



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

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SUPERINTENDENT OF
PUBLIC INSTRUCTION

August 17, 2011

TO: Nonpublic School Operator
FROM: Carol L. Wolenberg, Deputy Superintendent
SUBJECT: 2011-2012 Nonpublic School Membership and Personnel Report

The Michigan Department of Education (MDE) requests that you complete the 2011-2012 Nonpublic School Membership Report (NSMR) and the 2011-2012 Nonpublic School Personnel Report (NSPR) as outlined in this memorandum. The NSMR must be filed every year before MDE can certify that your school has met reporting requirements needed for recognition as a nonpublic school in Michigan.

The Nonpublic School Act (1921 PA 302) permits the Superintendent of Public Instruction to collect basic information about nonpublic schools in the state. In addition, all schools, including nonpublic schools, are required to submit specific information about all school employees in order for the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI) to conduct criminal history checks, as required in Michigan School Safety Law.

MDE is collecting the NSMR using the Michigan Electronic Grants System Plus (MEGS+). MEGS+ is a new system and very similar to MEGS. If you have access for MEGS, you will not need to do anything to access MEGS+.

The NSPR, through which nonpublic schools submit their school personnel data to the state of Michigan, will also be collected online. If you do not have computer access, you may use a public library or other resource to access these websites.

Please note if you are new to your position, you MUST submit separate security agreements in order to obtain access to the NSMR and the NSPR as they are separate applications. However, your MEIS account login and password is used for both reports. Instructions on submitting your information for both programs is provided below.

Nonpublic School Membership Report

The NSMR has been designed to collect information on enrollment, qualifications of teachers, and course of study in nonpublic schools. Nonpublic schools that complete this reporting process are eligible for their students to receive auxiliary services at the local public school such as speech or special education.

Please complete and submit the report in MEGS+ by October 1, 2011, following the instructions below. In order to keep our records current, please notify this office by letter or email (nonpublicschools@michigan.gov) if your nonpublic school will not be operating during the 2010-2011 school year.

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- Visit the nonpublic school website at www.michigan.gov/nonpublicschool.
- Open and print a copy of the "Nonpublic School Membership Report User Guide" under "Nonpublic School Membership Report."
- If you filed electronically last year, please use the same MEIS login and password to access MEGS+.
- Login to MEGS at <https://megs.mde.state.mi.us/megs/login.asp>. Click on MEGS+ in the upper right hand corner and follow the instructions in the User Guide to complete the report.

Nonpublic School Personnel Report

All nonpublic schools are required to submit specific information about all school employees to comply with School Safety Law using the secure online program that is part of the Center for Educational Performance and Information's (CEPI) Registry of Educational Personnel (REP). The information required to be submitted by nonpublic schools is minimal (name, gender, date of birth, social security number, and ethnicity). The data collection period for the NSPR is September 1 through December 1, 2011. You may access information at the following locations:

- Visit the CEPI website at www.michigan.gov/cepi. Click on the link for the NSPR located under the "Quick Links" on the right navigation bar.
- Print a copy of the Nonpublic Schools Data Field Descriptions. This manual is located under the heading Nonpublic School Personnel Report Data Manual on CEPI's Nonpublic School Personnel Report web page. This manual provides information regarding each field required for the submission.
- Select "Nonpublic School Personnel Report Application User's Guide" under the heading "Help and Resources" on the CEPI's Nonpublic School Personnel Report web page. The user's guide includes instructions for obtaining a MEIS account, submission of the security agreement, and the submission of your personnel data.
- If you filed electronically last year, please use the same MEIS login and password to access the REP.
- If you completed this report last year, you will need to review and update each record before submitting. When all previously submitted records have been reported and have a green check mark to the left of each record, and all new employees have been reported, your submission is complete.

MDE CONTACTS FOR MORE INFORMATION

- Questions regarding the **NSMR**, contact Tami Feldpausch at 517-373-1833 or nonpublicschools@michigan.gov.
- Questions regarding the **NSPR**, contact CEPI customer support at 517-335-0505, select option 3, or via email at CEPI@michigan.gov. Please provide your name, school code, school name, CEPI application name (NSPR), your telephone number (including area code and extension), your email address, and your specific question(s).
- Questions regarding obtaining a **MEIS account or password**, contact the Department of Technology, Management and Budget (DTMB), Client Service Center, at (517) 335-0505.
- Questions regarding the **MEGS+ security**, contact Eric Lipinski at 517-373-8451 or lipinskie@michigan.gov.
- To obtain a MEIS account and/or security agreement, you must have your school and district code. You will find that on the EEM at www.michigan.gov/eem.
- Questions regarding the **school safety requirements or fingerprinting**, contact Stephanie Whiteside at 517-335-1167 or whitesides@michigan.gov.

cc: Brian Broderick, Michigan Association of Nonpublic Schools