

Center for Educational Performance and Information

Registry of Educational Personnel Glossary

Last Updated: 08/31/2026

Questions:
Email: cepi@michigan.gov



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A

Accounting/Function Code: The accounting/function codes provide the funding information for a staff member.

Anomaly: An anomaly is any occurrence or object that is strange, unusual or unique. It can also mean a discrepancy or deviation from an established rule.

Appropriate Placement: The replacement under ESSA for Highly Qualified. Educators must be appropriately placed in an assignment that aligns with the educator's certification and MDE best practices guidance. See MDE's [Educator Staffing and Placement page](#) for further guidance.

Assignment Code: This is a five-digit code used to identify and report an employee's assignment in the REP.

Authorization: Authorization is the process by which someone is allowed to access a screen, view or modify certain data, search using specific fields, or execute application functions. Whether or not such user actions are allowed depends upon the security level assigned to the user.

B

BCODE: In the legacy system, this refers to the building code. It is a unique five-digit code assigned by CEPI to each entity within the entity type; also referred to as school/facility code.

Bulk File: Multiple records in a single file.

Bulk Upload: The term "bulk upload" describes the submission and/or processing of a logical grouping of data (e.g., multiple records in a single file).

C

CEPI: The Center for Educational Performance and Information.

CEPI Customer Support: CEPI customer support provides assistance to ISDs, LEAs, PSAs and nonpublic schools. To contact, send an email to cepi@michigan.gov or call 517-335-0505 x3.

Certify: After all records have been updated and all errors have been corrected, the submitting entity finalizes a collection by acknowledging that all records are accurate. To learn more about certifying, please refer to the REP FAQs under the section "Collection Certification."

Chartering Agency: A chartering agency is also known as a public school academy authorizing agency. This is the agency that authorizes and oversees the PSA. Every PSA must be authorized by a chartering agency. A chartering agency may be a

public university, community college, K-12 local education agency or intermediate school district.

Charter School: A PSA operated by a local board or management company approved by a chartering agency under the provisions of the Michigan Revised School Code, Sections 501-507.

Course Placement and Reporting Guide: The REP crosswalk is a mapping tool that allows a user to map their local course IDs to the federal SCED codes (School Codes for the Exchange of Data), to the REP assignment codes, and to the teacher endorsement codes.

Credential Type: The credential type identifies the level of certification an individual holds in Michigan.

Credential License Number: The number assigned to a credential by the Michigan Online Educator Certification System (Michigan's educator certification database).

CSV: Comma-separated value. A file format also known as comma delimited. The individual data elements within each record are separated by a comma.

CTE: Career and Technical Education.

D

Data Element: A named unit of data that is determined by standard structures having a unique meaning and distinct units or values, such as 000EX (Mathematics).

Data Field Descriptions: The data field descriptions provide the specific requirements and business rules for data submission for a specific data set.

Data Quality Initiative: The data quality initiative helps ensure the accuracy of data submitted by district personnel for state and federal reporting. Prior to and during each REP submission cycle, CEPI completes an analysis of all data submitted and provides feedback to districts for consideration of possible data anomalies.

Data Set: A group of related data elements and records that have a predefined set of characteristics and associated business rules.

Date of Count: The official submission date/deadline.

Dates: Dates pertaining to a data collection.

- Submission Period: Open date to close date
- Deadlines for REP: First business day in Dec. and June 30

DCODE: This refers to the district code. It is a unique five-digit code assigned by CEPI to each entity within the district entity type.

Dependency (field): A data value dependency occurs when the value has a relationship to another field's value. For example, if an authorized user reports an assignment code between 000AX and 00598 in Field 10: School Assignment Data, then the user must also report data in Field 7: Social Security Number or Field 8: Credential License Number or a fatal error will occur.

DTMB: Michigan Department of Technology, Management and Budget.

E

Educational Setting: The program area in which a staff member is assigned. Examples: Alternative Education, Special Education Age Group, Career and Technical Education or Early Childhood Education.

ELL: English Language Learner.

Educator Effectiveness: The Revised School Code [[380.1249](#) MCLA] requires that all districts develop and implement annual educator evaluations. These systems are locally determined. Districts must use these systems to evaluate and assign an effectiveness label to each educator.

EEM: The [Educational Entity Master](#) contains information regarding public and registered nonpublic educational entities, including official identification codes and contact information for Michigan's educational systems.

Error Message: A user will receive an error message when he or she has entered invalid data into a required field in an application.

ESSA: Every Student Succeeds Act. This is the main United State K-12 public education law. This law replaced No Child Left Behind in December 2015.

F

Fatal Error: A fatal error indicates that an attempt was made to report invalid data.

Field Use: The "Field Use" section provides the legal documentation supporting the mandate to collect the data requested in each field.

FTE: Full-time equivalency.

G

GovDelivery: The CEPI GovDelivery email service is the tool CEPI uses to communicate updates and other important information to the districts.

Grades: Identifies the specific grades (K-12) in which a staff member is assigned.

I

IDEA: According to *The Individuals with Disabilities Education Improvement Act of 2004*, all states are required to report information on each district's performance in meeting specific early intervention and special education targets outlined in the State Performance Plan.

IHE: Institution of Higher Education.

Instructional Paraprofessional/Aide: 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 translators
7. Provide instructional support services under the direct supervision of a teacher

ISD/ESA: Intermediate school district/educational service agency.

ISD/ESA Code: The official state-assigned two-digit number for the ISD/ESA or ISD school.

L

LEA District: The local education agency is a public school district (excludes charter school districts). A school district is defined under Section [380.6](#) and as organized under Michigan Compiled Law [380.11a](#) (general powers school district) or under Part 6 (district of the first class).

LEA School: A school that is associated with a LEA district (excludes public school academies).

Local Course Crosswalk: The Local Course Crosswalk in the MSDS FTE Audit menu lists unique SCED codes and Local Course information reported by the district in General and Migrant TSDL collections for the previous school year. The report then generates aligned REP Assignment Codes and MOECS Allowable Endorsement Codes.

M

Magnet School: A special facility designed to attract students of different backgrounds for the purpose of reducing, preventing or eliminating isolation, and/or to provide an academic or social focus on a particular theme (e.g., science/math, performing arts, gifted/talented or foreign language).

MDE: Michigan Department of Education.

MI-Access: Michigan's Alternative Assessment Program.

MI School Data: MI School Data is a service of CEPI, in collaboration with the Department of Education and others in Michigan's education community. The portal provides data about Michigan schools and helps to define how to deliver the data so educators, families, and policy makers can make informed decisions about student success in Michigan.

MOECS: Michigan Online Educator Certification System. MOECS is the online educator certification system managed by the Office of Educator Excellence, Michigan Department of Education. This database contains the certification data for teachers, administrators, guidance counselors, school psychologists, school nurses and substitute permits.

N

Non-Instructional Ancillary Facility: This entity does not provide instruction but is affiliated with the ISD, LEA, PSA, state, or other entity and has an entity code for reporting purposes. Examples: An entity serving as a bus garage, transportation center, plant/maintenance facility, administrative support, food service, communications/media, sports/recreation or health services facility, family/community center; professional training center; agriscience/natural resources center; or treatment center.

Non-Instructional Paraprofessional/Aide: An individual who works in areas such as food services, cafeteria or playground supervision, personal care services or non-instructional computer assistance.

Nonpublic School: A nonpublic school or private school is not administered by a public or LEA school district, but may receive public school services based upon Michigan Compiled Laws. Also, a private, denominational or parochial school. [MCL 380.5\(4\)](#).

Number of Classes Taught: The total number of classes taught by subject area for each core academic teacher.

O

OEE: Michigan Department of Education's Office of Educator Excellence, formerly OPPS.

Online Single Submission: An authorized user would utilize the online single submission when reporting one complete record for a school employee.

OPPS: Office of Professional Preparation Services.

P

PIC: Personnel Identification Code. Unique identifier for each employee reported in the Registry of Educational Personnel.

PIC Search: An online feature in REP that allows authorized users to obtain PICs for staff members at any time.

Pop-up Blockers: The pop-up blocker in the "Toolbar Options" menu prevents new windows from automatically opening when you visit a website. Many pop-up blockers allow users to reconfigure software settings to allow pop-up windows from certain websites. If the pop-up blocker installed on your computer does not have this feature, please seek assistance from your local technical support staff. Another option would be to disable the pop-up blocker on your computer while you are accessing CEPI applications.

Professional Development (PD): Continuing education completed by school employees.

PSA: Public School Academy District. A PSA is a charter school district (excludes LEA district). A public school academy established under part 6a of the Revised School Code; also includes an urban high school academy established under part 6c, and a strict discipline academy established under sections 1311b to 1311l. MCL [380.5\(7\)](#).

PSA Chartering Agency: The school associated with the PSA district. Independent of local educational agency district.

- Must have an authorizing agency
- May have a management company
- PSA is synonymous with charter school

Authorizing agency must be a public educational institution (current universities, community colleges, LEA, ISD).

R

Record Layout: The record layout provides the technical data requirements for submission of a file via the REP bulk upload application.

REP: Registry of Educational Personnel.

REP Submission Reports: The REP Submission Reports allow district users to access and review data concerning the current submission. As district users submit data, the reports are populated so that up-to-the-minute totals will be available for the users to review. District users may print and review reports at any time during the submission, and are strongly encouraged to do so prior to finalizing the submission process. District- and school/facility-level reports are available.

S

Security Agreement: The security agreement requires administrative sign-off to authorize a staff member access to specific applications for an ISD, LEA or PSA.

School: Generally, 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 [Michigan Department of Education (MDE), intermediate school district (ISD), local education agency (LEA), public school academy (PSA)] 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 Accountability Scorecard.

"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

School District Number: The school district number, usually referred to as District Code (DCODE), is the official state-assigned, five-digit code for a local education agency, intermediate school district, or public school academy.

Shared Educational Entity (SEE) and Specialized Shared Educational Entity (S2E2): A Shared Educational Entity or a Specialized Shared Educational Entity is a group of two or more entities that have a business relationship to deliver a particular educational service or program. Any Educational Entity can be flagged as a Shared Educational Entity in EEM. Once flagged, EEM will allow entities of any

other type to be linked to the SEE as its “members.” 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 provides those educational services in a single location. An S2E2 provides those educational services in multiple classrooms inside of existing schools.

SOM: State of Michigan.

SSN: Social Security Number.

Special Education Age Group: Indicates the age group that the staff member is responsible for at least 50 percent or more of their time.

Submission Deadline: Submission deadline is the term given to the date that data are due and must be certified to CEPI for a given submission cycle.

Substitute Teachers: Day-to-day substitute teacher; Long-Term substitute teacher; Full-year substitute; Emergency substitute.

T

Tab-Delimited File: A text file with a tab between each column in the text.

Teacher of Record: A teacher certified for the grade level, or an individual working under a valid substitute permit, authorization, or approval issued by the Department, or who is an instructor employed by or contracted through a community college or university for courses provided by a community college or university; and who is responsible for providing instruction, determining instructional methods for each pupil, diagnosing learning needs, assessing pupil learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies. As Section 1231 of the Revised School Code (MCL 380.1231) applies, the teacher of record shall be employed by the district. ([2025-2026 Pupil Accounting Manual](#))

Teacher Credential Verification Report: Report located in Michigan Student Data System developed to support districts and ISD auditors in the review of appropriate placement requirements. This report includes a “In,” “Out,” “Locally Determined” and “Review Settings” status for Subject Placement Status and then also “In” and “Out” for Grade Placement Status. The TCVR is a *starting point* for local investigations to determine if educators are appropriately placed for the courses they are assigned in compliance with MCL 388.1763.

Title I: A federal program that provides financial assistance to local schools with high percentages of economically disadvantaged students. Assistance is administered through the state. Source: U.S. Department of Education, Title I, Part A.

Title I SES: Title I Supplemental Educational Services.

TSDL: Teacher Student Data Link. The TSDL Collection in the Michigan Student Data System will report links between students and the teacher(s) who provide instruction to them. The data reported in the TSDL are aligned with the REP data for data quality purposes.

U

Unique Education Provider (UEP): A unique education provider is not a school; however, it provides instructional services to children before kindergarten, supplemental instruction, or support education for pre-kindergarten (Pre-K) through grade 12 or adult education services. Generally, includes:

- An 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 grade 12.
- Students who are selected to attend or are referred by another public agency/school.
- Students who are not necessarily in full-time attendance.
- A location that does not administer these state assessments: M-STEP, MME, MI-Access and/or WIDA, but may administer other state assessments.
- A location which does not offer a Michigan Merit diploma (if grades 9 through 12).

Supplements or is a primary legal entity receiving funds through MDE (e.g., nonpublic school, private school, other state agency, higher education institution, other recipient of funds through MDE).

W

Warning Messages: Warning messages alert a data submitter to review a record to ensure that the data entered are accurate. Warning messages occur when the accuracy of the data is suspect.

X

XML: Extensible Markup Language (XML). XML is a specification developed by the World Wide Web Consortium Extensible Markup Language (W3C). It is a pared-down version of standard generalized markup language, designed especially for web documents. It allows designers to create their own customized tags, enabling the definition, transmission, validation and interpretation of data between applications and between organizations.