# Center for Educational Performance and Information

# *Registry of Educational Personnel Frequently Asked Questions*

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**Questions:**
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# General Questions

**Q: What is the Registry of Educational Personnel?**
**A:** Since 1961, the State of Michigan has collected information regarding educational personnel in Michigan. Beginning with the 2001-02 school year, CEPI has collected this information using the REP system.

**Q: What is the importance of the REP Submission for our district?**
**A:** The ability of CEPI and the Michigan Department of Education to meet federal and state reporting requirements depends on the timely submission of data by school districts. State funding is dependent upon meeting deadlines for federal reporting. The Michigan State Police must also verify background checks and location of all educational personnel in the SOM.

**Q: When are the REP data submitted?**
**A:** Districts are required to submit personnel in two official collections. Districts are also required to update records within 30 days of any changes in assignment or employment (388.1619 Sec 19. (3)). The Fall collection opens in early August and is required to be certified by the first business day in December. The End of Year collection opens in early January and is required to be certified by the last business day in June. Collection certification opens 30 days before the deadline. This means records submitted for 30-day reporting compliance are not required to be certified.

For compliance with the 30-day reporting requirement, records should be updated to reflect new hires, changes in assignment, leave status or termination. Records may be saved with errors or warnings. However, errors must be corrected prior to certifying the collection. Records with fatal errors are not stored in the system and must be updated.

The following fields are required to reported and free of any fatal errors.

- Field 4: First Name
- Field 5: Last Name
- Field 6: Middle Name
- Field 7: Social Security Number
- Field 8: Credential License Number
- Field 9: Date of Hire
- Field 10: Characteristics: School Code and Assignment
- Field 13: Date of Birth
- Field 14: Gender
- Field 25: Employment Status
- Field 26: Date of Termination (if applicable)
- Field 27: PIC

**Q: What constitutes a "new teacher"?**
**A:** Michigan Compiled Law Section 380.1526 requires a new teacher to receive 15 days of professional development and a mentor during the first three years of teaching, which is the induction period. For purposes of this law, a new/novice

teacher is defined as a teacher in the first three years of classroom experience. A new teacher only experiences the first three years of a teaching career once. So, if a teacher has held a contracted position with a K-12 school district anywhere for more than three years, they are not considered a new teacher. (Source: MDE Office of Educator Excellence)

**Q: What is the definition for a "teacher-of-record"?**
**A:** The teacher-of-record is a teacher certified for grade level; an individual working under a valid substitute permit, authorization or approval by the Department; or an instructor employed by or contracted through a community college or university who provides instruction, determines instructional methods for each pupil, diagnoses learning needs, assesses pupil learning, prescribes intervention strategies, reports outcomes, and evaluates the effects of instructional and support strategies. (Source: MDE Pupil Accounting Manual).

**Q: How long does a district need to retain REP data?**
**A:** Record retention is a district's decision. If your district does not already have a record retention plan in place, we suggest that you contact your district's legal advisor for assistance.

**Q: Is there an error check program for validating data before submitting to CEPI?**
**A:** A separate error check program is not used for REP. The data are validated upon submission to the REP database. CEPI anticipates that the program edits in the REP Data Field Descriptions are incorporated into personnel management systems. When a file is uploaded to CEPI, an error report will be generated in REP under Bulk Submission Status. Edits may then be made to a district's upload file and the file may be resubmitted as necessary until the deadline for the submission cycle. When a record is entered via online submission process, the validation occurs and errors are provided to the user so that corrections can be made.

**Q: How are REP data used?**
**A:** Data submitted in REP are used to meet federal and state reporting requirements. These include reports produced for the U.S. Department of Education and the State of Michigan regarding school personnel, supply and demand data, School District/Building Staff Report/FTE, and the audit of instructional personnel conducted by MDE, as well as to meet the requirements of school safety and criminal conviction notification processes.

**Q: Who is responsible for entering and correcting data?**
**A:** The local school district is responsible for entering and correcting data unless the district has an agreement with an intermediate school district to do this for them. Even if a local district decides to enter and correct data, it is recommended that the REP authorized user work closely with the ISD on data submission to ensure accuracy.

**Q: Can a district have more than one authorized user?**

**A:** Yes. In fact, districts are encouraged to have more than one authorized user for each application. If only one authorized user is assigned for a school and they retire, no targeted REP notifications will be received by a district/school. REP authorized users and Lead Administrators are the only contacts notified of errors and incomplete submissions.

**Q: What is the blank character for pads in flat text files?**
**A:** "Space" is the blank character for padding fields; specifically, for reserved fields.

**Q: How are duplicate records or staff members who have never been employed by the district eliminated from the REP database?**
**A:** To remove a duplicate record or a staff member who has never been employed by the district, please complete the following steps:

1. Send an email to cepi@michigan.gov.
2. Subject line: REMOVE EMPLOYEE
3. The message should include the district name and district number followed by the employee's PIC. Include a district contact name, phone number and reason for removal. (The original PIC number assigned to the employee will be retained in the REP database. Therefore, be sure to update the original record submitted before the removal request is submitted.)
4. CEPI will remove the employee(s) from your district.
   ***NOTE***: If an individual has left your employment, you must terminate the individual by reporting the reason in Field 25: Employment Status and the date in Field 26: Date of Termination of Employment, along with the appropriate fields for the assignment code of the employee.

**Q: How does a district obtain help with a vendor's software?**
**A:** For districts using personnel management software, please contact your vendor with questions regarding software problems. CEPI staff are not familiar with the various software packages utilized by the districts.

**Q: What is meant by a warning message?**
**A:** A warning message is an informational message that one or more data elements reported for a given record meet the edit requirements, but may contain inconsistencies, discrepancies, or errors. A record that receives a warning message will be saved. Warning messages are tools for helping improve data quality in your data submission and provide opportunities for districts to review the data elements submitted to ensure accuracy.

# Appropriate Placement

**Q: How can I best ensure that teachers in my district are appropriately certified for their placement?**
**A:** The Local Crosswalk, Course Placement and Reporting Guide, and Teacher Credential Verification report are starting points for ensuring that your teachers are appropriately certified. For more information on how to best use these resources, please see the Appropriate Placement: Student and Teacher Course Reporting

document or the Appropriate Placement and Reporting webinar. The Local Course Crosswalk (located in MSDS underneath the audit tab) provides courses from the prior TSDL collection along with the appropriate credential and REP assignment code alignment as a baseline from the prior year course roster. When aligning coding with a new course, use the Course Placement and Reporting Guide located on the REP web page. Once educators are placed, you may further verify the placement and credentials for a teacher by using the Teacher Credential Verification Report. If permits are necessary to ensure educators are properly aligned, please reach out to the Office of Educator Excellence at MDE-EducatorHelp@michigan.gov.

**Q: What is the best way to use the Teacher Credential Verification Report?**
The Teacher Credential Verification Report can be used as a starting point to determine appropriate placement of educators based on the REP Assignment data and MOECS Credential data. Determining appropriate placement of educators must include several considerations not accounted for within the report (e.g., special funding, delivery methods, student population, etc.). The TCVR is designed to be used as the beginning of local investigation to determine if educators are appropriately placed for the courses in compliance with MCL 388.1763.

**Q: What are some of the limitations of the Teacher Credential Verification Report?**
If a record is not reported within the applicable REP submission, the individual will not be included in the Teacher Credential Verification Report. The report cannot determine if individuals who are acting as the teacher of record for students are missing from the REP submission.

REP assignment codes must align with SCED codes associated with student courses in TSDL. The TCVR cannot determine if the REP assignment code is accurately aligned with the SCED code associated with the student courses in TSDL. The Local Course Crosswalk and the Course Placement and Reporting Guide must be used to validate the appropriate REP Assignment Code is reported for the SCED course codes for all courses they are acting as teacher of record.

**Q: What do the different placement statuses mean within the Teacher Credential Verification report?**
There are three main placement statuses:

- "In" means the reported REP Assignment Code aligns to one of the allowable MOECS Endorsement Codes. Review the Course Placement and Reporting Guide to determine if the REP assignment code is appropriate.
- "Out" means when the reported REP Assignment Code does not align to any of the allowable Endorsement Codes as reflected in the Course Placement and Reporting Guide. This may indicate that the REP Assignment code is not reported accurately, or that a permit is necessary to meet placement requirements.
- "Review Settings" means the REP Assignment Code does not reflect subject area placement and the system cannot determine the appropriate Subject Endorsement Codes. This will be reflected for the Instructional Special

Education and Early Childhood REP Assignment Codes (00195, 00196, 00197, 60300 and 60400).

# Vacant Funded Positions

**Q: What is the definition of a vacant funded position?**
**A:** A vacant funded position is a position that no one is permanently filling and the district or ISD is actively seeking a permanent employee. This may include a position filled by a temporary employee.

**Q: How do I report a vacant funded position?**
**A:** Vacant funded positions may be reported selecting the Online Single Submission and selecting vacant position.
Required Fields for a vacant funded position includes:

- 9: Date of Hire
- 26: Date of Termination
- 10: School Assignment Data including:
  - School code
  - Assignment code
  - Full-time equivalency
  - Grade or educational setting,
  - Function code
  - Wage (Filled in with zeros)
  - Number of Classes Taught (Filled in as zero)

**Q: Why is it important to report vacant funded positions?**
**A:** In accordance with 388.1619 Sec 19. (3), districts and ISDs are required to report all vacancies. Reporting vacancies is crucial for understanding the educational workforce trends and challenges. Reporting vacancies provides the stakeholders with information on which positions are vacant, the geographical location of vacancies, and how vacancies change over time.

**Q: How do I report a temporary employee filling a vacant position?**
**A:** When a temporary employee is filling a vacant position, the district should report the assignment of the temporary employee in its REP collection within 30 days. If the employee is acting as teacher of record, regardless of their credential status, the employee must be reported with the appropriate content-specific instructional assignment code (000AX-00599) aligning with the SCED course code using the Course Placement and Reporting Guide.

The temporary employee filling the vacant position should be reported with a Field 12: Funded Position Status, of "5 - Vacant, funded, open position, filled by temporary employee." This code should be used when a position has been posted, does not have a permanent employee assigned to the position, and there is an individual filling the role in a temporary role (including those working on a valid certificate, permit, approval, or authorization). Field 12, Funded Position Status is the only field that will indicate the position is vacant; all other data fields will be applicable to the temporary individual.

# Collection Certification

**Q: What does it mean to "certify" a collection?**
**A:** Certification lets CEPI know that a district is done submitting its records. It verifies that records do not have errors and that the data are correct.

**Q: When do I certify?**
**A:** A district/school cannot certify until all incomplete records ( ) or records with errors ( ) are updated to error-free ( ). When a district is done submitting and updating its records, it must certify before the collection close date. A district must also certify after submitting or updating records during a re-open window.

**Q: How do I certify?**
**A:** After all records are updated and error-free for the submission cycle, the "Data Certification" function can be accessed from the REP Main Menu. Before certifying, the "Data Certification" function allows users to see how many records are error-free, have errors or are incomplete. The system will not allow any user to certify until all records are updated and error-free. Clicking "Certify" will notify CEPI that a submission is complete.

**Q: Can I edit records after certifying?**
**A:** No. A submission must be decertified to edit records.

**Q: How do I decertify?**
**A:** If edits must be made to a submission prior to the collection close date, a user can decertify a collection. In the "Data Certification" function, clicking "Decertify" will open all submitted records to editing. A user must re-certify the collection by following the same procedure as the initial certification.

# PIC Search

**Q: What is a PIC?**
**A:** The Personnel Identification Code is a unique identifier assigned by REP to every school employee. The PIC is created using core identifiers: name, Social Security number, date of birth and gender. The PIC is comparable to the student Unique Identification Code.

**Q: What is the PIC Search feature in REP?**
**A:** The PIC Search feature was developed to let district authorized users obtain PICs for employees at any time throughout the school year. REP PIC Search allows authorized users to obtain PICs for staff members, and to look up an existing PIC by name, Social Security number or credential number, or by the PIC itself.

**Q: Where is the PIC Search feature located?**
**A:** The PIC Search is located in REP. A link can be found on the REP Main Menu. Only authorized users may access the application.

**Q: Where does a district obtain a teacher's PIC number?**
**A:** The teacher's PIC number comes from REP. REP includes a PIC lookup feature. This feature lets a REP authorized user search for a PIC using core field information, including Social Security number or credential number. This functionality is available outside of the regular REP collection window so a PIC can be obtained when a new employee enters the district. Unless you are already a REP authorized user, you must complete a CEPI Security Agreement to access this service.

**Q: What security access is required for the PIC Search?**
**A:** There are three levels of security access to the REP PIC Search feature, which your district superintendent/chief administrator may select for an individual user:

1. REP authorized user (full access to REP Application and REP PIC Search)
2. PIC search authorized user (access to look up and create new PICs)
3. PIC search view only (access to look up PICs)

Because confidential data are utilized in this application, it is important that superintendents/chief administrators only authorize access to users who may view confidential data.

**Q: If an individual already has a MiLogin account, can it be used for the PIC Search?**
**A:** Yes; however, the appropriate security agreement form must be submitted to access the PIC Service. Current REP authorized users are not required to submit an additional security agreement to access the PIC Service.

**Q: Are reports available to obtain all PICs for a district?**
**A:** Two REP reports provide authorized users with a list of all the PICs for current staff members as reported in REP by each district. Authorized users may download and save these reports to their local computers.

1) Download REP Data File
2) Employee Listing by District

Find more information about these reports in the REP User Guide and the PIC Search User Guide on the REP web page.

# Michigan Online Educator Certification System/Teacher Verification Website

**Q: What is the name of the Michigan Department of Education's Teacher Certification Database?**
**A:** The name of the system is Michigan Online Educator Certification System (MOECS). The Office of Educator Excellence, Michigan Department of Education oversees this application.

**Q: How does a district obtain information about MOECS?**
**A:** Information including Frequently Asked Questions, log in information, training videos, etc., are available on the OEE website.

**Q: Where can I find the Teacher Verification Website?**
**A:** Teacher Verification Website

**Q: What information is on the Teacher Verification Website?**
**A:** The teacher verification website is a public site where an individual can find information about a teacher's certification status, including certificate number, certificate type, program, issue and expiration dates, subject and grade level.

# MiLogin Account

**Q: If an authorized user has a change, such as an email address or phone number, is it necessary to update the MiLogin account information?**
**A:** Yes. Email messages are sent to all authorized users of an application. Therefore, it is imperative to keep the email address current in your MiLogin account. It is sometimes necessary for the state to contact an authorized user by telephone; therefore, this number must be kept current as well. To update either an email address or a phone number, please review the instructions included in the MiLogin User Guide.

# Bulk Submission

**Q: After a file has been uploaded through the bulk submission process, how does the district obtain a copy of the error report?**
**A:** You should receive an email confirmation after your file has been processed. At the REP main menu, click on "Bulk Submission Status," and then click on your file to download the report. The table on the website lists the dates and times you have submitted files via the REP Bulk Submission along with the status of each file:

- "*Queued*" means your file has been received and is waiting to be processed.
- "*Processing*" means your file is currently being processed.
- "*Completed*" means your file has been processed.

You can review your status report by clicking the date and time you uploaded the file when the status changes to "*Completed*." The date and time are displayed as an active hyperlink. These files are listed as links in blue text. You may click on these links to retrieve the Bulk Upload Error Report from your upload file. When you click on the hyperlinked date and time, you can review your error report in an application that reads text files (e.g., Notepad) or save the file to your hard drive.

**Q: If the district does not receive an email confirmation for a bulk submission, what happened?**
**A:** If your email system does not receive REP bulk email messages, please log in to REP and click on the "REP Bulk Submission Status" menu option to check the status of your file. Please see the previous question for specifics about the bulk submission processing.

**Q: Does the REP database update partial data from a record that has errors listed on the error report?**

**A:** Records with Fatal Errors will not be updated or stored within the system. Records that have Errors or Warnings will be updated and saved and stored within the system.

**Q: If corrections are made through the REP Single Submission Online Application based on the error messages in the Bulk Upload Error Report, will the uploaded file also be updated with the corrections?**
**A:** No. The corrections must be made to the upload file itself at the district level. After the corrections are made to the upload file, the district may upload the file again through the Bulk Upload process.

**Q: If a district receives an error status report stating: "NO ERRORS FOUND. All records submitted in this file have been successfully processed and saved," does this mean the district's submission is complete?**
**A:** When a district user checks the "Bulk Submission Status," the following message will be received if the file is error-free (no error found when file was processed): "NO ERRORS FOUND. All records submitted in this file have been successfully processed and saved." This indicates that the records uploaded in the file have been processed and saved. It does not mean the district's submission is complete. Please check the Personnel Submitted Report to determine if all records (new and previously submitted) have also been updated. For a submission to be considered complete, all records must have green check marks. As of Fall 2017, submissions must also be certified. For more information, please refer to the FAQ section titled "Certifying a Collection."

**Q: Is there a required file name when uploading the data?**
**A:** Yes. When uploading the data, the file name must end with .txt or .TXT.

**Q: Can a district make changes or additions on the REP online application after the file has been transmitted via the bulk upload application?**
**A:** Yes. District users may go online after the upload process to make additions or corrections to the data submitted through the upload process until the submission due date.

# REP Access and Security Agreements

**Q: What is an application security form?**
**A:** An application security form is required to obtain online access to the application. The form must be filled out and signed by the user seeking access to the application. There is a form for District/ISD/PSA Users and another for Nonpublic School Users. The signature of the applicant's lead administrator as entered in the Educational Entity Master is also required. Submission of the application security form will provide access to REP. Information about the security agreement is available on the Security Forms web page.

**Q: How do districts access REP?**
**A:** District users access REP through CEPI's website. Click on "PreK-12 Applications" and then click on "Registry of Educational Personnel." To access the application,

select the "Go to REP" button. The individual seeking access must first have a MiLogin account and password and then complete and submit a security agreement to obtain access.

**Q: Can more than one person from a district submit a security agreement for REP?**
**A:** Yes. With appropriate approval from the superintendent/chief administrator, a district may have more than one authorized user.

**Q: Can more than one person from a district access REP simultaneously?**
**A:** Yes. More than one person may access REP at the same time.

**Q: If a REP authorized user leaves the district, how does the district remove that user's REP access?**
**A:** To remove an authorized user's access to an application such as REP, the district is required to submit the Authorized User Removal Request form to CEPI customer support.

# Reporting of Employees

**Q: Which employees must be reported in REP?**
**A:** Effective January 1, 2006, Michigan law requires that criminal history checks be conducted by the Michigan State Police and the Federal Bureau of Investigation for all regular and contract employees hired or assigned by public schools in Michigan. Therefore, all school districts in the state of Michigan are required by statute to submit all school personnel data to the state via the Registry of Educational Personnel so that the checks may be conducted. As a guideline, if an individual is employed or contracted by the school, they need to be reported in REP (MCL 380.1230; 380.1230a; 380.1230d; 380.1539b; 380.1535a). This reporting mandate includes educators contracted to provide virtual instruction. Unpaid volunteers do not need to be reported in REP. Individuals who provide services such as roof repairs, furnace maintenance, serve as guest speakers, or other sporadic or intermittent services are not required to be reported in REP (Source: MDE, OEE).

**Q: How are employees reported when a district is on the trimester system?**
**A:** Report the employees' assignments for the first trimester in the Fall REP Submission; report the second and third trimester assignments in the End-of-Year REP Submission. When reporting trimester classes in the Fall REP Submission, districts are to count each core academic class separately. For example, if a teacher is assigned to one English class in the fall semester, report "1" for the number of classes taught. If a teacher is assigned to one English class in semesters two and three, report "2" for the number of classes taught. For teachers assigned to elementary education, the count remains "1" for the number of classes taught for the fall and EOY REP Submission. Note: If a district's second trimester begins prior to the close of the Fall REP Submission, report all staff members employed on the Date of Count for the Fall Submission. (Source: MDE, OEE)

# Reporting of Special Education Teachers

**Q: How do I report special education teachers?**
**A:** All special education teachers are to be reported based upon the subject area taught. The following guidelines have been provided by the Office of Special Education and Early Intervention Services at MDE:

**Birth to age 5 special education**
Report "60200", "60300" or "60400" for early childhood classrooms (dependent upon the teacher and assignment):

- "60200" Early Childhood Classroom Teacher - Bachelor's Degree in Child Development
- "60300" Elementary Certified Teacher - Valid Michigan Teacher Certificate with an Early Childhood Endorsement (ZA or ZS)
- "60400" Elementary Certified Teacher - Valid Michigan Teacher Certificate with a Child Development Associate Credential

**Elementary/Middle School**
Report "000ZG" (Elementary Education) for K-8 self-contained classrooms or subject-specific assignment codes such as "000BA" English or "000EX" Mathematics when specific subject areas are taught. This would typically be in a middle school setting grades 6-8.

**High school to age 26**
Report the specific subject area assignments when appropriate, such as "000BA" (English) or "000EX" (Mathematics):

- Report "00197" for classrooms where all students in that class period are assessed by alternate achievement standards.
- Report "00196" non-core academic classes such as transition skills.
- Refer to the REP Data Field Descriptions for the complete description of codes "00196" and "00197".

**Educational Setting**
Report the appropriate Special Education Age Group Educational Setting in Field 10.

**FTE (Full-time Equivalency)**
Report the FTE as appropriate for each assignment code reported.

**Accounting Function Code**
All special education classroom teachers should use accounting function code "122".

**Number of Classes Taught**
Report as appropriate for each assignment code reported.

# Reporting of Substitute Employees

**Q: Which substitute employees must be reported in REP?**
**A:** All full-time, part-time, contracted and substitute employees must be reported in REP regardless of the assignment code or FTE. This includes substitute teachers, substitute support staff, secretaries, bus drivers, janitors, etc. For example, if the school secretary's position is being filled by a substitute employee while the secretary is out on sick leave, the substitute must be reported. Report the appropriate assignment code for the position being covered by the substitute.

**Q: If the ISD employs day-to-day substitute teachers for the districts within the ISD, are individual districts required to report the day-to-day substitute teachers or does the ISD report them?**
**A:** If the day-to-day substitute teachers are employed and paid by the ISD, then the ISD reports the day-to-day substitute teachers in REP. If the ISD reports the day-to-day substitute teachers, the individual districts do not report them. LEAs and PSAs must ensure that their ISD has reported the day-to-day substitutes that work in their respective districts if they do not intend to include them in the LEA/PSA reporting. (Source: MDE, OEE)

**Q: If a district utilizes a private company for day-to-day substitute teachers, are districts required to report them in REP?**
**A:** Yes. When a district contracts for day-to-day substitute teachers through a private company, the district is required to report the day-to-day substitute teachers in REP. The district is ultimately responsible for the substitute teachers utilized by the district; therefore, the district must report them in REP. The private company cannot report data to REP for the district.

**Q: What information is available about the use of substitute teaching permits?**
**A:** Specific information about teaching permits is available on the Permits and Placements web page.

**Q: Are contracted substitutes, full-time, or part-time employees reported in REP?**
**A:** Yes. Report all contracted substitute, full-time, or part-time employees in REP for the duration of time they are employed by the district. If a contract employee leaves the district and is not expected to return, report the termination code in Field 25: Employment Status and the date of termination in Field 26: Date of Termination.

**Q: What is the definition of a day-to-day substitute teacher?**
**A:** A day-to-day substitute is an individual employed by the district to serve in short-term assignments that are less than one 90 calendar days in length. Therefore, a school district can employ a person under a substitute permit as long as the assignment is less than one semester. These employees are considered day-to-day substitute teachers. (Source: MDE, OEE)

**Q: Is there a unique assignment code for reporting day-to-day substitute teachers and day-to-day substitute paraprofessional/aides?**
**A:** Yes. Assignment code "00SUB" was created for day-to-day substitute teachers and assignment code "00PAR" was created for day-to-day substitute paraprofessional/aides.

**Q: What is the definition of a long-term substitute teacher?**
**A:** A long-term substitute teacher is an individual employed as a regular or contract appointee to a single classroom or assignment for one semester or more. (Source: MDE, OEE)

**Q: Is there a unique assignment code for reporting long-term substitute teachers?**
**A:** No. Report the assignment code for the position held by the long-term substitute teacher. For example, if the long-term substitute is assigned to a mathematics classroom, the assignment code would be "000EX."

**Q: Are districts required to report the permit number for day-to-day or long-term substitute teachers as assigned by MDE's teacher certification database MOECS?**
**A:** No. District users must report the Social Security number for these employees. The permit numbers may be reported; however, the permit numbers expire each school year.

**Q: Is it acceptable for a district to submit a bulk upload file of just the day to-day substitute teachers so that they may be stored in a separate file within the district's system?**
**A:** Yes. A district may upload multiple files as long as all school personnel are reported in the REP submission.

**Q: Is it possible to submit day-to-day substitute teachers online?**
**A:** Yes. A district may enter the day-to-day substitute teachers via the REP Single Submission Online Application.

# Noninstructional Assignment Codes

**Q: In reporting a noninstructional staff member, can the district report an original assignment code and a consolidated assignment code for the same employee?**
**A:** Yes; programming edits will not be affected if you select codes from both columns in your submission. However, take caution so you do not double report assignments for one individual.

**Q: Why is there not a consolidated assignment code for all original assignment codes for noninstructional employees?**
**A:** The consolidated codes were developed to streamline the reporting of noninstructional staff members and align with federal reports. Some positions still require a unique code to meet federal or state requirements. If a consolidated

assignment code is not listed for an assignment description, use the original code. Programming edits will not be affected if you select codes from both columns in your submission.

**Q: When updating current noninstructional employees, are all fields required to be reported?**
**A:** If reporting with the minimal number of fields, please follow the information outlined in Appendix A in the REP Data Field Descriptions. When reporting a full submission, all fields must be reported as required for the assignment code reported in Field 10.

**Q: In reporting noninstructional employees, why is an error reported when the grade or educational setting is not submitted in the record?**
**A:** For assignments codes "81500" through "99900" that are reported with all fields, a fatal error will be reported if the grade level and educational setting are invalid or blank. (See Appendix A in the REP Data Field Descriptions for complete reporting instructions.)

# Reporting of Other Categories of Employees

**Q: Are districts required to report school board members?**
**A:** School board members do not have to be reported in REP because they are elected officials for the district. (Source: MDE, OEE)

**Q: Are districts required to report student workers?**
**A:** If a student is working in the same school or a similar school to that which they attend, such as a high school student working in a high school, then the student does not need to be reported. If the student is working in a school different from the one they attend, such as a high school student working in a middle or elementary school, then they must be reported in REP. Student workers under age 17 do not need to be reported.

**Q: Are districts required to report individuals who provide services to students and are paid through accounts payable?**
**A:** Yes. All school employees must be reported in REP. The method of payment does not determine who is reported.

**Q: Are districts required to report coaches in REP?**
**A:** Yes. If any form of compensation is provided to the coach, they must be reported in REP. (Source: MDE, OEE)

**Q: If a district hires a company to complete repairs such as furnace, roofing, etc., is the district required to report the outside company's employees in REP?**
**A:** No. Individuals who provide services such as roof repairs, furnace maintenance, or other sporadic or intermittent services are not required to be reported in REP at this time.

**Q: Are districts required to report paid employees such as lifeguards, costume makers, lunchroom aides, part-time cooks, coaches, crossing guards, custodians, bus aides, building monitors, etc.?**
**A:** Yes. All school personnel must be reported in REP regardless of the FTE count.

**Q: Are districts required to report summer employees? Does the School Safety Legislation include summer employees?**
**A:** Yes. Summer employees must be reported in REP to meet the requirements of the School Safety Legislation. For the EOY Submission, this would include employees who are hired through June 30 each year. All other summer employees hired July 1 or after would be reported in the Fall Submission each year. (Source: OEE, MDE)

**Q: Are districts required to submit volunteers in REP?**
**A:** No. At the current time, volunteers are not included in the School Safety Legislation.

**Q: Are districts required to report adult education staff?**
**A:** Yes. Districts are required to report adult education personnel.

**Q: If a staff member is only employed during the fall each school year (such as a football coach), how should the district report the staff member in the EOY REP submission?**
**A:** For the EOY submission, report code "99" (returning employee, new noninstructional employee, new experienced teacher, substitute, contractor or employee on leave) in Field 25: Employment Status. In Field 12: Funded Position Status, report code "3" (funded, employee on loan or leave, no one assigned). Report all other fields as appropriate for the assignment code reported in Field 10: School Assignment Data.

**Q: Where is the document Assignment Code to Subject Area Information from MDE located?**
**A:** The Assignment Code to Subject Area information has been moved from Field 10 School Assignment Data to Appendix B in the REP Data Field Descriptions.

# Reporting of Terminated/Retired Employees

**Q: When a staff member leaves the district, is the district required to report the termination?**
**A:** Yes; Any staff member who terminates or retires from a district must be reported in REP by submitting the reason for termination in Field 25: Employment Status, codes "00" through "19", and the termination date in Field 26: Date of Termination of Employment. In addition to these two fields, all other fields appropriate for the assignment code submitted in Field 10: School Assignment Data must be submitted accurately.

Staff members who retired in previous school years and still appear on the REP Personnel Submitted Report must be terminated. These terminations can be submitted through the REP Single Submission Online Application.

After each submission cycle closes, all personnel records submitted with termination dates will be removed from your file in the REP database and will no longer appear on the Personnel Submitted Report. ***(For districts that use the Bulk Upload Application, be sure to remove retirees/terminations from your upload file prior to the next submission cycle so that you do not re-upload the retired/terminated personnel into the REP database.)***

# Personnel Submitted Report/Complete Submission

**Q: What is the Personnel Submitted Report? What do the red "Xs" and green check marks mean?**
**A:** The Personnel Submitted Report lists all employees reported successfully for your district for the current submission cycle, as well as those employees who were reported in a previous submission and were not updated/verified. This report can be found on the Main Menu of the REP Single Submission Online Application. It is important that you verify/update all of your employees during each submission cycle. When the submission begins, all previously submitted employees have red "Xs" next to their names. After a record has been updated/verified, the red "X" changes to a green check mark, or a yellow triangle if saved with errors. When all employees have green check marks in the Personnel Submitted Report and all new personnel have been submitted, your submission is complete. Employee records that have been saved with errors, resulting in the yellow triangle status, must be updated to the green check mark prior to the submission deadline.

There are three items in the report heading of the Personnel Submitted Report that you should check carefully to determine that all of your previously submitted records have been updated:
1. Records updated and error free for this submission cycle. Total ___
2. Records updated with errors for this submission cycle. Total ___
3. Records not yet updated for this submission cycle. Total ___

Be sure that the totals for No. 2 and 3 is "0" by the due date for each submission cycle.

# School Nurse

For specific information regarding School Nurse Certification, contact the Office of Educator Excellence at MDE-EducatorHelp@michigan.gov.

**Q: Are school nurses required to hold a Michigan School Nurse Certificate?**
**A:** Yes. School nurses are required to hold a School Nurse Certificate. Nurse Certification is handled by MDE, OEE at MDE-EducatorHelp@michigan.gov.
When either assignment code "000NY" School Nurse or "00384" Registered Nurse (Special Education assignment) is used in Field 10: School Assignment Data to

report the assignment for the nurse.

**Q: What types of School Nurse Certificates are available?**
**A:** There are three levels of School Nurse Certificates:

- Interim School Nurse Certificate
- Standard School Nurse Certificate
- Professional School Nurse Certificate

**Q: How can a district verify if a nurse has School Nurse Certification?**
**A:** School Nurse Certification can be verified at the Teacher Verification website.

**Q: What assignment code should be used in Field 10: School Assignment Data for a School Nurse?**
**A:** Either assignment code "000NY" for General Education Students or "00384" for Special Education students is used in Field 10 to report the assignment for the school nurse.

# School Counselor

**Q: What assignment code should be used in Field 10: School Assignment Data for a School Counselor?**
**A:** Holders of the School Counselor License and Temporary School Counselor Authorization cannot be assigned to teach courses (as teacher of record). They can otherwise serve in full capacity of a school counselor in a **noninstructional role** and should be reported with assignment code "00376".

School counselors holding the NT endorsement on a teaching certificate, or the Preliminary Employment Authorization to work as a School Counselor, may also serve in a **noninstructional role**, and in such cases, should be reported with assignment code "00376".

Report the "000NT" instructional assignment code for school counselors **assigned to courses** (teacher of record) under the NT endorsement on a teaching certificate or the Preliminary Employment Authorization to work as a School Counselor.

# Paraprofessionals/Aides

**Q: What is the difference between an instructional and noninstructional paraprofessional/aide?**
**A:** The Office of Special Education and the OEE, MDE, have provided definitions for instructional and noninstructional paraprofessionals/aides. Instructional paraprofessionals/aides are individuals who provide instructional support, including those who:

1. provide one-on-one tutoring, if such tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher;

2. assist with classroom management, such as organizing instructional and other materials;
3. provide instructional assistance in a computer laboratory;
4. conduct parental involvement activities;
5. provide support in a library or media center;
6. act as a translator or
7. provide instructional support services under the direct supervision of a teacher.

A noninstructional paraprofessional/aide is defined as someone who works in areas such as the following: food services, cafeteria or playground supervision, personal care services and noninstructional computer assistance.

**Q: How may paraprofessionals/aides qualify for the ESSA requirements?**
**A:** Paraprofessionals can meet the ESSA requirements by one of the following methods:

- Possess an associate degree or higher
- Complete two years of college credit (60 semester hours)
- Take and pass one of these approved tests:
  - Michigan Test for Teacher Certification Basic Skills
  - WorkKeys Tests
  - The ETS ParaPro Test
- Complete a portfolio to demonstrate qualifications
  - Complete at the local level
  - Record of completion is maintained by the district.

For more information regarding the paraprofessional/aide requirements, contact or call 517-241-5000. (Source: MDE, OEE)

# Student Teachers

**Q: What is a student teacher?**
**A:** A student teacher is a college, university or graduate student who is teaching under the supervision of a certified teacher in order to qualify for a degree in education.

**Q: Are districts required to report student teachers in REP?**
**A:** Yes, all student teachers must be reported with assignment code "00STU". Beginning with the Fall 2015 REP Submission, districts are required to report all student teachers to meet the reporting requirements of the School Safety Legislation. The student teacher assignments do not conflict with the reporting of the actual teacher of record for the classroom. The teacher of record should be reported with the appropriate assignment. A student teacher who is serving as the teacher of record should be reported with the subject area assignment code, not 00STU.

**Q: Should other types of student interns be reported under the assignment code "00STU"?**
**A:** Yes, student teachers or interns of all types should be reported in REP in compliance with School Safely Legislation. College students working towards being credentialed in school psychology, school social work, school nurse, etc. should all be reported under this code.

# Field 1: Date of Count

# Field 2: Operating ISD/ESA Number

# Field 3: Operating District Number

# Field 4: Last Name

**Q: How does a district change the name of a staff member if the person marries or if an error was made in a previous submission?**
**A:** Corrections to previously submitted data such as name, birthdate, gender, Social Security number or credential number may be made through the REP Single Submission Online Application. For districts that use the Bulk Upload Application, the Personnel Identification Code number must be used if changes are made to the employee's name, gender, Social Security number or credential number. If the PIC number is not used in the Bulk Upload file, a duplicate record will be created. All corrections to birthdates must be made through the REP Single Submission Online Application.

**Q: Is it acceptable to use a punctuation mark such as a comma "," after a name before a title such as Jr.?**
**A:** All punctuation must be removed from first, middle and last names, or a fatal error will be reported.

# Field 5: First Name

**Q: Is it acceptable to use a punctuation mark such as a comma "," after a name?**
**A:** All punctuation must be removed from first, middle and last names, or a fatal error will be reported.

# Field 6: Middle Name

**Q: Is it acceptable to use a middle initial followed by a period in Field 6: Middle Name rather than a complete name?**
**A:** All punctuation must be removed from first, middle and last names, or a fatal error will be reported.

# Field 7: Social Security Number

**Q: Either a Social Security number or a credential license number is required for assignment codes with numbers between "000AX" and "00598". Does this mean that all other personnel ("60000" to "99900") may be reported by name with no relational number such as the Social Security number?**
**A:** A Social Security number or credential license number is required for instructional staff with assignment code numbers between "000AX" and "00598". A Social Security number is required for all other employees with assignment codes "60000" through "99900".

**Q: If an error was made in reporting a Social Security number in a previous submission, how is a correction made?**
**A:** Corrections to previously submitted data such as name, birthdate, gender, Social Security number or credential number may be made through the REP Single Submission Online Application. For districts that use the Bulk Upload Application, the PIC number must be used if changes are made to the employee's name, gender, Social Security number or credential number. If the PIC number is not used in the Bulk Upload file, a duplicate record will be created. All corrections to birthdates must be made through the REP Single Submission Online Application.

**Q: If a Social Security number is invalid as listed in the teacher certification database MOECS, how is a correction made to the database?**
**A:** Please verify that the Social Security number in your personnel system is correct. If the number is correct, the problem may be an incorrect Social Security number in MOECS (the teacher certification database). To correct this problem, please contact the MOECS Support Team at MDE-EducatorHelp@michigan.gov.

# Field 8: Credential License Number

**Q: How can a district verify teachers' credential numbers?**
**A:** Teachers' credential numbers may be verified on the Teacher Verification website.

**Q: How does the district obtain credential numbers for the certificates that cannot be located through the teacher certification website?**
**A:** For any teacher for whom the district cannot obtain a credential number, contact MDE's OEE at MDE-EducatorHelp@michigan.gov.

**Q: How are credential numbers of fewer than 15 digits entered into REP?**
**A:** You may use whatever credential digit-length you are given from MDE. REP will accept any digit length for a valid credential number. Credential numbers submitted in REP must match exactly with the teacher certification database, MOECS. Also, the credential number submitted must be for a valid credential.

**Q: Does the credential number have to match exactly with MOECS for the record to be accepted by REP?**
**A:** Yes. The credential number must be submitted exactly as it appears in MOECS, or a fatal error will be reported.

**Q: Can a district user report either capital (O) or zero (0) in a credential number?**
**A:** No. The credential number must be submitted exactly as it appears in MOECS. There is a difference between a capital (O) and a zero (0). If you look closely at the numbers on the Teacher Verification website, you will notice a difference between the two. The capital "O" is wider than the number zero (0), and the two are not interchangeable. The capital "O" often appears in the beginning of the credential number following a CC-; however, it may appear anywhere in the number.

**Q: If an error was made on a credential number in a previous submission, how is a correction made?**
**A:** Corrections to previously submitted data such as name, birthdate, gender, Social Security number or credential number may be made through the REP Single Submission Online Application. For districts that use the Bulk Upload Application, the PIC number must be used if changes are made to the employee's name, gender, Social Security number or credential number. If the PIC number is not used in the Bulk Upload file, a duplicate record will be created. All corrections to birthdates must be made through the REP Single Submission Online Application.

# Field 9: Date of Hire

**Q: What is considered the "initial date of hire" for the staff person? Is this the original date of hire in the district or the date of hire into the current position?**
**A:** The initial date of hire is the actual date the individual originally became employed by the district in any position.

**Q: If a staff member is on a leave of absence, is the original date of hire retained when they return to work?**
**A:** Yes. The original date of hire is retained when a staff member returns to work after being on a leave of absence. A new date of hire would be entered only if there was an official separation from the school district prior to the return to work.

**Q: How is the Date of Hire used for a vacant funded position?**
**A:** The Date of Hire is used to report the date in which a position was no longer filled by a permanent employee and the district is actively seeking another permanent employee to fill that position.

# Field 10: School Assignment Data

**(Grade, FTE, Wage, Accounting/Function Code and Number of Classes Taught)**

## School/Facility Number

**Q: How do the districts obtain the school/facility codes?**
**A:** School/facility codes are obtained through the MDE-EducatorHelp@michigan.gov.

**Q: Whose responsibility is it to update EEM for a district?**
**A:** All districts are required to have one or more EEM authorized user(s) who will be responsible for updating the data about the district.

**Q: Does REP check the submitted school/facility codes?**
**A:** Yes. All school/facility codes submitted are verified with EEM. A fatal error will be reported if an invalid number is used. If a district submits a school/facility code that is assigned to another district, a warning message will occur.

**Q: Is the bus garage required to have a separate number in EEM?**
**A:** No. A district does not need a separate EEM number for a bus garage. The REP user may submit the administrative code ("00000") for the employees of the bus garage or request a number for the bus garage, if desired.

**Q: What school code number should be reported for the central administrative office staff?**
**A:** Submit "00000" for the central administrative office staff.

**Q: If the district has staff members who are working in more than one school/facility, should the assignment be reported for each school/facility?**
**A:** When possible, report each assignment by school/facility. District users may submit up to nine entries in Field 10: School Assignment Data requirement for each position. Please note that the use of the code "00000" is primarily for the superintendent and other administrative staff members. Districts are asked to report *instructional* staff members' assignment(s) in each school/facility where the staff members are assigned. Code "00000" should only be used for non-administrative staff members when they are assigned to more than nine schools/facilities.

**Q: If the district has core academic instructional staff members who are working in more than one school/facility, should the assignment be reported for each school/facility? What if they are working at more than nine assignments?**
**A:** District users may submit up to nine entries in Field 10: School Assignment Data requirement for each position. Districts are asked to report core academic instructional staff member's assignment(s) in each school/facility where the staff

member is assigned. Code "00000" should only be used for non-administrative staff members when they are assigned to more than nine schools/facilities.

**Q: What is the definition of a school?**
**A:** School: A public school is an administrative unit (not necessarily a physical building) that provides instruction to students. It is operated by a primarily publicly funded education entity such as MDE, an intermediate school district, a local education agency or a public school academy, and has ALL of the following characteristics:

- An administrator (principal) who reports directly to the entity's chief executive officer (e.g., superintendent).
- Teachers responsible for educating a specific set of students.
- Students
- Receives a state-issued Michigan School Report Card. Scorecard evaluates schools and school districts in the areas of academic achievement participation in state assessment, graduation rate for high schools, and student attendance.

School for all other entities (State Agency, Nonpublic, Higher Education, Other) would be defined as: an administrative unit (not necessarily a physical building) that provides instruction to pupils and has the following characteristics:

- Administrator
- Teachers
- Students

**Q: What is the definition of a Shared Educational Entity (SEE) and Specialized Shared Educational Entity (S2E2)?**
**A:** A SEE or an S2E2 is formed when two or more districts cooperate to provide educational services to a group of students and the member districts agree to participate in the "sending scores back" policy. A SEE (school) provides those educational services in a single location. An S2E2 (not a school) provides those educational services in multiple classrooms inside of existing schools. (MDE, September 2011)

**Q: What is the definition of a Unique Education Provider (UEP)?**
**A:** A unique education provider is not a school; however, it provides instructional services to children before kindergarten, supplemental instruction, support education for grade levels pre-K through 12, or adult education services. Generally it has:

- Administrator, supervisor, coordinator or director who reports to a principal or another administrator.
- Teachers who may have special endorsements beyond those normally required for pre-K through 12.
- Students who are selected to attend or are referred by another public agency/school.

- Students who are not necessarily in full-time attendance.
- The location does not administer state assessments: MSTEP, MME, MI-Access and/or ELPA, but may administer other state assessments.
- The location does not offer a Michigan Merit diploma (if grades 9-12).
- A location which supplements or is a primary legal entity receiving funds through MDE (e.g., nonpublic school, other state agency, higher education institution or other recipient of funds through MDE).

**Q: What is the definition of a Non-Instructional Ancillary Facility (NIAF)?**
**A:** A NIAF does not provide instruction* but is affiliated with the LEA, ISD, PSA, State or Other and does receive an entity code for reporting purposes. Examples: entities serving as a bus garage, transportation center, plant/maintenance facility, administrative support, food service, communications/media, sports/recreation, health services, family/community center, professional training center, agriscience/natural resources center or treatment center.

*Exception: Specialized Shared Educational Entities may be labeled as Non-Instructional Ancillary Facilities. An S2E2 provides educational services in multiple classrooms inside of existing schools as opposed to a single location. Two or more districts enter into a cooperative agreement to provide such services. For more information about S2E2s, visit the MDE web page on S2E2s.

(Definitions: Michigan Department of Education May 2008; CEPI Revision November 2011) EEM Definitions

## Assignment Codes

**Q: How do I ensure an educator submitted within TSDL aligns with REP ?**
**A:** In REP, whoever is acting as the teacher of record for the student course should be reported with the content specific assignment aligned with the content of the course. In the TSDL Collection, whoever is acting as teacher of record should have their PIC reported in the TOR PIC field for each Student Course. The SCED of the student course is mapped to the Assignment Code to determine accurate reporting. Educators reported should be based on the role they are serving and not the credentials. To determine assignment code and SCED code alignment, use the Course Placement and Reporting Guide, which provides the appropriate alignment between assignment codes in REP and SCED Codes in the TSDL Collection.

**Q: What assignment code does a district use for a Career and Technical Education health occupations teacher?**
**A:** There are four assignment codes in the Health Science Category. Select the most appropriate for the curriculum taught in the course:

| | |
|---|---|
| "00580" | Therapeutic Services |
| "00581" | Diagnostic Services |
| "00582" | Health Informatics |
| "00583" | Biotechnology Medical Sciences |

**Q: What is the difference between assignments codes "000ZZ" Alternative Education (self-contained classroom) and "000ZY" Alternative Education (self-contained, Facilitator of Instruction)?**
**A:** *Assignment code "000ZZ"* should be reported when direct instruction is provided in core and non-core academic subject areas to the same group of students throughout the day by one certified teacher.

*Assignment code "000ZY"* should be reported when direct instruction is not provided by the classroom teacher. The teacher serves as a facilitator of instruction. The instruction is provided by other certified teacher(s) by means of distance learning or by use of Nova net.

**Q: What assignment code would be reported for a teacher who is the local monitor for a virtual class (online coursework)? (Instruction is not provided, only monitoring of the classroom.)**
**A:** The correct assignment code to use for a teacher who monitors a virtual class is assignment code "00379" (Virtual Mentor).

**Q: How are special education administrators reported in REP?**
**A:** Administrators' assignment codes are determined by titles, levels and functions of the positions held. For example, a director of special education for a school district would be reported with assignment code: "75261" (Title: "75", Director; Level: "2", District; Function: "61", Special Education). More information regarding the reporting of administrator assignment codes can be found in the REP Data Field Descriptions.

**Q: What type of staff must be reported for each submission?**
**A:** All educational staff must be reported. This includes all assignment codes with numbers between "000AX" and "99900".

**Q: Why are data being collected on noninstructional personnel?**
**A:** This information is required as part of federal legislation, *Every Student Succeeds Act* as well as Michigan's School Safety Legislation. REP was developed to provide a complete set of data about teachers, administrators, support staff and noninstructional personnel to meet state and federal reporting requirements.

**Q: What assignment codes are district users to report for middle school teachers?**
**A:** The *Every Student Succeeds Act* requires teachers in core academic areas to be properly certified and endorsed. The intent of the law is to ensure that each teacher of a core academic subject has sufficient subject-matter knowledge and skills to instruct effectively in their assigned subjects, regardless of how the school is configured. To obtain the middle school assignment-code data, it requires reporting of specific subject-area assignments for all middle school teachers, instead of reporting the generic middle school/middle-level assignments.

**Q: What is the difference between endorsement codes "ZD" (Middle School) and "ZL" (Middle Level) when they appear on a teacher certificate?**

**A:** A "ZD" or a "ZL" endorsement on an elementary or secondary teaching certificate indicates that a teacher has completed specific preparation to teach in middle schools. For elementary teachers, it extends the grades that can be taught according to their other (content) endorsements up to (including) grade 9. Secondary teachers who also hold the middle-level endorsement can extend the grades where they can teach according to their other (content) endorsements down to (including) grade 5. The "ZL" replaced the "ZD" after specific preparation standards were adopted in 1997. (Source: MDE, OEE)

**Q: What assignment code should be reported for elementary teachers?**
**A:** Use "000ZG" (K-5 all subjects; K-8 all subjects, self-contained) for elementary classroom teachers. Code "000ZG" should be used unless the teacher is assigned to a single subject area, such as math ("000EX") or English ("000BA"). If teachers are assigned to single subjects, report the subject assignment(s) for the positions and divide the FTE accordingly.

**Q: What is the difference between assignment codes "00192" Speech/Language Impaired, "00290" Teacher of Speech/Language Impaired Non-Classroom Program or "00292" Speech Pathologist with a Certificate of Clinical Competence in a non-classroom setting?**
**A:** Report assignment codes "00192", "00290" and "00292" as follows:

> **"00192" Speech/Language Impaired Classroom – All Subjects**: Report this assignment code when the speech and language impaired teacher is assigned to a self-contained classroom where all subjects are taught to speech/language impaired students.
>
> **"00290" Teacher of Speech/Language Impaired Non-Classroom Program**: Report this assignment when the students are part of a pull-out program and the teacher works with the students one-on-one.
>
> **"00292" Speech Pathologist with a Certificate of Clinical Competence in a Non-Classroom Setting**: Report this assignment when the students are part of a pull out program and the teacher works with the students one-on-one and the teacher holds the Certificate of Clinical Competence.

Teachers reported with assignment codes "00192" and "00290" should be certificated teachers and hold a Special Education endorsement in Speech and Language Impaired.

**Q: How are the School Psychologists and Speech/Language Impaired positions reported in Field 10: School Assignment Data and Field 17: Type of Credential?**
**A:** School Psychologist (MDE endorsement code "SG") for Field 10: School Assignment Data - use code "00320"; Field 17: Type of Credential - use code "61" (School Psychologist) or code "62" (Preliminary School Psychologist).

**Q: Field 10 allows for repetition of data for employees with multiple assignments. What default values are used for unused repetitions of this data? For example, if a staff member has one assignment, the first 45 bytes of Field 10 are used. What are in the remaining 405 bytes in this field?**
**A:** Use blanks (no nulls).

**Q: How do districts report occupational therapists and speech therapists who are working under Certificate of Clinical Competence waivers, and school social workers who do not have license numbers from MDE?**
**A:** For staff members with assignment codes with numbers between "00310" and "00406" who do not have credential numbers, you may report Social Security numbers. If an individual holds a teaching credential, you may use that number.

**Q: In reporting a noninstructional staff member, can the district report an original assignment code and a consolidated assignment code for the same employee?**
**A:** Yes; programming edits will not be affected if you select codes from both columns in your submission. However, take caution so you do not double report assignments for one individual.

**Q: Will there be a consolidated assignment code for all original assignment codes for noninstructional employees?**
**A:** No. The consolidated codes were developed to streamline the reporting of noninstructional staff members and align with federal reports; however, some positions still require a unique code in order to meet federal or state requirements. If a consolidated assignment code is not listed for an assignment description, use the original code. Programming edits will not be affected if you select codes from both columns in your submission.

**Q: When updating current noninstructional employees, are all fields required to be reported?**
**A:** If reporting with the minimal number of fields, please follow the information outlined in Appendix A of the REP Data Field Descriptions. When reporting a full submission, all fields must be reported as required for the assignment code reported in Field 10.

**Q: Where is the Assignment Code to Subject Area information from MDE located in the REP Data Field Descriptions?**
**A:** The Assignment Code to Subject Area information is located in Appendix B in the REP Data Field Descriptions.

## Grade Level/Educational Setting

**Q: For the current grade assignment, does the district have to input the 21-digit code through the REP Single Submission Online Application, or will online data entry occur using drop-down or check-box choices?**

**A:** The REP Single Submission Online Application has check boxes for the grade level and a drop-down list for the educational settings.

**Q: How are middle school grades determined?**
**A:** Middle-school grades are determined at the district level. Some districts consider middle school to be grades 5 through 9, while others may consider middle school to be grades 7 through 8 or 6 through 8.

**Q: In reporting noninstructional employees, why is there an error reported when the grade or educational setting is not submitted in the record?**
**A:** For assignments codes "81500" through "99900" that are reported with all fields, a fatal error will be reported if the grade level and educational setting are invalid or blank. (See Appendix A in the REP Data Field Descriptions for complete reporting instructions.)

## Full-Time Equivalency

**Q: Are districts required to report every FTE?**
**A:** Districts are required to report FTE for all staff members except day-to-day substitutes. This includes assignment codes with numbers between "000AX" and "99900", except for assignment codes "00SUB" (day-to-day substitute teacher) and "00PAR" (day-to-day substitute paraprofessional/aide).

**Q: How does the district determine the FTE for a staff member?**
**A:** FTE is determined based upon the contractual day or workday of a given employee. For example, if a teacher's workday is six hours, then six hours represents 1.0 FTE. If the teacher works half-time, or three hours a day, the FTE is 0.5. If a secretary works an eight-hour day, the eight hours equal 1.0 FTE, and four hours a day equal 0.5 FTE.

**Q: Can an FTE greater than 1.0 be reported?**
**A:** Yes. An FTE greater than (or less than) 1.0 FTE may be reported. FTE cannot be greater than 2.0.

**Q: Do districts count additional FTE for full-time teachers who also teach adult education classes after regular school hours?**
**A:** Yes. Since districts may report an FTE greater than 1.0 for employees (but not greater than 2.0), adult education classes may be reported for the teacher in this case.

**Q: Are districts required to report adult education teachers or alternative education teachers in REP?**
**A:** Yes. Districts are required to report adult education personnel members, if they are employees of the school district, and alternative education personnel. For example, if a photographer rents space in the school/facility to offer a photography class to the community, they would not have to be reported in REP. However, if the photographer is employed by the district to teach this class, they must be reported in REP. (Source: MDE, OEE)

**Q: If a district has a staff member who changes from full- to part-time below 0.5 FTE in assignment codes "81500" through "99900", should they be terminated?**
**A:** No. The record is to reflect the lower FTE. Districts are required to report all school employees, regardless of FTE count.

**Q: Are all school personnel reported regardless of FTE count?**
**A:** Yes. All school personnel must be reported in REP regardless of FTE count. This includes all contracted and substitute staff members.

**Q: How should FTE be calculated for school personnel not previously reported?**
**A:** FTE reported for each employee should be based upon the amount of time worked by the employee and the contractual school day for the district.

## Accounting/Function Codes

**Q: What accounting/function codes does REP require?**
**A:** The accounting/function codes utilized in REP come from Michigan Public School Accounting Manual. These codes have been used statewide for several years.

**Q: What is meant by selecting an accounting/function code in the range of 2xx – 3xx?**
**A:** When a range such as "2xx" through "3xx" is listed with an assignment code, districts are to select the most appropriate accounting/function code from the valid list of accounting/function codes "211" through "391" as listed in Field 10: School Assignment Data in the REP Data Field Descriptions.

**Q: What accounting function code should be used for alternative education teachers?**
**A:** The accounting function code should align to the financial reporting of the source of funding for the position. Refer to the specific assignment code reported for the individual to review the recommended accounting function code.

## Number of Classes Taught

**Q: Does the number of classes taught need to be reported for all teachers?**
**A:** Districts are required to report the number of classes taught for teachers who are assigned to core academic subject areas.

**The core academic classes for the REP Submission include the following**:

000BX Language Arts
000BA English
000BT Reading
000FR Chinese
000RX Social Studies
000FJ Hebrew
000FK Arabic
000FL Japanese

000CA Economics
000CB Geography
000CC History
000CD Political Science

000FA French
000FB German
000FC Greek
000FD Latin
000FE Russian
000FF Spanish
000FG Other Word Languages
000FH Italian
000FI Polish

000DX Science
000DA Biology
000DC Chemistry
000DE Physics
000DH Geology-Earth Science
000DO Astronomy
000DI Integrated Science
000DP Physical Science
000EX Mathematics

000JX Music Education
000LX Visual Art
000LT Theatre/Performance
000MH Dance

000ZG Elementary Education (Kindergarten through 5th grade [K-5] all subjects, K-8 self-contained)
000ZZ Alternative Education (Self-contained classroom)

**Q: What is the correct way to report the number of core academic classes taught for an elementary self-contained classroom?**
**A:** The district may submit "1" for the number of core academic classes taught for an elementary self-contained classroom.

**Q: How does a district determine the number of core academic classes taught? Is it determined based upon the number of classes taught in a day, how many different classes are taught, or by the number of core classes taught by subject?**
**A:** The number of core academic classes taught is based on the number of classes taught in each core academic subject. Refer to the document "Calculating the Number of Classes Taught" found on the REP web page. The document is located under the heading "Help and Training."

## Miscellaneous Field 10 Questions

**Q: What is reported in Field 10 for vacant positions?**
**A:** For vacant positions, indicate the assignment codes for each vacant position. The salary may be reported as "000.00" for the vacant assignment; report the vacant assignment in Field 12: Funded Position Status using code "1". In Field 25: Employment Status, report code "00".

# Field 12: Funded Position Status

**Q: What is reported in Field 12: Funded Position Status for assignment codes "80000" through "99900"?**
**A:** Field 12 must be left blank for assignment codes "80000" though "99900" or a fatal error will be reported, unless the position is submitted

- as a vacant position,
- as an employee on loan or leave,
- as a noninstructional contracted services provided, then report the appropriate code ("1" through "7") for the status of the position as follow:
    - If submitted as a vacant position, then code "1", "2" or "5" must be submitted.
    - If submitted as an employee on leave, then code "3", "4" or "6" must be submitted.
    - If submitted as a noninstructional contracted services provider, then code "7" must be submitted.

**Q: What does "funded position" mean?**
**A:** A funded position is a position that is filled by a permanently assigned employee.

**Q: If a teacher takes a leave of absence, does the district report a termination date and reason?**
**A:** No. Report the teacher who takes a leave of absence in their regular position with an hourly wage of "000.00". (If it is a paid leave, reporting of the actual hourly wage is optional.) In Field 12: Funded Position Status, the district reports code "3", "4" or "6". In Field 25: Employment Status, report code "99".

**Q: How does a district report a teacher who is on maternity leave for an unknown period of time?**
**A:** Report the teacher as being in the position. In Field 12: Funded Position Status, use code "4", vacant, funded, on loan or leave, filled by temporary employee.

**Q: What is reported in Field 10: School Assignment Data for vacant positions?**
**A:** For vacant positions, indicate the assignment codes for the vacant position. The salary is reported as "000.00" for the vacant assignment. Report the vacant status code "1" in Field 12: Funded Position Status. In Field 25: Employment Status, report code "00".

**Q: If an employee is reported as on leave in Field 12, what code is reported in Field 25: Employment Status?**
**A:** For employees reported as on leave in Field 12, report code "99" in Field 25.

# Field 13: Date of Birth

**Q: What is the correct format for reporting the date of birth?**
**A:** The correct format for reporting the date of birth is MM/DD/CCYY. For example: December 13, 1986 = 12/13/1986.

**Q: If an incorrect date of birth was reported in a previous submission, how is the correction made?**
**A:** All corrections to birthdates must be made through the REP Single Submission Online Application. Corrections to previously submitted data such as name, birthdate, gender, Social Security number or credential number are made through the REP Single Submission Online Application. For districts that use the Bulk Upload

Application, the PIC number must be used if changes are made to the employee's name, gender, Social Security number or credential number. If the PIC number is not used in the Bulk Upload file, a duplicate record will be created.

# Field 14: Gender Code

# Field 15: Racial/Ethnic Code

**Q: Why does REP call for ethnicity of school employees when employers cannot legally ask for the information on any government document?**
**A:** Once a staff member is hired, employers can ask for race/ethnicity information for entry into a number of federal forms (including the annual EEO5 form submitted to the U.S. Office of Civil Rights). The concern about collecting the information prior to employment is that it may be used for discrimination (which is another legal issue that deals with misuse of information – not with the collection of the data).

**Q: How does a public school in the state of Michigan obtain race/ethnicity information from its staff when it is not required on federal and state government forms?**
**A:** Race/ethnicity is required on a number of federal forms. Districts may note that the format being used in REP is based upon the same format used in the collection of the U.S. 2020 Census.

**Q: If the racial/ethnic field is left blank, will a fatal error occur?**
**A:** Yes. A fatal error occurs if the racial/ethnic field is left blank.

# Field 16: Highest Educational Level

**Q: Do we need to enter degrees for all employees regardless of the assignment code?**
**A:** Yes. This field applies to all employees. It relates to all assignment codes with numbers between "000AX" and "99900"; for assignment codes "81500" through "99900", the value may be "00".

**Q: The codes given in Field 16: Highest Educational Level include "09" Other License, Credential or Professional Degree. Would "09" be used for certifications such as safety (OSHA), and MCSE (Technology), or is this more along the lines of CPAs or Journeyman certification?**
**A:** Code "09" may be used for any specific license or degree earned for the position held by the noninstructional staff.

# Field 17: Type of Credential

**Q: When should Field 17: Type of Credential be reported?**
**A:** Since REP validates against the Michigan Online Educator Certification System, only educators that do not hold a valid Teaching Credential should be reported with

a value of 02 - No Valid Credential in Field 17. If the educator has a valid certificate within the MOECS system, Field 17 should be left blank.

# Field 20: Educator Effectiveness

**Q: Is Field 20 required to be reported in both fall and end-of-year REP submissions?**
**A:** No. Field 20 is required in the EOY REP Submission. Data may also be submitted (optional) in the field in the fall submission cycle.

**Q: Are districts required to submit an educator effectiveness label for paraprofessionals/aides?**
**A:** No. The reporting of an educator effectiveness label is not required for paraprofessionals/aides.

**Q: Why are districts required to report educator effectiveness labels?**
**A:** State law (MCL 380.1249) requires the board of a school district or intermediate school district or the board of directors of a public school academy to adopt and implement for all teachers and administrators a rigorous, transparent and fair performance evaluation system that does all of the following:

- Evaluates job performance at least annually while providing timely and constructive feedback.
- Establishes clear approaches to measuring student growth and provides relevant data on student growth.
- Uses the evaluations to inform decisions regarding effectiveness, promotion, retention, development, whether to grant tenure or full certification, and the removal of ineffective tenured and untenured teachers and administrators.

**Q: What are the educator effectiveness labels?**
**A:** In accordance with Public Acts 224 and 225 of 2023, Effectiveness Ratings reporting in REP has been updated:

- Through the 2023-24 School Year (4): Ineffective, Minimally Effective, Effective, Highly Effective
- Beginning 2024-25 School Year (3): Needing support, Developing, Effective

Evaluation Exemptions Updates:

- Teachers were required to be evaluated at least annually; now teachers may be evaluated up to every 3 years after 3 consecutive years of effective ratings (effective or highly effective ratings from prior to July 1, 2024 qualify for this exemption).
- Administrators may be evaluated up to every 2 years after 3 consecutive years of effective ratings (effective or highly effective ratings from prior to July 1, 2024 qualify toward this exemption). Administrators would be required to return to annual evaluations with a change in evaluator or Needing Support or Developing rating.

A teacher or administrator may be exempt from evaluation if they are employed less than 60 days, if evaluation results were vacated through grievance, or if extenuating circumstances apply.

**Q: How are districts to determine the educator effectiveness labels?**
**A:** School districts are required to determine and define the criteria attached to each of these labels within their local evaluation systems. If the school district uses alternative labels, they must determine which labels correspond with the labels listed in Field 20.

**Q: Are there any unevaluated exemptions for reporting an educator effectiveness label?**
**A:** According to Public Act 224 of 2023 a teacher must not be assigned an evaluation rating and must be designated as unevaluated for a school if any of the following apply to the teacher:

- The teacher worked less than 60 days in that school year.
- The teacher's evaluation results were vacated through grievance procedures.
- There are extenuating circumstances and the teacher and the school district, intermediate school district, or public school academy agree to designate the teacher as unevaluated because of the extenuating circumstances.

**Q: Which assignment codes require educator effectiveness to be reported for the End-of-Year REP Submission?**
**A:** Educator effectiveness labels must be reported for any individual who is serving in the following assignment codes:

| Assignment Codes | Description |
|---|---|
| "000AX" through "000ZZ," (except "00SUB","00PAR", "00STU", "000NY" and "00200" through "00413") | Teachers |
| "00192" through "00197" | Teachers |
| "00501" through "00598" | Teachers |
| "60300" and "60400" | Teachers |
| "70***," "71***," "72***," "73***" and "74***"<br><br>(Example: 70100: ISD Superintendent) | Superintendents, Assistant Superintendents, Administrators, Principals and Assistant Principals |
| "75***," "76***"<br><br>(Example: 75361: Director of Special Education)<br><br>**Reported in conjunction with Function Codes:** | Directors, Supervisors |

| Assignment Codes | Description |
|---|---|
| "00": Chief Administrative officer for District/ISD<br><br>"01": School Management<br><br>"13": Bilingual/English Language Learner Education<br><br>"16": Career and Technical Education<br><br>"18": Curriculum and Instruction<br><br>"33": Gifted and Talented<br><br>"41": Migrant Education<br><br>"43": Professional Development<br><br>"61": Special Education (incl. Transition<br><br>"63": Subject Area (e.g., Alternative Education, Department Chair)<br><br>"99": Other | |

*Administrator assignment code levels "xx0xx: Non-Instructional ISD" are not required to report Educator Effectiveness ratings.

**Q: What options are available for reporting educator effectiveness labels?**
**A:** Districts are expected to report one effectiveness label per educator. If the educator serves in multiple roles, the district must determine an appropriate evaluation metric and assign an overall effectiveness label for that individual. Districts are to select one educator effectiveness label as outlined in MCL 380.1249.

**Q: What criteria must the educator meet to be eligible for an evaluation exemption with a rating of effective or better?**
**A:** Beginning in EOY 2025, teachers may be evaluated up to every three years after three consecutive years of effective ratings. Previously teachers could only be exempt for evaluations biannually for an effective rating (effective or highly effective ratings from prior to July 1, 2024 qualify for both exemptions.)
Also beginning in EOY 2025, administrators may be evaluated every other year after three consecutive years of an effective rating. If an administrator or a teacher receives a rating of Developing or Needing Support they must receive three effective ratings in a row again in order to receive an effective exemption.

A teacher or administrator may be reported as unevaluated if they are employed less than 60 days, if the evaluation results were vacated through grievance, or if extenuating circumstances apply.

**Q: If an educator meets the requirements for evaluation exemption, is the district required to submit the exemption code "15" or "16"?**
**A:** No, it is up to the district to determine if it is in the district and educator's best interest to opt for biennial evaluations. The system will allow for all valid evaluation ratings to be submitted in REP.

**Q: Are there instances when an individual may have received three Effective ratings in a row but would not be able to receive an exemption?**
**A:** An individual cannot receive an effective exemption if they were in a different district during the three consecutive years of effective ratings or if the district submitted the individual with a noninstructional assignment code.

**Q: If a teacher was rated Effective within the district, but submitted with a different code in REP, can the exemption be reported in REP?**
**A:** No, the system only looks at what is submitted within REP.

**Q: If an employee received an effectiveness rating in the past when they were not required to receive a rating, can that rating be removed?**
**A:** Educator Effectiveness evaluations from the past can be changed during the Fall Appeals window. Evaluation ratings may not be completely removed after the initial rating has been finalized.

# Field 24: New Teacher Professional Development

**Q: Is professional development reported for all employees?**
**A:** No. Field 24: New Teacher Professional Development in the REP Data Field Descriptions indicates that professional development must be reported for *new teachers only*. A new teacher is one who is in their first three years in the profession of teaching. New teachers are reported with a code "97" or "98" in Field 25: Employment Status.

**Q: Are districts required to report Field 24: New Teacher Professional Development for the fall and end-of-year submissions?**
**A:** Districts are required to report the number of days of professional development *received by the employee* in Field 24: New Teacher Professional Development for the end-of-year submission for *new teachers* reported with a code "97" or "98" in Field 25: Employment Status.

**Q: If a staff member is provided with 1.5 or 2.5 days on a particular professional development activity, how should the time be reported?**
**A:** Report the actual days. Field 24 will accept up to two decimal places for days. For example, if an individual was provided with 2.5 days, report 2.5 in Field 24.

**Q: When determining the number of days provided for professional development days, what constitutes a day?**
**A:** A "day" of professional development/learning is determined by the district definition of a "contract day." For example, if school district defines a "day" as 6.5

hours, then one reportable day would be 6.5 hours. Also, a "day" of professional development/learning might be acquired in hourly increments that equal a "day."

**Q: Why must professional development be reported?**
**A:** Tracking professional development is mandated in the school code, Michigan Compiled Laws, Section 380.1526. This information is collected for MDE (since the June 2003 submission).

**Q: If the district pays for college coursework, may the days be used toward the individual's professional development requirements? How are the hours calculated?**
**A:** University or college coursework can only be counted toward professional development requirements if your district counts university coursework as allowable professional development for MCL 380.1526 and provides it for staff members, either through paying tuition or a portion of tuition, release time, etc. Whether college/university credit is defined by the number of class hours, credit hours earned, or class hours in combination with preparation, time credited is left up to the district policy.

**Q: What happens if a teacher does not attend all of the five days of professional development provided by the district? Can missed days be made up?**
**A:** The district is required to provide the professional development. The staff member is professionally responsible to attend. In many districts, they are also contractually responsible to attend. If teachers are occasionally absent it is not held against the district. Making up the missed days depends upon the district's policy.

**Q: If a college course is taken at the teacher's expense, can the days in attendance be counted toward the teacher's professional development requirement?**
**A:** No. The days of professional development entered into REP are days required by MCL 380.1526. Thus, college credit completed at the teacher's expense does not qualify as professional development that the district has provided.

**Q: What type of backup documentation are districts required to keep? Is it the district's responsibility or the teacher's responsibility to keep this documentation? Is a list of who attended what professional development enough, or is more detailed information required?**
**A:** As MCL 380.1526 specifies that the district must provide the professional development, it makes sense that the district should keep track of the records. However, MDE always recommends that each individual also keep a record of the professional development they attend. It is part of their professional portfolio. As far as what the district keeps for documentation, it seems prudent to keep track of dates, attendance and content, although a district should keep records any auditor might require.

**Q: Do days of professional development need to be reported for long-term substitute employees?**

**A:** No. According to Michigan Compiled Laws, schools/districts do not need to report the number of days of professional development for long-term substitute teachers. The reporting of Field 24: New Teacher Professional Development in REP is considered optional for these employees. However, it is the recommendation of MDE that schools/districts include long-term substitute teachers in their learning community and provide them with the same opportunities for professional learning as regular staff members.

**Q: May teachers count the five days of teacher professional development that the schools must provide each year toward their days of professional development?**
**A:** Yes. The teachers may count these days toward their yearly requirement of days of professional development.

**Q: How would the "Other" category for professional development be used?**
**A:** New Teacher Professional Development is required under MCL 380.1526. This requires educators in the first three years in the profession to receive intensive professional development, including classroom management and instructional delivery. The "Other" category in Field 24 should be used to capture professional development for new teachers that is not specific to classroom management or instructional delivery.

# Field 25: Employment Status

**Q: Is it necessary to terminate employees in REP?**
**A:** Yes. Any staff member who terminates or retires from a district must be reported in REP by submitting the reason for termination in Field 25: Employment Status, codes "01" through "19", (code "00" may only be used for vacant funded positions) and the date of termination in Field 26: Date of Termination of Employment. In addition to these two fields, all other fields appropriate for the assignment code submitted in Field 10: School Assignment Data must be reported. The submission would be based upon the last position held by employee. Employees who retired in previous school years and still appear on the REP Personnel Submitted Report must be terminated. These terminations can be submitted through the Single Submission Online Application.
All personnel records submitted with a termination date will be removed from your Personnel Submitted Report at the end of each submission cycle.

**Q: If a staff member has been terminated and a new employee hired, does the district report both employees?**
**A:** The district reports both employees. The terminated employee should be reported for one collection in the cycle in which the termination occurs whenever possible.

**Q: If a staff member has terminated, what is reported in REP?**
**A:** When a staff member is terminated, report all fields as required for the assignment code of the employee. In addition, report the reason for termination in Field 25 and the termination date in Field 26: Date of Termination of Employment.

**Q: How are new teachers coded?**
**A:** For new teachers in their first three years of teaching (new to profession), use code "98". If the teacher is new to the profession of teaching but has been employed by the district for more than three years, use code "97" for their first three years of teaching.

**Q: When are retirees and terminated employees reported in REP?**
**A:** Report all retirees and terminated employees in the submission cycle in which the retirement/termination occurs when possible.

**Q: When should code "97" or "98" be used in Field 25 for new teachers?**
**A: Code "97"** should be used for teachers who are new to the profession of teaching (first three years) but are not new to a district. For example, a district may have employed an individual as a teacher's aide while they attended college to become a teacher. After the individual becomes a certified teacher, the district may hire them for a teaching position. Thus, the teacher is new to the profession of teaching, but not new to the district.
**Code "98"** should be used for teachers who are new to the profession of teaching (first three years) and have not worked in the profession of teaching for more than three years.

**Q: Should code "97" or "98" (New Teacher) be used for all new employees?**
**A:** No. Code "97" or "98" may only be used for teachers in their first three years of employment as teachers. When reporting all other new employees, use code "99" [returning employee, new (noninstructional) employee, new experienced teacher, substitute, or contractor].

**Q: After a teacher has completed their first three years in the profession of teaching, what code should be reported in Field 25?**
**A:** Report code 99 (Returning employee) after a teacher has completed the first three years in the profession of teaching.

**Q: If a teacher is laid off as of the last day of a school year, should the district report the teacher as terminated?**
**A:** If the teacher is laid off and will definitely not return for the next school year, report the teacher as laid off by the district (Field 25, code "12") indicating that the teacher will not return to the district. If the layoff is not definite, but the teacher does not return in the fall, the termination may be reported during the next submission cycle.

# Field 26: Date of Termination of Employment

**Q: When a termination date is reported for a staff member, what other fields are required?**
**A:** When a staff member is terminated, report all fields as required for the assignment code of the employee. In addition, report the reason for termination in

Field 25: Employment Status and the termination date in Field 26: Date of Termination of Employment.

**Q: How is the Date of Termination used for a vacant funded position?**
**A:** The Date of Termination is used to report the end date of a vacancy for a vacant funded position. When the vacant funded position is still actively vacant, this field should be left blank.

# Field 27: Personnel Identification Code

**Q: What is the PIC?**
**A:** A Personnel Identification Code is a state-issued code for each employee reported in REP. A PIC is comparable to the Unique Identification Code in the Michigan Student Data System.

**Q: How can the district obtain a list of PICs for staff members of the district?**
**A:** PIC numbers are assigned as the records are submitted to REP. A list of all the PICs for a district may be obtained through reports in REP:

- Employee Listing by District
- Download REP Data File
- Personnel Submitted Report

**Q: What steps should a district take when an error message is received indicating "A PIC was found based on the submitted SSN but the submitted date of birth does not match the date of birth of the record in the REP database"?**
**A:** Log in to REP. On the main menu, click the Online Single Submission Form. Enter the employee's Social Security number in the "Professional Personnel Box" (regardless of the position they hold) and click "Go." All the personal information for the individual (name, Social Security number, date of birth, gender, etc.) will appear on the submission screen.
Correct the date of birth and enter all remaining fields required for the assignment code of the employee. Click on the save bar ("Submit REP Data for this Employee") at the bottom of the submission screen. The date-of-birth correction will then be saved in the REP database and the record will be updated for the current submission.