

Center for Educational Performance and Information (CEPI)

Registry of Educational Personnel (REP) Glossary

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Questions:

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A

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

Administrator Continuing Education- As of January 4, 2010, MCL [380.1246](#) mandates that a school district, public school academy (PSA) or intermediate school district (ISD) shall not continue to employ a person as a superintendent, principal, assistant principal or other person whose primary responsibility is administering instructional programs unless the person meets one or more of the following requirements:

- a. If employed as a school administrator before January 4, 2010, and the person has completed the continuing education requirements, he or she is not required to hold administrator certification.
- b. If employed as a school administrator after January 4, 2010, the person must hold a valid school administrator certificate or be enrolled in an approved program leading to certification as a school administrator not later than six months after he or she begins the employment. The person then has three years to complete certification requirements or the school district, PSA, or ISD shall not continue to employ the person as a school administrator.

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

Appropriate Placement- The replacement under ESSA for Highly Qualified. Educators must be appropriately placed in an assignment that aligns with the educators certification and MDE best practices guidance. See the [Appropriate Placement of Teachers and Paraprofessionals](#) for more information.

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

Attributes- These are descriptors of a characteristic.

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

B

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

Bulk File- Multiple records in a single file.

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

C

CCD- The Common Core of Data (CCD) is a program of the U.S. Department of Education's National Center for Education Statistics that annually collects fiscal and non-fiscal data about all public schools, public school districts and state education agencies in the United States. State education agency officials supply the data, which include information that describe schools and school districts including names, addresses and phone numbers; description information about students and staff including demographics; and fiscal data including revenues and current expenditures.

CEPI- The Center for Educational Performance and Information.

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

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

Chartering Agency- A chartering agency is also known as a public school academy (PSA) authorizing agency. This is the agency that authorizes a PSA and oversees the PSA. Every PSA must be authorized by a chartering agency. A chartering agency may be a public university, community college, K-12 local education agency (LEA) or an intermediate school district (ISD).

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

Core Academic Subject Areas- NCLB defines core academic subjects as English, reading, language arts, mathematics, science, foreign languages, social studies, civics/government, economics, geography, history and arts.

Credential Type- The credential type identifies the level of certification an individual holds in Michigan. The Office of Professional Preparation Services of the Michigan Department of Education issues certificates for teachers, administrators, guidance counselors, school psychologists and school nurses.

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

Crosswalk- The REP crosswalk is a mapping tool that allows a user to map their local course IDs to the federal SCED codes (School Codes for the Exchange of Data), to the REP assignment codes, and finally to the teachers endorsement codes.

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

CTE- Career and Technical Education.

D

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

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

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

Data Set- A data set is a group of related data elements and records that have a pre-defined set of characteristics and associated business rules.

Date of Count- The official submission date/deadline.

Dates- Dates pertaining to a data collection.

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

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

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

DTMB- Michigan Department of Technology, Management and Budget.

E

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

ELL- English Language Learner.

Educator Effectiveness- The Revised School Code [[380.1249](#) MCLA] requires that all districts develop and implement annual educator evaluations. These systems are

locally determined. Districts must use these systems to evaluate all educators, and to assign an effectiveness label to each educator. The labels required for educator effectiveness under the American Recovery and Reinvestment Act of 2009, State Fiscal Stabilization Fund II (SFSF) grant assurances are highly effective, effective, minimally effective and ineffective.

EEM- The Educational Entity Master (EEM) contains information regarding public and registered nonpublic educational entities, including official identification codes and contact information for Michigan's educational systems. Users may access the EEM at <http://www.michigan.gov/eem>.

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

ESSA- Every Student Succeeds Act.

F

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

FAQs- Frequently asked questions.

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

FTE- Full-time equivalency.

G

GovDelivery- The CEPI GovDelivery email service functions as a tool for CEPI to communicate updates and other important information to the districts.

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

H

I

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

IHE- Institution of Higher Education.

Instructional Paraprofessional/Aide- Instructional paraprofessionals/aides are defined as individuals who provide instructional support, including those who:

1. provide one-on-one tutoring, if such tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher
2. assist with classroom management, such as organizing instructional and other materials
3. provide instructional assistance in a computer laboratory
4. conduct parental involvement activities
5. provide support in a library or media center
6. act as translators
7. provide instructional support services under the direct supervision of a teacher

ISD/ESA- Intermediate school district (ISD)/educational service agency (ESA).

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

L

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

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

LEP- A person with limited English proficiency (LEP) does not speak English as his or her primary language and has a limited ability to read, speak, write or understand English.

M

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

MDE- Michigan Department of Education.

MEGS- Michigan Electronic Grant System.

MEIS- Michigan Education Information System. The MEIS is the authentication system whereby an authorized user with the appropriate permission creates an account and applies to access individual applications using his/her MEIS login name and password.

MI-Access- Michigan's Alternative Assessment Program.

MI School Data Portal- MI School Data is a service of CEPI, in collaboration with the Department of Education and others in Michigan's education community. The portal

provides data about Michigan schools and helps to define how to deliver the data so educators, families, and policy makers can make informed decisions about student success in Michigan.

MOECS- Michigan Online Educator Certification System. MOECS is the online educator certification system. This is a fully secured, role/function based web application developed and managed by the Office of Professional Preparation Services, Michigan Department of Education. This database contains the certification data for teachers, administrators, guidance counselors, school psychologists, school nurses and substitute permits.

N

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

Non-Instructional Paraprofessional/Aide- A non-instructional paraprofessional/aide is defined as someone who works in areas such as: food services, cafeteria or playground supervision, personal care services or non-instructional computer assistance.

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

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

O

OEE- Office of Educator Excellence, formerly OPPTS.

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

OPPTS- Office of Professional Preparation Services.

P

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

PIC Search- The REP PIC Search is an online feature within the REP Application that allows authorized users to obtain PICs for staff members at any time.

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

Pop-up Window- A window that appears within an opened application web page. CEPI applications make use of pop-up windows to display important information to users.

Professional Development (PD)- Professional development is continuing education completed by school employees. There are four sections in the Michigan School Code that address professional learning. Sections 1526 and 1527 specify requirements for the professional learning of teachers. Section 1246 specifies continuing education requirements for school administrators. Section 101(11) enables schools to schedule up to 38 hours of professional learning and count it as part of the required 1,098 hours of instructional time. (Source: Office Professional Preparation Services, Michigan Department of Education).

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

PSA Chartering Agency- The school associated with the PSA district. Independent of local educational agency (LEA) district.

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

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

R

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

REP- Registry of Educational Personnel.

REP Submission Reports- The REP Submission Reports allow district users to access and review data concerning the current submission. As district users submit data, the reports are populated so that up-to-the-minute totals will be available for the users to review. District users may print and review reports at any time during the submission,

and are strongly encouraged to do so prior to finalizing the submission process. District- and school/facility-level reports are available.

S

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

School- Generally, a public school is an administrative unit (not necessarily a physical building) that provides instruction to students. It is operated by a primarily publicly funded education entity [Michigan Department of Education (MDE), intermediate school district (ISD), local education agency (LEA), public school academy (PSA)] and has ALL of the following characteristics:

- An administrator (principal) who reports directly to the entity's chief executive officer (e.g., superintendent).
- Teachers responsible for educating a specific set of students.
- Students.
- Receives a state-issued Michigan Accountability Scorecard.

"School" for all other entities (state agency, nonpublic, higher education, other) would be defined as: an administrative unit (not necessarily a physical building) that provides instruction to pupils and has the following characteristics:

- Administrator
- Teachers
- Students

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

Shared Educational Entity (SEE)- A SEE is a school that enrolls students from at least two districts under a cooperative agreement and provides educational services to those students at a single location – at the school itself. Under this arrangement, the SEE is the Primary Education Providing Entity (PEPE) and enrolls the students at their SEE entity code, tests the students at the SEE (ensuring their answer documents are barcoded to the SEE entity code), receives the assessment reports, and does not receive a building-level accountability designation. The students enrolled in the SEE will be attributed only to district-level accountability designations at the students' resident districts, not the district that operates the SEE. In the REP, staff members who provide services in a SEE should be reported at the SEE.

SOM- State of Michigan.

SSN- Social Security Number.

Special Education Age Group- Indicates the age group that the staff member is responsible for at least 50 percent or more of his/her time.

Specialized Shared Educational Entity (S2E2)- An S2E2 (not a school) provides educational services in multiple classrooms inside existing schools. An S2E2 is formed when two or more districts cooperate to provide services to a group of students. In the REP, staff members who provide services to students in S2E2s should be reported in their school where the services are provided, *not* in the S2E2.

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

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

T

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

Teacher of Record- The teacher of record is the certified teacher who provides instruction, tests and quizzes, evaluates the pupil's performance and gives the pupil a grade. The on-site mentor may or may not be the teacher of record. The on-site mentor shall be a certificated Michigan teacher employed by the district. (Source: Michigan Department of Education, Pupil Accounting Manual, Section 5-O-B – Seat Time Waivers, August 2010)

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

Title I SES- Title I Supplemental Educational Services.

TSDL- Teacher Student Data Link. The TSDL Collection in the Michigan Student Data System will report links between students and the teacher(s) who provide instruction to them. These data are necessary to meet the requirements of the American Recovery and Reinvestment Act (ARRA) and the America Competes Act as part of the State Fiscal Stabilization Fund. The data reported in the TSDL are aligned with the REP data for data quality purposes.

U

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

- An administrator, supervisor, coordinator or director who reports to a principal or another administrator.
- Teachers who may have special endorsements beyond those normally required for Pre-K through grade 12.
- Students who are selected to attend or are referred by another public agency/school.
- Students who are not necessarily in full-time attendance.
- A location which does not administer these state assessments: M-STEP, MME, MI-Access and/or WIDA, but which may administer other state assessments.
- A location which does not offer a Michigan Merit diploma (if grades 9 through 12).

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

W

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

X

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