

Center for Educational Performance and Information

Nonpublic School Personnel Report Data Field Descriptions Manual

Fall 2024

Last Updated: 4/4/2024

Questions:

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Contents

Index of Page Edits.....	3
Field 1: Date of Count	4
Field 2: School/Facility Number (Building)	5
Field 3: Last Name	6
Field 4: First Name	7
Field 5: Middle Name (Optional).....	8
Field 6: Social Security Number	9
Field 7: Date of Birth	10
Field 8: Gender Code	11
Field 9: Racial/Ethnic Code (Optional).....	12
Field 10: Date of Termination/Separation of Employment.....	14
Field 11: Personnel Identification Code	15
Field 12: Educator Effectiveness (Optional).....	16

Index of Page Edits

Information Regarding the Fall 2024 Nonpublic School Personnel Report Data Field Descriptions

(For your convenience, a list of the page numbers in the Fall 2024 Data Field Descriptions that contain edits, marked by ~~strikethrough~~ [no longer in effect] or underlined Arial font [new requirement], appear below.)

Field Number	Page Number	Edits/Changes
1	4	Submission date changed to 12/01/2024.

Field 1: Date of Count

Submission date: December 1, 2024

Field use: Michigan Compiled Law [380.1230 - 380.1230h](#), [MCL 380.1535a](#) and MCL [380.1539b](#)

State of Michigan office contact: CEPI customer support at cepi@michigan.gov

Code/format: This is a 10-position field (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, December 1, 2022 = 12/01/2022. Each 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

Definition: The official Nonpublic School Personnel Report submission date is December 1, 2024. The submission format is 12/01/2024. **This date will automatically appear on the submission screen.**

Field 2: School/Facility Number (Building)

Submission date: December 1, 2024

Field use: [MCL 380.1230 - 380.1230h](#), MCL [380.1535a](#) and MCL [380.1539b](#)

State of Michigan office contact: Wendy Allison (MDE), 517-241-5385,
nonpublicschools@michigan.gov

Building Code/format: This is a five-position field (NNNNN).

Definition: These codes are the state-assigned school/facility (building) numbers as listed in the [Educational Entity Master](#).

The EEM number contains five digits. Prior to the creation of EEM, the leading zero was not used, so the school number may appear to have less than five digits. The authorized user must add a leading zero in front of the EEM numbers (e.g., 01234) for the school/facility (building).

To validate or request an EEM number, please contact Kevin Walters at 517-373-1833 or via email at nonpublicschools@michigan.gov.

Programming edits: The school/facility (building) number will automatically appear on the submission screen.

Field 3: Last Name

Submission date: December 1, 2024

Field use: MCL [380.1230 - 380.1230h](#), MCL [380.1535a](#) and MCL [380.1539b](#)

State of Michigan office contact: CEPI customer support at cepi@michigan.gov

Code/format: This is a 40-position field.

Dependencies with other fields: Field 4: First Name

Definition: This is the last name of the school employee or individual who regularly or continuously works under contract. All full-time and part-time school employees or individuals who regularly and continuously work under contract must be reported. To regularly and continuously work under contract means to work at a school on more than an intermittent or sporadic basis as an owner or employee of an entity that has a contract with a school or as an individual under contract with a school to provide food, custodial, transportation, counseling, or administrative services, or to provide instructional services to pupils or related and auxiliary services to special education pupils. When submitting data in this application, punctuation marks are not permitted.

Programming edits: If this field is left blank, a fatal error is reported.

Field 4: First Name

Submission date: December 1, 2024

Field use: MCL [380.1230 - 380.1230h](#), MCL [380.1535a](#) and MCL [380.1539b](#)

State of Michigan office contact: CEPI customer support at cepi@michigan.gov

Code/format: This is a 40-position field.

Dependencies with other fields: Field 3: Last Name

Definition: This is the first name of the school employee or individual who regularly or continuously works under contract. All full-time and part-time school employees or individuals who regularly and continuously work under contract must be reported. To regularly and continuously work under contract means to work at a school on more than an intermittent or sporadic basis as an owner or employee of an entity that has a contract with a school or as an individual under contract with a school to provide food, custodial, transportation, counseling, or administrative services, or to provide instructional services to pupils or related and auxiliary services to special education pupils. When submitting data in this application, punctuation marks are not permitted.

Programming edits: If this field is left blank, a fatal error is reported.

Field 5: Middle Name (Optional)

Submission date: December 1, 2024

Field use: MCL [380.1230 - 380.1230h](#), MCL [380.1535a](#) and MCL [380.1539b](#)

State of Michigan office contact: CEPI customer support at cepi@michigan.gov

Code/format: This is a 40-position field.

Dependencies with other fields:

- Field 3: Last Name
- Field 4: First Name

Definition: This is the middle name of the school employee or individual who regularly or continuously works under contract. All full-time and part-time school employees or individuals who regularly and continuously work under contract must be reported. To regularly and continuously work under contract means to work at a school on more than an intermittent or sporadic basis as an owner or employee of an entity that has a contract with a school or as an individual under contract with a school to provide food, custodial, transportation, counseling, or administrative services, or to provide instructional services to pupils or related and auxiliary services to special education pupils. When submitting data in this application, punctuation marks are not permitted.

Programming edits: Blanks are accepted.

Field 6: Social Security Number

Submission date: December 1, 2024

Field use: MCL [380.1230 - 380.1230h](#), MCL [380.1535a](#) and MCL [380.1539b](#)

State of Michigan office contact: CEPI customer support at cepi@michigan.gov

Code/format: This is a nine-position field (NNNNNNNNN).

Definition: This field provides the official identification of each employee or individual who regularly or continuously works under contract. The Social Security number must be reported without hyphens or spaces (e.g., 333-22-4444 is entered as 333224444). This field must contain a nine-digit number

Programming edits: If this field is blank, a fatal error is reported.

Field 7: Date of Birth

Submission date: December 1, 2024

Field use: MCL [380.1230 - 380.1230h](#), MCL [380.1535a](#) and MCL [380.1539b](#)

State of Michigan office contact: CEPI customer support at cepi@michigan.gov

Code/format: This is a 10-position field (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, May 8, 1987 = 05/08/1987. Each 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

Definition: This is the date of birth of the school employee or individual who regularly or continuously works under contract.

Programming edits: If the date of birth is blank, out of range, or not a valid date, a fatal error will be reported. 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.

Field 8: Gender Code

Submission date: December 1, 2024

Field use: MCL [380.1230 - 380.1230h](#), MCL [380.1535a](#) and MCL [380.1539b](#)

State of Michigan office contact: CEPI customer support at cepi@michigan.gov

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

- M: Male
- F: Female

Definition: This is the gender of the school employee or individual who regularly or continuously works under contract.

Programming edits: If the code is invalid or blank, a fatal error is reported.

Field 9: Racial/Ethnic Code (Optional)

Submission date: December 1, 2024

Field use: MCL [380.1230 - 380.1230h](#), MCL [380.1535a](#) and MCL [380.1539b](#)

State of Michigan office contact: CEPI customer support at cepi@michigan.gov

Code/format: This is a unique six-position field using any combination of "0" through "6" in the proper position (NNNNNN). 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 reported as "100001". Using this procedure, multiple racial/ethnic classifications are possible when self-selection occurs.

Definition: First identify a racial group and then the ethnicity of the school employee or individual who regularly or continuously works under contract. If the person is self-selecting, a multiple of the following codes with primary and/or secondary choices must be reported.

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

For a further explanation of race/ethnicity codes, go to CEPI's [Race and Ethnicity web page](#).

Programming edits: This field is optional. If data are reported, the following edits will be applied to the data submitted. If the code is invalid, a fatal error is reported.

NPSPR Data Field Descriptions

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.

Field 10: Date of Termination/Separation of Employment

Submission date: December 1, 2024

Field use: MCL [380.1230 - 380.1230h](#), MCL [380.1535a](#) and MCL [380.1539b](#)

State of Michigan office contact: CEPI customer support at cepi@michigan.gov

Code/format: This is a 10-position field (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, May 8, 2020= 05/08/2020. Each 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

Definition: This is the date of termination of the school employee or individual who regularly or continuously worked under contract.

Programming edits: If the date submitted is not a valid date, a fatal error is reported. The termination date must be on or prior to the submission date. This field must be left blank for all actively employed staff members.

Field 11: Personnel Identification Code

Submission date: December 1, 2024

Field use: MCL 380.1230 - 380.1230h, MCL 380.1535a and MCL 380.1539b

State of Michigan office contact: CEPI customer support at cepi@michigan.gov

Code/format: State-issued Personnel Identification Code

Dependencies with other fields:

- Field 3: Last Name
- Field 4: First Name
- Field 6: Social Security Number
- Field 7: Date of Birth
- Field 8: Gender

Definition: This field contains a system-generated PIC that is the unique identifier assigned to each employee. This field will be populated when the record is entered and saved by the authorized user. The school's authorized user will not enter the PIC number on the submission screen.

Field 12: Educator Effectiveness (Optional)

Submission date: December 1, 2024

Field use: School Aid Act, [388.1619](#); Section [380.1249](#) MCLA; ESEA Flexibility Waiver Principle 3; Teachers' Tenure Act

State of Michigan office contact: Melaney Love (MDE), 517-335-6615, lovem7@michigan.gov

Code/format: Checkbox; drop down menu

- 01**-Highly Effective
- 02**-Effective
- 03**-Ineffective
- 08**- Minimally Effective

Definition: This field is optional for all employees. The educator effectiveness rating may be submitted for instructional employees within the NPSPSR collection. This may be used for certificate advancement. Educator Effectiveness data may be submitted for the past three academic school years.

Programming edits: If educator effectiveness labels are reported, then the checkbox indicating the employee held an instructional position for the corresponding year must be marked. If the checkbox indicating the employee held an instructional position is marked, then educator effectiveness labels must be reported.