

# Center for Educational Performance and Information

## Registry of Educational Personnel Data Field Descriptions Manual

End Of Year 2018

**Questions:**

Email: [cepi@michigan.gov](mailto:cepi@michigan.gov)

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## Information Regarding the EOY 2018 REP Submission

### Managing Your MEIS Account

**Email address and phone number.** It is important for MEIS users to keep their information current. CEPI sends email messages to all application users. Because it is sometimes necessary for CEPI to contact an authorized user by telephone, users' phone numbers must be kept current as well.

Update account information at the [MEIS User Management page](https://mdoe.state.mi.us/MEIS/Login.aspx) (<https://mdoe.state.mi.us/MEIS/Login.aspx>)

- a. Log in as an MEIS User.
- b. Click on "View/Update User Profile."
- c. Click "Edit," make changes, and then click on "Update."
- d. Click on "Return to MEIS Main Menu."
- e. Log out of MEIS.

### Who Should be Reported in REP?

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).

### Title IX Coordinators (Assignment submitted in Field 10: School Assignment Data)

A Title IX coordinator must be designated by every local school district, including intermediate school districts (ISDs) and public school academies, receiving federal education funding in the state of Michigan. This is a requirement of the federal Title IX of the Education Amendments of 1972 that prohibits discrimination on the basis of sex. This person will also provide leadership and direct full compliance with the Michigan Elliott-Larsen Civil Rights Act. Equal opportunity compliance is required in curricular, co-curricular and/or extra-curricular activities.

The Title IX coordinator assignment code information can be found in Field 10 under the section titled Administration Assignments. The assignment code is composed of a Title (NN), Level (N) and Function 74. For example, if an Assistant Superintendent of Budget/Accounting (71214) also functions as the Title IX coordinator, the

assignment code for the Title IX coordinator portion of the assignment would be 71274. Report the appropriate full-time equivalency for each assignment and all other fields as appropriate for the assignments submitted in Field 10.

	<b>Assistant Superintendent of Budget/Accounting (71214)</b>		<b>Title IX Coordinator (71274)</b>	
Title: NN	71	Assistant Superintendent	71	Assistant Superintendent
Level: N	2	District	2	District
Function: NN	14	Budget/Accounting	74	Title IX Coordinator

For questions concerning Title IX coordinators, please contact Elizabeth Collins, Title IX Coordinator, Michigan Department of Education, at 517-241-2091 or email [CollinsE2@michigan.gov](mailto:CollinsE2@michigan.gov).

## State of Michigan Office Contact

Each field listing in the REP Data Field Descriptions contains a state of Michigan office contact. This is the office to which questions pertaining to particular field should be directed. As always, for technical assistance with your data submission, please contact CEPI customer support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3. Please provide your name, district code and district name, the CEPI application name, your telephone number (including area code and extension), your email address and your specific questions.

## Reporting of Day-to-Day Substitute Teachers and Day-to-Day Substitute Paraprofessionals/Aides by the ISD

According to the Michigan Department of Education Office of Professional Preparation Services, if day-to-day substitute teachers and day-to-day substitute paraprofessionals/aides are employed and paid by the ISD, then the ISD reports them in the REP. If the ISD reports the day-to-day substitute teachers and day-to-day substitute paraprofessionals/aides, the individual districts do not report them. LEAs and PSAs must ensure that their ISD has reported the day-to-day substitutes and day-to-day substitute paraprofessionals/aides who work in their respective districts if they do not intend to include them in the LEA/PSA reporting.

## Index of Changes

### Changes from Prior Year/Submission

Field Number	Edits/Changes
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#### Reporting of Non-Instructional Employees (Assignment Codes "81500" through "99900")

Districts have two options for reporting non-instructional employees:

**Option 1:** Report non-instructional staff members with the original assignment codes.

**Option 2:** Report non-instructional staff members using a shorter list of consolidated assignment codes.

- "89001" LEA Support Staff
- "89002" Other Support Staff
- "89003" School Support Staff
- "89004" Student Support Services Staff
- "89005" Library Media Support Staff

These codes were developed to help streamline the reporting of non-instructional staff members and align with federal reports. Please note that some positions still require a unique code in order to meet federal or state requirements.

Whether you choose option 1 or 2, the codes may be submitted with the minimal number of fields as outlined in Appendix A. Districts may choose to report with the minimal field submission or a full submission for each non-instructional staff member. When reporting a full submission, all fields must be reported as required for the assignment code reported in Field 10.

## Field 1: Date of Count

**Definition:** The first business day in December and June 30. The official REP submission dates for the 2017-18 school year are December 1, 2017 and June 30, 2018.

**Field Use:** School Aid Act, 388.1619; Michigan Compiled Laws 388.1613.

**Specification:** 10-character (MM/DD/CCYY), date with slashes

- All dates must appear in the following format: MM/DD/CCYY.
  - DD must be the number of a day between 01 and 31.
  - CCYY represents the year.
- MM must be one of the following:
  - 01 January
  - 02 February
  - 03 March
  - 04 April
  - 05 May
  - 06 June
  - 07 July
  - 08 August
  - 09 September
  - 10 October
  - 11 November
  - 12 December

Example: June 30, 2017 = 06/30/2017

**System Field Name:** MonthOfCount

**Record Position, Type:** 001-010, date

**Dependencies with Other Fields:** All Fields

**Additional Reporting Information:** On September 30, 2005, the Michigan Legislature enacted P.A. 155 of 2005, amending the State School Aid Act and setting the deadline for reporting educational personnel data through the REP Application. The language mandates that the collections occur "by the first business day in December and June 30 of each year."

This field applies to assignment codes "000AX" through "99900".

**Programming edits:** If this field is left blank or does not contain the current official submission date, a fatal error is reported.



**If you have questions about this field, please contact:** CEPI customer support, 517-335-0505 x3, [CEPI@michigan.gov](mailto:CEPI@michigan.gov).

## Field 2: Operating ISD/ESA Number

**Definition:** These codes are the state-assigned ISD/ESA numbers. This is the code of the ISD/ESA that has the operating district or program where the staff member is employed. For example: St Joseph ISD's number is "75".

**Field Use:** School Aid Act, 388.1619; Revised School Code, MCL 380.1280; Section 501 of PA 115 of 2009; *No Child Left Behind Act of 2001*, 20 USC 6319

**Specification:** Two-character (NN), right justified, zero fill

**System Field Name:** OperatingISD/ESA

**Record Position, Type:** 011-012, character

**Dependencies with Other Fields:** Field 3: Operating District Number

**Additional Reporting Information:** This field applies to assignment codes "000AX" through "99900".

### Programming edits:

- When the intermediate school district code is invalid or blank, a fatal error is reported.
- The individual who uploads a file must be the authorized user for the ISD/Educational Service Agency, PSA or LEA number that is submitted in the uploaded file or a fatal error is reported.
- ISD Codes:
  - 03 Allegan ISD
  - 04 Alpena-Montmorency-Alcona ESD
  - 08 Barry ISD
  - 09 Bay-Arenac ISD
  - 11 Berrien ISD
  - 12 Branch ISD
  - 13 Calhoun ISD
  - 14 Lewis Cass ISD
  - 15 Charlevoix-Emmet ISD
  - 16 Cheboygan-Otsego-Presque Isle ISD
  - 17 Eastern Upper Peninsula ISD
  - 18 Clare-Gladwin ISD
  - 19 Clinton County RESA
  - 21 Delta-Schoolcraft ISD
  - 22 Dickinson-Iron ISD
  - 23 Eaton ISD
  - 25 Genesee ISD
  - 27 Gogebic-Ontonagon ISD

- 28 Traverse Bay Area ISD
- 29 Gratiot-Isabella RESD
- 30 Hillsdale ISD
- 31 Copper Country ISD
- 32 Huron ISD
- 33 Ingham ISD
- 34 Ionia ISD
- 35 Iosco ISD
- 38 Jackson ISD
- 39 Kalamazoo Valley RESA
- 41 Kent County ISD
- 44 Lapeer ISD
- 46 Lenawee ISD
- 47 Livingston ESA
- 50 Macomb ISD
- 51 Manistee ISD
- 52 Marquette-Alger ISD
- 53 West Shore ESD
- 54 Mecosta-Osceola ISD
- 55 Menominee ISD
- 56 Midland County ESA
- 58 Monroe ISD
- 59 Montcalm Area ISD
- 61 Muskegon Area ISD
- 62 Newaygo ISD
- 63 Oakland ISD
- 70 Ottawa ISD
- 72 COOR ISD
- 73 Saginaw ISD
- 74 St. Clair County RESA
- 75 St. Joseph ISD
- 76 Sanilac ISD
- 78 Shiawassee Regional ESD
- 79 Tuscola ISD
- 80 Van Buren ISD
- 81 Washtenaw ISD
- 82 Wayne RESA
- 83 Wexford-Missaukee ISD

**If you have questions about this field, please contact:** CEPI customer support, 517-335-0505 x3, [CEPI@michigan.gov](mailto:CEPI@michigan.gov).

## Field 3: Operating District Number

**Definition:** These codes are the state-assigned LEA, PSA or ISD numbers. Use the LEA, PSA or ISD number of the district where the staff member is employed.

**Field Use:** School Aid Act 388.1619; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319

**Specification:** Five-character (NNNNN), right justified, zero fill

**System Field Name:** OperatingDistrict

**Record Position, Type:** 013-017, character

**Dependencies with Other Fields:** Field 2: Operating ISD/ESA Number

### Additional Reporting Information:

- EEM numbers are five digits.
- A leading zero must be added in front of the EEM numbers (e.g., 01234) for your district if you have been using four digits.
- To validate or request an EEM number, contact [CEPI@michigan.gov](mailto:CEPI@michigan.gov).
- This field applies to assignment codes "000AX" through "99900".

### Programming edits:

- When the local education agency, public school academy or ISD code is invalid or blank, a fatal error is reported.
- The individual who uploads a file must be an authorized user for the LEA, PSA or ISD number that is submitted in the uploaded file, or a fatal error is reported.

**If you have questions about this field, please contact:** CEPI customer support, 517-335-0505 x3, [CEPI@michigan.gov](mailto:CEPI@michigan.gov).

## Field 4: Last Name

**Definition:** This is the staff member's last name.

**Field Use:** School Aid Act 388.1619; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319; IDEA, 20 USC 1400

**Specification:** 40-character, left justified (Jones \_\_\_\_\_).

If the last name is longer than 40 letters, place the first 40 letters of the last name in this field and truncate the remaining characters. If the last name is less than 40 letters, place the entire last name in this field padded with blanks.

**System Field Name:** LastName

**Record Position, Type:** 018-057, alpha

**Dependencies with Other Fields:** Field 5: First Name; Field 12: Funded Position Status; Field 7: Social Security Number (when position is vacant)

### Additional Reporting Information:

- In order to account for all positions in the district, report all staff members who fill positions that are temporarily vacant because of the termination of staff members.
- Report all pertinent information about the temporary substitute or contractor that would be submitted for an employee on staff.
- This field applies to assignment codes "000AX" through "99900".
- *Vacant positions:* In order to track funded but vacant positions or for positions created since the previous school year and not yet filled, the *last* name should say "VACANT".

### Programming edits:

- If this field is left blank, a fatal error is reported.
- If Field 12: Funded Position Status has a value of "1", Field 4 must be reported as VACANT or a fatal error is reported.
- If "VACANT" is reported in Field 4: Last Name and "FUNDED" is reported in Field 5: First Name, then Field 12 must be reported with a value of "1" and the first five digits of Field 7: Social Security Number must be reported as the district number or a fatal error will be reported.

**If you have questions about this field, please contact:** CEPI customer support, 517-335-0505 x3, [CEPI@michigan.gov](mailto:CEPI@michigan.gov).

## Field 5: First Name

**Definition:** This is the staff member's first name.

**Field Use:** School Aid Act 388.1619; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319; IDEA, 20 USC 1400

**Specification:** 40-character, left justified (Sally \_\_\_\_\_).

If the first name is longer than 40 letters, place the first 40 letters of the first name in this field and truncate the remaining characters. If the first name is less than 40 letters, place the entire first name in this field padded with blanks.

**System Field Name:** FirstName

**Record Position, Type:** 058-097, alpha

**Dependencies with Other Fields:** Field 4: Last Name; Field 12: Funded Position Status; Field 7: Social Security Number (when position is vacant)

### Additional Reporting Information:

- In order to account for all positions in the district, report all staff members who fill positions that are temporarily vacant because of the termination of staff members.
- Report all pertinent information about the temporary substitute or contractor that would be submitted for an employee on staff.
- This field applies to assignment codes "000AX" through "99900".
- *Vacant positions:* In order to track funded but vacant positions or for positions created since the previous school year and not yet filled, the *first* name should say "FUNDED".

### Programming edits:

- If this field is left blank, a fatal error is reported.
- If Field 12: Funded Position Status has a value of "1", Field 5 must be submitted as "FUNDED" or a fatal error is reported.
- If "VACANT" is reported in Field 4: Last Name and "FUNDED" is reported in Field 5: First Name, then Field 12 must be reported with a value of "1" and the first five digits of Field 7: Social Security Number must be reported as the district number or a fatal error will be reported.

**If you have questions about this field, please contact:** CEPI customer support, 517-335-0505 x3, [CEPI@michigan.gov](mailto:CEPI@michigan.gov).

## Field 6: Middle Name

**Definition:** This is the staff member's middle name.

**Field Use:** School Aid Act 388.1619; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319; IDEA, 20 USC 1400

**Specification:** 40-character, left justified (Alice \_\_\_\_\_).

If the middle name is longer than 40 letters, place the first 40 letters of the middle name in this field and truncate the remaining characters. If the middle name is less than 40 letters, place the entire middle name in this field padded with blanks.

**System Field Name:** MiddleName

**Record Position, Type:** 098-137, alpha

**Dependencies with Other Fields:** Field 4: Last Name; Field 5: First Name; Field 12: Funded Position Status

### Additional Reporting Information:

- In order to account for all positions in the district, report all staff members who fill positions that are temporarily vacant because of termination of staff members.
- Report all pertinent information about the temporary substitute or contractor that would be submitted for an employee on staff.
- This field applies to assignment codes "000AX" through "99900".

### Programming edits:

- Blanks are accepted.
- If Field 12: Funded Position Status has a value of "1" (Vacant, funded, open position or no one assigned), this field must be blank.

**If you have questions about this field, please contact:** CEPI customer support, 517-335-0505 x3, [CEPI@michigan.gov](mailto:CEPI@michigan.gov).

## Field 7: Social Security Number

**Definition:** This field provides the official identification of each employee.

**Field Use:** School Aid Act 388.1619; Revised School Code, MCL 380.1231, 380.1233; Section 501 of PA 115 of 2009; Privacy Act, PL 93-579, Section 7 2005 PA 129 and 131

**Specification:** Nine-character, blanks accepted (NNNNNNNNNN).

**System Field Name:** SocialSecurityNumber

**Record Position, Type:** 138-146, integer

**Dependencies with Other Fields:** Field 8: Credential License Number; Field 12: Funded Position Status; Field 10: School Assignment Data

### Additional Reporting Information:

- The Social Security number should be submitted without hyphens or spaces (e.g., 333-22-4444 is entered as 333224444).
- This field must have a value if the position is vacant.
- For assignment codes "000AX" through "00598" (excluding "00310" through "00413" and "000NF"), "60300" and "60400", either this field or Field 8: Credential License Number must have a value; all other assignments require completion of this field.

*Note:* Corrections to previously submitted data such as name, birthdate, gender, Social Security number\* or credential number may be made through the REP Online Single Submission Application. All corrections to birthdates must be made through the REP Online Single Submission Application.

*\*Exception:* When a Social Security number update is attempted for an employee who has multiple records in the REP database, a warning message will be issued stating that the authorized user must contact CEPI to resolve the Social Security number.

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

### Programming edits:

- If this field is blank for assignment codes "00310" through "00413", "000NF", "60000" through "99900" (excluding "60300" and "60400"), and "Y\*014" and "Y\*016" (\*bilingual paraprofessionals/aides), then a fatal error is reported.



- If this field and Field 8: Credential License Number are blank for assignment codes "000AX" through "00598" (General Education, Special Education, Career/Technical Education), (excluding "00310" through "00413" and "000NF", "Y\*014" or "Y\*016" [bilingual paraprofessionals/aides]), "60300" and "60400", a fatal error is reported.
- If "VACANT" is reported in Field 4: Last Name and "FUNDED" is reported in Field 5: First Name, then
  - Field 12: Funded Position Status must be reported with a value of "1"
  - and the first five digits of Field 7: Social Security Number must be reported as the district number or a fatal error will be reported. (See example below.)

*Vacant positions:* In order to track funded but vacant positions:

- The number should be assigned in ascending sequence by the district beginning with the district number (NNNNN), followed by four additional numbers (NNNN).
  - For example: Detroit City School District (82010) would use a number such as 820100001 for the first vacant position, followed by 820100002 for the next vacant position.

**If you have questions about this field, please contact:** CEPI customer support, 517-335-0505 x3, [CEPI@michigan.gov](mailto:CEPI@michigan.gov).

## Field 8: Credential License Number

**Definition:** This field identifies the state-issued credential number for licensed personnel. This is the credential number on the license the employee is using for this position.

**Field Use:** School Aid Act 388.1619; Revised School Code MCL 380.1231, 380.1233; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400

**Specification:** 15-character, left justified, pad with blanks

**System Field Name:** CredentialLicenseNumber

**Record Position, Type:** 147-161, alphanumeric

**Dependencies with Other Fields:** Field 7: Social Security Number; Field 12: Funded Position Status; Field 17: Type of Credential; Field 10: School Assignment Data

### Additional Reporting Information:

- The Office of Professional Preparation Services issues credential numbers with varying lengths. If the credential license number is less than 15 digits, left justify and pad with blanks to the right of the credential number.
- This field is left blank when the following exist:
  - For staff members with pending credentials, Field 17: Type of Credential must be coded "02".

Contact the Michigan Department of Education, Office of Professional Preparation Services (517-373-3310) for further information about obtaining the credential numbers, if necessary. Two methods are available for you to obtain the credential numbers.

#### *Single Credential Number:*

The credential numbers may be obtained online through the Office of Professional Preparation Services' [Michigan Teacher Certification Status website](https://mdoe.state.mi.us/MOECSPublicCredentialSearch.aspx) (https://mdoe.state.mi.us/MOECSPublicCredentialSearch.aspx). You can obtain an individual's credential number by supplying the teacher's name on the website. You will then be given a list of all credentials held by the individual.

#### *Multiple Credential Numbers:*

A local district user may obtain credential numbers, issue and expiration dates, endorsements earned, and sponsoring institutions for instructional

personnel through the Michigan Online Educator Certification System. The user must have a MEIS account and obtain access to the MOECS application.

To access MOECS, go to [MDE's MOECS website](#) ([http://www.michigan.gov/mde/0,1607,7-140-6530\\_5683\\_57223---,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_5683_57223---,00.html)) and click on "Click Here to go to the MOECS Login Page."

**Programming edits:**

- For assignment codes "000AX" through "00598" (excluding "00310" through "00413" and "000NF"), "60300" and "60400", either this field or Field 7: Social Security Number must have a value or a fatal error is reported.
- If the credential number is not a valid number or the credential has expired in the Teacher Certification Database, a fatal error is reported.

**If you have questions about this field, please contact:** Phil Chase, Office of Professional Preparation Services, 517-241-3960, [chasep2@michigan.gov](mailto:chasep2@michigan.gov).

## Field 9: Date of Hire

**Definition:** This field identifies the initial date of hire (date employed) for the staff member within the district.

**Field Use:** School Aid Act, 388.1619, 388.1613; Revised School Code, MCL 380.1231, 380.1233; Section 501 of PA 115 of 2009

**Specification:** 10-character (MM/DD/CCYY), date with slashes

- All dates must appear in the following format: MM/DD/CCYY.
  - DD must be the number of a day between 01 and 31.
  - CCYY represents the year.
- MM must be one of the following:
  - 01 January
  - 02 February
  - 03 March
  - 04 April
  - 05 May
  - 06 June
  - 07 July
  - 08 August
  - 09 September
  - 10 October
  - 11 November
  - 12 December

Example: May 8, 1987 = 05/08/1987

**System Field Name:** DateOfHire

**Record Position, Type:** 162-171, date

**Dependencies with Other Fields:** Field 1: Date of Count; Field 12: Funded Position Status; Field 13: Date of Birth; Field 25: Employment Status

### Additional Reporting Information:

- A change in position in the district does not change the initial hire date.
- If a staff member terminates and is re-employed at a later date, a new hire date would be established for that individual.
- If a substitute teacher is hired to fill a regular teaching position, use the date the substitute teacher was originally hired into the district in the substitute teaching position.
- For vacant, funded positions (vacancies created since the previous school year and not yet filled), leave this field blank.
- This field applies to assignment codes "000AX" through "99900".

**Programming edits:**

- If the field is left blank or does not contain a valid date, a fatal error will be reported, unless Field 12: Funded Position Status is submitted with a code "1" (vacant).
- The date of hire must be prior to the submission date, or a fatal error will be reported. The date of hire cannot be equal to or within 14 years of the date of birth, or a fatal error will be reported.

**If you have questions about this field, please contact:** CEPI customer support, 517-335-0505 x3, [CEPI@michigan.gov](mailto:CEPI@michigan.gov).

## Field 10: School Assignment Data

**Definition:** Field 10 identifies assignment information about the staff member. All school personnel must be reported in the REP regardless of the FTE count. All assignments for each staff member must be reported. This field is repeated nine times so that multiple assignments may be reported. This field applies to assignment codes "000AX" through "99900".

**Field Use:** School Aid Act, 388. 1619, 388.1613; Revised School Code, MCL 380.1231, 380.1233, 380.1234, 380.1249, 380.1280; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400 § 1418; 34 C.F.R. § 300.18; IDEA of 2004 – P.L. 108-446; Michigan Administrative Rules for Special Education 340.1797 (xviii)(d)

**Specification:** 450-position field. Eleven codes with 50 characters are repeated nine times:

- School/Facility (NNNNN)
- Assignment (NNNAA, AANAA or NNNNN)
- Grade-level/Educational Setting (Integer)
- FTE (N.NN)
- Wage (NNN.NN)
- Accounting/Function Code (NNN)
- Highly Qualified Status (N)
- ~~Academic Major (N)~~
- ~~Academic Minor (N)~~
- Administrator Continuing Education (N)
- Number of Core Academic Classes Taught (N)

**System Field Name:** SchoolCode/PositionAssignment/Grade/EducationalSetting/SpecialEducationAgeGroupAssignment/FTE/Wage/Accounting/FunctionCode/HighlyQualified/AcademicMajor/AcademicMinor/AdministratorContinuing Education/NumberOfClassesTaught

**Record Position, Type:** 172-621, character

**Dependencies with Other Fields:** Field 7: Social Security Number; Field 8: Credential License Number; Field 11: Title I and Title II, Part A Teachers; Field 12: Funded Position Status; Field 17: Type of Credential; Field 18: Date Credential Issued; Field 19: Date of Expiration; Field 20: Educator Effectiveness; Field 24: Hours of Professional Development; Field 25: Employment Status; Field 26: Date of Termination; Field 28: Annual Salary

**Additional Reporting Information:** Field 10 includes several elements, each with different business rules and formats as described in the following subsections:

- School/Facility
- Highly Qualified Status
- Assignment
- Academic Major
- Grade/Educational Setting
- Academic Minor
- Full-Time Equivalency
- Administrator Continuing Education
- Wage
- Number of Core Academic Classes Taught
- Accounting/Function Code

**Programming edits:** Field 10 must be submitted when:

- Reporting the termination of an employee in Field 25: Employment Status (codes "00" through "19") and Field 26: Date of Termination or a fatal error is reported.
- Reporting a vacant funded position in Field 12: Funded Position Status; each section of position one in Field 10 must have a value or a fatal error is reported.

**If you have questions about this field, please contact:**

- Academic Major, Academic Minor, Administrator Continuing Education Requirement, Assignment Codes, Endorsement Codes, Teacher Placement Questions: Office of Professional Preparation Services, 517-373-3310
- Accounting/Function Codes: Philip Boone, 517-335-4059, [boonep2@michigan.gov](mailto:boonep2@michigan.gov)
- Career & Technical Education: Joanne Mahony, 517-335-0405, [mahonyj@michigan.gov](mailto:mahonyj@michigan.gov)
- Certification Questions, Core Academic Classes, Highly Qualified Status: Vic Bugni, 517-335-0589, [bugniv@michigan.gov](mailto:bugniv@michigan.gov)
- Early Childhood: Jayne Klein, 517-373-9963, [kleinj@michigan.gov](mailto:kleinj@michigan.gov)
- Gifted & Talented: Linda Forward, [forwardl@michigan.gov](mailto:forwardl@michigan.gov)
- Migrant/Bilingual Program: Shereen Tabrizi, 517-373-6066, [tabrizis@michigan.gov](mailto:tabrizis@michigan.gov) or Michelle Williams, 517-373-6066, [williamsm48@michigan.gov](mailto:williamsm48@michigan.gov)
- School/Facility Codes: CEPI customer support, 517-335-0505 x3, [CEPI@michigan.gov](mailto:CEPI@michigan.gov)
- Special Education: John Robertson, 517-335-0454, [robertsonj@michigan.gov](mailto:robertsonj@michigan.gov)
- Title I: Mike Radke, 517-373-3921, [radkem@michigan.gov](mailto:radkem@michigan.gov)
- Title IX: Elizabeth Collins, 517-241-2091, [collinse2@michigan.gov](mailto:collinse2@michigan.gov)

## School/Facility Code (NNNNN) – Field 10 Element

**Definition:** These codes are the state-assigned numbers in the Educational Entity Master (EEM). This field also provides the relational link to all the core data sets.

**Additional Reporting Information:** The EEM numbers are five digits. You must add a leading zero in front of the EEM numbers for all schools/facilities that have four-digit numbers (e.g., 01234). Any district-operated school or Unique Education Provider may receive a five-digit number.

Additional information about school/facility definitions is available via the [EEM Definitions document](#) ([http://www.michigan.gov/documents/cepi/EEM\\_Defs\\_238605\\_7.pdf](http://www.michigan.gov/documents/cepi/EEM_Defs_238605_7.pdf)).

Additional information about Shared Educational Entities and Specialized Shared Educational Entities is available on the [MDE website](#) ([http://www.michigan.gov/mde/0,4615,7-140-22709\\_56877---,00.html](http://www.michigan.gov/mde/0,4615,7-140-22709_56877---,00.html)).

### Programming edits:

- When a school/facility code is invalid or blank, a fatal error is reported.
- For staff members submitted in a closed school/facility, the close date of the school/facility in the EEM cannot be prior to July 1 of the current submission year, or a fatal error is reported.

**School Definitions:** The definitions formerly provided in Field 10 are located in the REP Frequently Asked Questions and the REP Glossary. These documents are located on the [REP web page](#) ([http://www.michigan.gov/cepi/0,4546,7-113-986\\_10478---,00.html](http://www.michigan.gov/cepi/0,4546,7-113-986_10478---,00.html)).



## Assignment Five-digit Code (NNNAA, AANAA or NNNNN) – Field 10 Element

**Definition:** The assignment code indicates the position held by the employee. All assignment codes for all staff members must be reported (up to nine assignments). The primary assignment should be listed first if multiple assignments are being reported for one individual. Place the numerals "000" (zero) before each two-letter subject code for general education. Do not use the letter "o" for this purpose.

Depending on the assignment, special rules and formats may apply. Below are the categories of instructional and non-instructional assignments with related code ranges. Please refer to each subsection for details.

- General Education: "000AX" through "000ZZ"
- Bilingual Education: "YA\*\*\*" through "YT\*\*\*"
- Special Education: "00192" through "00407"
- Career and Technical Education: "00500" through "00598"
- Early Childhood and Parenting: "60100" through "60700"
- Administrative: "70000" through "79999"
- Paraprofessionals/Aides: "80001" through "80005"; "00403" through "00406" and "00407"; "00410" through "00413"; "Y\*014" and "Y\*016"; "80014" and "80016"; "60500" and "60501"
- Non-Instructional/Non-Certified Assignments: "81500" through "99900"

### Additional Reporting Information:

For *career and technical education* (assignment codes "00500" through "00598"):

- Report the state-approved CTE program that the staff member is assigned to teach.

For *early childhood personnel*:

- Kindergarten teachers should be submitted with assignment code "000ZG" (General Elementary).
- Pre-kindergarten teachers should be submitted using the Early Childhood and Parenting Assignments codes.

For *full- and part-time substitute teachers*:

- Report all full-time and part-time substitute teachers who are filling regular positions. For example, if the district has employed an individual under a full-year permit to fill a math position, report the individual as a regularly employed math teacher.

For *contracted employees, full- or part-time*:

- All contracted employees must be reported.
- Report the appropriate assignment code for the position.

For *bus drivers*:

- Report the administrative school/facility code ("00000") unless the bus garage has a separate school/facility code.

For *non-instructional staff members, day-to-day substitute teachers and paraprofessionals/aides*:

- These records may be submitted with fewer fields of data.
- Refer to Appendix A in the manual for complete instructions.

For *non-instructional staff members* ("81500" through "99900"):

- Districts can submit all non-instructional staff members with a reduced number of fields. Previously this was only allowed for non-instructional staff members with an FTE of less than 0.5. See Appendix A.
- Districts can submit non-instructional staff members using a list of new consolidated assignment codes or continue with the original list of assignment codes. Both methods are explained in the Non-Instructional Assignment Codes section in this field.

For *facilitators of instruction* (e.g., computer-based learning program, online instruction, virtual education):

- Report assignment code "000ZW" when the individual is not providing the direct instruction, but is facilitating the instruction of an online class, computer-based learning program or other virtual education assignment. Facilitating the instruction would include such job duties as taking attendance, keeping students on task and monitoring classroom behavior.
- This individual **must** be a certified teacher at the grade level the instruction is occurring, but may not necessarily hold the appropriate subject area endorsement.

For *student teachers*:

- All student teachers must be reported with assignment code "00STU".
- 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.
- Districts are required to report all student teachers in order to meet the reporting requirements of the School Safety Legislation.
- The student teacher assignment will not conflict with the reporting of the actual teacher of record for the classroom. The teacher of record would be reported with the appropriate assignment code.

## Programming edits:

### Assignment Code:

- When an assignment code is invalid (not included in the official list of assignment codes in Field 10) or blank, a fatal error is reported.
- Assignment code "000NY" cannot be combined with a bilingual code or a fatal error will be reported.
- If the assignment code is between "000AX" and "00598", "60300" or "60400", then the following fields must be submitted or a fatal error will be reported:
  - Field 7: Social Security Number or Field 8: Credential License Number
  - Field 12: Funded Position
  - Field 20: Educator Effectiveness (EOY only) (See Field 20 for specific assignment codes and reporting instructions.)
- If the assignment code is between "000AX" and "00598", "60300" or "60400", and Field 25: Employment Status is reported with a code "97" or "98," then the following fields must be reported or a fatal error will be reported:
  - Field 7: Social Security Number or Field 8: Credential License Number
  - Field 12: Funded Position
  - Field 20: Educator Effectiveness (See Field 20 for specific assignment codes and reporting instructions.)
  - Field 24: New Teacher Professional Development, (Field 24 is required to be submitted for new teachers only.)
- If the assignment code is between "70000" and "79999", then:
  - Field 12: Funded Position Status must be submitted, or a fatal error is reported.
- If the assignment code is "60100", "60200", "60401", "60500", "60501", "60600", "60700" or "80001" through "99900", then:
  - Field 12: Funded Position Status must be left blank, or a fatal error is reported, unless the position is submitted as a vacant position or as an on-leave position.
- If the assignment code is "00SUB", "00PAR" or "00STU", then:
  - See Appendix A for specific reporting requirements.
  - For bulk upload files and online submission, submit the appropriate assignment code "00SUB", "00PAR" or "00STU" and the school/facility only in Field 10, or a fatal error will be reported.
- For non-instructional staff members (assignment codes "81500" through "99900"):
  - All required fields as outlined in Appendix A must be submitted or a fatal error will be reported.

## General Education Assignments (NNNAA and AANAA)

General Education Assignment	Code (NNNAA or NNNNN)	Highly Qualified Status Required*	Accounting Function Code
<b>English Language Arts</b>			
Communication Arts	000AX		111-135
English	000BA	•	111-135
Journalism	000BC		111-135
Language Arts	000BX	•	111-135
Reading	000BT	•	111-135
Speech	000BD		111-135
<b>Social Sciences</b>			
Social Studies	000RX	•	111-135
Anthropology	000CH		111-135
Behavioral Studies	000CM		111-135
Cultural Studies	000CL		111-135
Economics	000CA	•	111-135
Environmental Studies	000NJ		111-135
Geography	000CB	•	111-135
History	000CC	•	111-135
Political Science	000CD	•	111-135
Psychology	000CE		111-135
Sociology	000CF		111-135
<b>Humanities</b>			
Humanities	000PX		111-135
Philosophy	000PS		111-135
Religion	000PR		111-135
<b>Science</b>			
Science	000DX	•	111-135

General Education Assignment	Code (NNNAA or NNNNN)	Highly Qualified Status Required*	Accounting Function Code
Integrated Science	000DI	•	111-135
Astronomy	000DO	•	111-135
Biology	000DA	•	111-135
Chemistry	000DC	•	111-135
Geology-Earth Science	000DH	•	111-135
Physical Science	000DP	•	111-135
Physics	000DE	•	111-135
<b>Mathematics</b>			
Mathematics	000EX	•	111-135
<b>World Language</b>			
American Sign Language	000FS		111-135
Arabic	000FK	•	111-135
Chinese	000FR	•	111-135
English As a Second Language	000NS		111-135
French	000FA	•	111-135
German	000FB	•	111-135
Greek	000FC	•	111-135
Hebrew	000FJ	•	111-135
Italian	000FH	•	111-135
Japanese	000FL	•	111-135
Latin	000FD	•	111-135
Other World Languages	000FG	•	111-135
Polish	000FI	•	111-135
Russian	000FE	•	111-135
Spanish	000FF	•	111-135

General Education Assignment	Code (NNNAA or NNNNN)	Highly Qualified Status Required*	Accounting Function Code
<b>Bilingual Education Programs</b> See next section for Bilingual Education Assignment rules.			
<b>Business</b>			
Business Education	000GX		111-135
Accounting	000GA		111-135
Business Administration	000GH		111-135
Distributive Education	000GM		111-135
Secretarial Science	000GI		111-135
<b>Technology</b>			
Basic Computer Applications	000NH		111-135
Computer Science	000NR		111-135
Industrial Technology	000IX		111-135
Library Media	000ND		222
Technology Education	000TX		111-135
<b>The Arts</b>			
Music Education	000JX	•	111-135
Visual Art	000LX	•	111-135
Dance	000MH	•	111-135
Theatre/Performance	000LT	•	111-135
<b>Wellness</b>			
Health, Physical Education, Recreation and Dance	000MX		111-135
Health	000MA		111-135
Physical Education	000MB		111-135
Recreation	000MD		111-135
Sex Education	000NZ		111-135
<b>Miscellaneous</b>			

General Education Assignment	Code (NNNAA or NNNNN)	Highly Qualified Status Required*	Accounting Function Code
Agriscience and Natural Resources	000HX		111-135
Driver and Safety Education	000NC		111-135
Family and Consumer Education	000KH		111-135
Jr. ROTC	000NF		111-135
<b>Level-Related Assignments</b>			
Alternative Education (self-contained classroom)	000ZZ	●	111-135
Alternative Education (self-contained, Facilitator of Instruction)	000ZY		111-135
Facilitator of Instruction (e.g., computer-based learning program, online instruction, virtual education)	000ZW		111-135
<del>General Elem. K-5 all subjects</del> <u>K-8 Self-Contained Classroom</u>	000ZG	●	111-135
Non-Academic/Non-Core Instruction (e.g., <del>Primetime, Student Success Program,</del> Study Skills, Test Preparation)	000NN		111-135
<b>Other</b>			
Special Education	000NX		111-135
Co-teaching with a Highly Qualified general education teacher	00195		122
Special Education Class at the Secondary Level Where all Students are Assessed by Alternate Achievement Standards (MI-Access)	00197	●	122
Special Education Class, Non-Core Academic Subjects (e.g., study skills, transition skills, etc.)	00196		122
Speech/Language Impaired Classroom – All Subjects	00192	●	122
<b>Day-to-Day Substitute</b>			

General Education Assignment	Code (NNNAA or NNNNN)	Highly Qualified Status Required*	Accounting Function Code
Day-to-Day Substitute Paraprofessional/Aide	00PAR		Not required
Day-to-Day Substitute Teacher	00SUB		Not required
Student Teacher	00STU		Not required
<b>Early Childhood</b>			
Elementary Certified Teacher with Child Development Associate Credential	60400		111 or 118
Elementary Certified Teacher with Early Childhood Endorsement (ZA or ZS)	60300		111 or 118
<b>Support Services</b>			
Guidance and Counseling	000NT		212
School Counselor (non-instructional)	00376		212
Library Media	000ND		222
Occupational Therapy	00360		213
Physical Therapy	00370		213
School Nurse	000NY		213

\*Reporting of highly qualified status is required for instructors of core academic subject areas and specific paraprofessional/aides as outlined in the Highly Qualified section of Field 10.



## Bilingual Education Assignments (AANAA)

### Bilingual Program Assignments (AA\*\*\*)

For any teacher or paraprofessional/aide assigned to a bilingual program, the first two digits of the assignment code are the bilingual program in which the instruction is being provided. For teachers, the last three digits provide the subject of instruction; for paraprofessionals/aides, the last three digits indicate whether the assignment is instructional or non-instructional.

Follow these steps:

- **First two digits.** Select the two-letter code for the bilingual program from the list below.

Bilingual Program	Code
Bilingual French	YA
Bilingual German	YB
Bilingual Greek	YC
Bilingual Russian	YE
Bilingual Spanish	YF
Bilingual Italian	YH
Bilingual Polish	YI
Bilingual Hebrew	YJ
Bilingual Arabic	YK
Bilingual Vietnamese	YM
Bilingual Korean	YN
Bilingual Yugoslavian	YO
Bilingual Chaldean	YP
Bilingual Chinese	YR
Bilingual Filipino	YS
Bilingual Japanese	YT
Bilingual Other	YL

- **Last three digits.**

**Teachers (AANAA):** Refer to the General Education Assignments list; select the last three digits in the subject area code. (For example: "000EX" would be "OEX")

For example:

- **YAOEX** Math instruction in a Bilingual French Program
- **YBOBA** English instruction in a Bilingual German Program

Assignment code "000NY" cannot be combined with a bilingual code. Accounting/ function codes, highly qualified status reporting and programming edits align with the assignment codes "000AX" through "00598".

**Paraprofessionals/Aides (AANNN):** Use one of the following for the last three digits:

- **014** Instructional Bilingual Paraprofessional/Aide
- **016** Non-Instructional Bilingual Paraprofessional/Aide

For example:

- **YA014** Instructional Paraprofessional/Aide in a Bilingual French Program
- **YB016** Non-Instructional Paraprofessional/Aide in a Bilingual German Program

Programming edits for the bilingual paraprofessional/aides will align with those of the other paraprofessional/aide assignments.

## Special Education Assignments (NNNNN)

### Additional Reporting Information:

- For special education teachers, report the specific subject area assignments and educational setting (rather than grade level) in the Current Grade Assignment and Educational Setting section.
- For adapted physical education teachers who hold the Certificate for Adapted Physical Education, report the certificate type (Code 74) in Field 17: Type of Credential [MARSE] R340.1797 (xviii)(d)].
- 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 **non-instructional 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 **non-instructional role**, and in such cases, should be reported with assignment code "00376".

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

Special Education Assignment	Code (NNNNN)	Highly Qualified Status Required*	Accounting Function Code
<b>Instructional Personnel</b>			
Co-teaching with a Highly Qualified General Education Teacher	00195		122
Special Education Class at the Secondary Level Where all Students are Assessed by Alternate Achievement Standards (MI-Access)	00197	•	122
Special Education Class, Non-Core Academic Subjects (e.g., study skills, transition skills, etc.)	00196		122
Speech/Language Impaired (SB) Classroom – All subjects	00192	•	122

Special Education Assignment	Code (NNNNN)	Highly Qualified Status Required*	Accounting Function Code
<b>Teacher Consultant and Other Special Education Personnel **</b>			
Teacher Consultant: Autism Spectrum Disorder	00200		218
Teacher Consultant: Cognitive Impairment	00210		218
Teacher Consultant: Emotional Impairment	00220		218
Teacher Consultant: Hearing Impairment	00240		218
Teacher Consultant: Other Health Impairment	00262		218
Teacher Consultant: Physical Impairment	00261		218
Teacher Consultant: Specific Learning Disabilities	00230		218
Teacher Consultant: Visual Impairment	00250		218
Early Childhood Home Program	00270		218
Homebound/Hospitalized	00280		219
Speech Pathologist with a Certificate of Clinical Competence in a Non-teaching Role	00292		215
Teacher of Speech/Language-Impaired Non-Classroom Program	00290		215
<b>Special Education and Non-Special Education Support Personnel</b>			
Director of Special Education (see administration assignment section)			226
Occupational Therapist	00360		213
Physical Therapist	00370		213
School Psychologist (SG)	00320		214
School Social Work (including non-special education)	00310		216
Supervisor of Special Education (see administration assignment section)			226
Transition Coordinator	00375		
School Counselor (non-instructional)	00376		212

Special Education Assignment	Code (NNNNN)	Highly Qualified Status Required*	Accounting Function Code
<b>Additional Special Education Personnel</b>			
Audiologist	00381		215
Interpreter for the Deaf	00406		122, 2xx–3xx
Miscellaneous other Professional Personnel	00380		2xx
Occupational Therapist Assistant	00390		213
Orientation and Mobility Assistant	00392		217
Orientation and Mobility Specialist	00385		217
Physical Therapist Assistant	00391		213
Physician	00388		213
Registered Art Therapist	00389		219
Registered Music Therapist	00383		219
Registered Nurse	00384		213
Registered Recreational Therapist	00386		219
Special Education Early Childhood Instructional Paraprofessional/Aide	00405		1xx–3xx
Special Education Early Childhood Non-Instructional Paraprofessional/Aide	00407		2xx–3xx
Special Education Instructional Paraprofessional/Aide ***	00403	●	1xx–3xx
Special Education Non-Instructional Paraprofessional/Aide	00404		2xx–3xx

\* Reporting of highly qualified status is required for instructors of core academic subject areas and specific paraprofessional/aides as outlined in the Highly Qualified section of Field 10.

\*\* For non-instructional teacher consultants with no caseload, use one of the teacher consultant codes reflecting the current endorsement area [Michigan Administrative Rules for Special Education (MARSE) R340.1748a].

\*\*\* Report highly qualified status when assigned to a school/facility that operates a Title I Schoolwide Program.

## Career and Technical Education Assignments (NNNNN)

Career and Technical Education Assignment 00500 - 00598	Code (NNNNN)	CIP Code	Accounting Function Code
<b>Agriculture, Food &amp; Natural Resources</b>			
Agriculture, Agricultural Operations and Related Sciences	00501	(01.0000)	127
Animal Health and Veterinary Science	00507	(01.0903)	127
Applied Horticulture and Horticultural Operations	00505	(01.0601)	127
Biotechnology	00506	(26.1201)	127
Natural Resources and Conservation	00502	(03.0000)	127
<b>Architecture and Construction</b>			
Construction Trades	00540	(46.0000)	127
Drafting and Design Technology/Architectural	00560	(15.1301)	127
Electrical and Power Transmission Installation	00539	(46.0301)	127
Heating, Air Conditioning, Ventilation and Refrigeration	00545	(47.0201)	127
Home Furnishings Equipment Installers and Consultants	00534	(19.0605)	127
Plumbing Technology	00547	(46.0503)	127
Line Worker (Energy)	00536	(46.0303)	127
<b>Arts, Audio/Visual Technology and Communications</b>			
Fashion Design	00574	(19.0906)	127
Graphics and Printing Technology and Communications	00562	(10.0301)	127
Radio and Television Broadcasting Technology	00530	(10.0202)	127
Visual and Performing Arts	00571	(50.0101)	127
<b>Business, Management and Administration</b>			
Business Administration Management and Operations	00594	(52.0299)	127
<b>Education and Training</b>			

<b>Career and Technical Education Assignment 00500 - 00598</b>	<b>Code (NNNNN)</b>	<b>CIP Code</b>	<b>Accounting Function Code</b>
Education General	00524	(13.0000)	127
<b>Family and Consumer Sciences</b>			
Family and Consumer Science	00520	(19.0000)	127
<b>Finance</b>			
Finance and Financial Management Services	00593	(52.0800)	127
Insurance	00589	(52.1701)	127
<b>Government and Public Administration</b>			
Army (JROTC)	00519	(28.0301)	127
<b>Health Science</b>			
Biotechnology Medical Sciences	00583	(26.0102)	127
Diagnostic Services	00581	(51.1000)	127
Health Informatics	00582	(51.0707)	127
Therapeutic Services	00580	(51.0000)	127
Hospitality and Tourism			
Cooking and Related Culinary Arts, <u>General</u>	00525	(12.05000)	127
<b>Human Services</b>			
Cosmetology	00531	(12.0400)	127
<b>Information Technology</b>			
Computer Programming/Programmer	00595	(11.0201)	127
Computer Systems Networking and Telecommunications	00597	(11.0901)	127
Digital/Multimedia and Information Resources Design	00596	(11.0801)	127
System Administration/Administrator	00598	(11.1001)	127
<b>Law, Public Safety, Corrections and Security</b>			
Public Safety/Protective Services	00538	(43.0100)	127
<b>Manufacturing</b>			

<b>Career and Technical Education Assignment 00500 - 00598</b>	<b>Code (NNNNN)</b>	<b>CIP Code</b>	<b>Accounting Function Code</b>
Electrical/Electronic Equipment Installation and Repair General	00542	(47.0101)	127
Machine Tool Technology/Machinist	00564	(48.0501)	127
Welding, Brazing, and Soldering	00566	(48.0508)	127
Woodworking General	00567	(48.0701)	127
<b>Marketing</b>			
Specialized Merchandising, Sales, and Marketing Operation, Other	00510	(52.1999)	127
<b>Science, Technology, Engineering and Mathematics</b>			
Engineering Technology	00573	(15.0000)	127
Mechatronics	00575	(14.4201)	127
Mechanical Drafting	00576	(15.1306)	127
<b>Transportation, Distribution and Logistics</b>			
Aeronautics/Aviation/Aerospace Science and Technology	00569	(49.0101)	127
Airframe Technology	00553	(47.0607)	127
Automobile Technician (ASE Certified)	00550	(47.0604)	127
Avionics Maintenance Technology	00572	(47.0609)	127
Collision Repair Technician (ASE Certified)	00549	(47.0603)	127
Heavy/Industrial Equipment Maintenance Technologies	00546	(47.0399)	127
Medium/Heavy Truck Technician (ASE Certified)	00551	(47.0613)	127
Power Plant Technology (Aircraft)	00554	(47.0608)	127
Small Engine and Related Equipment Repair	00552	(47.0606)	127



## Early Childhood and Parenting Education Assignments (NNNNN)

Early Childhood and Parenting Education Assignments	Code (NNNNN)	Accounting Function Code
Early Childhood Specialist (Master's in Child Development or Early Childhood Education) – Great Start Readiness Program	60100	226
Early Childhood Classroom Teacher – Bachelor's Degree in Child Development	60200	111 or 118
Elementary Certified Teacher with Early Childhood Endorsement (ZA or ZS)	60300	111 or 118
Elementary Certified Teacher with a Child Development Associate Credential	60400	111 or 118
Early Childhood Classroom Teacher – Does not meet the educational requirements of assignment codes 60200, 60300 or 60400.	60401	111, 118 or 351
Associate Teacher with a Child Development Associate Credential, Associate Degree in Early Childhood/Child Development or the Michigan Department of Education Equivalent*	60500	111 or 118
Early Childhood Paraprofessional/Aide – Does not meet the educational requirements for the assignment code 60500.**	60501	111, 118 or 351
Parent Educator/Home Visitor	60600	3xx
Parent Educator/Non-Home Visitor	60700	3xx

\*60500 – Associate Teacher: this code is used to report associate teachers working in the Great Start Readiness Program. The qualifications listed in this code are legislative requirements for associate teachers working in the GSRP. This code is not associated with Title 1.

\*\*60501 – Early Childhood Paraprofessional/Aide: this code is used to report paraprofessionals/aides working in an early childhood setting not associated with the GRSP or Title 1 (e.g., paraprofessional in a tuition-based classroom).

## Administrative Assignments (NNNNN)

Report the appropriate administration assignment code for the administrative position held by the employee. Administration assignment codes are created by selecting the appropriate Title, Level and Function for the position held by the administrator. An assignment for an administrator is coded as a 5-digit number. Select from each of the categories given. For example: A superintendent of a district would be coded as follows:

- Title (NN): 70
- Level (N): 2
- Function (NN): 00

Report 70200 in the REP for a district superintendent; 70100 for an ISD superintendent.

Administrative Assignment	Code	Accounting Function Code
<b>Title: (NN)</b>		
Superintendent	70	232
Assistant Superintendent	71	232
Administrator	72	2xx
Principal	73	241
Assistant Principal	74	241
Director	75	2xx-3xx
Supervisor	76	2xx-3xx
Coordinator	77	2xx-3xx
Consultant	78	2xx-3xx
Assistant Director	79	2xx-3xx
<b>Level: N</b>		
ISD (Non-Instructional per MCL 380.1249)	0	
ISD (Instructional)	1	
District (LEA, PSA)	2	
School	3	
Program	4	
Regional	5	

Administrative Assignment	Code	Accounting Function Code
<b>Function: NN)</b>		
Chief Administrative Officer for District/ISD	00	232 or 252
School Management (e.g., administrator, principals and others in management roles)	01	2xx
Adult, Continuing and Community Education	10	
Athletics	11	293
Behavioral/Classroom Management	12	21x
Bilingual/English Language Learner Education	13	
Budget/Accounting	14	252
Business/Finance	15	252
Career and Technical Education	16	
Communications and Media	17	282
Curriculum and Instruction	18	
Child Care/Preschool/Early Childhood	30	111, 118 or 3xx
Family/Community Support	31	21x or 3xx
Food Service	32	297
Gifted and Talented	33	
Human Resources	34	283
Legal Affairs	40	232 or 283
Migrant Education	41	
Plant/Facilities Maintenance	42	261
Professional Development	43	221 or 283
Pupil Accounting	44	
Recreation	50	
Regional Educational Media Center	51	222
Research and Evaluation	52	281
School Safety Programs	55	
Security	60	266

<b>Administrative Assignment</b>	<b>Code</b>	<b>Accounting Function Code</b>
Special Education	61	
State/Federal Programs	62	
Subject Area (e.g., Alternative Education, Department Chair)	63	
Student Services	64	
Title I	70	
Title I Targeted Assistance Program	76	
Technology Infrastructure (e.g., web service, technical support)	71	284
Technology Integration (e.g., curriculum)	75	225
Transportation	72	271
Transition	73	
Title IX Gender Equity Coordinator	74	2xx
Other	99	

## Paraprofessional/Aide Assignments (NNNNN)

When reporting a paraprofessional/aide assignment, report the categorical educational setting (e.g., Alternative Education, Career & Technical Education, Special Education, etc.) when appropriate. Report the suggested accounting/function code or the most appropriate accounting/function code from the range suggested.

Paraprofessional/Aide Assignment	Code	HQ Status Required*	Accounting Function Code
<b>Instructional Paraprofessional/Aides</b>			
Non-Instructional Paraprofessional/Aide in a Title I Schoolwide Program (Title IA)	80001		2xx–3xx
Instructional Paraprofessional/Aide in a Title I Schoolwide Program (Title IA)	80002	•	1xx, 3xx
Non-Instructional Paraprofessional/Aide in a Title I Targeted-Assistance Program (Title IA)	80004		2xx–3xx
Instructional Paraprofessional/Aide in a Title I Targeted-Assistance Program (Title IA)	80005	•	1xx, 3xx
<b>Special Education Paraprofessionals/Aides</b>			
Special Education Instructional Paraprofessional/Aide	00403	•	1xx–3xx
Special Education Non-instructional Paraprofessional/Aide	00404		2xx–3xx
Special Education Early Childhood Instructional Paraprofessional/Aide	00405		1xx–3xx
Special Education Early Childhood Non-Instructional Paraprofessional/Aide	00407		2xx–3xx
<b>Migrant Education Program (MEP) Paraprofessionals/Aides</b>			
MEP Instructional Paraprofessional/Aide (Title IC)	00410	•	125, 3xx
MEP Non-Instructional Paraprofessional/Aide (Title IC)	00411		2xx–3xx
MEP Instructional Paraprofessional/Aide – Summer only (Title IC)	00412	•	125, 3xx

<b>Paraprofessional/Aide Assignment</b>	<b>Code</b>	<b>HQ Status Required*</b>	<b>Accounting Function Code</b>
MEP Non-Instructional Paraprofessional/Aide – Summer only (Title IC)	00413		2xx–3xx
<b>Bilingual Paraprofessionals/Aides</b>			
Instructional Bilingual Paraprofessional/Aide	Y*014		1xx–3xx
Non-Instructional Bilingual Paraprofessional/Aide	Y*016		2xx–3xx
<b>Other Paraprofessionals/Aides</b>			
Instructional Paraprofessional/Aide	80014		1xx, 3xx
Non-Instructional Paraprofessional/Aide	80016		2xx–3xx
<b>Early Childhood Paraprofessionals/Aides</b>			
Associate Teacher with a Child Development Associate Credential, Associate Degree in Early Childhood/Child Development or the Michigan Department of Education Equivalent	60500*		111 or 118
Early Childhood Paraprofessional/Aide – Does not meet the educational requirements for the assignment code 60500.	60501**		111, 118 or 351

\* Reporting of highly qualified status is required for instructors of core academic subject areas and specific paraprofessional/aides as outlined in the Highly Qualified section of Field 10.

\*\* Report highly qualified status when assigned to a school/facility that operates a Title I Schoolwide Program.

## Non-Instructional Assignment Codes (NNNNN)

Districts have two options for reporting non-instructional employees ("81500" through "99900") as outlined below. All non-instructional staff members may be submitted with fewer fields of data required. Previously this was only allowed for non-instructional staff members with less than 0.5 FTE. See Appendix A for complete reporting instructions.

Option 1: Report non-instructional staff members with the original assignment codes. Use Table A.

Option 2: Report non-instructional staff members using a shorter list of consolidated assignment codes. Use Table B.

- 89001 LEA Support Staff
- 89002 Other Support Staff
- 89003 School Support Staff
- 89004 Student Support Services Staff
- 89005 Library Media Support Staff

These codes were developed to help streamline the reporting of non-instructional staff members and align with federal reports. Please note that some positions still require a unique code in order to meet federal or state requirements. Table B provides a crosswalk with the original assignment codes and the consolidated assignment codes.

Whether you choose option 1 or 2, all non-instructional assignment codes may be submitted with the reduced number of fields as outlined in Appendix A.

**Table A: Original Assignment Codes**

Non-Instructional/Non-Certified Assignments	Code	Accounting/Function Code
Accreditation Officer	81500	221
Analyst (Financial, Policy)	81600	252
Athletic Coach	82100	293
Athletic Trainer	82200	293 or 213
Attendance Officer	82300	211 or 285
Auditor	82400	25x or 285
Behavioral Management Specialist	82500	21x
Bilingual/ELL Recruiter	82700	2xx
Bilingual/ELL Counselor	82800	21x
Bilingual/ELL Support – Clerical	82900	2xx

<b>Non-Instructional/Non-Certified Assignments</b>	<b>Code</b>	<b>Accounting/Function Code</b>
Bilingual/ELL Support – Non-Clerical	83000	2xx
Bus Driver	83200	27x
Bus Monitor (Aide, Assistant)	83300	27x
Business Services (Accounting, Bookkeeping, Payroll)	83400	252
Clerk (Data Entry, File, General Office, Mail, Records)	84000	2xx
Communication and Media	84100	282
Community Education Instructor	84150	
Community Education Staff	84155	
Computer Operator	84200	2xx
Computer Programmer	84300	2xx
Computer Technician	84400	2xx
Cook/Food Preparer	84500	297
Cook Manager	84600	297
Crossing Guard	84700	21x
Curriculum Specialist	84800	221
Child Care	85000	351
Dietitian	85100	297
Food Service Worker	86000	297
Grant Developer	86300	249
Graphic Artist	86400	2xx
Health Services	86500	21x
High Priority Schools Statewide System of Support Consultant/Facilitator	86600	
Maintenance (e.g., Custodian, Facilities Maintenance Worker, Freight, Stock, Material Handlers, Groundskeeper, Laborer, Repairers/General Utility)	86700	261
Media Technologist	86800	2xx
Migrant Data Entry Technician/Records Transfer	87000	2xx
Migrant Recruiter	87100	2xx
Migrant Counselor	87200	2xx
Migrant Support – Clerical	87300	2xx



<b>Non-Instructional/Non-Certified Assignments</b>	<b>Code</b>	<b>Accounting/Function Code</b>
Migrant Support – Non-Clerical	87400	2xx
Migrant Data Entry Technician/Records Transfer – Summer Only	88000	2xx
Migrant Recruiter – Summer Only	88100	2xx
Migrant Counselor – Summer Only	88200	2xx
Migrant Support – Clerical – Summer Only	88300	2xx
Migrant Support – Non-Clerical – Summer Only	88400	2xx
Network Administrator	90000	2xx
Non-Instructional Personnel	90100	2xx
Non-Instructional Program Manager	90200	2xx
Ombudsperson	90400	28x
Personnel Officer/Specialist	90700	28x
Photographer	90800	2xx
Police Officer	90900	266
Printer	91000	2xx
Professional Non-Licensed Personnel	91100	2xx–3xx
Public Relations/Informational Services Officer	91200	232 or 282
Purchasing Agent	91300	25x
Rehabilitation Counselor	92000	21x
Receptionist	92100	2xx
Research and Development Specialist	92300	281
School Safety Programs	92350	
Secretary (Office/Clerical/Administrative Support)	92400	2xx–3xx
Secretary (Executive or Confidential)	92500	2xx–3xx
Security Guard	92600	266
Skilled Worker (e.g., Electrician, Painter/Paperhanger, Plumber, Skilled Craft, Vehicle Mechanic, Vehicle Operator)	92700	26x or 27x
Special Events Staff (e.g., Athletic Events, Performing Arts, Ticket Sales, Sports Statistician)	92750	
Statistician	92800	2xx
Student Activity Advisor/Non-Athletic Coach	92900	1xx

<b>Non-Instructional/Non-Certified Assignments</b>	<b>Code</b>	<b>Accounting/ Function Code</b>
Student Support Services	93000	2xx
Student Worker (e.g., Co-op Student, Office Aide, Work Study)	93100	
Teaching Intern	94100	1xx
Technology Coordinator	94200	2xx
Technology/Computer Support	94300	2xx
Title I Recruiter	95200	2xx
Title I Counselor	95300	2xx
Title I Support – Clerical	95400	2xx
Title I Support- Clerical (Targeted Assistance Program)	95401	2xx
Title I Support – Non-Clerical	95500	2xx
Title I Supplemental Education Services Tutor	95600	2xx
Transition Coordinator	96000	2xx
Transportation	96100	271
Tutor (Non Title I Supplemental Education Services)	96200	1xx
Volunteer Coordinator	96300	2xx–3xx
Other	99900	

**Table B: Non-Instructional Consolidated Assignment Codes**

Description	Original Code	Consolidated Codes*	Accounting/ Function Code
Accreditation Officer	81500	89001	2xx
Analyst (Financial, Policy)	81600	89001	2xx
Athletic Coach	82100		293
Athletic Trainer	82200	89004	2xx
Attendance Officer	82300	89004	2xx
Auditor	82400	89001	2xx
Behavioral Management Specialist	82500	89004	2xx
Bilingual/ELL Recruiter	82700		2xx
Bilingual/ELL Counselor	82800		21x
Bilingual/ELL Support - Clerical	82900		2xx
Bilingual/ELL Support - Non-Clerical	83000		2xx
Bus Driver	83200	89002	2xx
Bus Monitor (Aide, Assistant)	83300	89002	2xx
Business Services (Accounting, Bookkeeping, Payroll)	83400	89003	2xx
Clerk (Data Entry, File, General Office, Mail, Records)	84000	89003	2xx
Communication and Media	84100	89005	2xx
Community Education Instructor	84150	89003	
Community Education Staff	84155	89003	
Computer Operator	84200	89002	2xx
Computer Programmer	84300	89002	2xx
Computer Technician	84400	89002	2xx
Cook/Food Preparer	84500	89002	2xx
Cook Manager	84600	89004	2xx
Crossing Guard	84700	89002	2xx
Curriculum Specialist	84800		221
Child Care	85000	89002	2xx - 3xx
Dietician	85100	89002	2xx
Food Service Worker	86000	89002	2xx
Grant Developer	86300	89001	2xx

Description	Original Code	Consolidated Codes*	Accounting/Function Code
Graphic Artist	86400	89002	2xx
Health Services	86500	89004	
High Priority Schools Statewide System of Support Consultant/Facilitator	86600		
Maintenance (e.g., Custodian, Facilities Maintenance Worker, Freight, Stock, Material Handlers, Groundskeeper, Laborer, Repairers/General Utility)	86700	89002	2xx
Media Technologist	86800	89005	2xx
Migrant Data Entry Technician/Record Transfer	87000		2xx
Migrant Recruiter	87100		2xx
Migrant Counselor	87200		2xx
Migrant Support - Clerical	87300		2xx
Migrant Support - Non-Clerical	87400		2xx
Migrant Data Entry Technician - Summer Only	88000		2xx
Migrant Recruiter - Summer Only	88100		2xx
Migrant Counselor - Summer Only	88200		2xx
Migrant Support - Clerical - Summer Only	88300		2xx
Migrant Support - Non-Clerical - Summer Only	88400		2xx
Network Administrator	90000	89002	2xx
Non-Instructional Personnel	90100	89002	2xx
Non-Instructional Program Manager	90200	89004	2xx
Ombudsperson	90400	89001	2xx
Personnel Officer/Specialist	90700	89001	2xx
Photographer	90800	89005	2xx
Police Officer	90900	89002	2xx
Printer	91000	89002	2xx

Description	Original Code	Consolidated Codes*	Accounting/Function Code
Professional Non-Licensed Personnel	91100	89002	2xx-3xx
Public Relations/Informational Services Officer	91200	89001	2xx
Purchasing Agent	91300	89001	2xx
Rehabilitation Counselor	92000		21x
Receptionist	92100	89003	2xx
Research and Development Specialist	92300	89001	2xx
School Safety Programs	92350	89003	
Secretary (Office/Clerical/Administrative Support)	92400	89003	2xx-3xx
Secretary (Executive or Confidential)	92500	89001	2xx-3xx
Security Guard	92600	89002	2xx
Skilled Worker (e.g., Electrician, Painter/Paperhanger, Plumber, Skilled Craft, Vehicle Mechanic, Vehicle Operator)	92700	89002	2xx
Special Events Staff (e.g., Athletic Events, Performing Arts, Ticket Sales, Sports Statistician)	92750	89003	
Statistician	92800	89001	2xx
Student Activity Advisor/Non-Athletic Coach	92900		1xx
Student Support Services	93000	89004	2xx
Student Worker (e.g., Co-op Student, Office Aide, Work Study)	93100	89002	
Teaching Intern	94100		1xx
Technology Coordinator	94200	89002	2xx
Technology/Computer Support	94300	89002	2xx
Title I Recruiter	95200		2xx
Title I Counselor	95300		2xx
Title I Support - Clerical	95400		2xx

Description	Original Code	Consolidated Codes*	Accounting/Function Code
Title I Support - Non-Clerical	95500		2xx
Title I Supplemental Education Services Tutor	95600		2xx
Transition Coordinator	96000		2xx
Transportation	96100	89004	2xx
Tutor (Non-Title I SES)	96200		1xx
Volunteer Coordinator	96300	89002	2xx-3xx
Other	99900	89002	

\*If no consolidated code is 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.

## Current Grade Assignment and Educational Setting (22-Digit Code, Integer) – Field 10 Data Element

**Definition:** This is either the grade level or educational setting of the position held by the employee. All vacant funded positions are reported with either the grade level or educational setting for the vacant position.

### Additional Reporting Information:

- For assignment codes "000AX" through "99900", report either the grade level or educational setting. For example:
  - (Bulk Upload) When reporting a staff member, report the grade level whenever possible or use the appropriate educational setting such as "0000000000000000000001" (Administrative or Support Staff – all levels).
  - (Online Application) Select the appropriate grade level (check box) or educational setting from the drop-down list.
- For staff members assigned to specific program areas, such as bilingual education, migrant or special education, submit the appropriate educational setting for the position reported.
- For assignment codes "81500" through "99900" that are reported with the minimal required fields, the reporting of the grade level or educational setting is not required.
- Special education personnel must be submitted by the age group that they serve for at least 50 percent or more of their instruction time.
- Developmental Kindergarten (a defined two-year Kindergarten program that precedes entry into first grade). Beginning with the 2014/15 school year, "developmental K" refers to a defined two-year kindergarten program that occurs prior to students entering the first grade. Students who attend a standard one-year Kindergarten program, but then are retained in that grade for an additional year, will simply be shown in the same grade for two school years, just as a student who repeats any other grade is shown.

### Programming Edits:

- If both a grade level and an educational setting are submitted, a fatal error is reported.
- If the grade level and educational setting are invalid or blank for an employee (assignment codes "000AX" through "80016"), a fatal error is reported.
- For assignment 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 for complete reporting instructions.)
- For special education assignment codes "00192" through "00292" and "00403" through "00407", a fatal error will be reported if the age group is not submitted under the Educational Setting.

- For bilingual assignments codes beginning with "YA" through "YT", a fatal error will be reported if a bilingual educational setting is not submitted under the Educational Setting.

**Grade Level and Educational Setting Code Structure**

Grade Level	Description
10000000000000000000000000000000	Developmental Kindergarten (Young Fives, Early Fives, Jump Start, Begindergarten, etc.)
01000000000000000000000000000000	Kindergarten
00100000000000000000000000000000	First Grade
00010000000000000000000000000000	Second Grade
00001000000000000000000000000000	Third Grade
00000100000000000000000000000000	Fourth Grade
00000010000000000000000000000000	Fifth Grade
00000001000000000000000000000000	Sixth Grade
00000000100000000000000000000000	Seventh Grade
00000000010000000000000000000000	Eighth Grade
00000000001000000000000000000000	Ninth Grade
00000000000100000000000000000000	Tenth Grade
00000000000010000000000000000000	Eleventh Grade
00000000000001000000000000000000	Twelfth Grade

Educational Setting	Description
000000000000001000000000	Alternative Education
000000000000000100000000	Special Education Age Group 0 – 2 years of age
000000000000000200000000	Special Education Age Group 3 – 5 years of age
000000000000000300000000	Special Education Age Group 6 – 21 years of age
000000000000000400000000	Special Education Age Group 22 – 26 years of age
000000000000000010000000	Adult Education
000000000000000001000000	Early Childhood and/or Parenting Programs
000000000000000000100000	Career/Technical Education





## FTE Four-digit code (N.NN) – Field 10 Data Element

**Definition:** Full-time equivalency refers to the amount of time required to perform an assignment stated as a proportion of a full-time position, and computed by dividing the amount of time employed by the time normally required for a full-time position. The FTE submitted should be determined by district policy and contracts within the district. This is an internal process based upon the local ISD's, district's or PSA's structure.

### Additional Reporting Information:

- Report the FTE for all staff members ("000AX" through "99900" except assignment codes "000SUB", "00PAR" and "00STU") regardless of the FTE count.
- Report the FTE of any vacant positions.
- Report the proportionate FTE for each assignment for each staff member. For example,
  - If a teacher works full time, but works in two schools/facilities, report each school/facility separately using "0.5" FTE for each.
  - If a teacher is assigned to a biology class for three sections in his/her schedule and an English class for two sections in his/her schedule, report "0.6" FTE for biology in the first position, and "0.4" FTE for English in the second position of Field 10.
  - If a principal works three-fourths of his/her time as an administrator and one-fourth of his/her time teaching mathematics, the FTE would be submitted as administrator "0.75" and teaching "0.25".
- *FTE greater than 1.0:* It is possible to report an FTE greater than 1.0 if the person is employed in two regular assignments for the district.
  - For example, if a teacher works in a regular teaching assignment for 1.0 FTE and works in the community services program after school in a 0.25 FTE assignment, report each assignment/position separately by FTE. The total FTE cannot exceed 2.0.

### Programming Edits:

- For assignment codes "000AX" through "99900," except assignment codes "000SUB", "00PAR" and "00STU," if the FTE is left blank or is less than 0.00, a fatal error is reported.
- If the FTE is greater than 2.0, a fatal error is reported.

## Hourly Wage Six-Digit Code (NNN.NN) – Field 10 Data Element

**Definition:** This is the amount paid to an employee on an hourly basis.

### Additional Reporting Information:

- The hourly wage cannot exceed \$999.99.
  - The reporting of Hourly Wage is optional, but a valid value must be reported. The district may report "0".
- *For example:* Jim Smith is a third-year math teacher in the high school with a salary of \$32,000, and Sally Jones is a 20-year, fifth-grade teacher with a salary of \$43,000. The district contract indicates that high school teachers work 7.5-hour days and 183 days per year, while elementary teachers work 6.5-hour days and 184 days per year. A method to determine hourly wage for Jim Smith would be:  $32,000 / (7.5 * 183)$ . In this example, Jim Smith would have an hourly wage of \$23.32, and Sally Jones would have an hourly wage of \$35.95 ( $43,000 / [6.5 * 184] = 35.95$ ).

### Programming Edits:

- Reporting of the hourly wage is optional; however, a value must be submitted or a fatal error is reported.
- The hourly wage cannot exceed \$999.99, or a fatal error is reported.
- When Field 12: Funded Position Status contains code "1" for a vacant position, submit zeros in both the hourly wage in Field 10 and Field 28: Full-Time Base Annual Salary, or a fatal error is reported.

## Accounting/Function Three-Digit Code (NNN) – Field 10 Data Element

**Definition:** This is the appropriate accounting/function code for the employee as determined for accounting purposes by the school district.

**Additional Reporting Information:** The [Michigan Public School Accounting Manual](http://www.michigan.gov/mde/0,1607,7-140-6530_6605-21321--,00.html) ([http://www.michigan.gov/mde/0,1607,7-140-6530\\_6605-21321--,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_6605-21321--,00.html)) serves as a mandatory guide to the uniform classification and recording of accounting transactions for Michigan public school districts.

A list of suggested accounting/ function codes as defined by the Michigan Department of Education is provided for most assignment codes within the lists of assignment codes in this field. If a specific accounting/function code is not listed for an assignment code, or if a range of accounting/function codes such as "2xx" through "3xx" is given, choose the appropriate code from the list of valid accounting/function codes for the position. Warning messages will be reported when appropriate.

Assignment Code or Assignment Description	Accounting/Function Code
All Special Education Instructors	122
School Administrators such as principals and assistant principals	241
"000AX" through "000ZZ", "00192" through "00197", "00501" through "00598", "60200" through "60501", "92900", "94100" and "96200" (excluding "000NT", "000NY"and "000ND")	111 through 135
"60401" and "60501"	351
"00200" through "00392", "60100", "60600" and "60700", "70000" through "79999", and "81500" through "99900" (excluding "92900", "94100" and "96200" or "7xx30"),	211 through 459
"7xx30"	111, 118 or 3xx
"00403", "00405" and "00406"	1xx through 3xx
"00410" and "00412"	125 or 3xx
"80002", "80005" and "80014"	1xx or 3xx
"00404", "00407", "00411", "00413", "80001", "80004" and "80016"	2xx through 3xx
000NT – Guidance and Counseling	212
000NY – School Nurse	213
000ND – Library Media	222
00360 – Occupational Therapy	213

Assignment Code or Assignment Description	Accounting/ Function Code
00370 – Physical Therapy	213

**Programming Edits:** For assignment codes "000AX" through "79999" (excluding "00SUB", "00PAR" and "00STU") and when reporting a full submission for assignment codes 81500 through 99900, the following edits apply:

- When the accounting/function code is invalid (not included in the official list of accounting/function codes as listed in this manual) or left blank, a fatal error is reported.
- When a recommended accounting/function code is not submitted, a warning message will be reported.

### Accounting/Function Codes

#### Instructional Staff

- Basic Programs
  - 118: Preschool
  - 111: Elementary School
  - 112: Middle/Junior High School
  - 113: High School
  - 119: Summer School
- Added Needs
  - 122: Special Education
  - 125: Compensatory Education
  - 127: Career and Technical Education
- Adult/Continuing Education
  - 131: Basic
  - 132: Secondary
  - 133: Secondary Vocational
  - 135: Occupational Training or Upgrading Retraining

#### Instructional Support Staff

- Pupil Services
  - 211: Truancy/Absenteeism Services
  - 212: Guidance Services
  - 213: Health Services
  - 214: Psychological Services
  - 215: Speech Pathology and Audiology Services
  - 216: Social Work Services
  - 217: Visual Aid Services
  - 218: Teacher Consultant
  - 219: Other Pupil Support Services

### Instructional Staff Services

- 221: Improvement of Instruction
- 222: Educational Media Services
- 224: Educational Television
- 225: Technology Assisted Instruction
- 226: Supervision and Direction of Instructional Staff
- 227: Academic Student Assessment
- 229: Other Instructional Staff Services

### Non-Instructional Support Staff

- 231: Board of Directors
- 232: Executive Administration
- 233: Grant Writer/Grant Procurement
- 241: Office of the Principal
- 249: Other School Administration
- 252: Fiscal Services
- 257: Internal Services
- 259: Other Business Services
- 261: Operating Building Services
- 266: Security Services
- 271: Pupil Transportation Services
- 281: Planning, Research, Development and Evaluation
- 282: Communication Services
- 283: Staff/Personnel Services
- 284: Support Services Technology
- 285: Pupil Accounting
- 289: Other Central Services
- 291: Pupil Activities
- 292: Bookstore Activities/Consignment Activities
- 293: Athletics
- 294: Endowment Activities
- 295: Agency Activities
- 297: Food Service Staff
- 299: Other Support Services
- 311: Community Services Direction
- 321: Community Recreation
- 331: Community Activities
- 341: Public Library
- 351: Custody and Care of Children
- 361: Welfare Activities
- 371: Nonpublic School Pupils
- 391: Other Community Services

### Facilities Acquisition

- 451: Site Acquisition Services
- 452: Site Improvement Services
- 453: Architecture and Engineering Services
- 455: Building Acquisition and Construction Services
- 456: Building Improvements Services
- 459: Other Facility Acquisition

## Highly Qualified Status One-digit Code (Integer) – Field 10 Data Element

**Definition:** This field collects the highly qualified status for each teacher assigned to a core academic subject area and specific instructional paraprofessionals/aides as defined by NCLB and the Michigan Department of Education.

**Additional Reporting Information:** Report Highly Qualified status when a staff member is assigned to a core academic subject area. This includes general education, special education, bilingual education and alternative education.

When reporting Highly Qualified status for core academic teachers and paraprofessionals/aides:

- Submit a "1" (yes) if the staff member meets the Michigan Department of Education's definition for a Highly Qualified teacher or Highly Qualified paraprofessional/aide.
- Submit a "2" (no) if a staff member does not meet the definition for Highly Qualified.

For additional information about Highly Qualified Status:

- Go to the [Michigan Department of Education website](http://www.michigan.gov/mde/) (<http://www.michigan.gov/mde/>)
- Click on the Offices link on the left navigation bar. Next, click on Professional Preparation Services on the left navigation bar, and then click on [NCLB & Highly Qualified Information](#) under the heading Current Topics.

**Report Highly Qualified Status as follows:**

Assignment Description	Assignment Code	Valid Values
Staff members assigned to core academic subject area	"000AX" through "000ZZ", "00192", "00197", and "YA" through "YT"	1, 2
Instructional Paraprofessionals/Aides	"80002", "80005", "00403", "00410", "00412"	1, 2
Early Childhood Instructional Paraprofessional/ Aide (when assigned to Title I Schoolwide program)	"60500"	1, 2, 0
Paraprofessionals/Aides – Title I Schoolwide Program	Report all instructional paraprofessionals/ aides assigned to a Title I schoolwide program	1, 2



Assignment Description	Assignment Code	Valid Values
Instructional Paraprofessionals/Aides Title I Targeted Assistance Only	Report instructional paraprofessionals/aides supporting Title I activities	1,2
Non-core Academic Assignment Codes (Reporting of Highly Qualified status is optional)	"000AX" through "00598" "60100" through "60700" "70000" through "79999" "80001", "80004" and "80014" through "99900"	1, 2, 0

**Programming Edits:**

- For core academic assignment codes "000AX" through "000ZZ", "00192" and "00197", "80002", "80005", "00403", "00410" and "00412", if a "1" (yes) or "2" (no) is not submitted a fatal error is reported.
- For staff members with assignment codes "00411", "00413", "Y\*014" and "Y\*016", "60100" through "60700", "70000" through "79999", "80001", "80004", and "80014" through "99900", district users may submit a "0" (not applicable).

**Highly Qualified Status Codes:**

- "1" Yes
- "2" No
- "0" Not applicable

## **Reserved Field 10 Data Element**

**Definition:** This data element has been retired and/or is being reserved for future use.

**Specification:** 1-character. Pad with blanks.

**Record Position, Type:** 218, numerical. If multiple assignments are being reported, the padded position will be repeated in all assignments.

**Dependencies with Other Fields:** None

**Programming edits:** This field must be submitted with blanks, or a fatal error is reported.

## **Reserved Field 10 Data Element**

**Definition:** This data element has been retired and/or is being reserved for future use.

**Specification:** 1-character. Pad with blanks.

**Record Position, Type:** 219, numerical. If multiple assignments are being reported, the padded position will be repeated in all assignments.

**Dependencies with Other Fields:** None

**Programming edits:** This field must be submitted with blanks, or a fatal error is reported.

## Administrator Continuing Education One-digit Code (Integer) – Field 10 Data Element

**Definition:** This field collects the continuing education status for administrators.

**Additional Reporting Information:** Michigan Compiled Law 380.1246 mandates that all current and future school administrators employed in a school district, public school academy or intermediate school district as superintendent, principal, assistant principal, chief business official or other person whose primary responsibility is administering instructional programs, comply with Section 1246 of PA 289 (1995) regarding the School Administrator continuing education requirement.

The definition of “administering instructional programs” is based minimally on five areas of responsibility:

1. Responsibility for curriculum.
2. Responsibility for overseeing district or school improvement plan design or implementation.
3. Oversight of instructional policies.
4. Executive-level reporting on academic progress to a governing authority.
5. Supervision and evaluation of direct reports responsible for instruction.

This field is required to be reported for:

- All administrators who are considered “grandparented” with a hire date on or before January 4, 2010 and who must complete continuing education requirements on five-year cycles extending from that date, and
- All administrators who were hired after January 4, 2010 and who are currently enrolled in approved administrator preparation programs following enrollment within no more than six months since their hire dates, with completion of their administrator preparation programs within no more than three years of their enrollment dates.

Report a “1” if the administrator has fulfilled or is currently fulfilling continuing education requirements or an approved administrator preparation program.

Report a “2” if the administrator did not fulfill a required continuing education requirement within a five-year span for “grandparented” status, did not enroll in an approved administrator program within six months of hire after January 4, 2010, or did not complete an approved administrator preparation program within three months of enrollment date.

Report a “0” if this administrator is not required to fulfill continuing education requirements since the administrator does not hold one of the named positions nor fit the definition of “administering instructional programs” as per MCL 380.1246.

For more guidance on the definition of “administering instructional programs,” please visit the [OPPS website](http://www.michigan.gov/teachercert) (www.michigan.gov/teachercert).

**Programming Edits:**

- For assignment codes "70000" through "79999," if a "1" (yes), "2" (no) or "0" (not applicable) is not submitted a fatal error is reported.
- For assignment codes that are not required to be submitted for administrator continuing education, report "0" (not applicable) in this position.

**Administrator Continuing Education Codes:**

- "1" Yes
- "2" No
- "0" Not applicable

## Number of Core Academic Classes Taught One-digit Code (Integer) – Field 10 Data Element

**Definition:** This is the number of classes taught for each core academic subject area assignment.

### Additional Reporting Information:

For staff members with core academic assignment codes "000AX" through "000ZZ", "00192" and "00197", report the number of core academic classes taught ("1" through "9") for each core academic assignment code submitted in Field 10.

For non-core academic assignment codes "000AX" through "00413", report a value of "0" through "9". Reporting of the number of classes taught is optional for non-core academic assignment codes.

For all other assignment codes "00500" through "99900", report a "0" (not applicable) for this position.

For example:

- If a staff member is submitted with the assignment code "000EX" (Mathematics) and teaches Algebra I, Algebra II, Advanced Math, Pre-Algebra and General Math, report "5" in this position. The "5" represents five classes taught by the staff member.
- If a staff member is assigned two subject areas such as three classes of English "000BA" and two classes of History "000CC" – report "3" in this position for English "000BA" and "2" in this position for History "000CC".

For more information concerning the reporting of the number of classes taught, you may refer to a reference document at on the [CEPI website](http://www.michigan.gov/cepi) (<http://www.michigan.gov/cepi>). Click on "CEPI Applications" and then click on "Registry of Educational Personnel." The document titled Calculating the Number of Core Academic Classes Taught is located under the heading Current REP Submission.

**Trimester classes:** Report the number of classes taught in the first trimester in the EOY submission of the REP. Report the second and third trimester classes in the end-of-year REP submission.

### Programming Edits:

- For the core academic subject areas in assignment codes "000AX" through "000ZZ", "00192" and "00197", a fatal error is reported if this position does not contain a value from "1" to "9".

- For non-core academic assignment codes "000AX" through "000ZZ", "00195", "00196" and "00200" through "00413", report a value from "0" to "9", or a fatal error will be reported.
- All other assignment codes ("00500" through "99900") must be submitted with a code of "0", or a fatal error is reported.

**Number of Core Academic Classes Taught Codes:** "0" through "9"

## Field 11: Title I and Title II, Part A Teachers

**Definition:** This field identifies the teachers funded by Title I, Part A who teach core academic subjects in a Title I targeted-assistance program. It also identifies teachers funded by any source who teach core academic subjects in a Title I schoolwide program. Core academic subjects include English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history and geography. This field also identifies the teachers funded by Title II, Part A for the purpose of reducing class size. Staff members who are funded by Title I or Title II, Part A must be Highly Qualified.

**Field Use:** School Aid Act, 388.1619; NCLB, Section 1119 of Title I, Part A; NCLB, Section 2123 of Title II, Part A; Section 501 of PA 115 of 2009

**Specification:** Three-position field (NNN)

**System Field Name:** PartATeachers

**Record Position, Type:** 622-624, numeric

**Dependencies with Other Fields:** Field 10: School Assignment Data

**Additional Reporting Information:** The assignments applicable to this field are identified in Field 10: School Assignment Data under Assignments for General Education.

- **Title I Targeted Assistance Program** – Report all teachers assigned to core academic subjects whose salaries are paid in whole or in part with Title I, Part A funds.
- **Title I Schoolwide Program** – Report all teachers assigned to core academic subjects in Title I schools/facilities that have been designated as providing Title I schoolwide programs.
- **Title II, Part A Class Size Reduction** – Report all teachers assigned to core academic subjects whose salaries are paid in whole or in part with Title II, Part A funds who were hired for the purpose of reducing class size.
  - This field applies to assignment codes "000AX" through "00598" for staff assigned to core academic subject areas as identified by the double asterisk (\*\*) under the Assignments to General Education in Field 10: School Assignment Data. Districts are to report the appropriate assignment code for teachers assigned to core academic areas funded by Title I, Part A and Title II, Part A.
  - For assignment codes "000AX" through "00598", the value may be "000" for those assigned to non-core academic subject areas or core academic subject areas not funded by Title I, Part A and Title II, Part A.



**Programming edits:**

- This field must be submitted for assignment codes "000AX" through "00598", or a fatal error is reported.
- This field must be left blank for assignment codes "60100" through "99900", or a fatal error is reported.
- CODE CATEGORY
  - 000: None
  - 001: Title I Targeted Assistance Program
  - 002: Title I Schoolwide Program
  - 003: Title II, Part A, Class Size Reduction
  - 004: Title I TAP and SWP
  - 005: Title I TAP and Title II, Part A Class Reduction
  - 006: Title 1 SWP and Title II, Part A Class Reduction

Codes "004", "005" and "006" are provided for situations when teachers are assigned part-time to different programs or are Title II, Part A class size reduction teachers in Title I, Part A schoolwide programs.

**If you have questions about this field, please contact:** Mike Radke, 517-373-3921

## Field 12: Funded Position Status

**Definition:** This field identifies the status of positions that are either filled by permanent employees, approved substitutes or outside contractors, or that remain unfilled. This field applies to assignment codes "000AX" through "79999".

**Field Use:** School Aid Act, 388.1619; MCL 388.1613; Revised School Code MCL 380.1533; Section 501 of PA 115 of 2009

**Specification:** One-character

**System Field Name:** FundedPositionStatusCode

**Record Position, Type:** 625, integer

**Dependencies with Other Fields:** Field 4: Last Name; Field 10: School Assignment Data; Field 5: First Name; Field 25: Employment Status

### Additional Reporting Information:

- This field applies to assignment codes "000AX" through "79999".
- This field applies to assignment codes "81500" through "99900" when code "7" is reported in this field.
- Use "1" when a funded position has been posted, but no one has been employed to perform the job duties. Use "VACANT" in Field 4: Last Name and "FUNDED" in Field 5: First Name.
- Use "2" when a funded position has not been filled, and an individual has been contracted to fill the position and provide a specific service. For example, a district might contract a school psychologist to provide evaluation services. Enter the name of the contracted employee in Field 4: Last Name and Field 5: First Name and enter all other pertinent fields of data for the employee.
- Use "3" when a permanent employee is not currently reporting to work because of loan, leave, sabbatical, Family Medical Leave Act (FMLA) leave, educational leave, medical leave or other type of leave, and no one is assigned to the position. Enter the information for the permanent employee in fields 4 and 5, as well as all other pertinent fields. Use zeros in the wage field if the employee is not being paid while on leave, and report 1.0 FTE or the FTE appropriate for the position.
- Use "4" when a substitute or temporary employee is assigned to fill the position of a permanent employee on loan, leave sabbatical, FMLA leave, educational leave, medical leave or other type of leave.
- Enter data for both the permanent employee and the temporary employee. Update the information for the permanent employee, report zeros in the wage field if the employee is not being paid while on leave, and report 0.0 FTE for the position. Enter the information for the temporary employee or

substitute in fields 4 and 5 and enter all other pertinent fields, including wage and FTE.

- Use "5" when a funded position has been posted, and a substitute has been employed to fill the vacant position. Enter the name of the temporary employee or substitute in fields 4 and 5, and enter all other pertinent fields of data for the individual.
- Use "6" when an individual has been contracted to fill the position of a permanent employee on loan or leave. Enter the name of the contracted employee in fields 4 and 5 and enter all other pertinent fields of data for the employee.
- Use "7" when an individual provides contracted services for the district in a non-instructional staff assignment (assignment codes 81500 through 99900) such as food service, transportation or security.
- Use "9" when a position is filled by a permanently assigned employee.

*Employees on Leave:* Report the appropriate code for the leave status in Field 12: Funded Position Status for employees on leave from the district. In Field 25: Employment Status, report the appropriate employment status of code "97", "98" or "99" for the assignment code submitted in Field 10: School Assignment Data.

*Terminated Employees:* Employees whose employment is terminated with the district should be submitted with a code "1" through "19" in Field 25: Employment Status. Report a code "9" in Field 12: Funded Position Status.

*Vacant positions:* After each end-of-year submission (June 30), vacant funded positions are expired and are not repopulated for the EOY submission.

### **Programming edits:**

- This field must have a value for assignment codes "000AX" through "79999", except "60100", "60200", "60401", "60500", "60501", "60600" and "60700", or a fatal error is reported.
- If "VACANT" is submitted in Field 4: Last Name and "FUNDED" is submitted in Field 5: First Name, then Field 12 must be submitted with a value of "1" and the first five digits of Field 7: Social Security Number must be submitted as the district number or a fatal error is reported.
- If "1" is submitted in this field, Field 13: Date of Birth must be blank and Field 25: Employment Status must contain "00".
- If code "2", "3", "4", "5", "6" or "7" is submitted in this field, Field 25 must contain "97", "98" or "99".
- For non-instructional assignment codes "60100", "60200", "60401", "60500", "60501", "60600", "60700", and "80001" through "99900", this field must be left blank or a fatal error is reported.
- If the position is submitted as a vacant position, as an employee on loan or leave, or as a non-instructional staff (assignment codes "81500" through

"99900") contracted services provider, then report the appropriate code ("1" through "7") for the status of the position as follows:

- If submitted as a vacant position, report code "1", "2" or "5".
- If submitted as an employee on leave, report code "3", "4" or "6".
- If submitted as a non-instructional staff contracted services provider, report code "7".
- Code 7 may only be reported for assignment codes "81500" through "99900".
- If an assignment code of "000AX" through "00598", "60300" or "60400" is submitted for an assignment and a second assignment code of "60000" through "99900" (except "60300" or "60400") is submitted in Field 10, then Field 12: Funded Position Status must be reported for the assignment code "000AX" through "00598", "60300" or "60400" only.

#### CODES and DESCRIPTIONS:

- 1: Vacant, funded, open position, no one assigned: The position is unfilled by a permanent employee at the time of this report, and the position is posted. No one is permanently assigned in this position. The position is filled by a day-to-day substitute.
- 2: Vacant, funded, open position, outside contractor assigned: The position is temporarily filled by an individual under contract.
- 3: Funded, employee on loan or leave, no one assigned: The permanent employee is not currently performing the position's duties, and no one is assigned to fill the position.
- 4: Funded, employee on loan or leave, filled by temporary employee: The permanent employee is not currently performing the position's duties, and the position is filled by a temporary employee for assignment codes "70000" through "79999"; a full-year, emergency, 1233b, annual authorization substitute (Field 17: Type of Credential code "11", "12", "13", or "53"); or a certified teacher for assignment codes "000AX" through "00598", "60300" or "60400".
- 5: Vacant, funded, open position, filled by temporary employee: The position is unfilled by a permanent employee at the time of the report, and the position is posted. The position is filled by a temporary employee for assignment codes "70000" through "79999"; a full-year, emergency, 1233b, annual authorization substitute (Field 17: Type of Credential code "11", "12", "13" or "53"); or a certified teacher for assignment codes "000AX" through "00598", "60300" or "60400".
- 6: Funded, employee on loan or leave, outside contractor assigned: The position is temporarily filled by an individual under contract.
- 7: Contracted Services Provider: The position is filled by a non-instructional staff member (assignment codes 81500 through 99900) contracted services provider under contract with the district.
- 9: Filled position, regular: The position is filled by a permanently assigned employee.

**If you have questions about this field, please contact:** CEPI customer support, 517-335-0505 x3, [CEPI@michigan.gov](mailto:CEPI@michigan.gov).

## Field 13: Date of Birth

**Definition:** This is the date of birth of the staff member employed in a district. For vacant positions created since the previous school year and not yet filled, leave this field blank.

**Field Use:** School Aid Act 388.1619; Revised School Code MCL 380.1533; Section 501 of PA 115 of 2009

**Specification:** 10-character (MM/DD/CCYY), date with slashes

- All dates must appear in the following format: MM/DD/CCYY.
  - DD must be the number of a day between 01 and 31.
  - CCYY represents the year.
- MM must be one of the following:
  - 01 January
  - 02 February
  - 03 March
  - 04 April
  - 05 May
  - 06 June
  - 07 July
  - 08 August
  - 09 September
  - 10 October
  - 11 November
  - 12 December

Example: May 1, 1980 = 05/01/1980

**System Field Name:** DateOfBirth

**Record Position, Type:** 626-635, date

**Dependencies with Other Fields:** Field 9: Date of Hire; Field 12: Funded Position Status

### Additional Reporting Information:

- This field applies to assignment codes "000AX" through "99900".
- *Note:* Corrections to previously submitted data such as name, birthdate, gender, Social Security number\* or credential number may be made through the REP Online Single Submission Application. All corrections to birthdates must be made through the REP Online Single Submission Application.
- For districts that use the Bulk Upload Application, the PIC must be used if changes are made to the employee's name, gender, Social Security number

or credential number. If the PIC is not used in the Bulk Upload file when a change is made, a duplicate record will be created.

- *\*Exception:* When a Social Security number update is attempted for an employee who has multiple records in the REP database, a warning message will be issued stating that the authorized user must contact CEPI to resolve the Social Security number.

**Programming edits:**

- If the date of birth is blank, out of range, or not a valid date, a fatal error will be submitted unless Field 12: Funded Position Status uses code "1" (vacant).
- If "1" is submitted in Field 12: Funded Position Status, this field must be left blank.
- The date of birth cannot be greater than 95 years prior to July 1 of the submission year and cannot be earlier than 14 years from July 1 of the submission year, or a fatal error will be reported.
- The date of birth cannot be equal to, after, or within 14 years of the date of hire, or a fatal error will be reported.
- For assignment codes "000AX" through "00598", "60300" or "60400", the date of birth cannot be earlier than 18 years prior to the submission year.

**If you have questions about this field, please contact:** CEPI customer support, 517-335-0505 x3, [CEPI@michigan.gov](mailto:CEPI@michigan.gov).

## Field 14: Gender Code

**Definition:** This is the gender of the staff member.

**Field Use:** School Aid Act, 388.1619; Section 501 of PA 115 of 2009

**Specification:** One-character (A). This field is not case sensitive.

- M: Male
- F: Female

**System Field Name:** GenderCode

**Record Position, Type:** 636, alpha

**Dependencies with Other Fields:** Field 12: Funded Position Status

**Additional Reporting Information:**

- This field applies to assignment codes "000AX" through "99900".
- For vacant positions created since the previous school year and not yet filled, leave this field blank.

*Note:* Corrections to previously submitted data such as name, birthdate, gender, Social Security number\* or credential number may be made through the REP Online Single Submission Application. All corrections to birthdates must be made through the REP Online Single Submission Application.

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

*\*Exception:* When a Social Security Number update is attempted for an employee who has multiple records in the REP database, a warning message will be issued stating that the authorized user must contact CEPI to resolve the Social Security number.

**Programming edits:**

- If the code is invalid or blank, a fatal error is reported, unless Field 12: Funded Position Status contains code "1" (vacant).
- If a "1" is submitted in Field 12, this field must be left blank, or a fatal error is reported.

**If you have questions about this field, please contact:** CEPI customer support, 517-335-0505 x3, [CEPI@michigan.gov](mailto:CEPI@michigan.gov).



## Field 15: Racial/Ethnic Code

**Definition:** This is the staff member's middle name.

**Field Use:** School Aid Act, 388.1619; Section 501 of PA 115 of 2009

**Specification:** Six-character, using a combination of "0" through "6" in the proper position (NNNNNN)

**System Field Name:** RacialEthnicCode

**Record Position, Type:** 637-642, character

**Dependencies with Other Fields:** Field 12: Funded Position Status

### Additional Reporting Information:

- First identify a racial group and then the ethnicity of the staff member.
- If the person is self-selecting, a multiple of the following codes with PRIMARY AND SECONDARY CHOICES MUST BE REPORTED.
- Because this is a multiple-occurrence field, the indicator of the code is located by position in the format. The primary racial/ethnic choice is represented with a "1" and the second choice is a "2", etc.
  - For example, a person whose primary racial/ethnic choice is Asian American would receive a code of "010000". If the same person were also White, they would receive the code of "010020". In this example, a person who is primarily of the Hispanic ethnic group and is also of the Black and Asian races would be coded "032001". If a person were of equal races, such as an American Indian and Hispanic, they would be submitted as "100001". Using this procedure, multiple racial/ethnic classifications are possible when self-selection occurs.
- For vacant positions created since the previous school year and not yet filled, leave this field blank.
- This field applies to assignment codes "000AX" through "99900".

### Programming edits:

- If the code is invalid or blank, a fatal error is reported, unless Field 12: Funded Position Status contains code "1" (vacant).
- If a "1" is submitted in Field 12, this field must be left blank, or a fatal error is reported.
- At least one of the six digits must be a "1", or a fatal error is reported.
- Repetition of a "1" in all positions will result in a fatal error.

CODE and CATEGORY

- 100000: *American Indian or Alaska Native*. A person having origins in any of the original peoples of North America and South America (including Central America).
- 010000: *Asian American*. A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam
- 001000: *Black or African American*. A person having origins in any of the black racial groups of Africa
- 000100: *Native Hawaiian or Other Pacific Islander*. A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- 000010: *White*. A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- 000001: *Hispanic or Latino*. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**If you have questions about this field, please contact:** CEPI customer support, 517-335-0505 x3, [CEPI@michigan.gov](mailto:CEPI@michigan.gov).

## Field 16: Highest Educational Level

**Definition:** This is the highest degree earned by a staff member.

**Field Use:** School Aid Act 388.1619; Revised School Code, MCL 380.1532; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400

**Specification:** Two-character (NN)

**System Field Name:** HighestDegreeCode

**Record Position, Type:** 643-644, character

**Dependencies with Other Fields:** Field 10: School Assignment Data; Field 12: Funded Position Status

### Additional Reporting Information:

- This field applies to assignment codes "000AX" through "99900".
- For vacant positions created since the previous school year and not yet filled, use code "00".
- The value may be "00" for assignment codes "81500" through "99900".

### Programming edits:

- This field must have a valid value.
- If the code is out of range or the field is left blank, a fatal error is reported.
- If Field 12: Funded Position Status has a value of "1" (vacant), this field should be submitted with code "00" (None).

### CODES and DESCRIPTIONS

- 00: None
- 01: High School Diploma or its equivalent
- 02: Associate Degree
- 03: Bachelor's Degree
- 04: Master's Degree
- 05: Specialist's Degree
- 06: Doctoral Degree
- 07: Juris Doctorate
- 08: Medical Degree
- 09: Other License, Credential or Professional Degree
- 10: Obtained Paraprofessional Quality Standard on State Academic Assessment; Successful Completion of Work Keys Assessment

**If you have questions about this field, please contact:** CEPI customer support, 517-335-0505 x3, [CEPI@michigan.gov](mailto:CEPI@michigan.gov).

## Field 17: Type of Credential

*This field is optional and may be left blank.*

**Definition:** This field identifies if a credential held by the staff member as required by the assignment code reported in Field 10 is pending according to records kept at the school, district, or hiring authority.

**Field Use:** School Aid Act 388.1619; 380.1234; 390.1147; 380.1531; Revised School Code MCL 380.1532; MCL 380.505 2(b); Administrative Rule (R), R.390.1137; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400

**Specification:** Two-character (NN)

**System Field Name:** CredentialType

**Record Position, Type:** 645-646, character

**Dependencies with Other Fields:** Field 10: School Assignment Data; Field 12: Funded Position Status; Field 18: Date Credential Issued; Field 19: Date of Expiration of Credential; Field 25: Employment Status

### Additional Reporting Information:

- If the certificate has expired and an application for a new certificate is in process, enter the certificate pending status code "02".
- If the district has applied for a substitute permit, but it is not yet approved, use the pending status code "02".

### Programming edits:

- If an invalid code is used a fatal error is reported.

### CODE and DESCRIPTION

- 02: Pending \*Required

**If you have questions about this field, please contact:** Phil Chase, Office of Professional Preparation Services (OPPS), 517-241-3960, [chasep2@michigan.gov](mailto:chasep2@michigan.gov) or Tom Knight, 517-373-8545, [knightt@michigan.gov](mailto:knightt@michigan.gov)

## **Field 18: Reserved**

**Definition:** This data element has been retired and/or is being reserved for future use.

**Specification:** 6-character. Pad with blanks.

**Record Position, Type:** 647-656, date

**Dependencies with Other Fields:** None

**Programming edits:** This field must be submitted with blanks, or a fatal error is reported.

## **Field 19: Reserved**

**Definition:** This data element has been retired and/or is being reserved for future use.

**Specification:** 6-character. Pad with blanks.

**Record Position, Type:** 657-666, date

**Dependencies with Other Fields:** None

**Programming edits:** This field must be submitted with blanks, or a fatal error is reported.

## Field 20: Educator Effectiveness

**Definition:** This is the educator effectiveness label as identified by the school district for each educator. The effectiveness labels should be based upon the employee's most recent evaluation.

**Field Use:** School Aid Act, 388.1619; Section 380.1249 MCLA; ESEA Flexibility Waver Principle 3; Teachers' Tenure Act

**Specification:** Two-character (NN)

**System Field Name:** EducatorEffectiveness

**Record Position, Type:** 667-668, numeric

**Dependencies with Other Fields:** Field 10: School Assignment Data; Field 12: Funded Position Status; Field 25: Date of Termination

**Additional Reporting Information:** The Revised School Code [380.1249 MCLA] requires that all districts develop and implement annual educator evaluations. These systems are locally determined and must include measures of growth in student achievement as a significant factor. Districts must use these systems to evaluate all educators, and to assign an effectiveness label to each educator.

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 for that individual and assign an overall effectiveness label for that educator.

The labels required for educator effectiveness under the ESEA Flexibility Principle 3 are highly effective, effective, minimally effective and ineffective. Local education agencies (LEAs) are required to determine and define within their local evaluation systems the criteria attached to each of four labels. If the LEA uses alternative labels, the LEA must determine which labels correspond with the four labels listed.

Under ESEA and Section 380.1249 MCLA, educator effectiveness labels are required in the EOY REP data submission. Effectiveness labels should be reported based upon the employee's most recent evaluation. The evaluation of building-level and office-level school administrator's job performance who are regularly involved in instructional matters are required at least annually [Section 380.1249 [MCLA].

Under Section 380.1249 if a teacher or administrator is rated as highly effective on three consecutive annual year-end evaluations, the school district, intermediate school district, or public school academy may choose to conduct a year-end evaluation biennially instead of annually. If a teacher/administrator is not rated as highly effective on one of the biennial year-end evaluations, the teacher shall again be provided with an annual year-end evaluation.

**Programming edits:**

- This field must be submitted for the required assignment codes (see table below) or a fatal error is reported unless the employee is reported on leave with a code "3", "4" or "6" in Field 12: Funded Position Status; then this field may be left blank.
- If the employee was reported with a code "07" (On leave directly to retirement or termination from district) or "14" (Deceased) in Field 25: Employment Status and a termination date in Field 26: Date of Termination, this field may be left blank.
- If Field 12: Funded Position Status is reported with a code "1", this field must be left blank or a fatal error is reported.
- The Highly Effective Educator Exemption label, code "09", may only be submitted if the teacher has been submitted in REP with a Highly Effective, code "01", for the previous three consecutive years.
- If the teacher was not submitted in REP with a Highly Effective rating, for any one of the previous three years, a fatal error is reported when the teacher is reported with code "09". In subsequent years, the teacher must receive a Highly Effective code "01", rating biennially in order to submit the Highly Effective Educator Exemption code "09".

**Required Assignment Codes with Exceptions Noted:**

Assignment Codes	Description
"000AX" through "000ZZ," (except "00SUB","00PAR", "00STU", "000NY" and "00200" through "00413")	Teachers
"00192" through "00197"	Teachers
"00501" through "00598"	Teachers
"Y*0AX" through "Y*0ZZ" (except "Y*014" or "Y*016" Paraprofessionals/Aides and Y*0NY School Nurse)	Teachers
"60300" and "60400"	Teachers
"70***," "71***," "72***," "73***" and "74***" (Example: 70100: ISD Superintendent)	Superintendents, Assistant Superintendents, Administrators, Principals and Assistant Principals
"75***," "76***," "77***," "78***" and "79***" (Example: 75361: Director of Special Education)	Directors, Supervisors, Coordinators, Consultants, Assistant Directors



Assignment Codes	Description
<p><b>Reported in conjunction with Function Codes:</b>                      00: Chief Administrative officer for District/ISD                      01: School Management                      13: Bilingual/English Language Learner Education                      16: Career and Technical Education                      18: Curriculum and Instruction                      33: Gifted and Talented                      41: Migrant Education                      43: Professional Development                      61: Special Education                      63: Subject Area (e.g., Alternative Education, Department Chair)                      75: Technology Integration                      99: Other</p>	

**This field is optional and may be left blank for the following assignment codes:**

Assignment Codes	Description
"Y*014" or "Y*016"	Paraprofessionals/Aides
"000NY" and "Y*0NY"	School Nurse
"00SUB" and "00PAR"	Day-to-day substitute staff members
"00STU"	Student Teacher
"00200" through "00407"	Additional Special Education Staff Members
"00410" through "00413"	Migrant Education Program Paraprofessionals/Aides
"60100" through "60700," except "60300" and "60400"	Early Childhood Staff Members
<p>"75***" through ""79*99"</p> <p><b>Reported in conjunction with Function Codes:</b>                      10: Adult, Continuing and Community Education                      11: Athletics</p>	Administrative Positions

Assignment Codes	Description
12: Behavioral/Classroom Management 14: Budget/Accounting 15: Business/Finance 17: Communications/Media 30: Child Care/Preschool/Early Childhood 31: Family/Community Support 32: Food Service 34: Human Resources 40: Legal Affairs 42: Plant/Facilities Management 44: Pupil Accounting 50: Recreation 51: Regional Educational Media Center (REMC) 52: Research and Evaluation 55: School Safety Programs 60: Security 62: State/Federal Programs 64: Student Services 70: Title I 71: Technology Infrastructure 72: Transportation 73: Transition 74: Title IX Gender Equity Coordinator	
"80001" through "99900"	Paraprofessionals/Aides and Non-Instructional Staff Members

**Educator Effectiveness Labels**

Districts are to select one educator effectiveness label as outlined in SFSF Indicator (a)(6): Highly Effective, Effective, Minimally Effective and Ineffective.

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

Districts may report code "09" for any teacher or administrator who was reported as Highly Effective on three consecutive annual year-end evaluations.

- 09: Highly Effective Evaluation Exemption

**If you have questions about this field, please contact:** Jen Robel, 517-373-9661, [robelj@michigan.gov](mailto:robelj@michigan.gov) or Phil Chase, 517-241-3960, [chasep2@michigan.gov](mailto:chasep2@michigan.gov)

## **Field 21: Reserved**

**Definition:** This data element has been retired and/or is being reserved for future use.

**Specification:** 8-character. Pad with blanks.

**Record Position, Type:** 669-676, numeric

**Dependencies with Other Fields:** None

**Programming edits:** This field must be submitted with blanks, or a fatal error is reported.

## **Field 22: Reserved**

**Definition:** This data element has been retired and/or is being reserved for future use.

**Specification:** 6-character. Pad with blanks.

**Record Position, Type:** 677-682, numeric

**Dependencies with Other Fields:** None

**Programming edits:** This field must be submitted with blanks, or a fatal error is reported.

## **Field 23: Reserved**

**Definition:** This data element has been retired and/or is being reserved for future use.

**Specification:** 6-character. Pad with blanks.

**Record Position, Type:** 683-688, numeric

**Dependencies with Other Fields:** None

**Programming edits:** This field must be submitted with blanks, or a fatal error is reported.

## Field 24: New Teacher Professional Development

**Definition:** This field is used to determine the type of professional development that was provided by the district for new teachers as specified within Section 380.1526 of the Michigan Compiled Laws.

**Field Use:** School Aid Act, 388.1619; MCL 380.1526; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319, 20 USC 6311

**Specification:** 27-position field ("NN.NNNN.NNXXXXXXXXXXXXXXXXXX"). Five characters, repeated two times, 17 characters reserved. "X" denotes blank space.

**System Field Name:** DaysofProfessionalDevelopment

**Record Position, Type:** 689-715, character

**Dependencies with Other Fields:** Field 10: School Assignment Data; Field 25: Employment Status

**Additional Reporting Information:** Report the number of days of professional development in the following categories. The lists provided for each category are not intended to be inclusive, but rather to serve as examples.

1. Classroom Management ("NN.NN")
    - Engaging students
    - Norms for social interaction
    - Student, parent and community communications
    - Peer coaching
  2. Instructional Delivery (Strategies) ("NN.NN")
    - Growth/assessment strategies
    - Best practices
    - Differentiating instruction
    - Remediation and/or extension
    - Designing effective lessons
  3. Reserved ("XXXXXXXXXXXXXXXXXX") Must be left blank. (Bulk Upload only)
    - "X" denotes blank space
- 
- This field is required for assignment codes "000AX" through "00598" (except "00200" through "00413"), "60300" and "60400" that are reported with a code "97" or "98" in Field 25: Employment Status.
  - Indicate the number of days by type(s) of professional development provided to new teachers (those within their first three years of employment in classroom teaching) during the school year (July 1 to June 30).
  - If the number of professional development days provided is less than 1.0, enter the appropriate number after the decimal point.

- For example, if three-quarters of a day was provided in the Classroom Management category and zero days for Instructional Delivery, enter 00.75 and 00.00 respectively in the online submission. For the bulk upload file, report "00.7500.00XXXXXXXXXXXXXXXXXX" ("X" denotes blank space).
- If the number of professional development days provided is to be reported in full days, enter the appropriate number of days.
  - For example, if the district provided 5 days for Classroom Management and 3 days for Instructional Delivery, the report "05.0003.00XXXXXXXXXXXXXXXXXX" ("X" denotes blank space) in the bulk upload file.
- Reporting of code "97" in Field 25: Employment Status indicates that the employee is a new teacher (first three years of employment in classroom teaching) who has been a staff member of the district previous to becoming a certified teacher.
  - For example, a district may have an employee who has worked as a paraprofessional/aide for five years while completing a teacher preparation program.
  - This employee is required to complete professional development requirements under MCL Section 380.1526.
- Reporting of code "98" in Field 25 indicates that the employee is a new teacher (first three years of employment in classroom teaching) and is required to complete professional development requirements under MCL Section 380.1526.
- Professional development should include ongoing, structured and documented professional learning opportunities in classroom management and instructional delivery (strategies), but may also include other learning opportunities such as: curriculum development, action research, online learning, technology training, reflective practice, mentoring and induction.
- For information regarding the submission of professional development data and/or MCL Section 380.1526, contact Donna L. Hamilton, 517-241-4546, ([hamiltond3@michigan.gov](mailto:hamiltond3@michigan.gov)). Further professional development information can be found on the [MDE website](http://www.michigan.gov/mde) (<http://www.michigan.gov/mde>), under the Office of Professional Preparation Services section.

**Programming edits:**

- If professional development was not provided by the district, report zeros.
- For any professional development category (two required, one reserved categories) that is not submitted with the number of days for new teachers, report zeros or a fatal error is reported.
- Reserved category three must be left blank (bulk upload only).
- This field must be reported for assignment codes "000AX" through "00598" (except "00200" through "00413") "60300" and "60400" that are reported with a code "97" or "98" in Field 25: Employment Status.



- All other assignment codes "60100" through "99900" (except "60300" and "60400") may leave this field blank.

**If you have questions about this field, please contact:** Phil Chase, 517-241-3960, [ChaseP2@michigan.gov](mailto:ChaseP2@michigan.gov)

## Field 25: Employment Status

**Definition:** This field identifies the employment status of the employee.

**Field Use:** School Aid Act, 388.1619; MCL 388.1613; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319, 20 USC 6311

**Specification:** Two-character (NN) with a default of "99"

**System Field Name:** TerminationStatusCode

**Record Position, Type:** 716-717, character

**Dependencies with Other Fields:** Field 9: Date of Hire; Field 10: School Assignment Data; Field 12: Funded Position Status; Field 17: Type of Credential; Field 20: Educator Effectiveness; Field 26: Date of Termination/Separation of Employment

### Additional Reporting Information:

- Report the correct code to identify the status of this employee.
- Report code "00" when terminating a vacant funded position.
- Codes "01" through "19" are to be used when an employee terminates employment with the district. Codes "97", "98" and "99" are to be used for new and returning employees as appropriate for the position.
- This field applies to assignment codes "000AX" through "99900".
- Any employee who terminates employment with your district must be submitted with the appropriate separation code in Field 25 and the date of termination in Field 26.

*Terminated Employees:* Employees whose employment is terminated with the district should be submitted with a code "1" through "19" in Field 25: Employment Status. Report a code "9" in Field 12: Funded Position Status.

*Employees on Leave:* Report the appropriate code for the leave status in Field 12 for employees on leave from the district. In Field 25: Employment Status, report the appropriate employment status of code "97", "98" or "99" as appropriate for the assignment code submitted in Field 10: School Assignment Data.

Code	Description	Use
00	Vacant position	The position is vacant as submitted in Field 12: Funded Position Status.
01	Left education and is not pursuing further employment	The employee left education and to your knowledge is not seeking further employment at this time. For example, the individual is staying at home to assist in the care of his/her family.

Code	Description	Use
02	Left education for other career in different field	The employee has left his/her education position to secure a position in a field other than education. For example, a school psychologist leaves employment to take a job as a clinical psychologist with a community mental health agency or department.
03	Left district and moved out of state	The individual moved out of state for employment.
04	Left education because of transfer of spouse	The spouse of the employee is moving. The employee terminated employment to relocate with his/her spouse.
05	Left for other employment in field of education	The employee left to pursue or begin another occupation in the field of education. (Code 05 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
06	Left for family medical leave and will not return	The employee left on family medical leave. (Code 06 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
07	On leave directly to retirement or termination from district	The employee has been on leave from the district and then terminates his/her employment or retires.
08	Left to further education at college or university	The employee terminated employment in order to return to a college or university school to complete additional course work or to earn another degree. (Code 08 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
09	Left on disability and will not return	The employee has left for disability. (Code 07 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
10	Left special education and went to general education in different district	The employee moved from a special education position within the district and took a general education position outside of the school district. For example, a special education supervisor moves to another district to become the director of curriculum development.

Code	Description	Use
11	Left district and went to special education in another district	The employee moved from a special education position within the district and accepts a special education position outside the district.
12	Laid off by district (will not return to district)	The district laid off the employee and the employee will not return to the district. (Code 04 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
13	Discharged	The employee was discharged because of unsatisfactory work performance or unprofessional conduct. (Code 03 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
14	Deceased	The employee is deceased. (Code 02 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
15	Illness/disability and not expected to return	The employee left because of sickness or an incapacitating condition and is not expected to return.
16	Retired (position will not be filled)	The district does not plan to fill the position. The employee retired according to provisions of a specific program allowing or requiring him/her to leave upon reaching a certain age, number of years, or disability. (Code 01 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
17	Contract expired	The employee's contract expired and was not renewed. (Code 03 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
18	Other	The employee does not match any of the above explanations, or the employee has left the district, giving no reason.
19	Retired (position will be filled)	The employee retired according to provisions of a specific program allowing or requiring him/her to leave upon reaching a certain age, number of years, or disability. The district plans to fill the position. (Code 01 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)

Code	Description	Use
97	New teacher (teacher in first three years in profession, but not a new employee to the district)	The employee is a new teacher (first three years of employment in classroom teaching); however, the employee has worked for the district previous to becoming a certified teacher. For example, a district may have an employee who has worked as a paraprofessional/aide for five years while completing a teacher preparation program. This employee is required to complete professional development requirements under MCL Section 380.1526.
98	New teacher (teacher in first three years in profession)	The employee is a new teacher (first three years of employment in classroom teaching) and is required to complete professional development requirements under MCL Section 380.1526.
99	Returning employee, new (non-instructional) employee, new experienced teacher, substitute, contractor or employee on leave	The employee is in the same program or grade this school year that s/he was in last school year, even if her/his location changed. Use this code for all returning, new (non-instructional) employees, new, experienced teachers, substitutes, contractors or employees on leave. (Code 00 in the Michigan Public School Employees Retirement System Reporting Instructions Manual).

**Programming edits:**

- This field must have a value.
- If an invalid code is submitted or this field is left blank, a fatal error is reported.
- If codes "01" through "19" are used, Field 26: Date of Termination/Separation of Employment must have a date.
- If "00" is submitted in this field, Field 12: Funded Position Status must have a value of "1" for assignment codes "000AX" through "99900", or a fatal error is reported.
- When terminating a vacant funded position, report a value of "00" in this field and a value of "1" in Field 12, or a fatal error is reported.
- Codes "97" and "98" may only be submitted for assignment codes "000AX" through "00598", "60300" or "60400" or a fatal error will be reported.
- If a code of "97" or "98" is submitted, then Field 9: Date of Hire cannot be later than three years from July 1 of the submission year.

**If you have questions about this field, please contact:** CEPI customer support, 517-335-0505 x3, [CEPI@michigan.gov](mailto:CEPI@michigan.gov).

## Field 26: Date of Termination/Separation of Employment

**Definition:** This is the date of termination of the staff member.

**Field Use:** School Aid Act, 388.1619; Section 501 of PA 115 of 2009; NCLB, 20 USC 6613

**Specification:** 10-character (MM/DD/CCYY), date with slashes

- All dates must appear in the following format: MM/DD/CCYY.
  - DD must be the number of a day between 01 and 31.
  - CCYY represents the year.
- MM must be one of the following:
  - 01 January
  - 02 February
  - 03 March
  - 04 April
  - 05 May
  - 06 June
  - 07 July
  - 08 August
  - 09 September
  - 10 October
  - 11 November
  - 12 December

Example: June 01, 2017 = 06/01/2017

**System Field Name:** DateOfEmploymentTermination

**Record Position, Type:** 718-727, date

**Dependencies with Other Fields:** Field 25: Employment Status

### Additional Reporting Information:

- This field applies to assignment codes "000AX" through "99900".
- Terminations should be submitted during the cycle that the termination occurs.
- For example, if an employee terminates on November 1, report the termination in the December submission. If an employee terminates on February 1, report the termination in the June submission.
- All records submitted with a termination date during the current submission cycle are removed prior to the next submission cycle.

- For vacant positions created since the previous school year and not yet filled, leave this field blank.

**Programming edits:**

- If the date submitted is not a valid date, a fatal error is reported.
- If a date is submitted, then the code in Field 25: Employment Status must be between codes "00" through "19".
- Field 10: School Assignment Data must be submitted when a date is submitted in this field, or a fatal error is reported.
- The termination date must be on or prior to the submission date. The termination date cannot be prior to the hire date.

**If you have questions about this field, please contact:** CEPI customer support, 517-335-0505 x3, [CEPI@michigan.gov](mailto:CEPI@michigan.gov).

## Field 27: Personnel Identification Code

**Definition:** This field contains the Personnel Identification Code that is produced by the REP. This is the state-generated unique identifier for each staff member in the REP Database. Although not required, it is recommended that this field be submitted to ensure the validity of the record.

**Field Use:**

**Specification:** 10-character, integer

**System Field Name:** PersonnelPIC

**Record Position, Type:** 728-737

**Dependencies with Other Fields:** Field 4: Last Name; Field 5: First Name; Field 7: Social Security Number; Field 8: Credential License Number; Field 13: Date of Birth; Field 14: Gender

**Additional Reporting Information:**

*Note:* Corrections to previously submitted data such as name, birthdate, gender, Social Security number\* or credential number may be made through the REP Online Single Submission Application. For districts that use the Bulk Upload Application, the PIC must be used if changes are made to the employee's name, gender, Social Security number or credential number. If the PIC is not used in the Bulk Upload file when a change is made, a duplicate record will be created. All corrections to birthdates must be made through the REP Online Single Submission Application.

*\*Exception:* When a Social Security Number update is attempted for an employee who has multiple records in the REP database, a warning message will be issued stating that the authorized user must contact CEPI to resolve the Social Security number.

**Programming edits:**

- Before entering the PIC, verify that the Social Security number, credential number, last name, first name, and date of birth are valid, or a fatal error is reported.
- If the PIC is submitted, and the last name, first name, date of birth, and gender do not match what is currently in the database, a fatal error is reported.

**If you have questions about this field, please contact:** CEPI customer support, 517-335-0505 x3, [CEPI@michigan.gov](mailto:CEPI@michigan.gov).



## Field 28: Full-Time Base Annual Salary

*Note: This field must be submitted by districts required to complete the Title I Comparability Application. For all other districts, this field is optional; however, a value must be submitted.*

**Definition:** The full-time base annual salary for all employees is the base salary (basic contract) for a first-year full-time employee at this educational level. It does not include increments for years of service or longevity payments.

**Field Use:** School Aid Act, 388.1619; NCLB, Section 1120A of Title I, Part A; Section 501 of PA 115 of 2009;

**Specification:** Six-character

**System Field Name:** AnnualSalary

**Record Position, Type:** 738-743, numeric

**Dependencies with Other Fields:** Field 10: School Assignment Data; Field 12: Funded Position Status

### Additional Reporting Information:

- The purpose of Field 28 is to collect the Full-Time Base Annual Salary for employees in given assignments in order to meet the needs of Title I, Part A of the No Child Left Behind Act (NCLB).
- The full-time base salary is used in determining comparability under Title I of NCLB. This field must be submitted by districts required to complete the Title I Comparability Application.
- Reporting of this field is optional for all other districts.
- When applicable, indicate the full-time base annual salary for all employees of the district whose assignment code is reported with accounting function codes 111-113, 122-127, 211-218, 222-225, 241 or 249.
- This field applies to assignment codes "000AX" through "99900" and must have a value.
- The following are two examples of how to report the base salary for new and experienced employees:
  - Example 1: Jane Doe is a first-year teacher with a bachelor's degree and has a base salary of \$40,000; John Smith is a fifth-year teacher with a bachelor's degree and has a base salary of \$40,000. All employees at the bachelor's degree level have a base salary of \$40,000.
  - Example 2: Jane Smith is a first-year teacher with a master's degree and has a base salary of \$50,000; John Doe is a fifth-year teacher with

a master's degree and has a base salary of \$50,000. All employees at the master's degree level have a base salary of \$50,000.

**Programming edits:**

- Annual Salary has been redefined to mean full-time base salary so that it can be used to determine comparability under Title I, Part A of No Child Left Behind.
- If the full-time base annual salary is submitted in this field, the hourly wage in Field 10 must be submitted with either the hourly wage or zeros, or a fatal error is reported.
- If no value is entered, a fatal error is reported.
- The full-time base annual salary cannot exceed \$450,000; the hourly wage cannot exceed \$999.99.
- If Field 12: Funded Position Status has a value of "1" (vacant, funded, open position, no one assigned), the full-time base annual salary in Field 28 and the hourly wage in Field 10 must be zeros, or a fatal error is reported.

**If you have questions about this field, please contact:** Office of School Improvement, 517-373-4588.

## **Field 29: Reserved**

**Definition:** This data element has been retired and/or is being reserved for future use.

**Specification:** 6-character. Pad with blanks.

**Record Position, Type:** 744-749, numeric

**Dependencies with Other Fields:** None

**Programming edits:** This field must be submitted with blanks, or a fatal error is reported.

## **Field 30: Reserved**

**Definition:** This data element has been retired and/or is being reserved for future use.

**Specification:** 2-character. Pad with blanks.

**Record Position, Type:** 750-751, numeric

**Dependencies with Other Fields:** None

**Programming edits:** This field must be submitted with blanks, or a fatal error is reported.

## **Appendix A: Day-to-Day Substitutes; Non-Instructional Staff**

In an effort to streamline the reporting of day-to-day substitute teachers and substitute paraprofessionals/aides and all non-instructional staff members to meet the reporting requirements of the School Safety Legislation, districts may submit these employees with fewer data elements. The required fields are those necessary for accurate reporting of the employees' records in order to meet state and federal reporting requirements and so that the crosscheck of data may be completed with the Michigan State Police.

### **Reporting of Day-to-Day Substitute Teachers and Paraprofessionals/Aides**

A day-to-day substitute teacher or paraprofessional/aide is an individual employed by a district to serve in a short-term assignment that is less than one semester in length. For day-to-day substitute teachers, a school district can employ a person under a substitute teacher permit as long as the assignment is less than one semester. (Source: Office of Professional Preparation Services, Michigan Department of Education)

The assignment codes "00SUB" (day-to-day substitute teacher) and "00PAR" (day-to-day substitute paraprofessional/aide) may only be used for staff members working in day-to-day substitute positions as teachers or paraprofessionals/aides. When reporting substitute staff members for other types of positions such as a bus driver, secretary or principal, report the assignment code appropriate for the position; do not use "00PAR".

### **Reporting of Student Teachers**

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. The assignment code "00STU" may only be used to report these individuals.

### **Additional Reporting Information**

*Online Submission:* A special submission screen for day-to-day substitute teachers, day-to-day substitute paraprofessionals/aides, and student teachers is available in the REP Application. Instructions for the submission of day-to-day substitute teachers, day-to-day substitute paraprofessionals/aides, and student teachers are available in the REP User's Guide.

*Bulk Upload Submission:* Day-to-day substitute teachers, day-to-day substitute paraprofessionals/aides, and student teachers may be included in bulk upload files with the limited number of required fields. Edits placed on the assignment codes "00SUB", "00PAR" and "00STU" allow districts to omit fields not listed in this appendix.

*School/Facility Code:* Day-to-day substitute teachers and paraprofessionals/aides who work in multiple schools/facilities may be submitted with a school/facility code of "00000" (central administrative unit).

*Required Fields:* The fields listed below are required for the submission of day-to-day substitute teachers and paraprofessionals/aides.

- Field 1: Date of Count
- Field 2: Operating ISD/ESA Number
- Field 3: Operating District Number
- Field 4: Last Name
- Field 5: First Name
- Field 6: Middle Initial
- Field 7: Social Security Number, or Field 8
- Field 8: Credential License Number, or Field 7
- Field 9: Date of Hire
- Field 10: School/Facility; Assignment "OOSUB", "OOPAR" or "OOSTU"; all other field 10 elements must be left blank
- Field 13: Date of Birth
- Field 14: Gender Code
- Field 15: Racial/Ethnic Code
- Field 25: Employment Status
- Field 26: Date of Termination of Employment (when Field 25 is submitted with a code of "01" through "19")

**Programming Edit:** When using the bulk upload option, the fields that are not required must be left blank or a fatal error is reported.

### **Reporting of Non-Instructional Employees (Assignment Codes "81500" through "99900")**

Districts have two options for reporting non-instructional employees as outlined below. Also, all non-instructional staff members may be submitted with minimal fields of data required regardless of the FTE reported in Field 10: School Assignment Data. Previously this was only allowed for non-instructional staff members who were reported with an FTE of less than 0.5.

- Option 1: Report non-instructional staff members with the original assignment codes.
- Option 2: Report non-instructional staff members using a shorter list of consolidated assignment codes.

The consolidated codes were developed to help streamline the reporting of non-instructional staff members and align with federal reports. Please note that some positions still require a unique code in order to meet federal or state requirements.

Whether you choose option 1 or 2, all non-instructional assignment codes may be submitted with the reduced number of fields as outlined in this appendix.

**Additional Reporting Information:**

*Online Submission:* A special submission screen with the required fields for non-instructional employees with assignment codes "81500" through "99900" is available in the REP Application. Instructions for the use of the submission screen are available in the REP User's Guide.

*Bulk Upload:* Non-instructional employees may be included in the bulk upload file with the limited number of required fields. Any non-instructional employee (assignment codes "81500" through "99900") may be submitted with the reduced number of fields as listed in this document.

*School/Facility Code:* Report the school/facility where the staff member is assigned. Non-instructional staff members who work in multiple schools/facilities may be submitted with a school/facility code of "00000" (central administrative unit).

*Assignment Code:* Report the appropriate assignment code for the position held by the non-instructional staff member.

The fields listed below are required for the reporting of contracted and other non-instructional employees when reported with the minimal field submission. Refer to the specific fields in this manual for the field definitions.

- Field 1: Date of Count
- Field 2: Operating ISD/ESA Number
- Field 3: Operating District Number
- Field 4: Last Name
- Field 5: First Name
- Field 6: Middle Initial
- Field 7: Social Security Number
- Field 9: Date of Hire
- Field 10: School/Facility Code; Assignment and FTE only
- Field 13: Date of Birth
- Field 14: Gender Code
- Field 15: Racial/Ethnic Code
- Field 25: Employment Status
- Field 26: Date of Termination of Employment (when Field 25 is submitted with a code of "01" through "19")

**Programming Edits:** The fields that are not listed above for the minimal submission option must be left blank, or a fatal error is reported.

If the district is choosing to do a complete submission for the employee, all required fields must be submitted for the assignment code reported in Field 10: School Assignment Data, or a fatal error will be reported.



## Appendix B: Assignment Code to Subject Area

The Michigan Department of Education, Office of Professional Preparation Services prepared the following charts to assist districts in selecting assignment codes for the various subject areas taught by the instructional staff in a district.

- Column One (REP Assignment Code): lists the REP assignment codes.
- Column Two (REP Class Assignment Title): lists the REP assignment code description.
- Column Three (Examples of Types of Subject Area Classes): lists examples of the types of subjects that would be included for each assignment code in the REP. Use the assignment code from column one for classes with these or similar titles.

This lists do not include all subjects that may be offered by all districts, but are meant to aid the district in determining which assignment code to use for the instructional staff for these or similar types of subject areas. A more comprehensive list of "Classes that can be Taught" that utilizes the endorsement codes is available at the [MDE Educator Services web page](http://www.michigan.gov/mde/0,1607,7-140-6530_5683---,00.html) ([http://www.michigan.gov/mde/0,1607,7-140-6530\\_5683---,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_5683---,00.html)).

*\*\*Denotes that Highly Qualified status must be reported for the assignment code.*

### English Language Arts

Assignment Code	Class Assignment Title	Examples of Types of Subject Area Classes
000AX	Communication Arts	Communication Arts
000BX**	Language Arts	Language Arts Writing Literature
000BA**	English	English Grammar Writing Literature Great Books Shakespeare Poetry Drama (Study of literature)
000BC	Journalism	Journalism Yearbook Media

Assignment Code	Class Assignment Title	Examples of Types of Subject Area Classes
		School Newspaper Broadcast/Video Production
000BD	Speech	Speech Communications Debate Forensics News/Broadcasting Public Speaking Oral Interpretation
000BT**	Reading	Reading Developmental Reading Linguistics

## Social Sciences

Assignment Code	Class Assignment Title	Examples of Types of Subject Area Classes
000RX**	Social Studies	Social Studies
000CA**	Economics	Economics Current Events
000CB**	Geography	Geography Global Geography Michigan Geography U.S. Geography Global Issues The Global Village Western Hemisphere Eastern Hemisphere World Regions Current Events
000CC**	History	History Michigan History U.S. History World History European History
000CD**	Political Science	Political Science

Assignment Code	Class Assignment Title	Examples of Types of Subject Area Classes
		American Government Government Civics Contemporary World Issues American Problems Current Events
000CE	Psychology	Psychology
000CF	Sociology	Sociology
000CH	Anthropology	Anthropology
000CL	Cultural Studies	Cultural Studies Cultural Anthropology Modern Popular Culture
000CM	Behavioral Studies	Behavioral Studies
	Social Science	Districts are requested to report 000RX for general social studies/social science assignments. The assignment code 000CX has been phased out.
000NJ	Environmental Studies	Environmental Studies (based on a social science perspective)
000PR	Religion	Academic Study of Religion World Religions
000PS	Philosophy	Philosophy
000PX	Humanities	Humanities

## Science

Assignment Code	Class Assignment Title	Examples of Types of Subject Area Classes
000DX**	Science	Science Integrated Science General Science Applied Science Integrated Physical and Earth Science
000DI**	Integrated Science	Integrated Science
000DA**	Biology	Biology Ecology

Assignment Code	Class Assignment Title	Examples of Types of Subject Area Classes
		Botany Zoology Human Anatomy and Physiology Life Science Biochemistry Genetics Microbiology Environmental Science Forensic Science
000DC**	Chemistry	Chemistry Organic Chemistry Biochemistry Forensic Science
000DE**	Physics	Physics
000DH**	Geology/Earth Science	Geology Earth Science Limnology Meteorology Mineralogy Oceanography Weather
000DO**	Astronomy	Astronomy
000DP**	Physical Science	Physical Science

## Mathematics

Assignment Code	Class Assignment Title	Examples of Types of Subject Area Classes
000EX**	Mathematics	Mathematics Arithmetic Number Theory Pre-Algebra Geometry Calculus Statistics College Algebra

Assignment Code	Class Assignment Title	Examples of Types of Subject Area Classes
		Trigonometry Solid Geometry Title I Mathematics

## World Language

Assignment Code	Class Assignment Title	Examples of Types of Subject Area Classes
000FA**	French	French Language, Grammar and Culture
000FB**	German	German Language, Grammar and Culture
000FC**	Greek	Greek Language, Grammar and Culture
000FD**	Latin	Latin Language, Grammar and Culture
000FE**	Russian	Russian Language, Grammar and Culture
000FF**	Spanish	Spanish Language, Grammar and Culture
000FH**	Italian	Italian Language, Grammar and Culture
000FI**	Polish	Polish Language, Grammar and Culture
000FJ**	Hebrew	Hebrew Language, Grammar and Culture
000FL**	Japanese	Japanese Language, Grammar and Culture
000FR**	Chinese	Chinese Language, Grammar and Culture
000FS	American Sign Language	
000FK**	Arabic	Arabic Language, Grammar and Culture
000FG**	Other World Language	Specific Language, Grammar and Culture
000NS	English as a Second Language	ESL Classes - Classes taught in English, which is the second language for students in the class
	Bilingual Education	See General Education Assignment List for the specific language used.

Assignment Code	Class Assignment Title	Examples of Types of Subject Area Classes
		Assignment code is dependent upon the subject taught.

## Business

Assignment Code	Class Assignment Title	Examples of Types of Subject Area Classes
000GX	Business Education	All listed subject areas may be submitted as Business Education.
000GA	Accounting	Accounting
000GH	Business Administration	Business Administration Business Education Business Communications Business Law Business Management
000GI	Secretarial Science	Secretarial Science Business Technology
000GM	Distributive Education	Marketing Education Distributive Education

## Technology

Assignment Code	Class Assignment Title	Examples of Types of Subject Area Classes
000IX	Industrial Technology	Industrial Technology Industrial Arts Drafting/Computer Assisted Design Woods, Metal and Plastics Technologies Electricity/Electronics Graphic Arts Automotive and Small Engine Technology Manufacturing Construction Transportation Communication Technologies

Assignment Code	Class Assignment Title	Examples of Types of Subject Area Classes
		Power and Energy
000ND	Library Media	Library Media Library Media Specialist School Library Librarian
000NH	Basic Computer Applications	
000NN	Non-Academic/ Non-Core Instruction	Primetime Student Success Program, Study Skills, Test Preparation
000NR	Computer Science	Computer Science Programming Computer Networking Advanced Web Design
000TX	Technology Education	Technology Education Technology and Design Concepts of Technology Bio-related Technologies Information Technology
	Educational Technology	Districts are requested to report Educational Technology assignments as 000TX. The assignment code 000NP has been phased out.

## The Arts

Assignment Code	Class Assignment Title	Examples of Types of Subject Area Classes
000JX**	Music Education	Music Education General Music Marching Band Concert Band Orchestra Choral Music Strings Music Theory Keyboards

Assignment Code	Class Assignment Title	Examples of Types of Subject Area Classes
		Jazz Ensemble Wind Ensemble Choir
000LX**	Visual Arts	Visual Arts Visual Studies Art Drawing Painting Illustration Sculpture Ceramics/Pottery Design Art Appreciation Computer Graphics and Design Video Photography Film Art History Art Criticism Aesthetics Fiber Arts Jewelry Digital/New Media Design
000LT**	Theatre/Performance	Theatre, Performance
	Visual Arts Education	Districts are requested to report "000LX" for Art Education assignments.
	Visual Arts Education Specialist	Districts are requested to report "000LX" for Art Education assignments.
000MH**	Dance	Dance Folk Dance Jazz Ballet Modern Dance Square Dance Tap Ballroom Dancing Support Services



## Support Services

Assignment Code	Class Assignment Title	Examples of Types of Subject Area Classes
000NT	Guidance and Counseling	School Guidance Counselor
	Occupational/Physical Therapy	Districts are requested to report "00360" for Occupational Therapy assignments and "00370" for Physical Therapy assignments.
00360	Occupational Therapy	Occupational Therapy
00370	Physical Therapy	Physical Therapy
000NY	School Nurse	School Nurse

## Wellness

Assignment Code	Class Assignment Title	Examples of Types of Subject Area Classes
000MA	Health	Health Personal Hygiene
000MB	Physical Education	Physical Education Physical Fitness Specific team sports (football, volleyball, etc.)
000MD	Recreation	Outdoor Recreation Specific personal sports (badminton, golf, tennis, bowling, etc.)
000MX	Health, Physical Education, Recreation and Dance	Use only for classes that combine health, physical education, recreation and dance (or at minimum combine health and physical education).
000NZ	Sex Education	Sex Education

## Miscellaneous

Assignment Code	Class Assignment Title	Examples of Types of Subject Area Classes
000HX	Agriscience and Natural Resources	Classes related to plant science, animal science, natural resources, farm business management and small engine repair
000KH	Family & Consumer Sciences	Family & Consumer Sciences Parenthood Education Nutrition Science Pre-employment skills Family Relationships Essential Health & Living Skills Balancing Work & Family Pre-parenthood Life Management Nutrition & Foods Consumer Education Family Living Life Survival Skills Personal Living
000NC	Driver and Safety Education	Driver and Safety Education
000NF	Jr. ROTC	Junior ROTC
000NX	Other	Assignment not listed
00SUB	Day-to-Day Substitute Teacher	Use this code for day-to-day substitute teachers only.
00PAR	Day-to-Day Substitute Paraprofessional/Aide	Use this code for day-to-day substitute paraprofessional/aides only.
00STU	Student Teacher	Use this code for student teachers only.

## Level-Related Assignments

Assignment Code	Class Assignment Title	Examples of Types of Subject Area Classes
60300 or 60400	Early Childhood Education	Pre-Kindergarten: Great Start Readiness Program

Assignment Code	Class Assignment Title	Examples of Types of Subject Area Classes
		Pre-School: Tuition-Based; Birth to age 4; Head Start
000ZY 000ZZ**	Alternative Education	Alternative Education
000ZW	Facilitator of Instruction	Facilitator of Instruction (e.g., computer-based learning program, online instruction, virtual education)
000ZG**	General Elem. K-5 all subjects, K-8 Self-Contained	Teaching all core subjects in self-contained classrooms in any grade between kindergarten and grade 8