

Center for Educational Performance and Information (CEPI)

*Michigan Education Information System
(MEIS)*

Registry of Educational Personnel (REP)

Data Field Descriptions

EOY 2016 Submission

Questions?

Email: CEPI@michigan.gov

Phone: 517-335-0505 x3



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Information Regarding the EOY 2016 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.

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/>

- Log in as an MEIS User.
- Click on "View/Update User Profile."
- Click "Edit," make changes, and then click on "Update."
- Click on "Return to MEIS Main Menu."
- 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 Elizabeth Collins, Title IX Coordinator, Michigan Department of Education, at 517-241-2091 or email CollinsE2@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 x3. 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 EOY 2016 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, 33 | Title changes to Assignment codes: 00524 Education General 00525 Cooking and Related Culinary Arts, General, 00510 Specialized Merchandising, Sales, and Marketing Operation, Other |
| 10 | 32 | CIP code correction: 00525 Cooking and Related Culinary Arts, General (12.0500) |
| 20 | 72 | Section citation changes: Section 380.1249 MCLA ESEA Flexibility Waiver Principle 3 Teachers' Tenure Act |

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, 388.1619; Michigan Compiled Laws (MCL) 388.1613 |
| State of Michigan office contact: | CEPI customer support, 517-335-0505 x3 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, 2016 = 06/30/2016. 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: All fields

Definition:

The official REP submission dates for the 2016-2016 school year are December 1, 2016, and June 30, 2016.

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; <i>No Child Left Behind Act of 2001</i> (NCLB), 20 USC 6319 |
| State of Michigan office contact: | CEPI customer support, 517-335-0505 x3 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 |

MEIS/Registry of Educational Personnel (REP)/Data Field Descriptions

| | |
|----|-------------------------|
| 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 x3 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; IDEA, 20 USC 1400 |
| State of Michigan office contact: | CEPI customer support, 517-335-0505 x3 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 |
| State of Michigan office contact: | CEPI customer support, 517-335-0505 x3 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 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 and 131 |
| State of Michigan office contact: | CEPI customer support, 517-335-0505 x3 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; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400 |
| 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: | School Aid Act, 388.1619, 388.1613, Revised School Code, MCL 380.1231, 380.1233; Section 501 of PA 115 of 2009 |
| State of Michigan office contact: | CEPI customer support, 517-335-0505 x3 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: | School Aid Act, 388.1619, 388.1613; Revised School Code, MCL 380.1231, 380.1233, 380.1234, 380.1280; 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; 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 Philip Boone, 517-335-4059, boonep2@michigan.gov Career & Technical Education Joanne Mahony, 517-335-0405, mahonyj@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 x3, CEPI@michigan.gov Special Education John Robertson, 517-335-0454, robertsonj@michigan.gov Title I Mike Radke, 517-373-3921, radkem@michigan.gov Title IX Elizabeth Collins, 517-241-2091, collinse2@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 24: Hours of Professional Development |
| Field 8: Credential License Number | Field 25: Employment Status |
| Field 11: Title I and Title II, Part A Teachers | Field 26: Date of Termination |
| Field 12: Funded Position Status | Field 28: Annual Salary |
| Field 17: Type of Credential | |
| Field 18: Date Credential Issued | |
| Field 19: Date of Expiration | |
| Field 20: Educator Effectiveness | |

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:

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

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"):

- 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.

For *student teachers*:

- All student teachers must be reported with assignment code "00STU".
- A student teacher is a college, university or graduate student who is teaching under the supervision of a certified teacher in order to qualify for a degree in education.
- Districts are required to report all student teachers in order to meet the reporting requirements of the School Safety Legislation.
- The student teacher assignment will not conflict with the reporting of the actual teacher of record for the classroom. The teacher of record would be reported with the appropriate assignment code.

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", "00PAR" or "00STU", then:
 - See Appendix A for specific reporting requirements.
 - For bulk upload files and online submission, submit the appropriate assignment code "00SUB", "00PAR" or "00STU" 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 |

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| 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 <i>See Bilingual section for special rules.</i> | | | |
| 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 |

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| 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 |
| Student Teacher | 00STU | | 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 |
| School Counselor (non-instructional) | 00376 | | 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 (AANAA): 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:

YA0EX Math instruction in a Bilingual French Program
 YB0BA 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 (AANNN): Use one of the following for the last three digits:

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

For example:

YA014 Instructional Paraprofessional/Aide in a Bilingual French Program
 YB016 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).
- Holders of the School Counselor License and Temporary School Counselor Authorization cannot be assigned to teach courses (as teacher of record). They can otherwise serve in full capacity of a school counselor in a **non-instructional role** and should be reported with assignment code "00376".

School counselors holding the NT endorsement on a teaching certificate, or the Preliminary Employment Authorization to work as a School Counselor, may also serve in a **non-instructional role**, and in such cases, should be reported with assignment code "00376".

Utilize the "000NT" instructional assignment code for school counselors assigned to courses (as teacher of record) under the NT endorsement on a teaching certificate or the Preliminary Employment Authorization to work as a School Counselor.

| 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 and Non-Special Education Support Personnel | | | |
| Director of Special Education (see administration assignment section) | | | 226 |

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| SPECIAL EDUCATION ASSIGNMENT | CODE (NNNNN) | HIGHLY QUALIFIED STATUS REQUIRED* | ACCOUNTING FUNCTION CODE |
|---|-------------------------|--|---|
| 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 | | |
| School Counselor (non-instructional) | 00376 | | 212 |
| 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 |
| 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 | | | |
| 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 | | | |
| Education al General | 00524 | (13.0000) | 127 |
| Family and Consumer Sciences | | | |
| Family and Consumer Science | 00520 | (19.0000) | 127 |
| Finance | | | |
| 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 | | | |
| 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, <u>General</u> | 00525 | (12.0500 0) | 127 |
| Human Services | | | |
| Cosmetology | 00531 | (12.0400) | 127 |
| Information Technology | | | |
| 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 |

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| CAREER AND TECHNICAL EDUCATION ASSIGNMENT 00500 - 00598 | CODE (NNNNN) | CIP CODE | ACCOUNTING FUNCTION CODE |
|---|-------------------------|---------------------|---|
| 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 Specialized Merchandising, Sales, and Marketing Operation, Other | 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 (ASE Certified) | 00550 | (47.0604) | 127 |
| Avionics Maintenance Technology | 00572 | (47.0609) | 127 |
| Collision Repair Technician (ASE Certified) | 00549 | (47.0603) | 127 |
| Heavy/Industrial Equipment Maintenance Technologies | 00546 | (47.0399) | 127 |
| Medium/Heavy Truck Technician (ASE 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 |

MEIS/Registry of Educational Personnel (REP)/Data Field Descriptions

| 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 Infrastructure (i.e., web service, technical support) | 71 | 284 |
| Technology Integration (i.e., curriculum) | 75 | 225 |
| 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)

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 |

MEIS/Registry of Educational Personnel (REP)/Data Field Descriptions

| 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 |

MEIS/Registry of Educational Personnel (REP)/Data Field Descriptions

| 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 |

MEIS/Registry of Educational Personnel (REP)/Data Field Descriptions

| 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 |

MEIS/Registry of Educational Personnel (REP)/Data Field Descriptions

| 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 |
| 10000000000000000000000000000000 | Developmental Kindergarten (Young Fives, Early Fives, Jump Start, Begindergarten, etc) |
| 01000000000000000000000000000000 | Kindergarten |
| 00100000000000000000000000000000 | First Grade |
| 00010000000000000000000000000000 | Second Grade |
| 00001000000000000000000000000000 | Third Grade |
| 00000100000000000000000000000000 | Fourth Grade |
| 00000010000000000000000000000000 | Fifth Grade |
| 00000001000000000000000000000000 | Sixth Grade |
| 00000000100000000000000000000000 | Seventh Grade |
| 00000000010000000000000000000000 | Eighth Grade |
| 00000000001000000000000000000000 | Ninth Grade |
| 00000000000100000000000000000000 | Tenth Grade |
| 00000000000010000000000000000000 | Eleventh Grade |
| 00000000000001000000000000000000 | Twelfth Grade |

OR

| EDUCATIONAL SETTING | DESCRIPTION |
|--------------------------------|--|
| 00000000000000100000000 | Alternative Education |
| 0000000000000000000010000000 | Special Education Age Group 0 – 2 years of age |
| 0000000000000000000002000000 | Special Education Age Group 3 – 5 years of age |
| 0000000000000000000003000000 | Special Education Age Group 6 – 21 years of age |
| 0000000000000000000004000000 | Special Education Age Group 22 – 26 years of age |
| 0000000000000000000000100000 | Adult Education |
| 0000000000000000000000010000 | Early Childhood and/or Parenting Programs |
| 0000000000000000000000001000 | Career/Technical Education |
| 0000000000000000000000000100 | State Agency |
| 0000000000000000000000000010 | Early On®/Early Intervention (Part C of IDEA) |
| 000000000000000000000000000001 | Administrative or Support Staff (all levels) |
| 000000000000000000000000000003 | English as a Second Language – Other |
| 000000000000000000000000000004 | Bilingual Education/ELL – Other |
| 000000000000000000000000000005 | English as a Second Language – Title III Only |
| 000000000000000000000000000006 | Bilingual Education/ELL – Title III |
| 000000000000000000000000000007 | Bilingual Education/ELL – Section 41 |
| 000000000000000000000000000008 | Migrant Education Program |
| 000000000000000000000000000009 | 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", "00PAR" and "00STU") 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", "00PAR" and "00STU," 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", "00PAR" and "00STU") 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

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 EOY 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: School Aid Act, 388.1619;
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, 388.1619; MCL 388.1613; Revised School Code MCL 380.1533; Section 501 of PA 115 of 2009 |
| State of Michigan office contact: | CEPI customer support, 517-335-0505 x3 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 10: School Assignment Data Field 5: First Name 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 EOY 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 | <i>Vacant, funded, open position, no one assigned:</i> 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 | <i>Vacant, funded, open position, outside contractor assigned:</i> The position is temporarily filled by an individual under contract. |
| 3 | <i>Funded, employee on loan or leave, no one assigned:</i> The permanent employee is not currently performing the position's duties, and no one is assigned to fill the position. |
| 4 | <i>Funded, employee on loan or leave, filled by temporary employee:</i> 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 | <i>Vacant, funded, open position, filled by temporary employee:</i> 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 | <i>Funded, employee on loan or leave, outside contractor assigned:</i> The position is temporarily filled by an individual under contract. |
| 7 | <i>Contracted Services Provider:</i> The position is filled by a non-instructional staff member (assignment codes 81500 through 99900) contracted services provider under contract with the district. |
| 9 | <i>Filled position, regular:</i> 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 x3 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.

MEIS/Registry of Educational Personnel (REP)/Data Field Descriptions

- 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:** School Aid Act, 388.1619; Section 501 of PA 115 of 2009
- State of Michigan office contact:** CEPI customer support, 517-335-0505 x3
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: | School Aid Act, 388.1619; Section 501 of PA 115 of 2009 |
| State of Michigan office contact: | CEPI customer support, 517-335-0505 x3 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.

MEIS/Registry of Educational Personnel (REP)/Data Field Descriptions

| CODE | CATEGORY |
|--------|---|
| 100000 | <i>American Indian or Alaska Native.</i> A person having origins in any of the original peoples of North America and South America (including Central America). |
| 010000 | <i>Asian American.</i> 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 | <i>Black or African American.</i> A person having origins in any of the black racial groups of Africa |
| 000100 | <i>Native Hawaiian or Other Pacific Islander.</i> A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands. |
| 000010 | <i>White.</i> A person having origins in any of the original peoples of Europe, the Middle East or North Africa. |
| 000001 | <i>Hispanic or Latino.</i> 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 |
| State of Michigan office contact: | CEPI customer support, 517-335-0505 x3 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; 380.1531 Revised School Code MCL 380.1532; MCL 380.505 2(b); Administrative Rule (R), R.390.1137; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400 |
| State of Michigan office contact: | Krista Ried, 517-373-3310, riedk@michigan.gov Tom Knight, 517-373-8545, knightt@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.

Public School Academies may report this field with code "76" when they are authorized by a community college, and use as a classroom teacher, a full-time member of the community college faculty, who has at least five years' experience at the community college in teaching the subject matter that he or she is teaching at the public school academy [MCL 380.505 2(b)].

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 |

MEIS/Registry of Educational Personnel (REP)/Data Field Descriptions

| | |
|--------------------------------------|--|
| 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 |
| 75 | Speech Pathology License (LARA) |
| 76 | Community College Faculty for PSA |
| Occupational Credential Types | Occupational Credential Types |
| 53 | Initial Annual Occupational Authorization |
| 54 | Interim Occupational Certificate |
| 55 | Full Occupational Authorization |
| 63 | Occupational Education Certificate |
| 80 | Credit Track Annual Occupational Authorization |
| 81 | Adult Education Annual Occupational Authorization |
| 82 | Day-to-Day Substitute Annual Occupational Authorization |
| 83 | Less than Class Size Annual Occupational Authorization |
| 84 | Long-Term Substitute Annual Occupational Authorization |
| 85 | Renewal Annual Occupational Authorization |

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 | | | | | | | | | | | | | | | | | | | | | | | | |
| 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: <table><tr><td>01</td><td>January</td><td>07</td><td>July</td></tr><tr><td>02</td><td>February</td><td>08</td><td>August</td></tr><tr><td>03</td><td>March</td><td>09</td><td>September</td></tr><tr><td>04</td><td>April</td><td>10</td><td>October</td></tr><tr><td>05</td><td>May</td><td>11</td><td>November</td></tr><tr><td>06</td><td>June</td><td>12</td><td>December</td></tr></table> | 01 | January | 07 | July | 02 | February | 08 | August | 03 | March | 09 | September | 04 | April | 10 | October | 05 | May | 11 | November | 06 | June | 12 | December |
| 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 | | | | | | | | | | | | |
| 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: <table><tr><td>01 January</td><td>07 July</td></tr><tr><td>02 February</td><td>08 August</td></tr><tr><td>03 March</td><td>09 September</td></tr><tr><td>04 April</td><td>10 October</td></tr><tr><td>05 May</td><td>11 November</td></tr><tr><td>06 June</td><td>12 December</td></tr></table> | 01 January | 07 July | 02 February | 08 August | 03 March | 09 September | 04 April | 10 October | 05 May | 11 November | 06 June | 12 December |
| 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", "72", "75" and "76".
- 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", "72", "75" and "76".

MEIS/Registry of Educational Personnel (REP)/Data Field Descriptions

- 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: | School Aid Act, 388.1619; Section 380.1249 MCLA, ESEA Flexibility Waiver Principle 3 Teachers' Tenure Act |
| State of Michigan office contact: | Abigail Groff-Blaszak, 517-373-8572, groff-blaszaka@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~~ ESEA Flexibility Principle 3 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~~ ESEA and Section 380.1249 MCLA, 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 building-level and office-level school administrator's job performance who are regularly involved in instructional matters are 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", "00STU", "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 |
| "75***," "76***," "77***," "78***" and "79***" (Example: 75361: Director of Special Education) | Directors, Supervisors, Coordinators, Consultants, Assistant Directors |
| Reported in conjunction with Function Codes: "00," "01," "13," "16," "18," "33," "41," "43," "61," "63," "75," "99" | Chief Administrative officer for District/ISD, School Management, Bilingual/English Language Learner (ELL) Education, Career and Technical Education, Curriculum and Instruction, Gifted and Talented, Migrant Education, Professional Development, Special Education, Subject Area (e.g., Alternative Education, Department Chair), Technology Integration, Other |

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" and "Y*0NY" | School Nurse |
| "00SUB" and "00PAR" | Day-to-day substitute staff members |
| "00STU" | Student Teacher |
| "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, 388.1619; MCL 380.1526; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319, 20 USC 6311 |
| State of Michigan office contact: | Phil Chase, 517-241-3960, ChaseP2@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.NNXXXXXXXXXXXXXXXXXXXXX") "X" denotes blank space Field 10: School Assignment Data |
| Dependencies with other fields: | 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 ("XXXXXXXXXXXXXXXXXXXXX") 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 "00.7500.00XXXXXXXXXXXXXXXXXXXX" ("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 "05.0003.00XXXXXXXXXXXXXXXXXXXX" ("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; 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 x3 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.

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- 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 <i>Separation</i> |
| 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) <i>New or continuing</i> |
| 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 |

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| | |
|----|--|
| | 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. |

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| | |
|----|--|
| 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, 388.1619; Section 501 of PA 115 of 2009; NCLB, 20 USC 6613 |
| State of Michigan office contact: | CEPI customer support, 517-335-0505 x3 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 x3 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, 388.1619; 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:

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- 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 substitute 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".

Reporting of Student Teachers

A student teacher is a college, university or graduate student who is teaching under the supervision of a certified teacher in order to qualify for a degree in education. The assignment code "00STU" may only be used to report these individuals.

Additional Reporting Information:

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

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

School/Facility Code: Day-to-day substitute teachers and 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 8: Credential License Number, or Field 7 |
| Field 2: Operating ISD/ESA Number | Field 9: Date of Hire |
| Field 3: Operating District Number | Field 10: School/Facility; Assignment "00SUB", "00PAR" or "00STU"; all other field 10 elements must be left blank |
| Field 4: Last Name | Field 13: Date of Birth |
| Field 5: First Name | |
| Field 6: Middle Initial | |
| Field 7: Social Security Number, or Field 8 | |

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")

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 |

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| | | |
|----------------|-----------------------|---|
| 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 |

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| | | |
|-------------------|------------------------------------|---|
| | 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 |

MEIS/Registry of Educational Personnel (REP)/Data Field Descriptions

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|-------------------------|----------------------------------|---|
| | | 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 |

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|----------------------------------|--|---|
| 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. |
| 00STU | Student Teacher | Use this code for student teachers 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 |