Center for Educational Performance and Information

Registry of Educational Personnel Record Layout

EOY 2027

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Questions:
Email: cepi@michigan.gov
Phone: 517-335-0505 x3

Personnel Record Layout

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Tab-delimited format:

The tab-delimited format for submitting REP data to CEPI is like the fixed-length file format of REP. These are the points to note:

1. Fields will follow the same order as defined for the fixed-length file.
2. The data in each field is to be separated by the tab character.
3. Fields that have no value submitted should still have tabs inserted; i.e., there will be two tabs adjacent to each other without any value between them.
   - For example, the name "Jim Smith" without any middle name would be submitted as (where <tab> represents a tab character): <tab>Smith<tab>Jim<tab><tab> (Field 4: Last Name, Field 5: First Name, Field 6: Middle Name).
4. Field 10: School, Assignment, Grade or Educational Setting, FTE, Wage, Accounting/Function Code, Number of Classes Taught. For each sub-item within Field 10 there is to be a tab:
   - A grade range will look like (where <tab> represents a tab character): <tab>0<tab>0<tab>1<tab>1<tab>
   - The educational setting is sent the same way as the grade range (tab character between each possible value)
   - Follow the record layout below for details regarding Field 10 Reserved characteristics.
5. Field 1, Field 11, Field 18, Field 19, Field 21, Field 22, Field 23, Field 28, Field 29 and Field 30 are "Reserved" fields, and each must be represented by an additional tab character to indicate its position.
6. Field 15: Racial/Ethnic Code is a special case. Each of the six sub-categories within Field 15 is to be separated by a tab.
7. Field 24: New Teacher Professional Development is a special case. Each of the three sub-categories (third category is reserved), is to be separated by a tab.

Fixed file format:

All records in the personnel database submitted by districts must conform to the following ASCII record layout, i.e., files must have 751 characters in a fixed record length with data variables conforming to the following specifications:

Personnel Information

Position in Record	Size in Bytes	Field #	Field Name	Data Type/Specification
001-010	10	1	Reserved	Pad with Blanks
011-012	2	2	Operating ISD/ESA Number	Character
013-017	5	3	Operating District Number	Character
018-057	40	4	Last Name	Alpha
058-097	40	5	First Name	Alpha
098-137	40	6	Middle Name	Alpha
138-146	9	7	Social Security Number	Integer
147-161	15	8	Credential License Number	Alphanumeric
162-171	10	9	Date of Hire	Date, with slashes
172-621*	450	10*	School Assignment Data: School, Assignment, Grade or Educational Setting, FTE, Wage, Accounting/Function Code, Number of Classes Taught, reserved characteristics	Character
622-624	3	11	Reserved	Pad with Blanks
625	1	12	Funded Position Status	Integer
626-635	10	13	Date of Birth	Date, with slashes
636	1	14	Gender Code	Alpha
637-642	6	15	Racial/Ethnic Code	Character
643-644	2	16	Highest Educational Level	Character
645-646	2	17	Type of Credential	Character
647-656	10	18	Reserved	Pad with Blanks
657-666	10	19	Reserved	Pad with Blanks
667-668	2	20	Educator Effectiveness	Numeric
669-676	8	21	Reserved	Pad with Blanks
677-682	6	22	Reserved	Pad with Blanks
683-688	6	23	Reserved	Pad with Blanks

Position in Record	Size in Bytes	Field #	Field Name	Data Type/Specification
689-715	27	24	New Teacher Professional Development	Character
716-717	2	25	Employment Status	Character
718-727	10	26	Date of Termination of Employment	Date, with slashes
728-737	10	27	Personnel Identification Code (PIC)	Integer
738-743	6	28	Reserved	Pad with Blanks
744-749	6	29	Reserved	Character
750-751	2	30	Reserved	Character

*Breakdown of Field 10 included below

Field 10: Breakdown of Field Placements

Assignment Number	Characteristic	Position Number
Assignment 1:		
	School/Facility Number (NNNNN)	172-176
	Assignment (NNNAA, AANAA or NNNNN)	177-181
	Grade-Level/Educational Setting (Integer)	182-203
	FTE (N.NN)	204-207
	Wage (NNN.NN)	208-213
	Accounting/Function Code	214-216
	RESERVED- PAD WITH BLANK	217
	RESERVED- PAD WITH BLANK	218
	RESERVED- PAD WITH BLANK	219
	RESERVED- PAD WITH BLANK	220
	Number of Core Academic Classes Taught (N)	221
Assignment 2:		
	School/Facility Number (NNNNN)	222-226
	Assignment (NNNAA, AANAA or NNNNN)	227-231
	Grade-Level/Educational Setting (Integer)	232-253
	FTE (N.NN)	254-257
	Wage (NNN.NN)	258-263

Assignment Number	Characteristic	Position Number
	Accounting/Function Code	264-266
	RESERVED- PAD WITH BLANK	267
	RESERVED- PAD WITH BLANK	268
	RESERVED- PAD WITH BLANK	269
	RESERVED- PAD WITH BLANK	270
	Number of Core Academic Classes Taught (N)	271
Assignment 3:		
	School/Facility Number (NNNNN)	272-276
	Assignment (NNNAA, AANAA or NNNNN)	277-281
	Grade-Level/Educational Setting (Integer)	282-303
	FTE (N.NN)	304-307
	Wage (NNN.NN)	308-313
	Accounting/Function Code	314-316
	RESERVED- PAD WITH BLANK	317
	RESERVED- PAD WITH BLANK	318
	RESERVED- PAD WITH BLANK	319
	RESERVED- PAD WITH BLANK	320
	Number of Core Academic Classes Taught (N)	321
Assignment 4:		
	School/Facility Number (NNNNN)	322-326
	Assignment (NNNAA, AANAA or NNNNN)	327-331
	Grade-Level/Educational Setting (Integer)	332-353
	FTE (N.NN)	354-357
	Wage (NNN.NN)	358-363
	Accounting/Function Code	364-366
	RESERVED- PAD WITH BLANK	367
	RESERVED- PAD WITH BLANK	368
	RESERVED- PAD WITH BLANK	369
	RESERVED- PAD WITH BLANK	370
	Number of Core Academic Classes Taught (N)	371
Assignment 5:		
	School/Facility Number (NNNNN)	372-376
	Assignment (NNNAA, AANAA or NNNNN)	377-381
	Grade-Level/Educational Setting (Integer)	382-403

Assignment Number	Characteristic	Position Number
	FTE (N.NN)	404-407
	Wage (NNN.NN)	408-413
	Accounting/Function Code	414-416
	RESERVED- PAD WITH BLANK	417
	RESERVED- PAD WITH BLANK	418
	RESERVED- PAD WITH BLANK	419
	RESERVED- PAD WITH BLANK	420
	Number of Core Academic Classes Taught (N)	421
Assignment 6:		
	School/Facility Number (NNNNN)	422-426
	Assignment (NNNAA, AANAA or NNNNN)	427-431
	Grade-Level/Educational Setting (Integer)	432-453
	FTE (N.NN)	454-457
	Wage (NNN.NN)	458-463
	Accounting/Function Code	464-466
	RESERVED- PAD WITH BLANK	467
	RESERVED- PAD WITH BLANK	468
	RESERVED- PAD WITH BLANK	469
	RESERVED- PAD WITH BLANK	470
	Number of Core Academic Classes Taught (N)	471
Assignment 7:		
	School/Facility Number (NNNNN)	472-476
	Assignment (NNNAA, AANAA or NNNNN)	477-481
	Grade-Level/Educational Setting (Integer)	482-503
	FTE (N.NN)	504-507
	Wage (NNN.NN)	508-513
	Accounting/Function Code	514-516
	RESERVED- PAD WITH BLANK	517
	RESERVED- PAD WITH BLANK	518
	RESERVED- PAD WITH BLANK	519
	RESERVED- PAD WITH BLANK	520
	Number of Core Academic Classes Taught (N)	521
Assignment 8:		
	School/Facility Number (NNNNN)	522-526

Assignment Number	Characteristic	Position Number
	Assignment (NNNAA, AANAA or NNNNN)	527-531
	Grade-Level/Educational Setting (Integer)	532-553
	FTE (N.NN)	554-557
	Wage (NNN.NN)	558-563
	Accounting/Function Code	564-566
	RESERVED- PAD WITH BLANK	567
	RESERVED- PAD WITH BLANK	568
	RESERVED- PAD WITH BLANK	569
	RESERVED- PAD WITH BLANK	570
	Number of Core Academic Classes Taught (N)	571
Assignment 9:		
	School/Facility Number (NNNNN)	572-576
	Assignment (NNNAA, AANAA or NNNNN)	577-581
	Grade-Level/Educational Setting (Integer)	582-603
	FTE (N.NN)	604-607
	Wage (NNN.NN)	608-613
	Accounting/Function Code	614-616
	RESERVED- PAD WITH BLANK	617
	RESERVED- PAD WITH BLANK	618
	RESERVED- PAD WITH BLANK	619
	RESERVED- PAD WITH BLANK	620
	Number of Core Academic Classes Taught (N)	621