only)
   "X" denotes blank space

- This field is required for assignment codes "000AX" through "00598" (except "00200" through "00413"), "60300" and "60400" that are reported with a code "97" or "98" in Field 25: Employment Status.
- Indicate the number of days by type(s) of professional development provided to new teachers (those within their first three years of employment in classroom teaching) during the school year (July 1 to June 30).

- If the number of professional development days provided is less than 1.0, enter the appropriate number after the decimal point.
    - For example, if three-quarters of a day was provided in the Classroom Management category and zero days for Instructional Delivery, enter 00.75 and 00.00 respectively in the online submission. For the bulk upload file, report "00.7500.00XXXXXXXXXXXXXXXX" ("X" denotes blank space).
- If the number of professional development days provided is to be reported in full days, enter the appropriate number of days.
    - For example, if the district provided 5 days for Classroom Management and 3 days for Instructional Delivery, the report "05.0003.00XXXXXXXXXXXXXXXX" ("X" denotes blank space) in the bulk upload file.
- Reporting of code "97" in Field 25: Employment Status indicates that the employee is a new teacher (first three years of employment in classroom teaching) who has been a staff member of the district previous to becoming a certified teacher.
    - For example, a district may have an employee who has worked as a paraprofessional/aide for five years while completing a teacher preparation program.
    - This employee is required to complete professional development requirements under MCL Section 380.1526.
- Reporting of code "98" in Field 25 indicates that the employee is a new teacher (first three years of employment in classroom teaching) and is required to complete professional development requirements under MCL Section 380.1526.
- Professional development should include ongoing, structured and documented professional learning opportunities in classroom management and instructional delivery (strategies), but may also include other learning opportunities such as: curriculum development, action research, online learning, technology training, reflective practice, mentoring and induction.
- For information regarding the submission of professional development data and/or MCL Section 380.1526, contact Donna L. Hamilton, 517-241-4546, (hamiltond3@michigan.gov). Further professional development information can be found at http://www.michigan.gov/mde, under the Office of Professional Preparation Services section.

Programming edits:

- If professional development was not provided by the district, report zeros.
- For any professional development category (two required, one reserved categories) that is not submitted with the number of days for new teachers, report zeros or a fatal error is reported.
- Reserved category three must be left blank (bulk upload only).
- This field must be reported for assignment codes "000AX" through "00598" (except "00200" through "00413") "60300" and "60400" that are reported with a code "97" or "98" in Field 25: Employment Status.
- All other assignment codes "60100" through "99900" (except "60300" and "60400") may leave this field blank.

Field 25: Employment Status

Submission date:	First business day in December and June 30
Field use:	School Aid Act 388.1619; School Aid Act MCL 388.1613; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319, 20 USC 6311
State of Michigan office contact:	CEPI customer support, 517-335-0505, CEPI@michigan.gov
Field specification:	Two-character, leading zero
Record position/type:	716-717, character
Database field name:	TerminationStatusCode
Code/format:	This is a two-position field (NN) with a default code of "99".
Dependencies with other fields:	Field 9: Date of Hire Field 10: School Assignment Data Field 12: Funded Position Status Field 17: Type of Credential Field 20: Educator Effectiveness Field 26: Date of Termination/Separation of Employment

Definition: This field identifies the employment status of the employee.

Additional Reporting Information:

- Report the correct code to identify the status of this employee.
- Report code "00" when terminating a vacant funded position.
- Codes "01" through "19" are to be used when an employee terminates employment with the district. Codes "97", "98" and "99" are to be used for new and returning employees as appropriate for the position.
- This field applies to assignment codes "000AX" through "99900".
- Any employee who terminates employment with your district must be submitted with the appropriate separation code in Field 25 and the date of termination in Field 26.

Terminated Employees: Employees whose employment is terminated with the district should be submitted with a code "1" through "19" in Field 25: Employment Status. Report a code "9" in Field 12: Funded Position Status.

Employees on Leave: Report the appropriate code for the leave status in Field 12 for employees on leave from the district. In Field 25: Employment Status, report the appropriate employment status of code "97", "98" or "99" as appropriate for the assignment code submitted in Field 10: School Assignment Data.

Programming edits:

- This field must have a value.
- If an invalid code is submitted or this field is left blank, a fatal error is reported.
- If codes "01" through "19" are used, Field 26: Date of Termination/Separation of Employment must have a date.

- If "00" is submitted in this field, Field 12: Funded Position Status must have a value of "1" for assignment codes "000AX" through "99900", or a fatal error is reported.
- When terminating a vacant funded position, report a value of "00" in this field and a value of "1" in Field 12, or a fatal error is reported.
- Codes "97" and "98" may only be submitted for assignment codes "000AX" through "00598", "60300" or "60400" or a fatal error will be reported.
- If a code of "97" or "98" is submitted, then Field 9: Date of Hire cannot be later than three years from July 1 of the submission year.
- If a code "97" or "98" is submitted in Field 25: Employment Status, then Field 17: Type of Credential cannot be reported with a code "01", "04", "05", "07", "08", "22", "23","24", "25", "26", "40", "41", "42", "43", "55" or "63" or a fatal error will be reported.

CODE	DESCRIPTION
00	Vacant position
	Separation
01	Left education and is not pursuing further employment
02	Left education for other career in different field
03	Left district and moved out of state
04	Left education because of transfer of spouse
05	Left for other employment in field of education
06	Left for family medical leave and will not return
07	On leave directly to retirement or termination from district
08	Left to further education at college or university
09	Left on disability and will not return
10	Left special education and went to general education in different district
11	Left district and went to special education in another district
12	Laid off by district (will not return to district)
13	Discharged
14	Deceased
15	Illness/disability and not expected to return
16	Retired (position will not be filled)
17	Contract expired
18	Other
19	Retired (position will be filled)
	New or continuing
97	New teacher (teacher in first three years in profession, but not a new employee to the district)
98	New teacher (teacher in first three years in profession)
99	Returning employee, new (non-instructional) employee, new experienced teacher, substitute, contractor or employee on leave

CODE	EXPLANATION FOR USE OF CODES
00	The position is vacant as submitted in Field 12: Funded Position Status.
01	The employee left education and to your knowledge is not seeking further employment at this time. For example, the individual is staying at home to assist in the care of his/her family.
02	The employee has left his/her education position to secure a position in a field other than education. For example, a school psychologist leaves employment to take a job

	as a clinical psychologist with a community mental health agency or department.
03	The individual moved out of state for employment.
04	The spouse of the employee is moving. The employee terminated employment to relocate with his/her spouse.
05	The employee left to pursue or begin another occupation in the field of education. (Code 05 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
06	The employee left on family medical leave. (Code 06 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
07	The employee has been on leave from the district and then terminates his/her employment or retires.
08	The employee terminated employment in order to return to a college or university school to complete additional course work or to earn another degree. (Code 08 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
09	The employee has left for disability. (Code 07 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
10	The employee moved from a special education position within the district and took a general education position outside of the school district. For example, a special education supervisor moves to another district to become the director of curriculum development.
11	The employee moved from a special education position within the district and accepts a special education position outside the district.
12	The district laid off the employee and the employee will not return to the district. (Code 04 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
13	The employee was discharged because of unsatisfactory work performance or unprofessional conduct. (Code 03 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
14	The employee is deceased. (Code 02 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
15	The employee left because of sickness or an incapacitating condition and is not expected to return.
16	The district does **not** plan to fill the position. The employee retired according to provisions of a specific program allowing or requiring him/her to leave upon reaching a certain age, number of years, or disability. (Code 01 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
17	The employee's contract expired and was not renewed. (Code 03 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
18	The employee does not match any of the above explanations, or the employee has left the district, giving no reason.
19	The employee retired according to provisions of a specific program allowing or requiring him/her to leave upon reaching a certain age, number of years, or disability. The district plans to fill the position. (Code 01 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
97	The employee is a new teacher (first three years of employment in classroom teaching); however, the employee has worked for the district previous to becoming a certified teacher. For example, a district may have an employee who has worked as a paraprofessional/aide for five years while completing a teacher preparation program. This employee is required to complete professional development requirements under MCL Section 380.1526.
98	The employee is a new teacher (first three years of employment in classroom teaching) and is required to complete professional development requirements under MCL Section 380.1526.

99	The employee is in the same program or grade this school year that s/he was in last school year, even if her/his location changed. Use this code for all returning, new (non-instructional) employees, new, experienced teachers, substitutes, contractors or employees on leave. (Code 00 in the Michigan Public School Employees Retirement System Reporting Instructions Manual).

Field 26: Date of Termination/Separation of Employment

Submission date: First business day in December and June 30

Field use: School Aid Act, MCL 388.1619; Section 501 of PA 115 of 2009; NCLB, 20 USC 6613

State of Michigan office contact: CEPI customer support, 517-335-0505, CEPI@michigan.gov

Field specification: 10-character, date with slashes

Record position/type: 718-727, date

Database field name: DateOfEmploymentTermination

Code/format: This is a 10-position field (MM/DD/CCYY).

All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1994 = 05/08/1994. MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields: Field 25: Employment Status

Definition: This is the date of termination of the staff member.

Additional Reporting Information:

- This field applies to assignment codes "000AX" through "99900".
- Terminations should be submitted during the cycle that the termination occurs.
  - For example, if an employee terminates on November 1, report the termination in the December submission. If an employee terminates on February 1, report the termination in the June submission.
- All records submitted with a termination date during the current submission cycle are removed prior to the next submission cycle.
- For vacant positions created since the previous school year and not yet filled, leave this field blank.

Programming edits:

- If the date submitted is not a valid date, a fatal error is reported.
- If a date is submitted, then the code in Field 25: Employment Status must be between codes "00" through "19".
- Field 10: School Assignment Data must be submitted when a date is submitted in this field, or a fatal error is reported.
- The termination date must be on or prior to the submission date. The termination date cannot be prior to the hire date.

Field 27: Personnel Identification Code (PIC)

Submission date: First business day in December and June 30

Field Use:

State of Michigan office contact: CEPI customer support, 517-335-0505
CEPI@michigan.gov

Field specification: 10-character, integer

Record position/type: 728-737

Database field name: PersonnelPIC

Code/format: State-issued Personnel Identification Code (PIC)

Dependencies with other fields:
Field 4: Last Name
Field 5: First Name
Field 7: Social Security Number
Field 8: Credential License Number
Field 13: Date of Birth
Field 14: Gender

Definition: This field contains the Personnel Identification Code (PIC) that is produced by the REP. This is the state-generated unique identifier for each staff member in the REP Database. Although not required, it is recommended that this field be submitted to ensure the validity of the record.

Additional Reporting Information:

Note: Corrections to previously submitted data such as name, birthdate, gender, Social Security number* or credential number may be made through the REP Online Single Submission Application. For districts that use the Bulk Upload Application, the PIC must be used if changes are made to the employee's name, gender, Social Security number or credential number. If the PIC is not used in the Bulk Upload file when a change is made, a duplicate record will be created. All corrections to birthdates must be made through the REP Online Single Submission Application.

**Exception*: When a Social Security Number update is attempted for an employee who has multiple records in the REP database, a warning message will be issued stating that the authorized user must contact CEPI to resolve the Social Security number.

Programming edits:

- Before entering the PIC, verify that the Social Security number, credential number, last name, first name, and date of birth are valid, or a fatal error is reported.
- If the PIC is submitted, and the last name, first name, date of birth, and gender do not match what is currently in the database, a fatal error is reported.

Field 28: Full-Time Base Annual Salary

Note: This field must be submitted by districts required to complete the Title I Comparability Application. For all other districts, this field is optional; however, a value must be submitted.

Submission date:	First business day in December and June 30
Field use:	School Aid Act, MCL 388.1619; Freedom of Information Act, MCL 15.243a; Uniform Budget and Accounting Act, MCL 141.440 NCLB, Section 1120A of Title I, Part A Section 501 of PA 115 of 2009;
State of Michigan office contact:	Office of School Improvement, 517-373-4588
Field specification:	Six-character
Record position/type:	738-743, numeric
Database field name:	AnnualSalary
Code/format:	This is a six-position field (NNNNNN)
Dependencies with other fields:	Field 10: School Assignment Data Field 12: Funded Position Status

Definition: The full-time base annual salary for all employees is the base salary (basic contract) for a first-year full-time employee at this educational level. It does not include increments for years of service or longevity payments.

Additional Reporting Information:

- The purpose of Field 28 is to collect the Full-Time Base Annual Salary for employees in given assignments in order to meet the needs of Title I, Part A of the *No Child Left Behind Act (NCLB*).
- The full-time base salary is used in determining comparability under Title I of NCLB. This field must be submitted by districts required to complete the Title I Comparability Application.
- Reporting of this field is optional for all other districts.
- When applicable, indicate the full-time base annual salary for all employees of the district whose assignment code is reported with accounting function codes 111-113, 122-127, 211-218, 222-225, 241 or 249.
- This field applies to assignment codes "000AX" through "99900" and must have a value.
- The following are two examples of how to report the base salary for new and experienced employees:
    - Example 1: Jane Doe is a first-year teacher with a bachelor's degree and has a base salary of $40,000; John Smith is a fifth-year teacher with a bachelor's degree and has a base salary of $40,000. All employees at the bachelor's degree level have a base salary of $40,000.
    - Example 2: Jane Smith is a first-year teacher with a master's degree and has a base salary of $50,000; John Doe is a fifth-year teacher with a master's degree and has a base salary of $50,000. All employees at the master's degree level have a base salary of $50,000.

Programming edits:

- Annual Salary has been redefined to mean full-time base salary so that it can be used to determine comparability under Title I, Part A of No Child Left Behind.
- If the full-time base annual salary is submitted in this field, the hourly wage in Field 10 must be submitted with either the hourly wage or zeros, or a fatal error is reported.
- If no value is entered, a fatal error is reported.
- The full-time base annual salary cannot exceed $450,000; the hourly wage cannot exceed $999.99.
- If Field 12: Funded Position Status has a value of "1" (vacant, funded, open position, no one assigned), the full-time base annual salary in Field 28 and the hourly wage in Field 10 must be zeros, or a fatal error is reported.

Field 29: Reserved

Submission date:

Field use:

State of Michigan office contact:

Field specification: Six-character

Record position/type: 744-749

Database field name:

Code/format: This is a six-position field (NNNNNN).

Dependencies with other fields:

Definition:

Field 30: Reserved

Submission date:

Field use:

State of Michigan office contact:

Field specification: Two-character

Record position/type: 750-751

Database field name:

Code/format: This is a two-position field (NN).

Dependencies with other fields:

Definition:

Appendix A: Day-to-Day Substitutes; Non-Instructional Staff

In an effort to streamline the reporting of day-to-day substitute teachers and paraprofessionals/aides and all non-instructional staff members to meet the reporting requirements of the School Safety Legislation, districts may submit these employees with fewer data elements. The required fields are those necessary for accurate reporting of the employees' records in order to meet state and federal reporting requirements and so that the crosscheck of data may be completed with the Michigan State Police

Reporting of Day-to-Day Substitute Teachers and Paraprofessionals/Aides
A day-to-day substitute teacher or paraprofessional/aide is an individual employed by a district to serve in a short-term assignment that is less than one semester in length. For day-to-day substitute teachers, a school district can employ a person under a substitute teacher permit as long as the assignment is less than one semester. (Source: Office of Professional Preparation Services, Michigan Department of Education)

The assignment codes "00SUB" (day-to-day substitute teacher) and "00PAR" (day-to-day substitute paraprofessional/aide) may only be used for staff members working in day-to-day substitute positions as teachers or paraprofessionals/aides. When reporting substitute staff members for other types of positions such as a bus driver, secretary or principal, report the assignment code appropriate for the position; do not use "00PAR".

Additional Reporting Information:
Online Submission: A special submission screen for day-to-day substitute teachers and paraprofessionals/ aides is available in the REP Application. Instructions for the submission of day-to-day substitute teachers and day-to-day substitute paraprofessionals/aides are available in the REP User's Guide.

Bulk Upload Submission: Day-to-day substitute teachers and paraprofessionals/aides may be included in bulk upload files with the limited number of required fields. Edits placed on the assignment codes "00SUB" and "00PAR" allow districts to omit fields not listed in this appendix.

School/Facility Code: Day-to-day substitute teachers paraprofessionals/aides who work in multiple schools/facilities may be submitted with a school/facility code of "00000" (central administrative unit).

Required Fields: The fields listed below are required for the submission of day-to-day substitute teachers and paraprofessionals/aides.

Field 1: Date of Count
Field 2: Operating ISD/ESA Number
Field 3: Operating District Number
Field 4: Last Name
Field 5: First Name
Field 6: Middle Initial
Field 7: Social Security Number, or Field 8
Field 8: Credential License Number, or Field 7
Field 9: Date of Hire
Field 10: School/Facility; Assignment "00SUB" or "00PAR"; all other field 10 elements must be left blank
Field 13: Date of Birth
Field 14: Gender Code
Field 15: Racial/Ethnic Code
Field 25: Employment Status
Field 26: Date of Termination of Employment (when Field 25 is submitted with a code of "01" through "19")

Programming Edit:
When using the bulk upload option, the fields that are not required must be left blank or a fatal error is reported.

Reporting of Non-Instructional Employees (Assignment Codes "81500" through "99900")
Beginning with the Fall 2013 REP Submission, districts have two options for reporting non-instructional employees as outlined below. Also, all non-instructional staff members may be submitted with minimal fields of data required regardless of the FTE reported in Field 10: School Assignment Data. Previously this was only allowed for non-instructional staff members who were reported with an FTE of less than 0.5.
Option 1: Report non-instructional staff members with the original assignment codes.
Option 2: Report non-instructional staff members using a shorter list of consolidated assignment codes.

The consolidated codes were developed to help streamline the reporting of non-instructional staff members and align with federal reports. Please note that some positions still require a unique code in order to meet federal or state requirements.

Whether you choose option 1 or 2, all non-instructional assignment codes may be submitted with the reduced number of fields as outlined in this appendix.

Additional Reporting Information:
Online Submission: A special submission screen with the required fields for non-instructional employees with assignment codes "81500" through "99900" is available in the REP Application. Instructions for the use of the submission screen are available in the REP User's Guide.

Bulk Upload: Non-instructional employees may be included in the bulk upload file with the limited number of required fields. Any non-instructional employee (assignment codes "81500" through "99900") may be submitted with the reduced number of fields as listed in this document.

School/Facility Code: Report the school/facility where the staff member is assigned. Non-instructional staff members who work in multiple schools/facilities may be submitted with a school/facility code of "00000" (central administrative unit).

Assignment Code: Report the appropriate assignment code for the position held by the non-instructional staff member.

The fields listed below are required for the reporting of contracted and other non-instructional employees when reported with the minimal field submission. Refer to the specific fields in this manual for the field definitions.

Field 1: Date of Count
Field 2: Operating ISD/ESA Number
Field 3: Operating District Number
Field 4: Last Name
Field 5: First Name
Field 6: Middle Initial
Field 7: Social Security Number
Field 9: Date of Hire
Field 10: School/Facility Code; Assignment and FTE only.
Field 13: Date of Birth
Field 14: Gender Code
Field 15: Racial/Ethnic Code
Field 25: Employment Status
Field 26: Date of Termination of Employment (when Field 25 is submitted with a code of "01" through "19")

Programming Edits:
The fields that are not listed above for the minimal submission option must be left blank, or a fatal error is reported.

If the district is choosing to do a complete submission for the employee, all required fields must be submitted for the assignment code reported in Field 10: School Assignment Data, or a fatal error will be reported.

Appendix B: Assignment Code to Subject Area

The Michigan Department of Education, Office of Professional Preparation Services prepared the following chart to assist districts in selecting assignment codes for the various subject areas taught by the instructional staff in a district.

Column One (REP Assignment Code): lists the REP assignment codes.
Column Two (REP Class Assignment Title): lists the REP assignment code description.
Column Three (Examples of Types of Subject Area Classes): lists examples of the types of subjects that would be included for each assignment code in the REP.

This list does not include all subjects that may be offered by all districts, but is meant to aid the district in determining which assignment code to use for the instructional staff for these or similar types of subject areas. A more comprehensive list of "Classes that can be Taught" that utilizes the endorsement codes is available at: http://www.michigan.gov/mde/0,1607,7-140-6530_5683---,00.html.

***Denotes that Highly Qualified status must be reported for the assignment code.*

REP Assignment Code	REP Class Assignment Title	Examples of Types of Subject Area Classes Use REP Assignment Code listed in the first column for classes with these or similar titles
English Language Arts		
000AX	Communication Arts	Communication Arts
000BX**	Language Arts	Language Arts Writing Literature
000BA**	English	English Grammar Writing Literature Great Books Shakespeare Poetry Drama (Study of literature)
000BC	Journalism	Journalism Yearbook Media School Newspaper Broadcast/Video Production
000BD	Speech	Speech Communications Debate Forensics News/Broadcasting Public Speaking Oral Interpretation
000BT**	Reading	Reading Developmental Reading Linguistics
Social Sciences		
000RX**	Social Studies	Social Studies

000CA**	Economics	Economics Current Events
000CB**	Geography	Geography Global Geography Michigan Geography U.S. Geography Global Issues The Global Village Western Hemisphere Eastern Hemisphere World Regions Current Events
000CC**	History	History Michigan History U.S. History World History European History
000CD**	Political Science	Political Science American Government Government Civics Contemporary World Issues American Problems Current Events
000CE	Psychology	Psychology
000CF	Sociology	Sociology
000CH	Anthropology	Anthropology
000CL	Cultural Studies	Cultural Studies Cultural Anthropology Modern Popular Culture
000CM	Behavioral Studies	Behavioral Studies
	Social Science	Districts are requested to report 000RX for general social studies/social science assignments. The assignment code 000CX has been phased out.
000NJ	Environmental Studies	Environmental Studies (based on a social science perspective)
000PR	Religion	Academic Study of Religion World Religions
000PS	Philosophy	Philosophy
000PX	Humanities	Humanities
	Science	
000DX**	Science	Science Integrated Science General Science Applied Science Integrated Physical and Earth Science
000DI**	Integrated Science	Integrated Science
000DA**	Biology	Biology Ecology Botany Zoology

		Human Anatomy and Physiology Life Science Biochemistry Genetics Microbiology Environmental Science Forensic Science
000DC**	Chemistry	Chemistry Organic Chemistry Biochemistry Forensic Science
000DE**	Physics	Physics
000DH**	Geology/Earth Science	Geology Earth Science Limnology Meteorology Mineralogy Oceanography Weather
000DO**	Astronomy	Astronomy
000DP**	Physical Science	Physical Science
Mathematics		
000EX**	Mathematics	Mathematics Arithmetic Number Theory Pre-Algebra Geometry Calculus Statistics College Algebra Trigonometry Solid Geometry Title I Mathematics
World Language		
000FA**	French	French Language, Grammar and Culture
000FB**	German	German Language, Grammar and Culture
000FC**	Greek	Greek Language, Grammar and Culture
000FD**	Latin	Latin Language, Grammar and Culture
000FE**	Russian	Russian Language, Grammar and Culture
000FF**	Spanish	Spanish Language, Grammar and Culture
000FH**	Italian	Italian Language, Grammar and Culture
000FI**	Polish	Polish Language, Grammar and Culture
000FJ**	Hebrew	Hebrew Language, Grammar and Culture
000FL**	Japanese	Japanese Language, Grammar and Culture
000FR**	Chinese	Chinese Language, Grammar and Culture
000FS	American Sign Language	
000FK**	Arabic	Arabic Language, Grammar and Culture
000FG**	Other World Language	Specific Language, Grammar and Culture
000NS	English as a Second Language	ESL Classes - Classes taught in English, which is the second language for students in the class

	Bilingual Education	See General Education Assignment List for the specific language used. Assignment code is dependent upon the subject taught.
Business		
000GX	Business Education	All listed subject areas may be submitted as Business Education.
000GA	Accounting	Accounting
000GH	Business Administration	Business Administration Business Education Business Communications Business Law Business Management
000GI	Secretarial Science	Secretarial Science Business Technology
000GM	Distributive Education	Marketing Education Distributive Education
Technology		
000IX	Industrial Technology	Industrial Technology Industrial Arts Drafting/Computer Assisted Design Woods, Metal and Plastics Technologies Electricity/Electronics Graphic Arts Automotive and Small Engine Technology Manufacturing Construction Transportation Communication Technologies Power and Energy
000ND	Library Media	Library Media Library Media Specialist School Library Librarian
000NH	Basic Computer Applications	
000NN	Non-Academic/ Non-Core Instruction	Primetime, Student Success Program, Study Skills, Test Preparation
000NR	Computer Science	Computer Science Programming Computer Networking Advanced Web Design
000TX	Technology Education	Technology Education Technology and Design Concepts of Technology Bio-related Technologies Information Technology
	Educational Technology	Districts are requested to report Educational Technology assignments as 000TX. The assignment code 000NP has been phased out.
The Arts		
000JX**	Music Education	Music Education

		General Music Marching Band Concert Band Orchestra Choral Music Strings Music Theory Keyboards Jazz Ensemble Wind Ensemble Choir	
000LX**	Visual Arts	Visual Arts Visual Studies Art Drawing Painting Illustration Sculpture Ceramics/Pottery Design Art Appreciation Computer Graphics and Design Video Photography Film Art History Art Criticism Aesthetics Fiber Arts Jewelry Digital/New Media Design	
000LT**	Theatre/Performance	Theatre, Performance	
	Visual Arts Education	Districts are requested to report "000LX" for Art Education assignments.	
	Visual Arts Education Specialist	Districts are requested to report "000LX" for Art Education assignments.	
000MH**	Dance	Dance Folk Dance Jazz Ballet	Modern Dance Square Dance Tap Ballroom Dancing
Support Services			
000NT	Guidance and Counseling	School Guidance Counselor	
	Occupational/Physical Therapy	Districts are requested to report "00360" for Occupational Therapy assignments and "00370" for Physical Therapy assignments.	
00360	Occupational Therapy	Occupational Therapy	
00370	Physical Therapy	Physical Therapy	
000NY	School Nurse	School Nurse	
Wellness			
000MA	Health	Health Personal Hygiene	

000MB	Physical Education	Physical Education Physical Fitness Specific team sports (football, volleyball, etc.)
000MD	Recreation	Outdoor Recreation Specific personal sports (badminton, golf, tennis, bowling, etc.)
000MX	Health, Physical Education, Recreation and Dance	Use only for classes that combine health, physical education, recreation and dance (or at minimum combine health and physical education).
000NZ	Sex Education	Sex Education
Miscellaneous		
000HX	Agriscience and Natural Resources	Classes related to plant science, animal science, natural resources, farm business management and small engine repair
000KH	Family & Consumer Sciences	Family & Consumer Sciences Parenthood Education Nutrition Science Pre-employment skills Family Relationships Essential Health & Living Skills Balancing Work & Family Pre-parenthood Life Management Nutrition & Foods Consumer Education Family Living Life Survival Skills Personal Living
000NC	Driver and Safety Education	Driver and Safety Education
000NF	Jr. ROTC	Junior ROTC
000NX	Other	Assignment not listed
00SUB	Day-to-Day Substitute Teacher	Use this code for day-to-day substitute teachers only.
00PAR	Day-to-Day Substitute Paraprofessional/Aide	Use this code for day-to-day substitute paraprofessional/aides only.
Level-Related Assignments		
60300 or 60400	Early Childhood Education	Pre-Kindergarten: Great Start Readiness Program Pre-School: Tuition-Based; Birth to age 4; Head Start
000ZY 000ZZ**	Alternative Education	Alternative Education
000ZW	Facilitator of Instruction	Facilitator of Instruction (e.g., computer-based learning program, online instruction, virtual education)
000ZG**	General Elem. K-5 all subjects, K-8 Self-Contained	Teaching all core subjects in self-contained classrooms in any grade between kindergarten and grade 8