Center for Educational Performance and Information

Nonpublic School Personnel Report User Guide

Fall 2025

Last Updated: 3/4/2025

Questions: cepi@michigan.gov

Contents

Introduction

This guide is intended for authorized users of the Nonpublic School Personnel Report Application. The User Guide is divided into sections to correlate with the online application and includes information about each field and the data to be submitted. The guide also includes instructions for using the data entry system and creating reports of submitted data.

Along with this document, please read the NPSPR Data Field Descriptions and any addenda posted to the Nonpublic Schools web page.

General Information

What information is entered into the Nonpublic School Personnel Report?

NPSPR is designed to collect basic employment elements for all nonpublic school personnel. Personnel data must be submitted once each year in the fall. Data are entered and edited online.

NPSPR data are used to meet the requirements of school safety legislation. Effective Jan. 1, 2006, Michigan law requires that criminal history checks be conducted by the Michigan State Police and the FBI for all regular and contracted employees hired or assigned by public and nonpublic schools.

When is the Nonpublic School Personnel Report due?

The deadline for data submission is **December 1, 2025**. The application is open from Sept. 1 through Dec. 1, 2025.

Help and Resources

MiLogin Account or Password

If you have problems remembering your MiLogin ID or password for NPSPR, please visit the MiLogin page. If you are still unable to log in, contact CEPI customer support at cepi@michigan.gov.

NPSPR Content Information and Resource Materials

For detailed information about NPSPR, please visit the CEPI website. Click "Nonpublic Schools" on the navigation bar. This link will provide information about NPSPR such as the Data Field Descriptions, current submission information, resource materials, application access and the Security Agreement form.

For questions regarding report content, please email CEPI customer support at cepi@michigan.gov. Please provide your name, school code and school name, the CEPI application name, your telephone number (including area code and extension), your email address and your specific questions.

NPSPR Data Field Descriptions

The NPSPR Data Field Descriptions document contains information regarding the required data elements for each submission cycle. Use this document, along with the NPSPR User Guide, to assist with your data submission. Be sure to print the Data Field Descriptions and any addenda that may be posted in the Nonpublic School Personnel Report Data Manual section.

Application Startup and Security

Authorized User – Your MiLogin Account

NPSPR is available to individuals who first obtain a MiLogin account and then receive authorization via a security agreement application for NPSPR. If you do not have a MiLogin account, go to MiLogin. You may use the same MiLogin account number for all MiLogin applications, but you must submit a separate security agreement for each application you wish to access.

If you have a MiLogin account but do not remember your ID or password, please go to MiLogin to reset your password. If you require further assistance, contact CEPI customer support at cepi@michigan.gov.

Create Your MiLogin Account

MiLogin is a security system for use with all MiLogin applications. Users only need one account, which allows access to multiple applications.

- MiLogin accounts are unique to each individual user.
- MiLogin accounts must never be shared.
- MiLogin accounts remain open forever.

If you do not already have a MiLogin account, go to the MiLogin website and click "Create an Account." Follow the directions to obtain an account or update your account information.
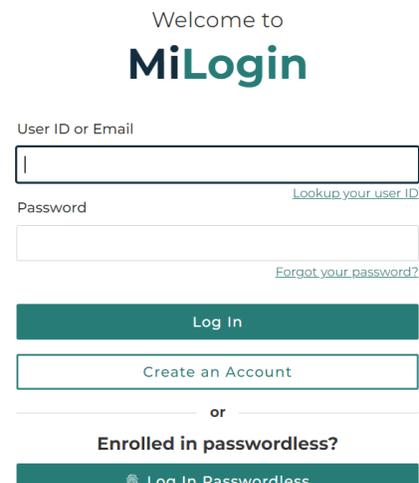
Note: Do not share your login user name or password with anyone. This is your personal account.

Updating your MiLogin Account – Email or Phone Number

To update your email address or phone number, please review the instructions in the MiLogin User Guide.

Security Agreement

After you have established your MiLogin account, download the Nonpubic User Security Agreement from the Nonpublic Schools web page on the CEPI website. Click on "Nonpublic Schools" on the navigation bar. The Security Agreement link is located under the heading titled, **Reporting Requirements**. Application security forms are also posted on the Security Forms web page.

Follow the directions on the form. Once you have completed the NPSPR Security Agreement and it has been processed by the CEPI customer support team, you will receive an email that you have access to the application.

Nonpublic School Personnel Report Application

Accessing NPSPR

Click "Go to NPSPR" under the heading Nonpublic School Personnel Report on the Nonpublic Schools web page to access the application.

The following screen will be displayed. Click on "Authorized User Login."


System Logs Out User

The login is needed to establish your identity and allow access to the database. Please remember that your session is tracked. If your connection has been inactive for a period of 20 minutes, your access authorization ends, the login page appears and you must log in again. Any pending or partial information you have entered that has not been submitted will be lost and must be re-entered.

When you log out of the application, the following screen will appear:

NPSPR Menu Options

Once you log in, the following welcome screen will appear with the school name displayed at the top.
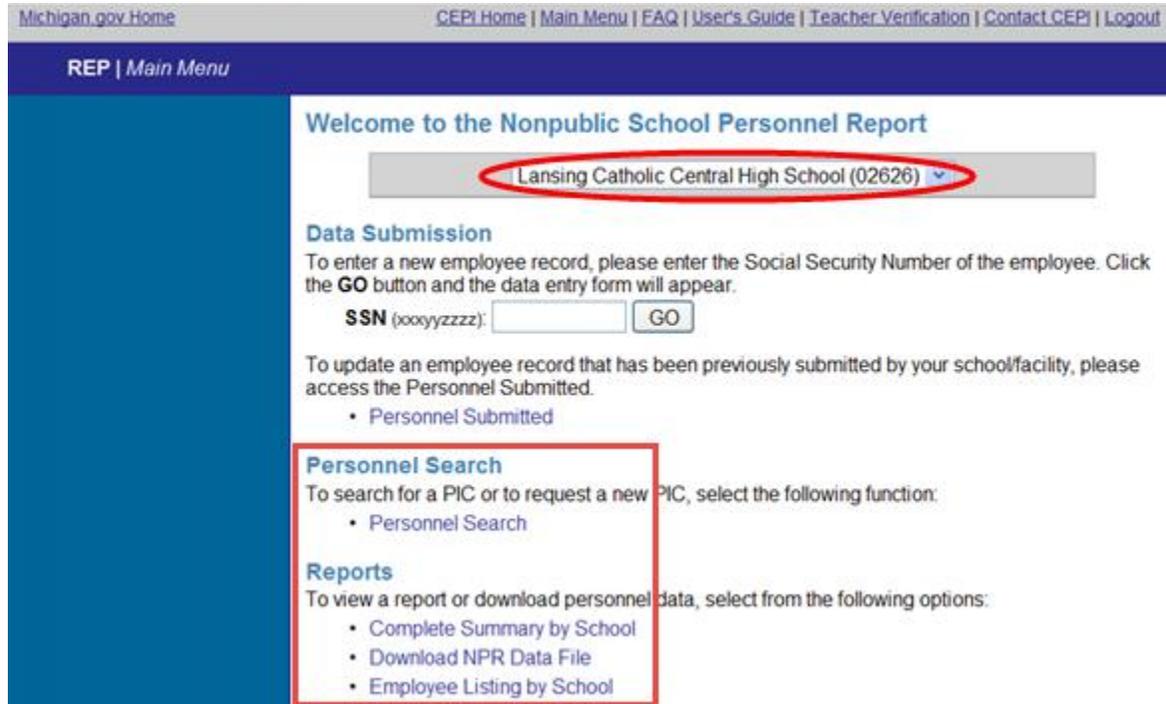
Data Submission

Updating Previously Submitted Records

During the NPSPR Data Submission cycle, all previously submitted personnel records must be updated. There are two methods for updating records.

- Updating an individual record.
- Updating multiple records at one time.

Updating an Individual Record

Click the Personnel Identification Code of a personnel record under the PIC column. The employee's complete personnel record will appear. Update any necessary data for the employee's record and click "Submit NPSPR for this Employee."

Updating multiple records at one time

If you have returning employees whose records do not require any changes from the previous year, you may check the boxes in the column next to those employees' PICs. After selecting the appropriate records, click the "Update Selected Personnel" button above the employee list.

After clicking "Update Selected Personnel," the red "Xs" (✗) will change to green checkmarks (✔), indicating that the records were updated for the current submission cycle.

Single Submission Form/Submitting New Personnel Records

To submit a single record, enter the employee's Social Security Number in the appropriate box on the NPSPR Main Menu.

Each section is described separately. The fields are presented by section as they appear in the online application. Be sure to refer to the NPSPR Data Field Descriptions for complete information regarding the required data elements.

After clicking on "Go," the following submission screen will appear:

To edit a previously submitted record, click on Personnel Submitted, and then click the PIC on the following screen.

Employee Data

Fields 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 and 12

The numbers in each box indicate the number of the field in the Nonpublic School Personnel Report Data Field Descriptions. Please refer to the Nonpublic School Personnel Report Data Field Descriptions for complete information about the field requirements.

Note: Field 1: Date of Count and Field 2: School/Facility are prepopulated with the appropriate date of count and the user's school/facility number. Field 6: Social Security Number will be populated with the SSN you entered in the SSN box on the Main Menu page under the heading "Data Submission."

Field 1: Date of Count

The date of count is the due date for submission of NPSPR data. For Fall 2025, the date of count is 12/01/2025 and is prepopulated in the application.

Field 2: School/Facility Number

This is the five-digit state-assigned school/facility number and identifies the school/facility where the staff member is employed. This field is prepopulated in the application.

Field 3: Last Name

This is the staff member's last name. When submitting data in this application, punctuation marks are not permitted. In order to account for all positions in the school, report all staff members who fill positions that are temporarily vacant because of the termination of a staff member. Record all pertinent information about the temporary substitute or contractor that would be recorded for any employee.

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

Field 4: First Name

This field is required for all staff members. This is the employee's first name. When submitting data in this application, punctuation marks are not permitted. In order to account for all positions in the school, report all staff members who fill positions that are temporarily vacant because of the termination of a staff member. Record all

pertinent information about the temporary substitute or contractor that would be recorded for an employee on staff.

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

Field 5: Middle Name

This field is submitted for all staff members, when applicable. This is the employee's middle name. When submitting data in this application, punctuation marks are not permitted with the exception of a period for a middle initial (e.g., L.) In order to account for all positions in the school, report all staff members who fill positions that are temporarily vacant because of the termination of a staff member. Record all pertinent information about the temporary substitute or contractor that would be recorded for an employee on staff.

Programming edits: Blanks accepted.

Field 6: Social Security Number

This field is required for all staff members. This field provides the official identification of each employee. The Social Security number must be reported without hyphens or spaces; (e.g., 333-22-4444 is entered as 333224444).

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

Field 7: Date of Birth

This is the employee's date of birth. This field must be reported for all employees.

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 90 years prior to July 1 of the submission year and cannot be less than 14 years prior to July 1 of the submission year, or a fatal error will be reported.

Field 8: Gender Code

This field applies to all employees. This is the gender of the staff member employed in the school. Report "F" for female or "M" for male.

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

Field 9: Racial/Ethnic Code (Optional Field)

This field is optional for all employees. This is the race/ethnicity of the staff member employed by the school. The primary racial/ethnic choice is represented with a "1", the second choice is a "2", the third a "3", the fourth a "4", the fifth a "5", and the sixth a "6". Type the number in the appropriate box(es) for each employee.

Identify the race/ethnicity of the staff member. Refer to Field 9: Racial/Ethnic Code, in the Data Field Descriptions for more information about race/ethnicity selections.

When this field is reported, the following programming edits will be enforced:

Programming edits: If the code is invalid, a fatal error will be reported. At least one of the six categories must be submitted with a "1" or a fatal error will be reported. Repetition of a "1" in all positions will result in a fatal error.

Field 10: Date of Termination/Separation of Employment

This field applies to all employees. This is the date of termination of the staff member. Any staff members who have left the school since the past school year should be reported with a date of termination in this field. When a termination date has been entered for a staff member, the record will be removed from the Personnel Submitted Report in NPSPR prior to the next data submission.

Programming edits: If the date submitted is not a valid date, a fatal error will be 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

The application produces the PIC, a state-generated unique identifier for each staff member. For new record submissions, the PIC will be assigned when the record is saved. The PIC appears at the top of the online submission screen for each record after the record has been saved.

Field 12: Educator Effectiveness (Optional Field)

This field is optional for all employees. The educator effectiveness rating may be submitted for instructional employees within NPSPSR. 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, 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.

Saving a Record/Updating a Record

After all data are entered for a record, click "Submit NPSPR Data for this Employee." The data will then be error-checked and either:

- Saved as a valid record *or*
- Reported with an error message(s)

Valid Record

If the data entered produces a valid record, the following screen will appear:

When the record is saved as a valid record, you may click "Personnel Submitted" to view a list of your school's previously submitted employees or click "Main Menu" to return to the main menu to submit a new record or access other options.

Invalid Record

If the data entered produces an invalid record, an Error Message Report will appear:

To make the necessary edits on the record, click "Return to the Personnel Detail form to correct the errors." You will be directed to the submission screen to make the corrections. Once all errors have been fixed, click "Submit NPSPR Data for this Employee" again. If the record is error-free, it is then saved as a valid record. If more error messages are received, repeat the process until all errors are corrected. Only error-free records can be saved.

Update/Verify a Record

During each submission cycle, every record must be verified as accurate. Records may be updated/verified at any time during a submission cycle. Go to the Main Menu. Click on "Personnel Submitted."

To review a submitted record, click the PIC for the employee you wish to review. The NPSPR screen will appear with the employee's previously submitted data.

After the employee record is updated or verified, click on **"Submit NPSPR Data for this Employee"** at the bottom of the submission screen. If the update contains errors, the Error Message Report illustrated previously will appear. All errors must be corrected before the record can be updated.

Help Window – Information Regarding Personnel Update Instructions

Click the instructions link to open the Help and Support window.

Personnel Submitted Report/Complete Submission

The Personnel Submitted Report lists all employees reported successfully for your school for each submission cycle. This report can be found on the Main Menu.

The total number of records will appear at the top of the report.

Click "Print Page" to print a copy of the report.

Deleting a Record

Records may only be deleted from the NPSPR database by CEPI personnel. Only those records for individuals who have never worked for your school or duplicate records submitted in error may be deleted from your file. Employees who have retired or terminated employment with the school will not be deleted.

To request to have a record deleted from your file, you must do the following:

1. Send an email message to cepi@michigan.gov.
2. Subject line: REMOVE EMPLOYEE.
3. Message: School name and school number, followed by the employee's PIC number. Include a school contact name and phone number.
4. The employee(s) will be removed from your school by CEPI.
5. *Note***: If you are requesting removal of a duplicate record, the original record submitted by your school will be retained in your Nonpublic School Personnel Report file.**

Remember, you may only request record deletions for employees listed in your Personnel Report who have never worked for your school or for duplicate records submitted in error.

If you request to delete a record in error, you will be required to resubmit that record.

PIC Search Feature

The PIC Search is a feature in REP and NPSPR that lets authorized users obtain PICs for staff members at any time. The PIC Search feature includes the following data:

- First and Last Name
- Date of Birth
- Gender
- Social Security Number
- Michigan Credential License Number (when available)
- Personnel Identification Code

The PIC Search feature is located on the Main Menu. Click on "Personnel Search" to access the feature.

The following screen will appear:

For further information, please refer to the [REP PIC Search User Guide](#).

Reports Available to Schools

In addition to the Personnel Submitted Report, there are two reports available to schools:

1. Download NPSPR Data File
2. Employee Listing by School

Employee Listing by School

This report lists employees for whom records were successfully submitted by the school. This list file is tab-delimited, and the format of the report is as follows:

> Personnel Identification Code, Last Name, First Name, Middle Name, Social Security Number, Date of Birth, Gender, Racial/Ethnic Code and Date of Termination.

The following information screen will appear when you click on "Employee Listing by School." Click "Download Employee Listing" to open or save the file.
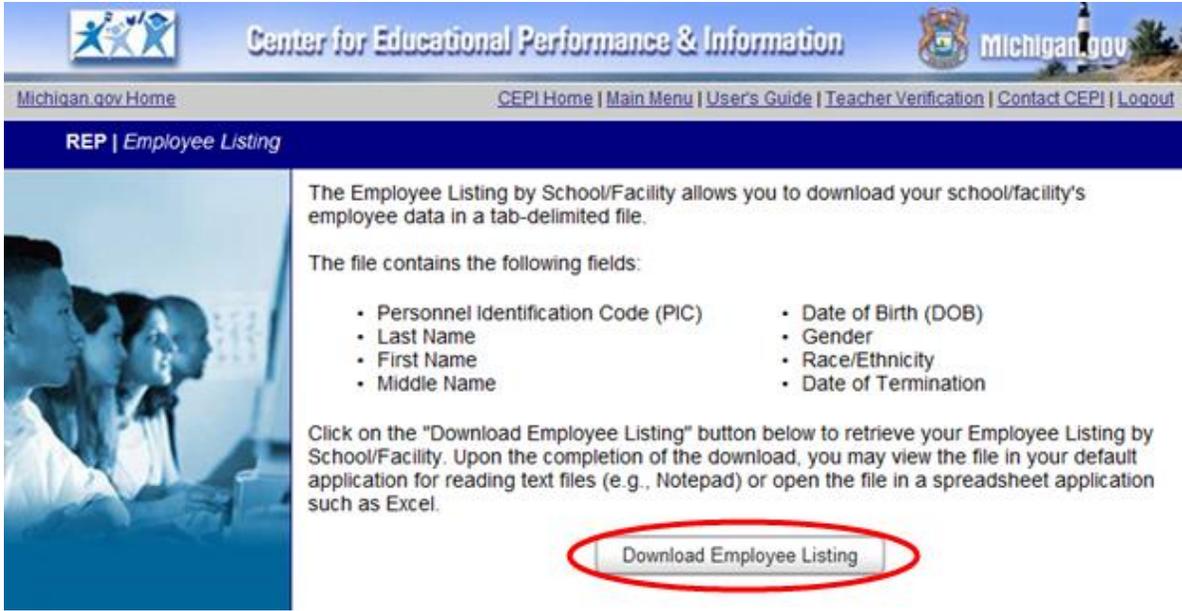
The data file will appear as follows:
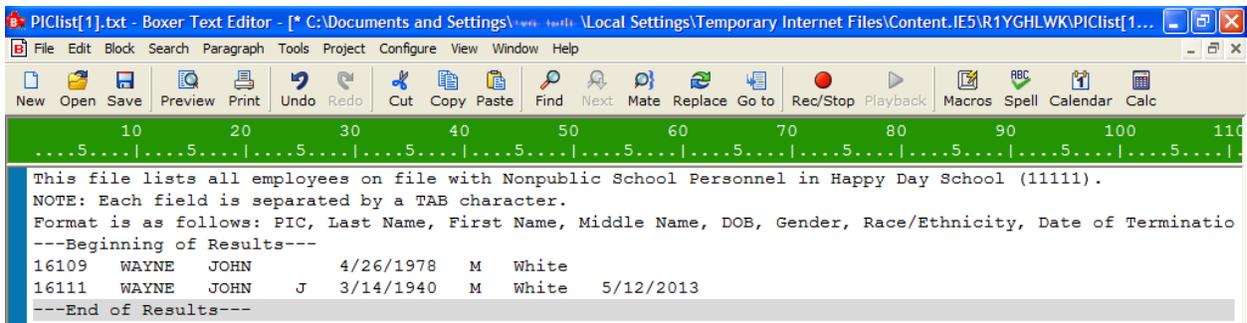
The file may be formatted in an Excel spreadsheet for your records.

	A	B	C	D	E	F	G	H
1	PIC	Last Name	First Name	Middle Name	DOB	Gender	Race/Ethnicity	Date of Termination
2	16109	WAYNE	JOHN		4/26/1978	M	White	
3	16111	WAYNE	JOHN	J	3/14/1940	M	White	5/12/2013
4	---End of Results---							

Download Nonpublic School Personnel Report Data File

This selection will provide a downloadable extensible markup language file of the data submitted for the current submission cycle.

CEPI received requests from schools to provide a method to download NPSPR data that schools had successfully submitted to CEPI. As a result of this request, CEPI has provided an option to download a data file in XML format (.xml file extension). XML is a structured computer language used to store data in a text-formatted file. This file

may be opened in any text-editor program (e.g., Notepad, Microsoft Word) or web browser (e.g., Microsoft Internet Explorer, Firefox). It may also be imported to a Microsoft Access database or opened in Microsoft Excel.

The primary purpose of this file is to allow your school to have a permanent record of the data it has successfully submitted to CEPI at any given time. CEPI recommends keeping a record/report of all submitted data.

XML data file layout

The layout below will be used primarily by developers and IT staff to understand how the data are 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:

```
<NonpublicData>
 <PersonnelRecord>
        <PIC>
        <DateOfCount />          - Date (mm/dd/yyyy)
        <Isd />                  - Text (NN)
        <School/>                - Text (NNNNN)
        <LastName />             - Text
        <FirstName />            - Text
        <MiddleName />           - Text
        <DateOfBirth />          - Date (mm/dd/yyyy)
        <GenderCode />           - Text (A)
        <RacialEthnic>
                <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>
        <DateOfTermination>      - Date (mm/dd/yyyy)
 </PersonnelRecord>
<PersonnelRecord>
```

Using Microsoft Access to view the XML data file

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

1. Start Microsoft Access 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 XML file on your computer, select that file, and click the "Import" button.

6. The Import XML dialog box will appear.
7. Click "OK."

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

Information on the table structure: The EmploymentData table contains the bulk of the information on the employee, such as the name, birthdate, etc. The RacialEthnic table contains the racial/ethnic codes and values (refer to NPSPR Data Field Descriptions for an explanation of the codes). Complete personnel information can be found by using this relationship.

Using Microsoft Excel to view the XML data file

The XML data file may also be opened with Microsoft Excel. Please note that this will only work with Microsoft Excel version XP or higher. To open your XML data file in Excel, follow these steps:

1. Start Microsoft Excel.
2. Under the File menu, select the "Open…" option.
3. In the Open 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 Files" option.
4. Locate the saved XML file on your computer, select that file, and click the "Open" button.

The format will vary depending on the contents of your XML data file, but the fields will be labeled appropriately.

Need Additional Help?

For questions regarding NPSPR content or assistance with the application, please send an email message to cepi@michigan.gov. Please provide your name, school code and school name, the CEPI application name, your telephone number (including area code and extension), email address, and specific questions.