# Center for Educational Performance and Information (CEPI)

## *Registry of Educational Personnel (REP) Reports User Guide*

**EOY 2017**

**Last Updated: 3/9/2017**

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# Introduction

This guide is intended for all authorized users of the Registry of Educational Personnel (REP) Application. Users should also utilize the current edition of the REP Data Field Descriptions Manual and any addenda posted to the REP web page. This user guide includes directions for accessing various reports available to REP authorized users.

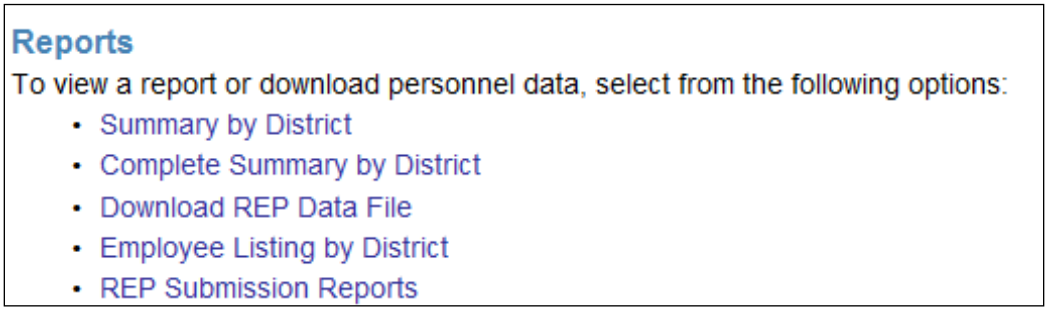
## Your Data Matter

The REP reports allow authorized users to access and review data concerning current and previous submissions. Reports are available in PDF, Excel or View Direct format that can be printed or saved on your computer for quick reference. We encourage users to review all reports prior to finalizing each submission. Data matter, and the reports available within the REP application will help you to ensure accurate reporting for your district.

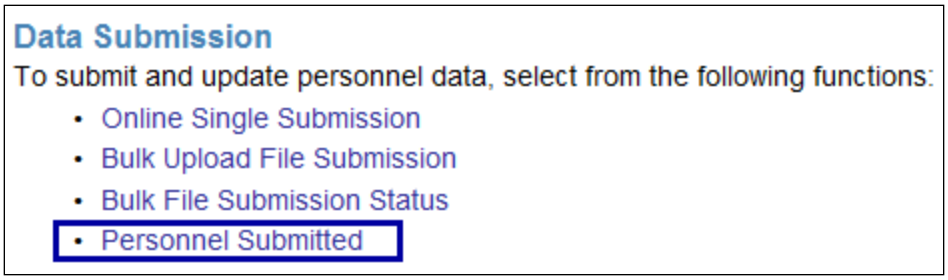
# Where to Begin

To access any of the REP reports, the authorized user must log in to the REP application:

The next step is to review the reports listed under the heading "Reports" on the REP Main Menu as illustrated below. Click on the report you wish to access.




The Personnel Submitted Report provides a list of all staff members submitted by the district and provides access to the individual records for the staff members.


Data Submission
To submit and update personnel data, select from the following functions:
Online Single Submission
Bulk Upload File Submission
Bulk File Submission Status
Personnel Submitted

# Reports Descriptions

In addition to the Personnel Submitted Report, which provides a listing of all personnel submitted for your district, several additional reports are available that include data regarding the current submission cycle as well as previous submissions. "Download REP Data File" provides access to the current and previous submission cycles' data. The REP Submission Reports provide a record of the data submitted each submission cycle.

The following reports include data regarding the current submission cycle.

1. Complete Summary by District
2. Download REP Data File (current and previous submission data)
3. Employee Listing by District

## Complete Summary by District

This report shows the total number of records submitted by each district in the state of Michigan during the current submission. The last three columns indicate the number of records with no errors, the number of records with errors, and the number of records that have not yet been updated for the current collection. Individuals who are authorized users for multiple districts can obtain current counts for each of their districts.

**REP** | *District Submission Status*

The table below shows the submission summary of all of the districts in the State of Michigan. The "Total Count" column lists the number of active records that have been submitted by the district. The "Error Free Collection Count" column lists the number of records successfully updated for the submission. The "Records with Errors Collection Count" lists the number of records that have been saved with errors. The "Not Updated Collection Count" lists the number of records that have not been updated for the submission.

You may sort the records in the table by clicking on the column headers.

| District | Total Count | Error-Free Collection Count | Records with Errors Collection Count | Not Updated Collection Count |
|---|---|---|---|---|
| 01010 | 126 | 0 | 0 | 126 |
| 02010 | 23 | 0 | 0 | 23 |
| 02020 | 18 | 0 | 0 | 18 |
| 02070 | 161 | 0 | 0 | 161 |
| 02080 | 44 | 0 | 0 | 44 |
| **03000** | **361** | **0** | **0** | **361** |

This table shows the submission summary of all of the districts in the state of Michigan. This report provides the status of each district's submission for the current submission cycle.

# Download REP Data File

This selection provides a downloadable Extensible Markup Language (XML) file of the data submitted to the REP for the submission cycles beginning with the Fall 2003 REP Submission.

XML is a structured computer language used to store data in a text-formatted file. Users may open this file in any text editor program (e.g., Notepad or Microsoft Word) or Web browser (e.g., Microsoft Internet Explorer or Firefox). Users may also import the file to a Microsoft Access database or open it in a Microsoft Excel spreadsheet.

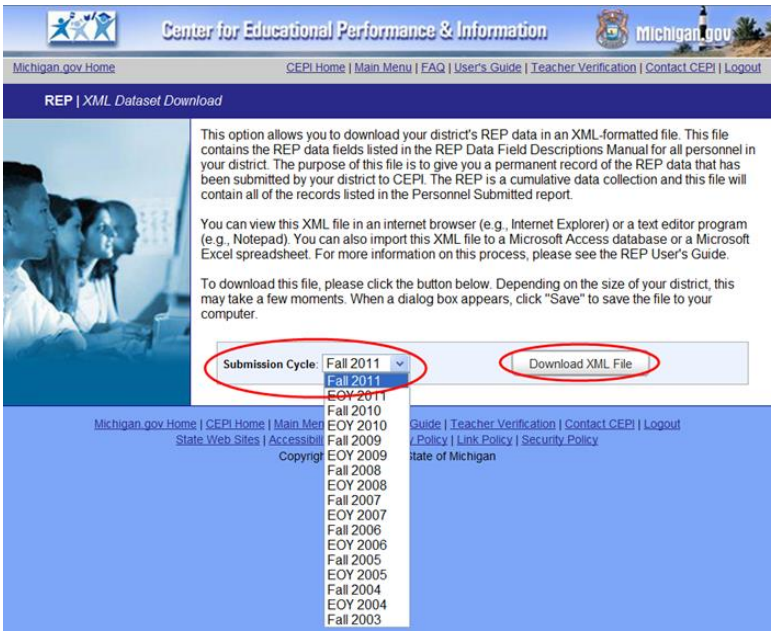
The primary purpose of obtaining this file is to allow users to retain a permanent record of the data successfully submitted to CEPI at any given time.

## *Steps to "Download REP Data File"*

To download a personnel data file, follow these steps:

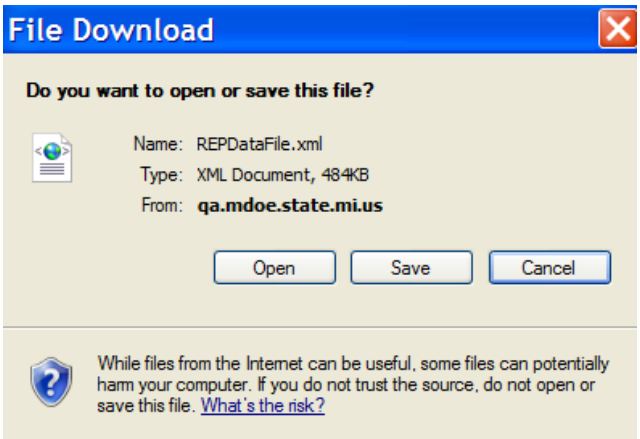
**Step One**: Select "Download REP Data File" under the heading Reports on the REP Main Menu.

**Step Two**: Select the submission cycle from the drop-down list.

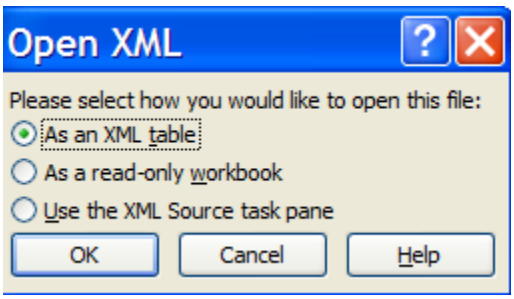



**Step Three**: Click on "Download XML File" and save the file to your computer.

The following pop-up window will appear:




**Step Four**: Open Excel on your computer. Next, click on "File" in the upper left hand corner of the spreadsheet, and then click on "Open" and locate the XML File on your computer. Click on the file and the following will appear:



**Step Five**: An Excel spreadsheet will open with all the fields of data as column headings:

Each column has a preset filter for your use. This is a sample of the layout:

| Pic | PersonnelRecordID | DateOfCount | Isd | District | LastName | FirstName | MiddleName | CredentialLicenseNumber | DateOfHire |
|---|---|---|---|---|---|---|---|---|---|

All data submitted (except the Social Security Number) for a given submission cycle will be included in the spreadsheet.

## *The XML data file layout*

Primarily developers and IT staff members will use the layout below to gain an understanding of how the REP data is stored in the XML file. A brief description of the data contained in each field is given to the right of the field. The layout is as follows:

```
<PersonnelRecord>
        <Pic />                                 - Numeric
        <PersonnelRecordID />                   - Numeric
        <DateOfCount />                         - Date (mm/dd/yyyy)
        <Isd />                                 - Text (NN)
        <District />                            - Text (NNNNN)
        <LastName />                            - Text
        <FirstName />                           - Text
        <MiddleName />                          - Text
        <CredentialLicenseNumber />             - Text
        <DateOfHire />                          - Date (mm/dd/yyyy)
        <SchoolAssignment>
                <Pic />                         - Numeric
                <PersonnelRecordID />           - Numeric
                <SchoolCode />                  - Text (NNNNN)
                <AssignmentCode />              - Text (NNNNN or NNNAA)
                <GradeRK />                     - Boolean (0 or 1)
                <GradeK />                      - Boolean (0 or 1)
                <Grade1 />                      - Boolean (0 or 1)
                <Grade2 />                      - Boolean (0 or 1)
                <Grade3 />                      - Boolean (0 or 1)
                <Grade4 />                      - Boolean (0 or 1)
                <Grade5 />                      - Boolean (0 or 1)
                <Grade6 />                      - Boolean (0 or 1)
                <Grade7 />                      - Boolean (0 or 1)
                <Grade8 />                      - Boolean (0 or 1)
                <Grade9 />                      - Boolean (0 or 1)
                <Grade10 />                     - Boolean (0 or 1)
                <Grade11 />                     - Boolean (0 or 1)
                <Grade12 />                     - Boolean (0 or 1)
                <AlternativeEd />               - Boolean (0 or 1)
                <SpecialEd />                   - Boolean (0 or 1)
                <AdultEd />                     - Boolean (0 or 1)
                <ECPP />                        - Boolean (0 or 1)
                <CareerTechEd />                - Boolean (0 or 1)
```

```
            <StateAgency />                     - Boolean (0 or 1)
            <EOEI />                            - Boolean (0 or 1)
            <AdminSupportStaff />               - Boolean (0 or 1)
            <Fte />                             - Numeric (N.NN)
            <Wage />                            - Numeric (NNN.NN)
            <AccountingCode />                  - Text (NNN)
            <HighlyQualified />                 - Numeric (N)
            <AcademicMajor />                   - Numeric (N)
            <AcademicMinor />                   - Numeric (N)
            <Administrator />                   - Numeric (N)
            <ClassesTaught />                   - Numeric (N)
        </SchoolAssignment>
        <PartATeachers />                       - Text (NNN)
        <EducatorEffectiveness />               - Text (NN)
        <FundedPositionStatus />                - Text (N)
        <DateOfBirth />                         - Date (mm/dd/yyyy)
        <GenderCode />                          - Text (A)
        <RacialEthnic>
            <Pic />                             - Numeric
            <RacialEthnicCode1 />               - Boolean (0 or 1)
            <RacialEthnicCode2 />               - Boolean (0 or 1)
            <RacialEthnicCode3 />               - Boolean (0 or 1)
            <RacialEthnicCode4 />               - Boolean (0 or 1)
            <RacialEthnicCode5 />               - Boolean (0 or 1)
            <RacialEthnicCode6 />               - Boolean (0 or 1)
        </RacialEthnic>
        <HighestEducationLevel />               - Text (NN)
        <TypeOfCredential />                    - Text (NN)
        <DateCredentialIssued />                - Date (mm/dd/yyyy)
        <DateOfExpirationOfCredential />        - Date (mm/dd/yyyy)
        <Educator Effectiveness />              - Numeric (NN)
        <DaysofProfessionalDevelopment>
            <Pic />                             - Numeric
            <ProvDevCode1 />                    - Numeric (NN.NN)
            <ProvDevCode2 />                    - Numeric (NN.NN)
        </DaysofProfessionalDevelopment>
        <EmploymentStatus />                    - Text (NN)
        <DateOfTermination />                   - Date (mm/dd/yyyy)
        <AnnualSalary />                        - Numeric (NNNNNN)
    </Personnel Record>
```

**For files prior to the Fall 2011 REP Submission, the professional development section will be:**

```
    <HoursofProfessionalDevelopment>
        <Pic />                                 - Numeric
        <ProvDevCode1 />                        - Numeric (NNN)
        <ProvDevCode2 />                        - Numeric (NNN)
        <ProvDevCode3 />                        - Numeric (NNN)
        <ProvDevCode3 />                        - Numeric (NNN)
        <ProvDevCode4 />                        - Numeric (NNN)
        <ProvDevCode6 />                        - Numeric (NNN)
```

| | |
|---|---|
| <ProvDevCode7 /> | - Numeric (NNN) |
| <ProvDevCode8 /> | - Numeric (NNN) |
| <ProvDevCode9 /> | - Numeric (NNN) |

**For files prior to the EOY 2014 REP Submission, the Michigan sponsoring and Non-Michigan sponsoring section will be:**

| | |
|---|---|
| <MichiganInstitution /> | - Text (NNNNNN) |
| <NonMichiganInstitution /> | - Text (NN) |

### *Using Microsoft Access to View the XML Data File*

The XML file may be imported into a Microsoft Access XP database. Please note that this will only work with Microsoft Access version XP or higher. To import the REP XML data file to an Access XP database, simply follow these steps:

1. Start Microsoft Access XP and create a new blank database.
2. Name the database whatever you wish.
3. Under the File menu, select "Get External Data" and then select "Import…"
4. In the Import dialog box that appears, find the drop-down list at the bottom labeled "Files of type." Scroll down through that list and select the "XML Documents" option.
5. Locate the saved REP XML file on your computer, select that file and click the "Import" button.
6. The Import XML dialog box will appear. It should contain four tables: ProfessionalDevelopment, RacialEthnic, EmploymentData and SchoolAssignment. Click "OK."

You should get a message box that says "Finished importing document…" Click "OK" and your Access XP database will be set up and contain your district's REP data.

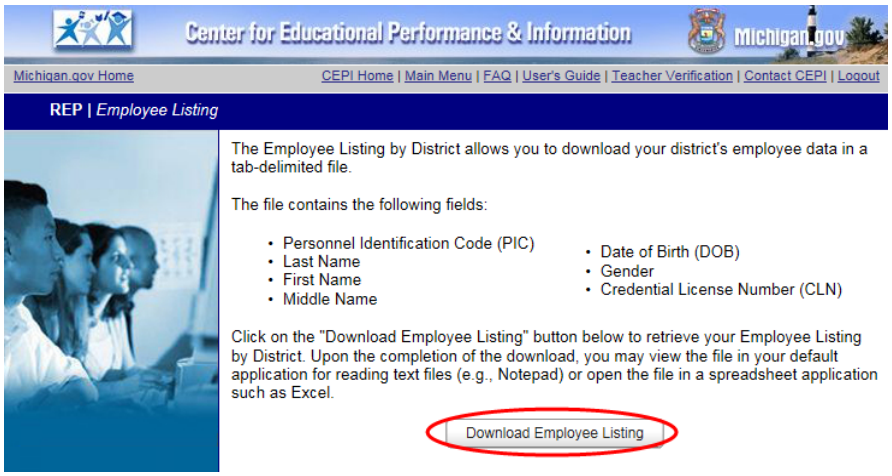
**Information on the table structure:** The EmploymentData table contains the bulk of the information on the employee, such as the name, birthdate, gender, etc. The ProfessionalDevelopment table contains professional development information. The RacialEthnic table contains the racial/ethnic codes and values (refer to the REP Data Field Descriptions for an explanation of the codes). The SchoolAssignment table contains the personnel assignment data, such as the assignment code, grade settings, FTE, etc. You may set up a relationship among these four tables based on the PIC field, which each table contains. You can find complete personnel information by using this relationship. For example, to find the hours of professional development for John Doe, find the PIC for John Doe in the EmploymentData table, and then find that PIC number in the ProfessionalDevelopment table. The row you find will contain the professional development data for John Doe.

## Employee Listing by District

This report lists employees for whom the district user successfully submitted records. This file is tab-delimited. The format of the report is as follows: Personnel

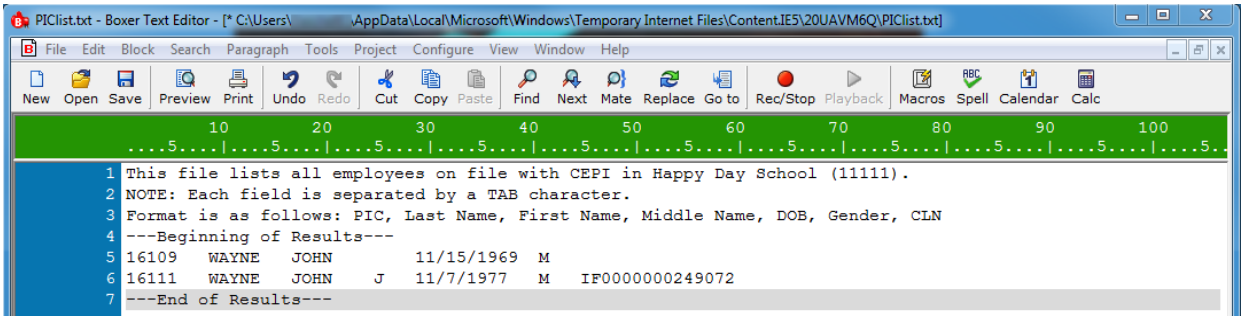
Identification Code (PIC), Last Name, First Name, Middle Name, Date of Birth (DOB), Gender and Credential License Number. This report also provides a list of all PICs for the employees of the district that may be helpful for the Teacher Student Data Link (TSDL) Data Submission in the Michigan Student Data System.

The following information screen will appear when you click on "Employee Listing by District":




The File Download window will appear when you click on "Download Employee Listing File."

**Step One**: Save the file to your computer and open in an application for reading text files (e.g. Notepad or Boxer). The file will open with the following information:




**Step Two**: Highlight and copy the data you want to move into an Excel spreadsheet. You will need to add the column headings separately.

```
This file lists all employees on file with CEPI in Happy Day School (11111).
NOTE: Each field is separated by a TAB character.
Format is as follows: PIC, Last Name, First Name, Middle Name, DOB, Gender, CLN
---Beginning of Results---
16109   WAYNE   JOHN        11/15/1969  M
16111   WAYNE   JOHN    J   11/7/1977   M   IF0000000249072
---End of Results---
```

**Step Three**: Copy and paste the selection into an Excel Worksheet.

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | PIC | Last Name | First Name | Middle Name | DOB | Gender | CLN |
| 2 | 16109 | WAYNE | JOHN | | 11/15/1969 | M | |
| 3 | 16111 | WAYNE | JOHN | J | 11/7/1977 | M | IF0000000249072 |
| 4 | --- End of Results --- | | | | | | |

# REP Submission Reports – District & School/Facility Level

The REP Submission Reports allow district users to access and review data concerning the current submission. The application populates the reports as the users submit data so that up-to-the-minute totals will be available for review during the current submission cycle. Users may print and review reports at any time during the submission, and we strongly encourage them to do so prior to finalizing the submission. District- and school/facility-level reports are available. Reports are also available for previous submissions.

## Assignment Code Comparison

This report provides a district-level comparison of all assignment codes and the total full-time equivalency (FTE) value reported for each assignment code between the EOY or Fall REP submissions for two years. For example, EOY 2015 and EOY 2016 or Fall 2014 and Fall 2015. The report is divided into staff groups:

- Administrative Staff
- Instructional Staff - General Education Core Academic Subject Area
- Instructional Staff - General Education Non-Core Academic Subject Areas
- Non-Instructional Staff
- Day-to-Day Substitute Staff and Paraprofessionals/Aides.

## Assignment Code Summary

This report lists all assignment codes and the total FTE value reported for each assignment. The report is divided into staff groups.

## Detailed Assignment Code Summary

This report lists all assignment codes reported at the school/facility level. The report includes the assignment codes and descriptions, employee names and FTEs by staff group. If an employee is assigned to more than one school/facility within the district, data will appear in each school/facility. This report may be beneficial to your student data submission authorized user for use with the TSDL Submission.

## Exiting, Current and New Staff Report

This report provides the employment status of all exiting, current and new teaching staff members as reported in Field 25: Employment Status.

## FTE by Accounting/Function Code

This report provides the total FTE reported for each accounting/function code by specific categories: Instructional Staff, Instructional Support Staff, Instructional Staff Services, Non-Instructional Support Staff and Facilities Acquisition.

## FTE by Accounting/Function Code Comparison

This report provides a district-level comparison of the total FTE reported for staff members' accounting/function codes between EOY 2016 to EOY 2017 REP submissions. The total FTE reported for each accounting/function code is listed by specific categories: Instructional Staff, Instructional Support Staff, Instructional Staff Services, Non-Instructional Support Staff and Facilities Acquisition.

## Overall Summary of Data Submission

This report provides summary data regarding the district's submission by specific categories: Employee Staff Groups, Exit Status, Number of Schools/Facilities Reported, etc.

## Pending Status Report

This report provides a district-level list of all the staff members reported with pending certification.

## Personnel Assigned to School/Facility in another District

This report lists staff members reported in schools/facilities not identified in the Educational Entity Master (EEM) as assigned to the reporting district.

## Personnel Headcount by School/Facility within District

This report provides a headcount of all staff members reported in schools/facilities within the specified reporting district where the schools/facilities are listed in the EEM with an open-active status. Any school/facility that does not have personnel submitted will be highlighted.

## Position Status Report

This report provides the position status of all teachers and administrators as reported in Field 12: Funded Position Status.

## Professional Development Days

This report provides the total number of days of professional development provided by the district for new teachers by category as reported in Field 24: New Teacher Professional Development.

## Validation Details

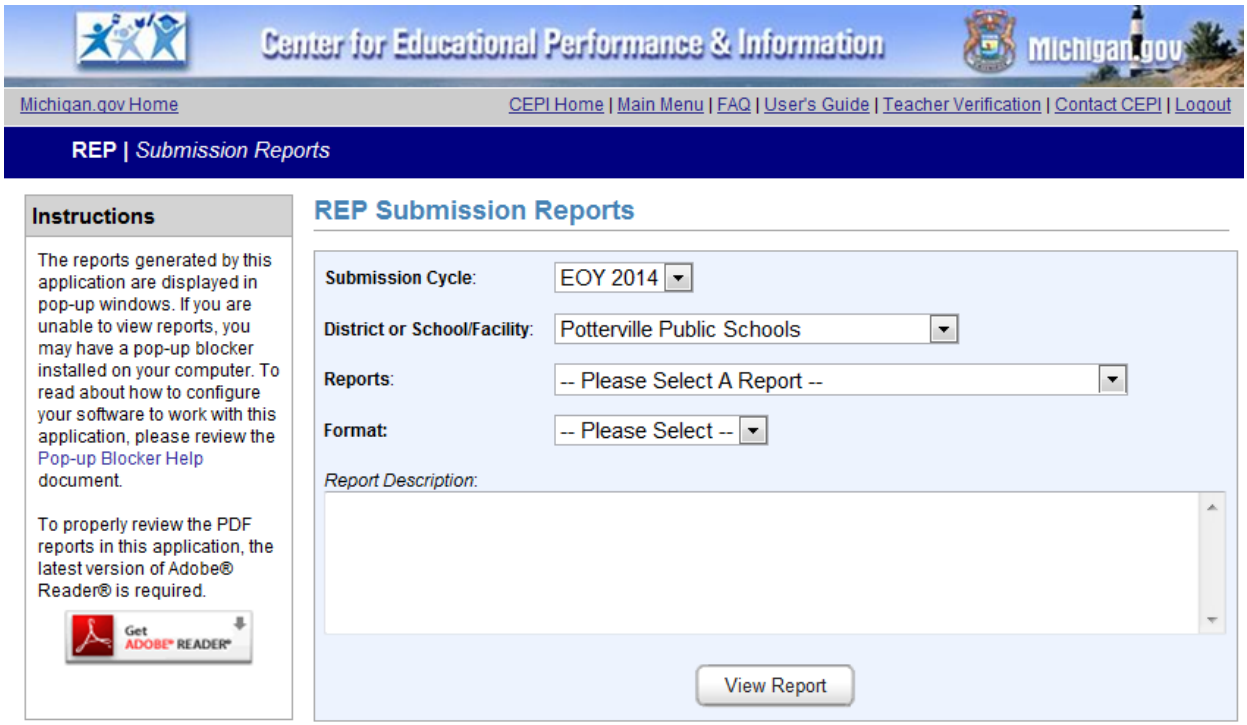
This report provides the errors and warnings submitted for personnel.

# How to Select a Report

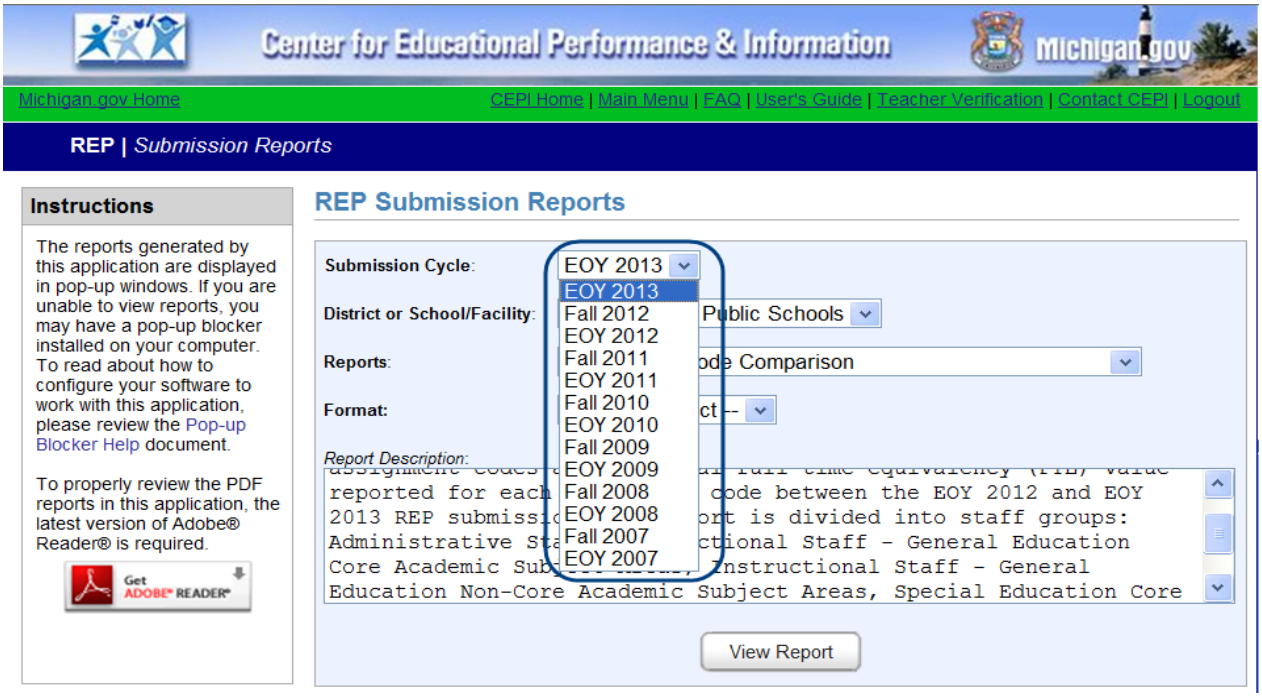
REP Submission Reports are accessed via a drop-down selection format that allows the REP authorized user to select the submission cycle, district or school/facility, report and format desired. This allows the user to easily select the desired report. The following screen shots provide step-by-step instructions of how to access the various reports.

**Step One:** After logging into the REP Application, select "REP Submission Reports" from the REP Main Menu.

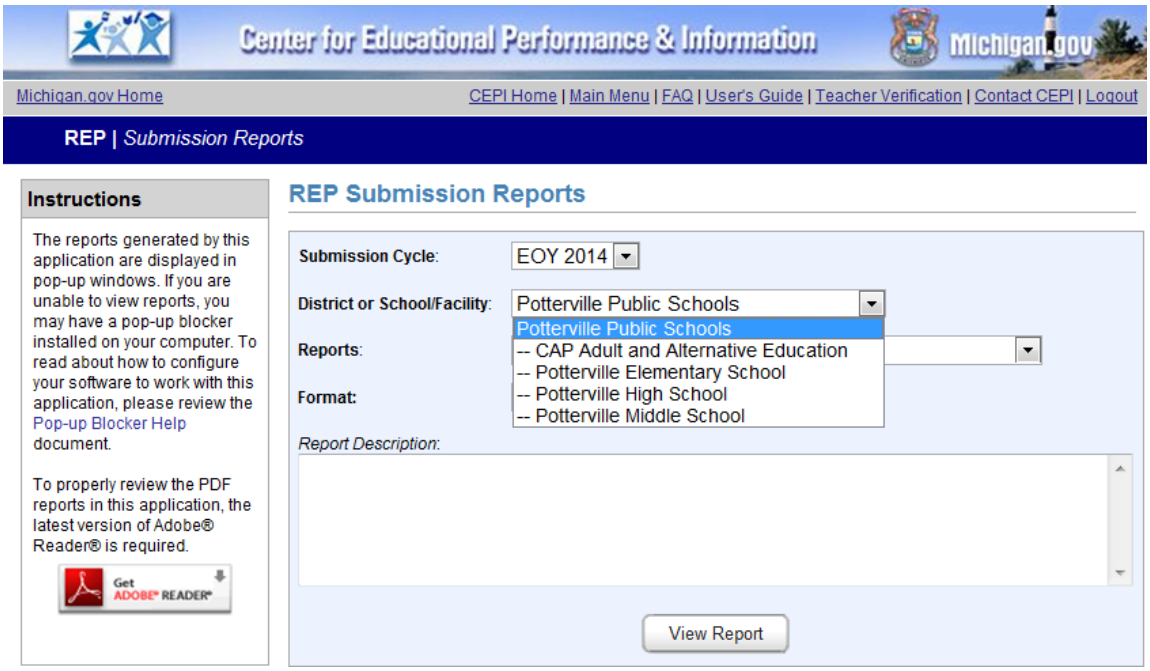
Click on "REP Submission Reports" and the following screen will appear with a drop-down menus:



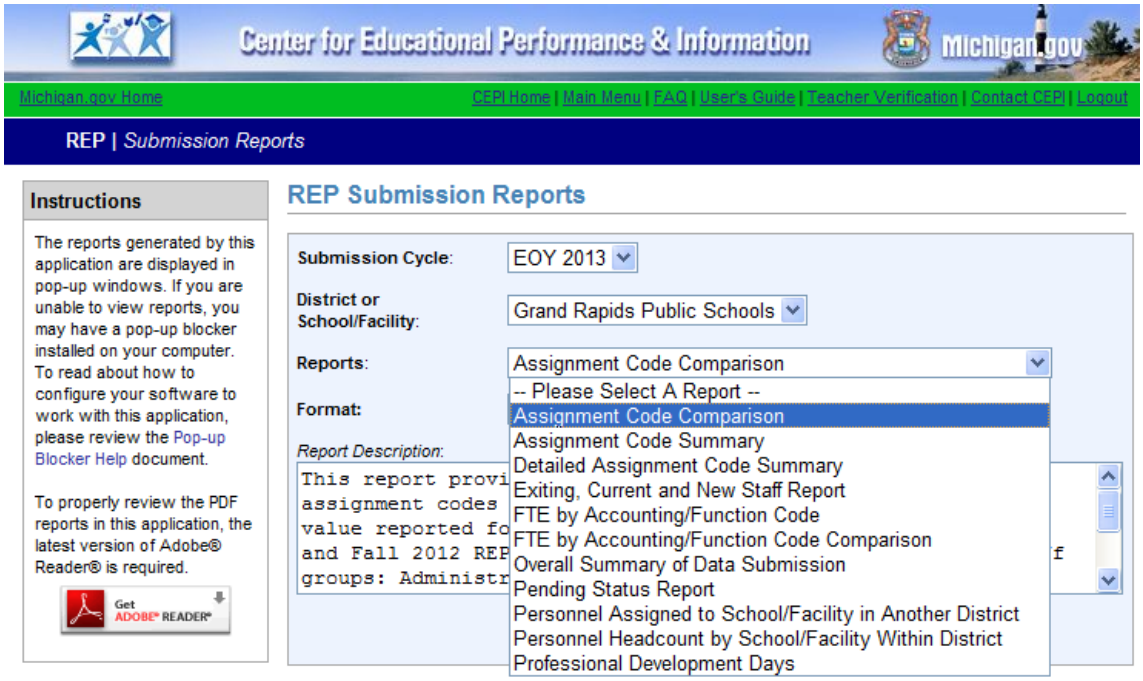

**Step Two**: Select the Submission Cycle.



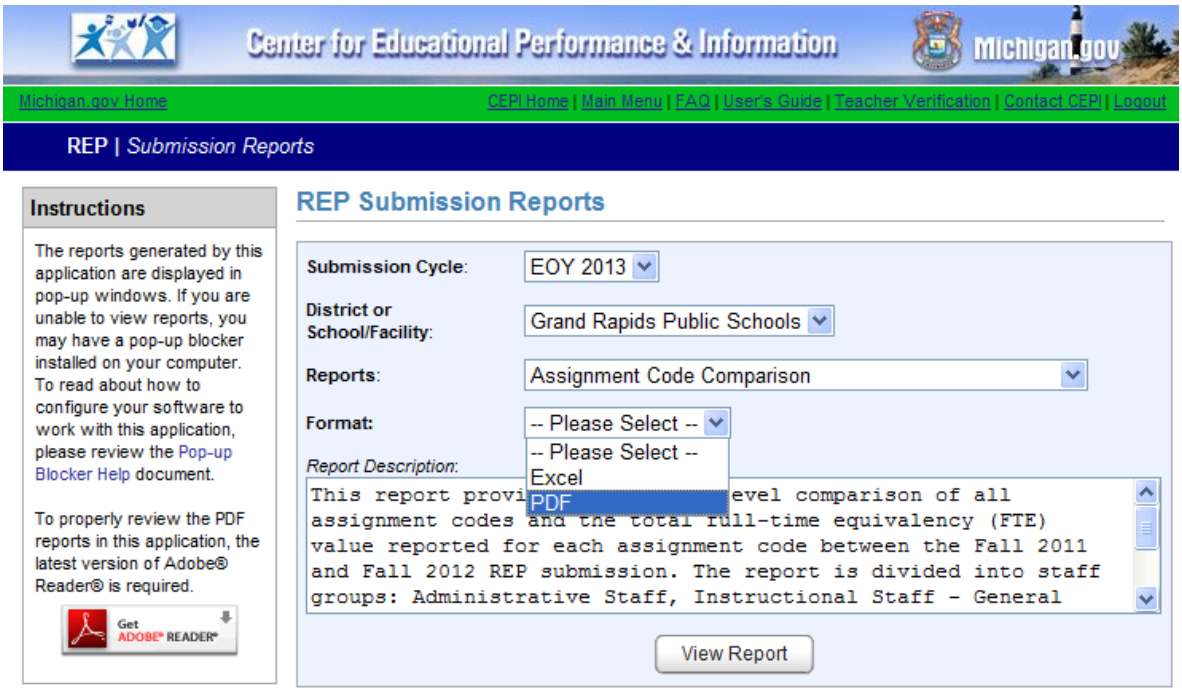

**Step Three**: Select the district or school/facility from the drop down list.




**Step Four**: Select the specific report you want to review. When you select a report, the Report Description will appear in the description box below the selection window.




**Step Five**: Select the format for the report. There are two formats for most reports: PDF or Excel. A third format, View Direct, is available for the layered reports such as the Detailed Assignment Code Summary.




**Step Six**: Click on "View Report," which is located under the Report Description box as illustrated below:

After you click on "View Report" the format selected will appear.

# Formats for Reports

## PDF Format

This report opens in a pop-up window.

**Assignment Summary Report** EOY 2012

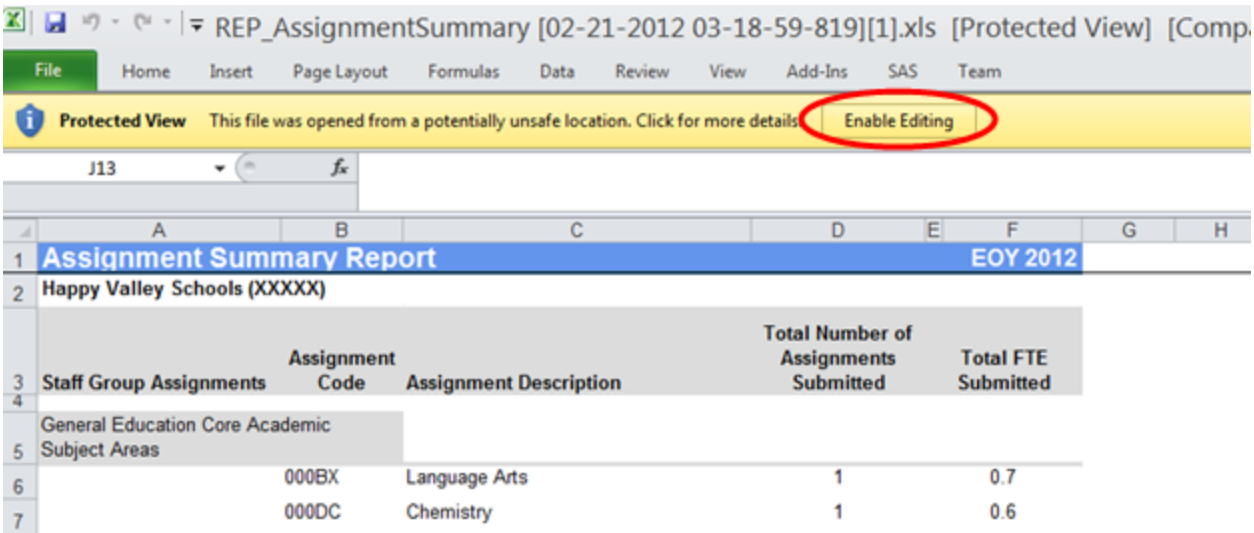
**Happy Valley Schools (xxxxx)**

| Staff Group Assignments | Assignment Code | Assignment Description | Total Number of Assignments Submitted | Total FTE Submitted |
|---|---|---|---|---|
| General Education Core Academic Subject Areas | | | | |
| | 000BX | Language Arts | 1 | 0.70 |
| | 000DC | Chemistry | 1 | 0.60 |
| | 000DI | Integrated Science | 2 | 1.30 |
| | 000EX | Mathematics | 2 | 1.40 |
| | 000JX | Music Education | 2 | 1.00 |
| | 000ZG | General EL K-5 all, K-8 self-contained | 2 | 2.00 |
| | 000ZZ | Alternative Education | 1 | 1.00 |
| | 00192 | Speech/Language Impaired (SB) Classroom - All Subjects | 1 | 0.50 |
| | | **Total General Education Core Academic Subject Areas** | 12 | 8.50 |
| Instructional Staff | | | | |
| | 000NF | Junior ROTC | 1 | 1.00 |
| | 000NR | Computer Science | 1 | 0.50 |

## Excel Format

*Note:* The steps below are designed for Microsoft Excel 2010. For older versions of Excel, refer to the Microsoft Help resources or contact your local technical support for assistance.

The report will appear as an Excel Spreadsheet as illustrated below. The report opens in read-only format by default. Click on "Enable Editing" button to make the spreadsheet editable.




## Reports with Detailed Data

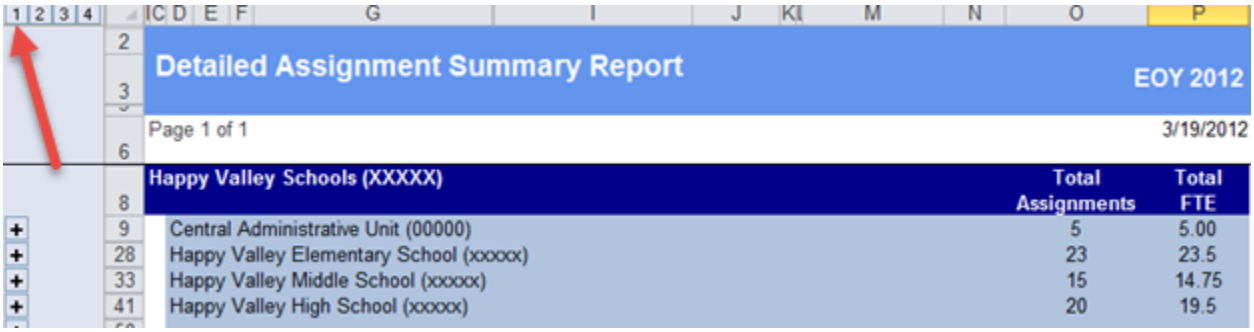
These following reports provide employee information in more specific detail. You may select the level of detail you want to review and then print all or part of the data. The reports will have three or four layers of detail.

- Detailed Assignment Code Summary Report
- Pending Status Report
- New Teacher Days of Professional Development Report

The following screen shots demonstrate the Detailed Assignment Code Summary Report that has four layers of detail concerning the assignment codes and FTEs of all school employees reported by the district. First, select the report from the drop-down menu and open it in Excel.

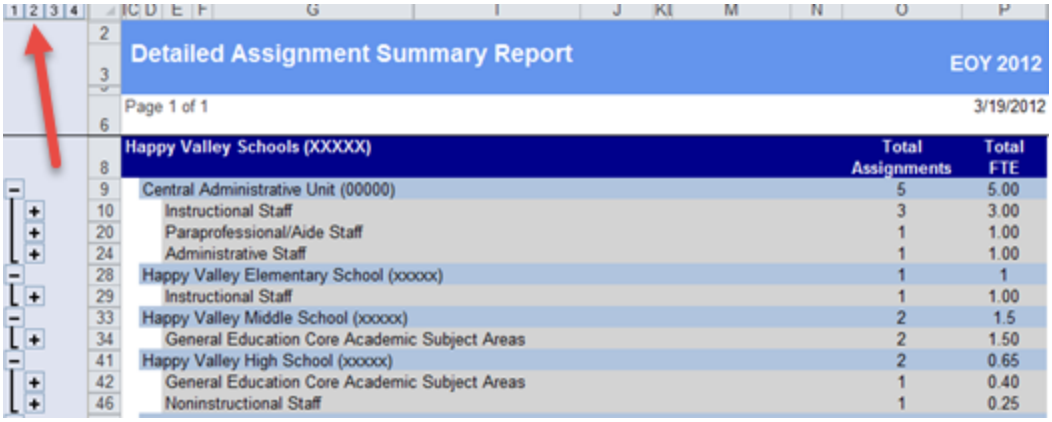
### *Level One: District Name with List of all Schools/Facilities*

This layer lists the total number of assignments and FTE reported at each school/facility reported. If your district reported staff members at schools/facilities in other districts, they will appear on this report.



### *Level Two: Schools/Facilities with Number of Assignments and Total FTE by Assignment Group*

This layer lists the total number of assignments and FTE by Assignment Group in each school facility.



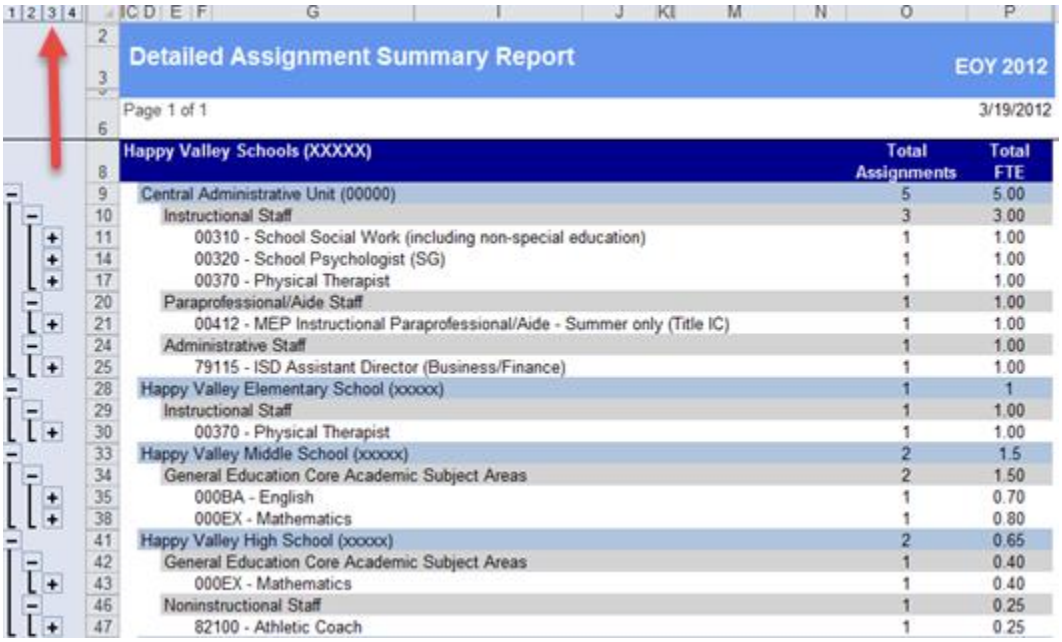
Detailed Assignment Summary Report — EOY 2012

Page 1 of 1 — 3/19/2012

| Happy Valley Schools (XXXXX) | Total Assignments | Total FTE |
|---|---|---|
| Central Administrative Unit (00000) | 5 | 5.00 |
| Instructional Staff | 3 | 3.00 |
| Paraprofessional/Aide Staff | 1 | 1.00 |
| Administrative Staff | 1 | 1.00 |
| Happy Valley Elementary School (xxxxx) | 1 | 1 |
| Instructional Staff | 1 | 1.00 |
| Happy Valley Middle School (xxxxx) | 2 | 1.5 |
| General Education Core Academic Subject Areas | 2 | 1.50 |
| Happy Valley High School (xxxxx) | 2 | 0.65 |
| General Education Core Academic Subject Areas | 1 | 0.40 |
| Noninstructional Staff | 1 | 0.25 |

### *Level Three: Specific Assignment Codes within Assignment Group*

This layer provides the total number of assignments and FTE for the specific assignment codes reported within each assignment group for each school/facility.



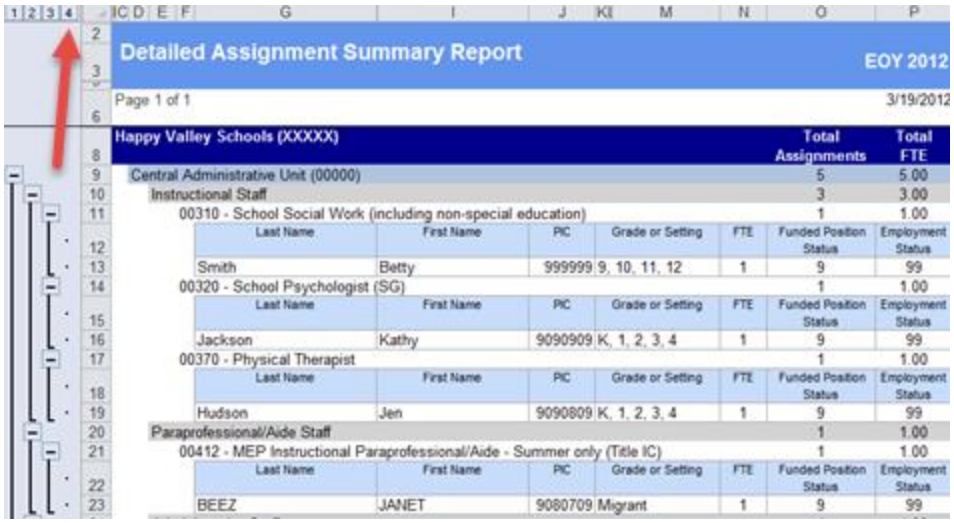
Detailed Assignment Summary Report — EOY 2012

Page 1 of 1 — 3/19/2012

| Happy Valley Schools (XXXXX) | Total Assignments | Total FTE |
|---|---|---|
| Central Administrative Unit (00000) | 5 | 5.00 |
| Instructional Staff | 3 | 3.00 |
| 00310 - School Social Work (including non-special education) | 1 | 1.00 |
| 00320 - School Psychologist (SG) | 1 | 1.00 |
| 00370 - Physical Therapist | 1 | 1.00 |
| Paraprofessional/Aide Staff | 1 | 1.00 |
| 00412 - MEP Instructional Paraprofessional/Aide - Summer only (Title IC) | 1 | 1.00 |
| Administrative Staff | 1 | 1.00 |
| 79115 - ISD Assistant Director (Business/Finance) | 1 | 1.00 |
| Happy Valley Elementary School (xxxxx) | 1 | 1 |
| Instructional Staff | 1 | 1.00 |
| 00370 - Physical Therapist | 1 | 1.00 |
| Happy Valley Middle School (xxxxx) | 2 | 1.5 |
| General Education Core Academic Subject Areas | 2 | 1.50 |
| 000BA - English | 1 | 0.70 |
| 000EX - Mathematics | 1 | 0.80 |
| Happy Valley High School (xxxxx) | 2 | 0.65 |
| General Education Core Academic Subject Areas | 1 | 0.40 |
| 000EX - Mathematics | 1 | 0.40 |
| Noninstructional Staff | 1 | 0.25 |
| 82100 - Athletic Coach | 1 | 0.25 |

### *Level Four: Assignment Code and FTE for by Assignment Group*

This layer provides the employee's name, PIC, assignment and FTE by assignment group for each school/facility. Data from Field 12: Funded Position Status and Field 25: Employment Status are also provided.



Detailed Assignment Summary Report — EOY 2012

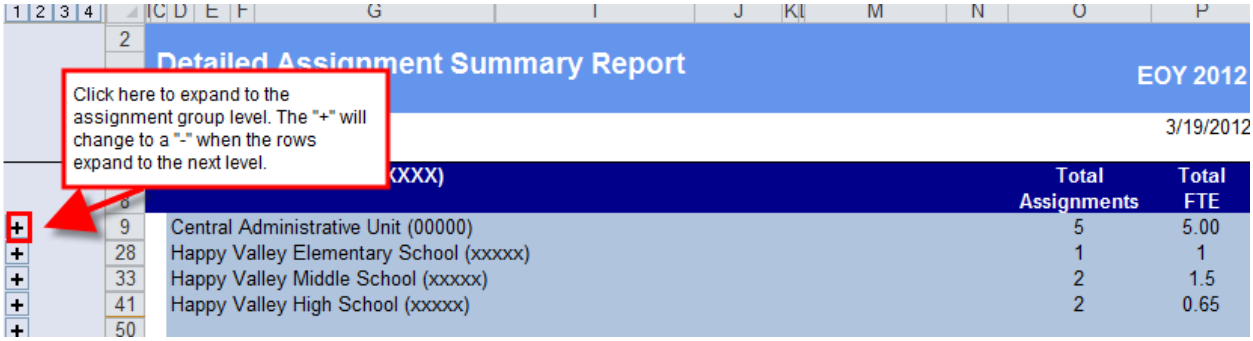
Page 1 of 1 — 3/19/2012

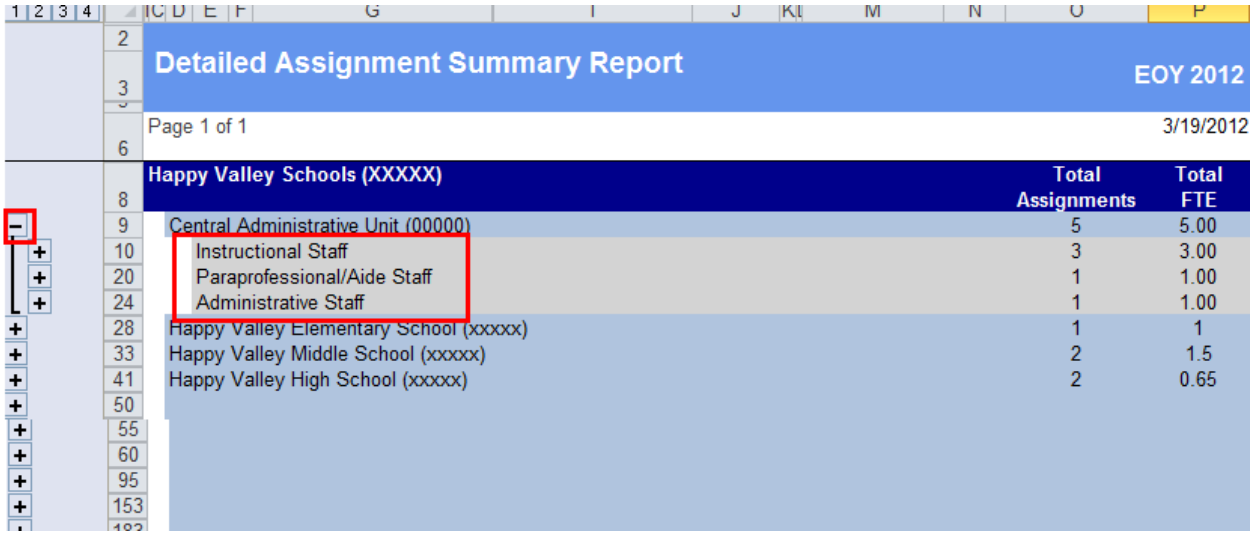
| Happy Valley Schools (XXXXX) | | | | | | Total Assignments | Total FTE |
|---|---|---|---|---|---|---|---|
| Central Administrative Unit (00000) | | | | | | 5 | 5.00 |
| Instructional Staff | | | | | | 3 | 3.00 |
| 00310 - School Social Work (including non-special education) | | | | | | 1 | 1.00 |
| Last Name | First Name | PIC | Grade or Setting | FTE | Funded Position Status | Employment Status | |
| Smith | Betty | 999999 | 9, 10, 11, 12 | 1 | 9 | 99 | |
| 00320 - School Psychologist (SG) | | | | | | 1 | 1.00 |
| Last Name | First Name | PIC | Grade or Setting | FTE | Funded Position Status | Employment Status | |
| Jackson | Kathy | 9090909 | K, 1, 2, 3, 4 | 1 | 9 | 99 | |
| 00370 - Physical Therapist | | | | | | 1 | 1.00 |
| Last Name | First Name | PIC | Grade or Setting | FTE | Funded Position Status | Employment Status | |
| Hudson | Jen | 9090809 | K, 1, 2, 3, 4 | 1 | 9 | 99 | |
| Paraprofessional/Aide Staff | | | | | | 1 | 1.00 |
| 00412 - MEP Instructional Paraprofessional/Aide - Summer only (Title IC) | | | | | | 1 | 1.00 |
| Last Name | First Name | PIC | Grade or Setting | FTE | Funded Position Status | Employment Status | |
| BEEZ | JANET | 9080709 | Migrant | 1 | 9 | 99 | |

## *Expanding and Collapsing Rows of the Report to Obtain Various Levels of Detail*

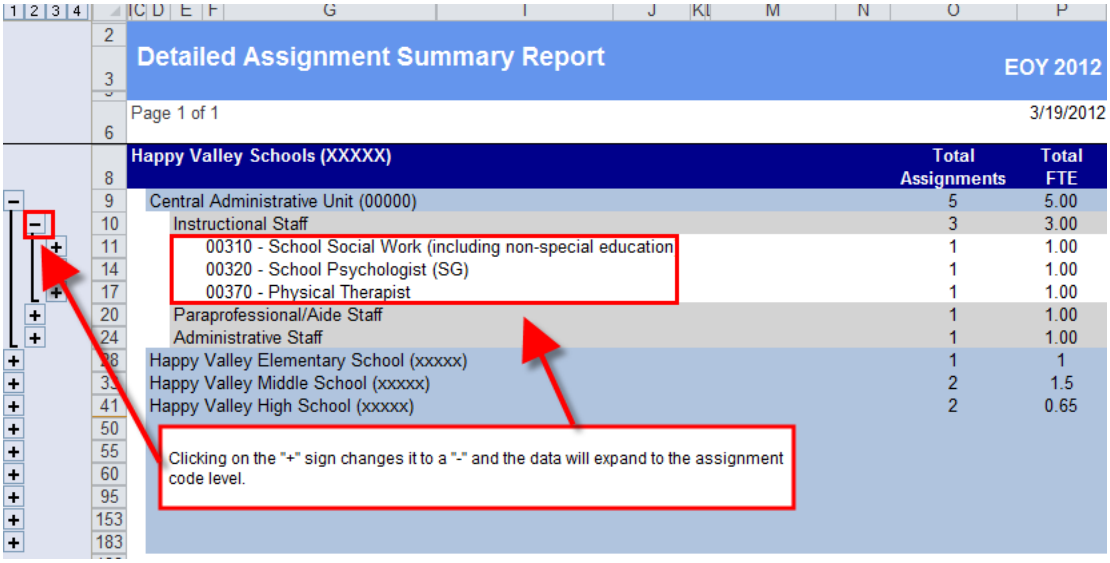
You can also expand or collapse to a specific level of detail by using the "+" and "-" symbols located on the left side of the spreadsheet. This can be a time-saving feature if you only want to view a specific type of assignment codes such as Instructional Staff.

Click on the "+" sign to expand the building level to the assignment group.

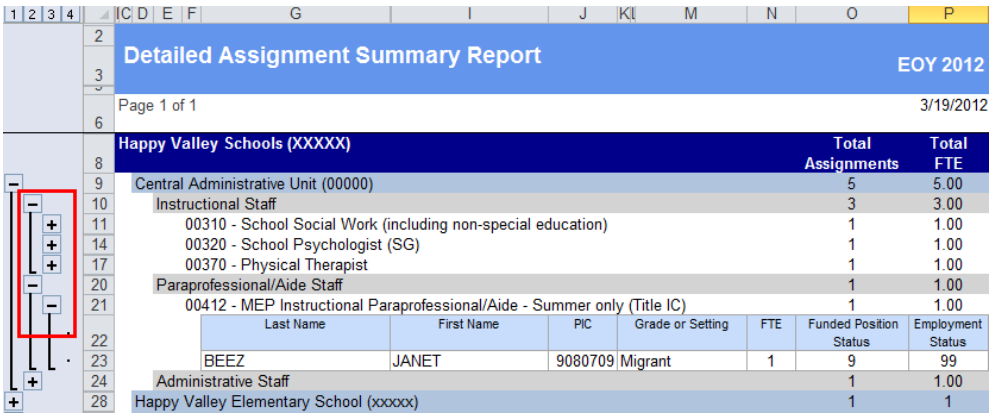





Next, click on the "+" sign for Level Two to expand to the assignment code level.




Finally, click on the "+" or "-" to obtain the level of detail you want to view.

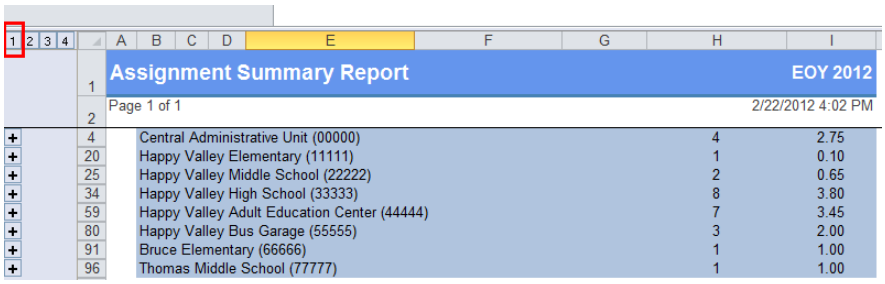


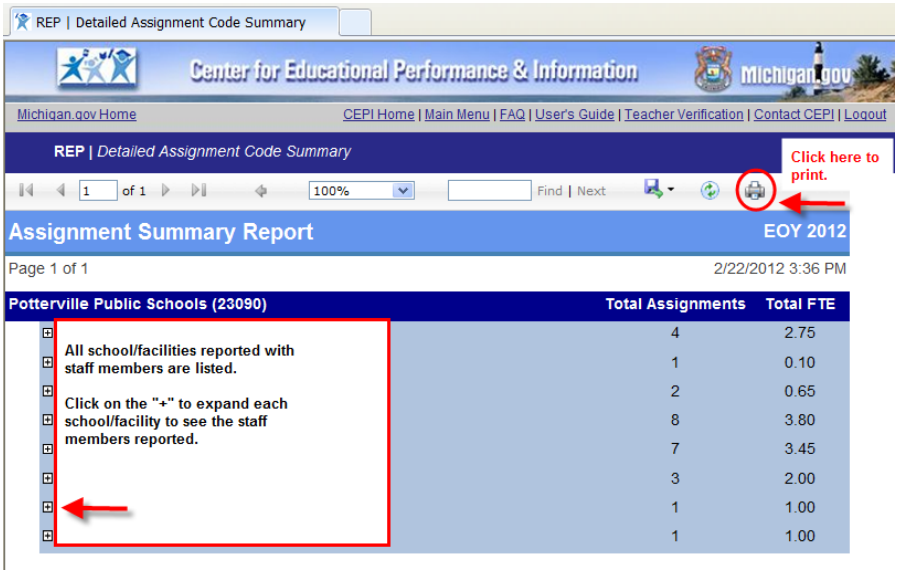
# Direct View

The Direct View is only available for selected reports such as the Detailed Assignment Code Summary Report. The report will open in the browser window. The report is layered in the same manner as the Excel version of the report.

**Level One:** Listing of all Schools/Facilities Reported with Staff Members

This will include any schools/facilities outside the district if staff members are assigned to them.



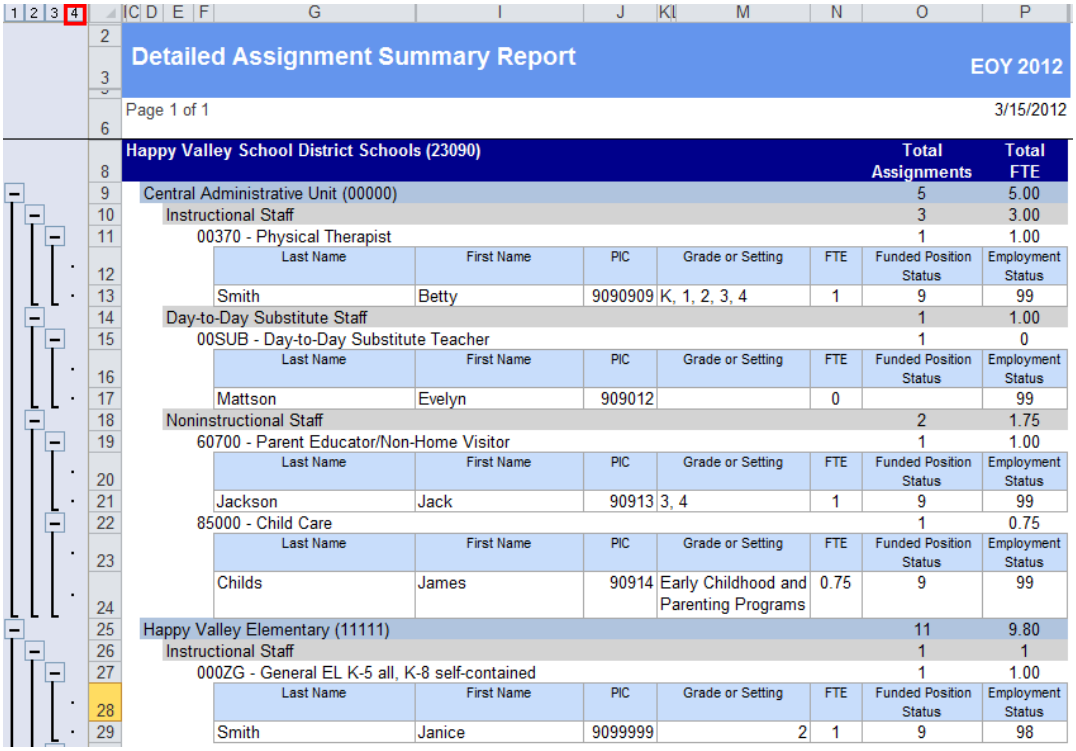

**Level Two**: Expands to Assignment Code Groups

| | | | | |
|---|---|---|---|---|
| 1 | **Assignment Summary Report** | | | **EOY 2012** |
| 2 | Page 1 of 1 | | | 2/22/2012 4:02 PM |
| 4 | Central Administrative Unit (00000) | | 4 | 2.75 |
| 5 | | Instructional Staff | 1 | 1.00 |
| 9 | | Day-to-Day Substitute Staff | 1 | 0.00 |
| 13 | | Noninstructional Staff | 2 | 1.75 |
| 20 | Happy Valley Elementary (11111) | | 1 | 0.10 |
| 21 | | Noninstructional Staff | 1 | 0.10 |
| 25 | Happy Valley Middle School (22222) | | 2 | 0.65 |
| 26 | | General Education Core Academic Subject Areas | 1 | 0.40 |
| 30 | | Noninstructional Staff | 1 | 0.25 |
| 34 | Happy Valley High School (33333) | | 8 | 3.80 |
| 35 | | General Education Core Academic Subject Areas | 4 | 2.50 |
| 46 | | Instructional Staff | 1 | 0.50 |
| 50 | | Paraprofessional/Aide Staff | 1 | 0.80 |
| 54 | | Day-to-Day Substitute Staff | 2 | 0.00 |
| 59 | Happy Valley Adult Education Center (44444) | | 7 | 3.45 |
| 60 | | General Education Core Academic Subject Areas | 3 | 2.60 |
| 70 | | Instructional Staff | 1 | 0.20 |
| 74 | | Noninstructional Staff | 3 | 0.65 |
| 80 | Happy Valley Bus Garage (55555) | | 3 | 2.00 |
| 81 | | General Education Core Academic Subject Areas | 3 | 2.00 |
| 91 | Bruce Elementary (66666) | | 1 | 1.00 |
| 92 | | Instructional Staff | 1 | 1.00 |
| 96 | Thomas Middle School (77777) | | 1 | 1.00 |
| 97 | | General Education Core Academic Subject Areas | 1 | 1.00 |

**Level Three**: Expands to specific assignment codes with the groups.

| | | | | |
|---|---|---|---|---|
| 1 | **Assignment Summary Report** | | | **EOY 2012** |
| 2 | Page 1 of 1 | | | 2/22/2012 4:02 PM |
| 4 | Central Administrative Unit (00000) | | 4 | 2.75 |
| 5 | | Instructional Staff | 1 | 1.00 |
| 6 | | 00370 - Physical Therapist | 1 | 1.00 |
| 9 | | Day-to-Day Substitute Staff | 1 | 0.00 |
| 10 | | 00SUB - Day-to-Day Substitute Teacher | 1 | 0.00 |
| 13 | | Noninstructional Staff | 2 | 1.75 |
| 14 | | 60700 - Parent Educator/Non-Home Visitor | 1 | 1.00 |
| 17 | | 85000 - Child Care | 1 | 0.75 |
| 20 | Happy Valley Elementary (11111) | | 1 | 0.10 |
| 21 | | Noninstructional Staff | 1 | 0.10 |
| 22 | | 99900 - Other | 1 | 0.10 |
| 25 | Happy Valley Middle School (22222) | | 2 | 0.65 |
| 26 | | General Education Core Academic Subject Areas | 1 | 0.40 |
| 27 | | 000EX - Mathematics | 1 | 0.40 |
| 30 | | Noninstructional Staff | 1 | 0.25 |
| 31 | | 82100 - Athletic Coach | 1 | 0.25 |
| 34 | Happy Valley High School (33333) | | 8 | 3.80 |
| 35 | | General Education Core Academic Subject Areas | 4 | 2.50 |
| 36 | | 000JX - Music Education | 2 | 1.00 |
| 40 | | 000ZG - General EL K-5 all, K-8 self-contained | 1 | 1.00 |
| 43 | | 00192 - Speech/Language Impaired (SB) Classroom - All Subjects | 1 | 0.50 |
| 46 | | Instructional Staff | 1 | 0.50 |
| 47 | | 000NR - Computer Science | 1 | 0.50 |
| 50 | | Paraprofessional/Aide Staff | 1 | 0.80 |
| 51 | | 00403 - Special Education Instructional Paraprofessional/Aide | 1 | 0.80 |
| 54 | | Day-to-Day Substitute Staff | 2 | 0.00 |
| 55 | | 00PAR - Day-to-Day Substitute Paraprofessional/aide | 2 | 0.00 |
| 59 | Happy Valley Adult Education Center (44444) | | 7 | 3.45 |
| 60 | | General Education Core Academic Subject Areas | 3 | 2.60 |
| 61 | | 000DC - Chemistry | 1 | 0.60 |
| 64 | | 000DI - Integrated Science | 1 | 1.00 |
| 67 | | 000EX - Mathematics | 1 | 1.00 |
| 70 | | Instructional Staff | 1 | 0.20 |
| 71 | | 60400 - Elementary Certified Teacher with a Child Development | 1 | 0.20 |
| 74 | | Noninstructional Staff | 3 | 0.65 |
| 75 | | 82100 - Athletic Coach | 3 | 0.65 |
| 80 | Happy Valley Bus Garage (55555) | | 3 | 2.00 |

**Level Four**: Expands to the individual employees within each assignment code and group.



**Detailed Assignment Summary Report** EOY 2012

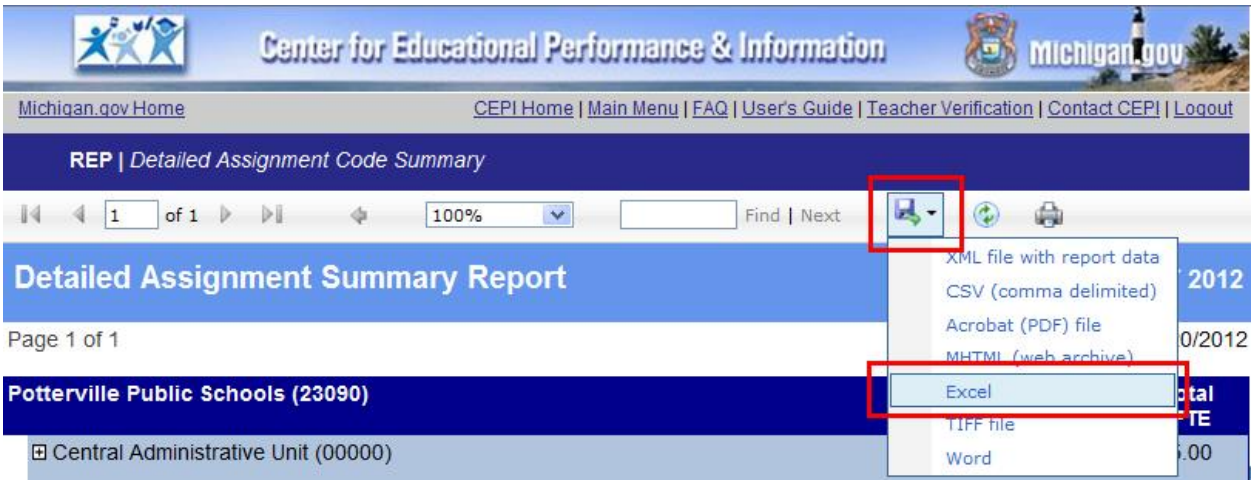
Page 1 of 1 3/15/2012

| Happy Valley School District Schools (23090) | | | | | | Total Assignments | Total FTE |
|---|---|---|---|---|---|---|---|
| Central Administrative Unit (00000) | | | | | | 5 | 5.00 |
| Instructional Staff | | | | | | 3 | 3.00 |
| 00370 - Physical Therapist | | | | | | 1 | 1.00 |
| Last Name | First Name | PIC | Grade or Setting | FTE | Funded Position Status | Employment Status | |
| Smith | Betty | 9090909 | K, 1, 2, 3, 4 | 1 | 9 | 99 | |
| Day-to-Day Substitute Staff | | | | | | 1 | 1.00 |
| 00SUB - Day-to-Day Substitute Teacher | | | | | | 1 | 0 |
| Last Name | First Name | PIC | Grade or Setting | FTE | Funded Position Status | Employment Status | |
| Mattson | Evelyn | 909012 | | 0 | | 99 | |
| Noninstructional Staff | | | | | | 2 | 1.75 |
| 60700 - Parent Educator/Non-Home Visitor | | | | | | 1 | 1.00 |
| Last Name | First Name | PIC | Grade or Setting | FTE | Funded Position Status | Employment Status | |
| Jackson | Jack | 90913 | 3, 4 | 1 | 9 | 99 | |
| 85000 - Child Care | | | | | | 1 | 0.75 |
| Last Name | First Name | PIC | Grade or Setting | FTE | Funded Position Status | Employment Status | |
| Childs | James | 90914 | Early Childhood and Parenting Programs | 0.75 | 9 | 99 | |
| Happy Valley Elementary (11111) | | | | | | 11 | 9.80 |
| Instructional Staff | | | | | | 1 | 1 |
| 000ZG - General EL K-5 all, K-8 self-contained | | | | | | 1 | 1.00 |
| Last Name | First Name | PIC | Grade or Setting | FTE | Funded Position Status | Employment Status | |
| Smith | Janice | 9099999 | 2 | 1 | 9 | 98 | |

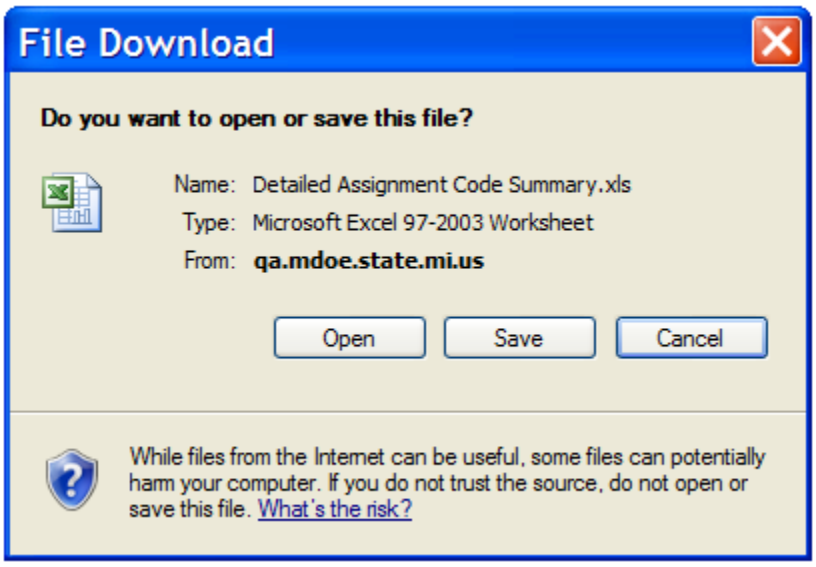
# Formats Available for Downloading Data

Several options are available to download the report. The steps below are designed for Microsoft Excel 2010.

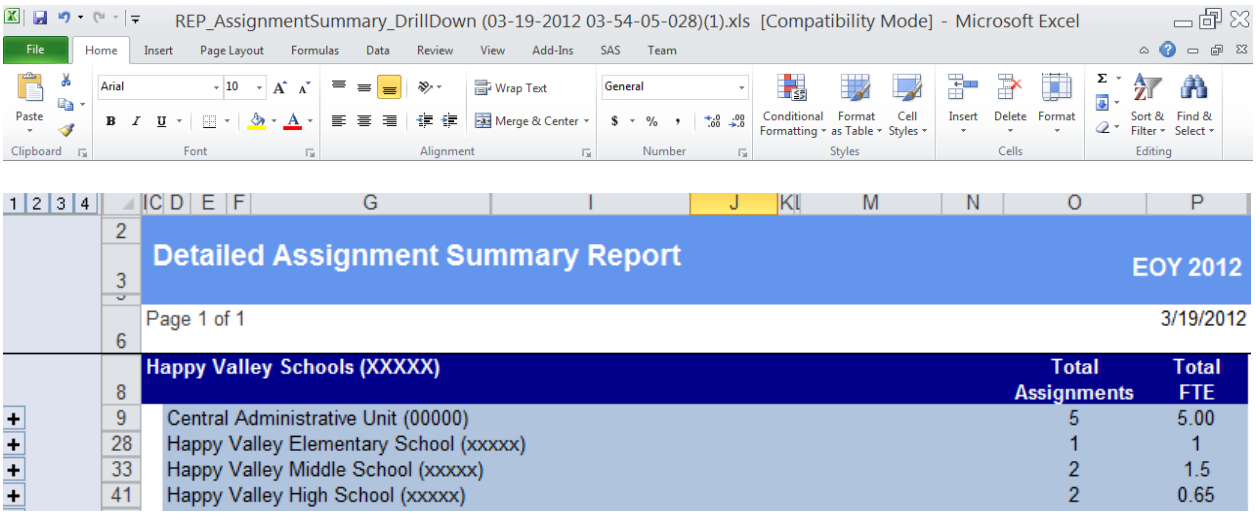
1. Click on the Export icon from the tool bar.




2. When prompted, choose "Open" or "Save." If "Save" is chosen, select a location to save the file.




3. If you selected "Open," the report will automatically open in Excel. If you selected "Save," you will need to open Excel and then locate the file to access the report.




4. The report will function as described previously with the four layers of data.

# Points to remember when using the REP Submission Reports

- Your data matter – use these reports to help ensure accurate reporting of your school personnel data.
- Data are displayed on reports as submitted by the district's authorized user.
- Reports are management tools you can use to review your district staffing data.
- Reports are populated as the data are submitted for the current submission cycle.
- Reports help assure the quality of your data submission.
- Reports serve as records of your data submission.

# Using the Reports to Improve Your Data Quality

The following examples illustrate questions to ask when reviewing your reports.

Are the FTEs accurate for the accounting/function codes?

**Total FTE by Accounting/Function Code Report** — **Fall 2011**

Happy Valley School District (XXXXX)

| Instructional Staff | Total FTE |
|---|---|
| 111 Elementary School | 8.35 |
| 112 Middle/Junior High School | 8.30 |
| 113 High School | 12.70 |
| 118 Preschool | 0.00 |
| 119 Summer School | 0.00 |
| 122 Special Education | 9.50 |
| 125 Compensatory Education | 3.00 |
| 127 Career and Technical Education | 0.00 |
| 131 Basic | 0.00 |
| 132 Secondary | 0.00 |
| 133 Secondary Vocational | 0.00 |
| 135 Occupational Training or Upgrading Retraining | 1.00 |
| **Total Instructional Staff** | **42.85** |

Are the counts accurate? Do you have three vacant teaching positions?

**Position Status By Staff Group Report** — **Fall 2011**

Happy Valley School District (XXXXX)

| | | Administrators | Teachers | Paraprofessional | Noninstructional | Total |
|---|---|---|---|---|---|---|
| **Funded Position Status** | | **Count** | **Count** | **Count** | **Count** | **Count** |
| 1 | Vacant, funded, open position, no one assigned | 0 | 3 | 0 | 0 | 3 |
| 2 | Vacant, funded, open position, outside contractor assigned | 0 | 0 | 0 | 0 | 0 |
| 3 | Funded, employee on loan or leave, no one assigned | 0 | 0 | 0 | 0 | 0 |
| 4 | Funded, employee on loan or leave, filled by temporary employee | 0 | 0 | 0 | 0 | 0 |
| 5 | Vacant, funded, open position, filled by temporary employee | 0 | 0 | 0 | 0 | 0 |
| 6 | Funded, employee on loan or leave, outside contractor assigned | 0 | 1 | 0 | 0 | 1 |
| 7 | Contracted services provider, non-instructional staff | 0 | 0 | 0 | 0 | 0 |
| 9 | Filled position, regular | 3 | 47 | 5 | 6 | 61 |
| | **Total:** | 3 | 51 | 5 | 6 | 65 |

DATE CREATED: 8/15/2011

How many assignments of English or Math are taught? Do you have five elementary assignments?

**Assignment Summary Report** — **Fall 2011**

Happy Valley School District (XXXXX)

| Staff Group Assignments | Assignment Code | Assignment Description | Total Number of Assignments Submitted | Total FTE Submitted |
|---|---|---|---|---|
| General Education Core Academic Subject Areas | | | | |
| | 000BA | English | 3 | 2.60 |
| | 000CC | History | 1 | 0.20 |
| | 000CD | Political Science | 1 | 0.60 |
| | 000DC | Chemistry | 1 | 0.60 |
| | 000DH | Geology - Earth Science | 1 | 1.00 |
| | 000DI | Integrated Science | 1 | 1.00 |
| | 000DX | Science | 1 | 1.00 |
| | 000EX | Mathematics | 1 | 0.40 |
| | 000FF | Spanish | 1 | 1.00 |
| | 000JX | Music Education | 5 | 2.80 |
| | 000ZG | General EL K-5 all, K-8 self-contained | 5 | 5.00 |
| | | Total General Education Core Academic Subject Areas | 21 | 16.20 |

Data Quality Matters.

- Check your final submission counts. Are they accurate?
- Do you have nine day-to-day substitute staff members?
- Do you really have staff members reported at two schools/facilities outside your district?
- Do you really have seven schools/facilities that should have staff reported?

**Overall Summary of Data Submission Report** — **Fall 2011**

Happy Valley School District (XXXXX)

| | Count |
|---|---|
| Total number of all personnel records submitted<br>Total number of personnel records submitted including those personnel who have left the district. | 73 |
| Total number of records with an administrator assignment code<br>Total number of personnel records submitted with assignment codes 70100 through 79599, including those personnel who have left the district. | 3 |
| Total number of records with a teacher assignment code<br>Total number of records submitted with assignment codes 000AX through 00594, 60300, and 60400 (excluding 00403, 00404, 00405, 00407, 00SUB and 00PAR). This count includes current and terminated records. | 33 |
| Total number of records with a paraprofessional/aide assignment code<br>Total number of records with a paraprofessional/aide assignment code. Total number of records submitted with assignment codes 80001 through 80016 including 60500, 60501, 00403, 00404, 00405 and 00407.This count includes current and terminated records. | 9 |
| Total number of records with a day-to-day substitute assignment code<br>Total number of records submitted with an assignment code of 00SUB and 00PAR. This count includes current and terminated records. | 9 |
| Total number of records with a non-instructional assignment code<br>Total number of records with a non-instructional assignment code. Total number of records submitted with assignment codes 81500 through 99900 and 60100, 60200, 60600 and 60700. | 18 |
| Total number of personnel separating from employment with the district<br>Total number of personnel records where Field 25: Employment Status code is equal to 01 through 19 inclusive. | 1 |
| Total number of personnel records assigned to a nonpublic school<br>Total number of personnel records submitted where the school/facility code (reported as identified in the School Code Master) indicates that the school/facility is a nonpublic entity. | 0 |
| Total number of personnel records assigned to a school in another district<br>Total number of personnel records submitted where the school/facility code (reported as identified in the School Code Master) is not assigned to the reporting district. | 2 |
| Total number of schools/facilities reporting personnel records<br>Total number of schools/facilities that were reported with personnel records. | 7 |

DATE CREATED: 8/15/2011

## Validation Details Report

The "Validation Details" report was added to provide users with a list of errors and warnings that correspond to the personnel data they have submitted. Recent changes from the REP On-Demand system enhancements allows these records to be saved, and the user can view the fields where errors or warnings occurred and the corresponding details. The drop-down menu allows the user to select the report in view-direct, pdf or Excel format.

## Validation Detail

Collection: EOY 2017

Entity:

Description: List of all Errors and Warnings for Updated Records

**Total Number of Errors: 9**
**Total Number of Warnings: 0**

| Error Status | PIC | Last Name | Middle Name | First Name |
|---|---|---|---|---|
| [Field 10] The Administrator Continuing Education in School Assignment #1 is missing. | | | | |
| [Field 10] The Administrator Continuing Education in School Assignment #2 is missing. | | | | |
| [Field 10] The Wage in School Assignment #1 is missing. | | | | |
| [Field 10] The Wage in School Assignment #2 is missing. | | | | |
| [Field 20] Educator Effectiveness must be submitted for the assignment code reported in Field 10 (School Assignment Data). | | | | |
| [Field 28] Annual Salary, a required field, is missing. | | | | |

# Reports available for Year-to-Year Comparisons

*(These reports will be updated each submission.)*

## FTE by Accounting/Function Code Comparison Report

This report provides a district-level comparison of the total FTE reported for staff members' accounting/function codes between the year-to-year REP submissions. The total FTE submitted for each accounting/function code is listed by specific categories: Instructional Staff, Instructional Support Staff, Instructional Staff Services, Non-Instructional Support Staff and Facilities Acquisition.

**Total FTE by Accounting/Function Code Comparison Report** — **Fall 2011**

Happy Valley School District (XXXXX)

| Instructional Staff | Fall 2010 Total FTE | Fall 2011 Total FTE | Percentage Change |
|---|---|---|---|
| 111 Elementary School | 23.49 | 8.35 | -64.45 % |
| 112 Middle/Junior High School | 15.85 | 8.30 | -47.63 % |
| 113 High School | 20.11 | 12.70 | -36.85 % |
| 122 Special Education | 21.00 | 9.50 | -54.76 % |
| 125 Compensatory Education | 0.00 | 3.00 | 300.00 % |
| 135 Occupational Training or Upgrading Retraining | 0.00 | 1.00 | 100.00 % |
| **Total Instructional Staff** | **80.45** | **42.85** | **-46.74 %** |

**Are the counts accurate? Did our district have a 54.76% drop in Special Education instructional staff?**

## Assignment Code Comparison Report

This report provides a district-level comparison of all assignment codes and the total FTE value reported for each assignment code between the year-to-year REP submissions. The report is divided into staff groups: Administrative Staff, Instructional Staff - General Education Core Academic Subject Areas, Instructional Staff - General Education Non-Core Academic Subject Areas, Non-Instructional Staff, Day-to-Day Substitute Staff and Paraprofessionals/Aides.

**Assignment Code Comparison Report** — **Fall 2011**

Happy Valley School District (XXXXX)

**Administrative Staff**

| Assignment Code | Assignment Description | Fall 2010 Total Number of Assignments Submitted | Fall 2010 Total FTE Submitted | Fall 2011 Total Number of Assignments Submitted | Fall 2011 Total FTE Submitted | Percentage Change in Number of Assignments Submitted | Percentage Change in FTE Submitted |
|---|---|---|---|---|---|---|---|
| 70100 | ISD Superintendent (Chief Administrative Officer) | 0 | 0.00 | 1 | 1.00 | 100.00 % | 100.00 % |
| 70200 | District Superintendent (Chief Administrative Officer) | 1 | 1.00 | 0 | 0.00 | -100.00 % | -100.00 % |
| 70274 | District Superintendent (Title IX Gender Equity Coordinator) | 1 | 0.10 | 0 | 0.00 | -100.00 % | -100.00 % |

## *Assignment Code Comparison Report Column Descriptions*

| Column Heading | Explanation |
|---|---|
| Assignment Code | Assignment codes submitted by the district. |
| Assignment Description | Description of subject area taught or position held. |
| EOY 20XX and EOY 20XX or Fall 20XX and Fall 20XX Total Number of Assignments Submitted (One year comparison) | Total number of assignments reported for each individual assignment code submitted by the district for each submission in **EOY or Fall** comparisons. |
| EOY 20XX and EOY 20XX or Fall 20XX and Fall 20XX Total FTE Submitted (One year comparison) | Total FTE reported by the district for each assignment code. |
| Percentage Change in Number of Assignments Submitted | Percentage of change in the number of assignment codes between **EOY or Fall** comparisons. |
| Percentage Change in the FTE Submitted | Percentage of change in the total FTE submitted for each assignment code between **EOY or Fall** comparisons. |

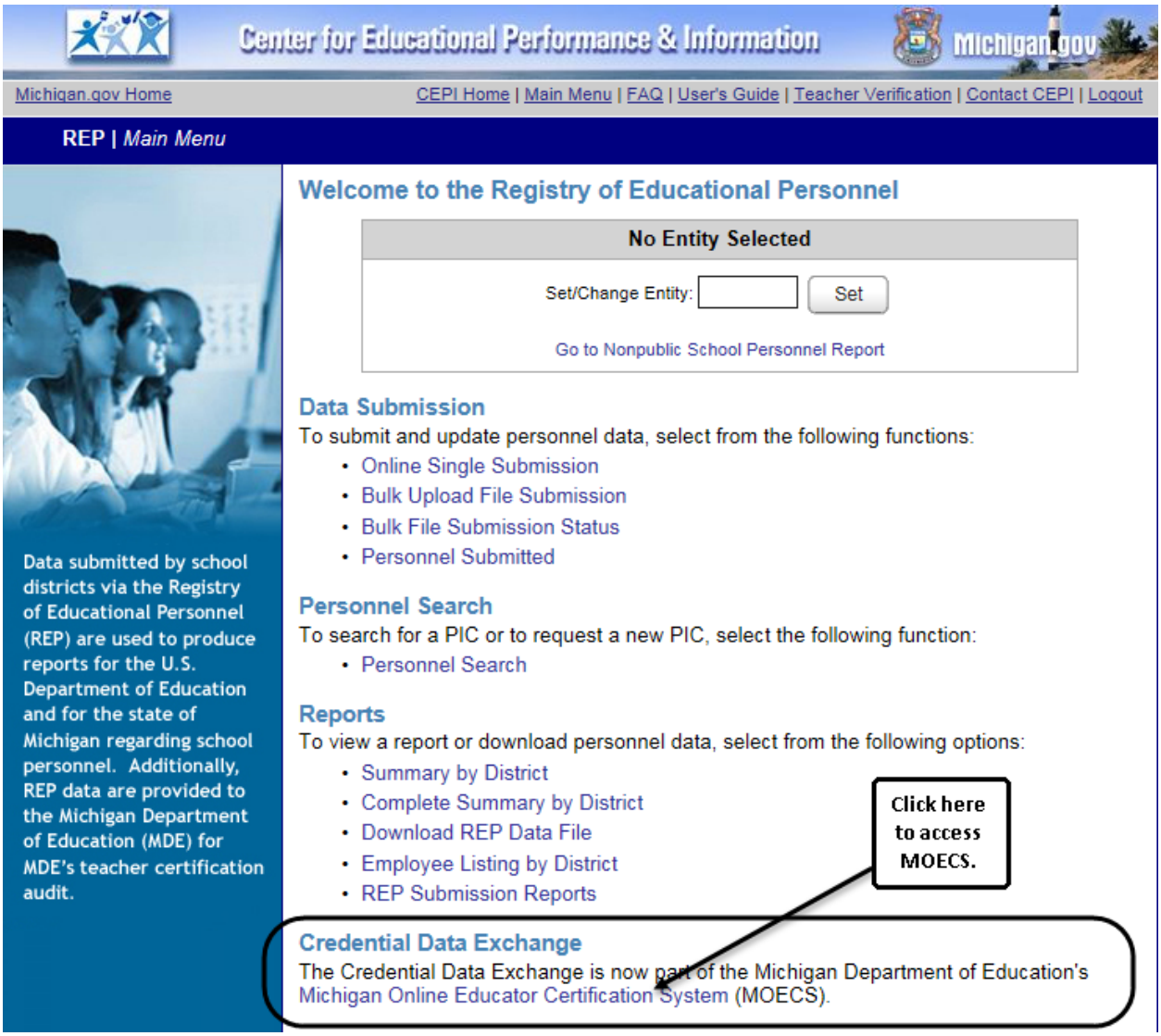
# Obtain Credential Data for Teachers and Administrators

## Michigan Online Educator Certification System (MOECS)

The MOECS is a Web-based application that enables a local district user to obtain credential numbers, issue and expiration dates, endorsements earned, and sponsoring institutions for instructional personnel. The user must have a MEIS account and obtain access to the MOECS application.

To access MOECS, go to the MDE website (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."

You may also access the application from the REP Main Menu page.




To obtain information about accessing MOECS, contact the Michigan Department of Education Office of Professional Preparation Services at 517-373-3310.

# Need Additional Help?

For questions regarding REP content or assistance with the REP Application, please send an email message to CEPI@michigan.gov or call 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), email address and specific questions.