

# Center for Educational Performance and Information (CEPI)

## *Registry of Educational Personnel (REP) On-Demand Functionality User Guide*

Last Updated: 2/14/2017

### Questions:

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

Phone: 517-335-0505 x3



## REP On-Demand New Functionality

The Registry for Educational Personnel (REP) application has been developed to increase the functionality for district users. This new functionality allows the REP to collect data regarding staffing changes between the Fall and End of Year (EOY) submission windows. This is entirely optional, no additional reporting will be required for districts.

The Center for Educational Performance and Information (CEPI) worked extensively with the Michigan State Police (MSP) and the Division of Educator, Student and School Supports (DESSS) within the Michigan Department of Education (MDE) to modify the application for this optional submission. The ability to submit these staffing changes between the collection windows will allow for MSP to provide timely feedback to districts regarding conviction notices on employees to the district. This ability will also allow districts to enter employees as active employees of a district, allowing them to be assigned as testing proctors within the DESSS Secure Site for testing purposes.

In order to accommodate the needs of both DESSS and MSP, there were minor changes made to the application itself. Employee data can continue to be submitted through online single submission or through bulk file upload. The most significant change to the way employee data is submitted within REP is that now employee records can be saved with errors, which resulted in a new validation status for employee records. It is important to note, not all data with errors can be saved, we now have "Fatal Errors," "Errors" and "Warnings". Fatal errors will not allow the data to be saved. Errors will save the data for you to correct at a later date. Warnings will allow data to be saved for you to determine if it needs to be revisited. The section below will detail the validation statuses and how errors will be displayed.




The fields that will result in fatal errors are required for DESSS and MSP to be able to utilize the data. These fields are:

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

When you view your district's Personnel Submitted, you will now see that individual employee records can have a status of a green circle with check mark, a yellow

triangle with an exclamation mark or a red octagon with an X. The Icon Legend within the Personnel Submitted page details these validation statuses.

**Icon Legend**

-  Personnel record updated for the submission cycle.
-  Personnel record updated with errors for the submission cycle.
-  Personnel record not updated for the submission cycle.

Note: When all personnel have been submitted for your district and there is a green check mark (✔) next to each personnel record, your REP submission is complete.

You will also continue to be able to sort your personnel submitted by validation status, as you have in the past, with the new validation status included:

**ABC School District**

---

Records updated and error free this submission cycle:	4
Records updated with errors for this submission cycle:	1
Records not updated this submission cycle:	372

**Personnel Search**

PIC: <input type="text"/> <input type="button" value="GO"/>	First Name: <input type="text"/>
SSN: <input type="text"/> <input type="button" value="GO"/>	Last Name: <input type="text"/> <input type="button" value="GO"/>

Show all records  
 Show only the records that have been updated for this submission (✔)  
 Show only the records that have been updated WITH errors for this submission (⚠)  
 Show only the records that have NOT been updated for this submission (✖)

You will also notice changes when you submit an employee record online. Errors and Warnings will now display on the Personnel Submission Form (instead of being taken to a new page). Once you enter the employee data, and click the "Submit REP Data for this Employee" button, the page will refresh and display any errors or warnings at the top of the submission form; it will also indicate if the data submission was successful or not.

Below, you will see a record that was **not** submitted successfully. The record was submitted with fatal errors, which will not allow the data to be saved for the submission; the status of this record will remain the red x.

(1) Date of Count: 6/30/2017 Options: Use Day-to-Day SUB/PAR form   
(2) ISD/ESA: XYZ ISD (12)  
(3) District: ABC School (12345)  
Last Updated: 12/21/2016 via Single Submission

**PIC 12345 ( Smith, John ) was not submitted.**

**Fatal Errors**

Your record has not been saved. Please correct all fatal errors in order to save this record.

- [Field 10] The School Code in School Assignment #1 is missing.
- [Field 5] First Name, a required field, is missing.

**Errors**

- [Field 20] Educator Effectiveness must be submitted for the assignment code reported in Field 10 (School Assignment Data).

**Warnings**

Warnings do not affect the submission status of the record. However, if any warnings are listed below, please review and verify the results.

- No warnings were found

If there are no fatal errors within the record, the data will be saved with errors. Below is an example of what a successful submission with errors will look like:

(1) Date of Count: 6/30/2017 Options: Use Day-to-Day SUB/PAR form   
(2) ISD/ESA: XYZ ISD (12)  
(3) District: ABC School (12345)  
Last Updated: 12/21/2016 via Single Submission

**PIC 12345 ( Smith, John ) has been submitted successfully!**

Thank you for your data submission. You may add a new employee or you may review your district's submission by accessing Personnel Submitted.

**Errors**


- [Field 10] The FTE in School Assignment #1 is missing.
- [Field 20] Educator Effectiveness must be submitted for the assignment code reported in Field 10 (School Assignment Data).

**Warnings**


Warnings do not affect the submission status of the record. However, if any warnings are listed below, please review and verify the results.

- No warnings were found

The status of the record above will now be "saved with errors." In the Personnel Submitted listing of all district employees, the status of the record will look like this:

Sub. Status	PIC	Last Name	First Name	Middle Name	Date of Birth	Gender
	<input type="text" value="12345"/>	Smith	John	L.	1/1/1955	M

Once the errors are corrected, and the record is resubmitted, the status of the record will then be the green check:

Sub. Status	PIC	Last Name	First Name	Middle Name	Date of Birth	Gender
	<input type="text" value="12345"/>	Smith	John	L.	1/1/1955	M

When submitting employee data through the bulk file upload, the records will go through the same validation. If a record within your bulk file contains fatal errors, the record containing the fatal errors will not be saved within the Personnel Submitted; all other records that contain errors or warnings within the same file will be saved and updated in the Personnel Submitted.

In order for your submission to be considered complete, all records must have a green check mark. Records that are saved with errors are considered incomplete. If your district has records saved with errors at the time of the REP Submission Deadline your submission will be considered incomplete and you may be subject to penalty as determined by the MDE.

If you have questions or concerns not addressed in this document, please call or email CEPI Customer Support for further assistance. CEPI Customer Support can be reached by email at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or by phone at 517-335-0505 x3.