

Center for Educational Performance and Information

Registry of Educational Personnel Reports User Guide

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Questions:

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Introduction

This guide is intended for all authorized users of the Registry of Educational Personnel Application. Users should also use the current edition of the REP Data Field Descriptions Manual and any addenda posted to the [REP web page](#). This user guide includes directions for accessing various reports available to REP authorized users.

REP reports allow authorized users to access and review data concerning current and previous submissions. Reports are available in PDF, Excel or View Direct format that can be printed or saved for quick reference. Please review all reports prior to finalizing each submission. REP reports in the application help ensure more accurate reporting.

Please note: REP collects data during two submission cycles: fall (closing the first business day of December) and end-of-year (closing the last business day of June of the applicable school year). The close dates for these submission cycles are mandated by the Michigan Legislature.

Important Reminders

- Your data matter. Use these reports to help ensure accurate reporting of your personnel data.
- Data are displayed on reports as submitted by the district's authorized user.
- Reports are management tools you can use to review your district staffing data.
- Reports are populated as the data are submitted for the current submission cycle.
- Reports serve as records of your data submission.

Where Do I Begin?

Only authorized users can access REP and its reports. To learn how to gain access to REP, please refer to the "Application Startup and Security" section of the [REP User Guide](#).

After logging in to REP, navigate to the "Reports" section on the REP Main Menu, as illustrated below. Click on the report you wish to access.

Reports

To view a report or download personnel data, select from the following options:

- [Summary by District](#)
- [Complete Summary by District](#)
- [Download REP Data File](#)
- [Employee Listing by District](#)
- [REP Submission Reports](#)

The "Personnel Submitted" report lists all staff members submitted by the district and provides access to the individual records for each staff member.

Data Submission

To submit and update personnel data, select from the following functions:

- [Online Single Submission](#)
- [Bulk Upload File Submission](#)
- [Bulk File Submission Status](#)
- [Personnel Submitted](#)

Reports Descriptions

In addition to "Personnel Submitted," which provides a listing of all employee records submitted by a district, additional reports are available that describe the data submitted for the current and preceding submission cycle. To access any of these files, click "Download REP Data File." The downloaded file will provide submission reports that can be saved as archives.

The application also offers reports that describe the status of recent submissions. These reports include data regarding the current collection. Described in the next sub-sections, these reports are:

1. A "Complete Summary by District," which details the current submissions status and number of records updated/incomplete for all districts in the State of Michigan
2. Download REP Data File, as described above
3. A complete "Employee Listing by District," which compiles the records of all personnel submitted by a district

Complete Summary by District

This report displays a table of the total number of records submitted by each district during the current submission cycle. The last four columns in the table contain important indices that each district should monitor. To certify, all records must be error-free (displayed in the fourth-to-last column of the "Complete Summary by District" table). Districts should not end a submission cycle with any "Records with Errors" or "Not Updated" records (displayed in the third-to-last and second-to-last columns, respectively). The last column indicates whether a district has certified the collection. The following screenshot shows these columns in the summary table:

District	Total Count	Error-Free Collection Count	Records with Errors Collection Count	Not Updated Collection Count	Is Certified?
01010	124	0	0	124	No
02010	21	0	0	21	No

Download REP Data File

How Do I Convert the XML file to a Microsoft Excel Spreadsheet?

This report provides an Extensible Markup Language file of the data submitted to REP. The file will contain all data submitted to the application, beginning with the Fall 2003 REP Submission.

XML file format is a structured computer language used to store data in a text-formatted file and can be opened in any text editor program (e.g., Notepad or Microsoft Word) or web browser (e.g., Microsoft Internet Explorer or Firefox). Users

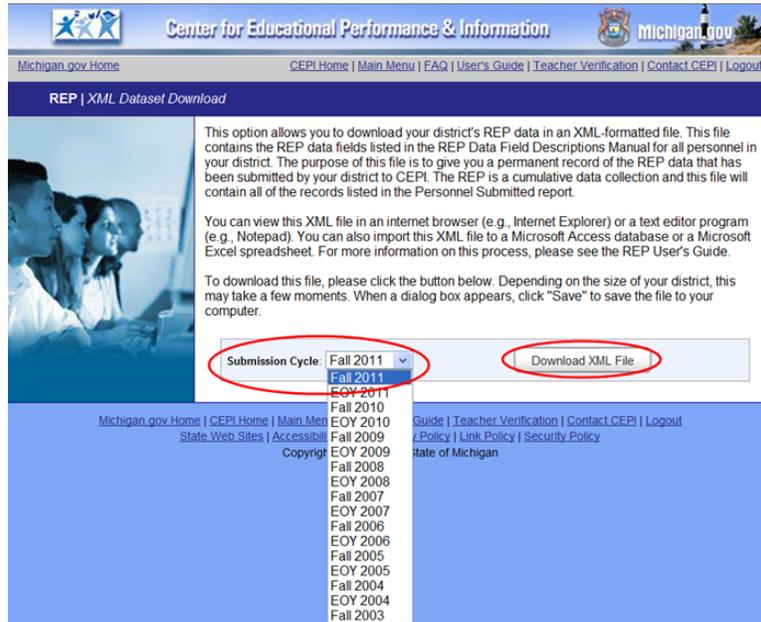
may also import the file to a Microsoft Access database or open it in a Microsoft Excel spreadsheet. This section will describe the order and arrangement of the data fields in the REP XML file so users can align their own personnel information systems. In addition to showing the REP XML data field arrangement, the file also allows users to retain a permanent record of all data submitted to CEPI at any given time.

To download a personnel data file, follow these steps:

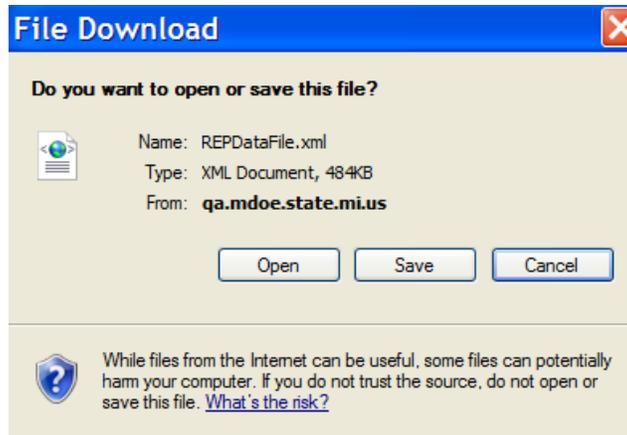
1. Select "Download REP Data File" under the heading Reports on the REP Main Menu.



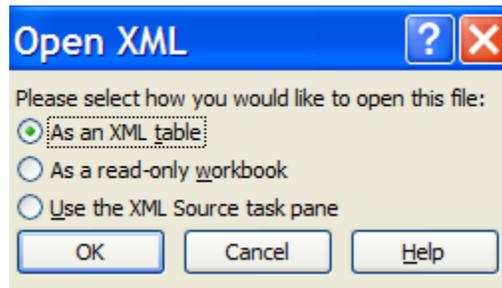
2. Select the submission cycle from the drop-down list.



3. Click "Download XML File" and save the file. The following pop-up window will appear:



4. Open Excel. Click "File" in the upper left corner of the spreadsheet, then click "Open" and locate the XML File. Click on the file and the following will appear:



5. An Excel spreadsheet will open with all the fields of data as column headings. Each column has a preset filter. This screenshot shows a sample of the data field layout in Excel:



Please note: Social Security Numbers will not be included in the downloaded file.

How Do I View the XML File in Microsoft Access?

The XML file can be imported into a Microsoft Access XP database. Please note that this will only work with Microsoft Access version XP or higher. To import the REP XML data file to an Access XP database, simply follow these steps:

1. Start Microsoft Access XP and create a new blank database.
2. Name the database whatever you wish.
3. Under the File menu, select "Get External Data" and select "Import..."
4. In the Import dialog box that appears, find the drop-down list at the bottom labeled "Files of type." Scroll down through that list and select the "XML Documents" option.

5. Locate the saved REP XML file on your computer, select that file and click the "Import" button.
6. The Import XML dialog box will appear. It should contain four tables: ProfessionalDevelopment, RacialEthnic, EmploymentData and SchoolAssignment. Click "OK."

Once finished, a message should be returned by Access, saying, "Finished importing document..." Click "OK." The Access XP database will be set up and contain the REP data.

Information on the table structure: The EmploymentData table contains the bulk of the information on the employee, such as the name, birthdate, gender, etc. The ProfessionalDevelopment table contains professional development information. The RacialEthnic table contains the racial/ethnic codes and values (refer to the REP Data Field Descriptions for an explanation of the codes). The SchoolAssignment table contains the personnel assignment data, such as the assignment code, grade settings, FTE, etc.

These tables can be joined, using the PIC field, for a more comprehensive view. For example, to find the hours of professional development for John Doe, find the PIC for John Doe in the EmploymentData table, and find that PIC number in the ProfessionalDevelopment table. The professional development data for John Doe will be more easily found.

XML Data Field Layout

The following lists show all data fields in the REP XML file. Developers and IT staff can use this layout to convert local personnel data to the REP flat file for uploads. The title of each data field (shown in red) includes a brief description of the data type contained in each field (shown in green).

<PersonnelRecord>	
<Pic />	- Numeric
<PersonnelRecordID />	- Numeric
<DateOfCount />	- Date (mm/dd/yyyy)
<Isd />	- Text (NN)
<District />	- Text (NNNNN)
<LastName />	- Text
<FirstName />	- Text
<MiddleName />	- Text
<CredentialLicenseNumber />	- Text
<DateOfHire />	- Date (mm/dd/yyyy)
<SchoolAssignment>	
<Pic />	- Numeric
<PersonnelRecordID />	- Numeric
<SchoolCode />	- Text (NNNNN)
<AssignmentCode />	- Text (NNNNN or NNNA)
<GradeRK />	- Boolean (0 or 1)
<GradeK />	- Boolean (0 or 1)
<Grade1 />	- Boolean (0 or 1)

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<Grade2 />	- Boolean (0 or 1)
<Grade3 />	- Boolean (0 or 1)
<Grade4 />	- Boolean (0 or 1)
<Grade5 />	- Boolean (0 or 1)
<Grade6 />	- Boolean (0 or 1)
<Grade7 />	- Boolean (0 or 1)
<Grade8 />	- Boolean (0 or 1)
<Grade9 />	- Boolean (0 or 1)
<Grade10 />	- Boolean (0 or 1)
<Grade11 />	- Boolean (0 or 1)
<Grade12 />	- Boolean (0 or 1)
<AlternativeEd />	- Boolean (0 or 1)
<SpecialEd />	- Boolean (0 or 1)
<AdultEd />	- Boolean (0 or 1)
<ECPP />	- Boolean (0 or 1)
<CareerTechEd />	- Boolean (0 or 1)
<StateAgency />	- Boolean (0 or 1)
<EOEI />	- Boolean (0 or 1)
<AdminSupportStaff />	- Boolean (0 or 1)
<Fte />	- Numeric (N.NN)
<Wage />	- Numeric (NNN.NN)
<AccountingCode />	- Text (NNN)
<HighlyQualified />	- Numeric (N)
<Administrator />	- Numeric (N)
<ClassesTaught />	- Numeric (N)
</SchoolAssignment>	
<PartATeachers />	- Text (NNN)
<EducatorEffectiveness />	- Text (NN)
<FundedPositionStatus />	- Text (N)
<DateOfBirth />	- Date (mm/dd/yyyy)
<GenderCode />	- Text (A)
<RacialEthnic>	
<Pic />	- Numeric
<RacialEthnicCode1 />	- Boolean (0 or 1)
<RacialEthnicCode2 />	- Boolean (0 or 1)
<RacialEthnicCode3 />	- Boolean (0 or 1)
<RacialEthnicCode4 />	- Boolean (0 or 1)
<RacialEthnicCode5 />	- Boolean (0 or 1)
<RacialEthnicCode6 />	- Boolean (0 or 1)
</RacialEthnic>	
<HighestEducationLevel />	- Text (NN)
<TypeOfCredential />	- Text (NN)
<DateCredentialIssued />	- Date (mm/dd/yyyy)
<DateOfExpirationOfCredential />	- Date (mm/dd/yyyy)
<Educator Effectiveness />	- Numeric (NN)
<DaysofProfessionalDevelopment>	
<Pic />	- Numeric
<ProvDevCode1 />	- Numeric (NN.NN)
<ProvDevCode2 />	- Numeric (NN.NN)
</DaysofProfessionalDevelopment>	
<EmploymentStatus />	- Text (NN)
<DateOfTermination />	- Date (mm/dd/yyyy)
<AnnualSalary />	- Numeric (NNNNNN)

</Personnel Record>

For files prior to the Fall 2011 REP Submission, the professional development section will be:

<HoursofProfessionalDevelopment>	
<Pic />	- Numeric
<ProvDevCode1 />	- Numeric (NNN)
<ProvDevCode2 />	- Numeric (NNN)
<ProvDevCode3 />	- Numeric (NNN)
<ProvDevCode3 />	- Numeric (NNN)
<ProvDevCode4 />	- Numeric (NNN)
<ProvDevCode6 />	- Numeric (NNN)
<ProvDevCode7 />	- Numeric (NNN)
<ProvDevCode8 />	- Numeric (NNN)
<ProvDevCode9 />	- Numeric (NNN)

For files prior to the EOY 2014 REP Submission, the Michigan sponsoring and Non-Michigan sponsoring sections will be:

<MichiganInstitution />	- Text (NNNNNN)
<NonMichiganInstitution />	- Text (NN)

For files prior to the End of Year 2017 REP Submission, the school assignment section included:

<Academic Major>	- Numeric (N)
<Academic Minor>	- Numeric (N)

Employee Listing by District

This report lists employees for whom the district user successfully submitted records. This file is tab-delimited. The format of the report is as follows: Personnel Identification Code (PIC), Last Name, First Name, Middle Name, Date of Birth, Gender, and Credential License Number. This report also provides a list of all PICs for the employees of the district that may be helpful for the Teacher Student Data Link Data Submission in the Michigan Student Data System.

The following information screen will appear when you click "Employee Listing by District":

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Center for Educational Performance & Information
Michigan.gov

Michigan.gov Home | CEPI Home | Main Menu | FAQ | User's Guide | Teacher Verification | Contact CEPI | Logout

REP | Employee Listing

The Employee Listing by District allows you to download your district's employee data in a tab-delimited file.

The file contains the following fields:

- Personnel Identification Code (PIC)
- Last Name
- First Name
- Middle Name
- Date of Birth (DOB)
- Gender
- Credential License Number (CLN)

Click on the "Download Employee Listing" button below to retrieve your Employee Listing by District. Upon the completion of the download, you may view the file in your default application for reading text files (e.g., Notepad) or open the file in a spreadsheet application such as Excel.

[Download Employee Listing](#)

The File Download window will appear after clicking "Download Employee Listing." Complete following steps to retrieve and access the file:

Center for Educational Performance & Information
Michigan.gov

Michigan.gov Home | CEPI Home | Main Menu | FAQ | User's Guide | Teacher Verification | Contact CEPI | Logout

REP | Employee Listing

The Employee Listing by District allows you to download your district's employee data in a tab-delimited file.

The file contains the following fields:

- Personnel Identification Code (PIC)
- Last Name
- First Name
- Middle Name

Click on the "Download Employee Listing" button below to retrieve your Employee Listing by District. Upon the completion of the download, you may view the file in your default application for reading text files (e.g., Notepad) or open the file in a spreadsheet application such as Excel.

File Download - Security Warning

Do you want to open or save this file?

Name: EmployeeListByDistrict.aspx
Type: HTML Document, 7.79KB
From: qa.mdoe.state.mi.us

Open Save Cancel

While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not open or save this software. [What's the risk?](#)

1. Save the file.
2. Open the file in an application that reads flat text (e.g., Notepad or Boxer). The file will open with the following information:

```
1 This file lists all employees on file with CEPI in Happy Day School (11111).
2 NOTE: Each field is separated by a TAB character.
3 Format is as follows: PIC, Last Name, First Name, Middle Name, DOB, Gender, CLN
4 ---Beginning of Results---
5 16109 WAYNE JOHN 11/15/1969 M
6 16111 WAYNE JOHN J 11/7/1977 M IF000000249072
7 ---End of Results---
```

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3. Highlight and copy the data that will be migrated into an Excel spreadsheet.

```
This file lists all employees on file with CEPI in Happy Day School (11111).  
NOTE: Each field is separated by a TAB character.  
Format is as follows: PIC, Last Name, First Name, Middle Name, DOB, Gender, CLN  
---Beginning of Results---  
16109 WAYNE JOHN 11/15/1969 M  
16111 WAYNE JOHN J 11/7/1977 M IF0000000249072  
---End of Results---
```

4. Copy and paste the selection into an Excel Worksheet. Column headings will be added separately.

	A	B	C	D	E	F	G
1	PIC	Last Name	First Name	Middle Name	DOB	Gender	CLN
2	16109	WAYNE	JOHN		11/15/1969	M	
3	16111	WAYNE	JOHN	J	11/7/1977	M	IF0000000249072
4	--- End of Results ---						

REP Submission Reports – District & School/Facility Level

REP Submission Reports allow district users to access and review data concerning the current submission. The application populates the reports as the users submit data so that up-to-the-minute totals are available for review during the current submission cycle. Users may print and review reports at any time during the submission. CEPI advises all users to finalize a data submission by reviewing this report before certifying. District-and school/facility-level reports are available. Reports are also available for previous submissions.

Types of Submission Reports

Assignment Code Comparison

This report provides a district-level comparison of all assignment codes and the total full-time equivalency value reported for each assignment code between the EOY or Fall REP submissions for two years. For example, EOY 2022 and EOY 2023 or Fall 2022 and Fall 2023. The report is divided into staff groups:

- Administrative Staff
- Instructional Staff - General Education Core Academic Subject Area
- Instructional Staff - General Education Non-Core Academic Subject Areas
- Non-Instructional Staff
- Day-to-Day Substitute Staff and Paraprofessionals/Aides.

Assignment Code Summary

This report lists all assignment codes and the total FTE value reported for each assignment. The report is divided into staff groups.

Detailed Assignment Code Summary

This report lists all assignment codes reported at the school/facility level. The report includes the assignment codes and descriptions, employee names and FTEs by staff group. If an employee is assigned to more than one school/facility within the district, data will appear in each school/facility. This report may be beneficial to your student data submission authorized user for use with the TSDL Submission.

Educator Effectiveness Summary

This report provides a list of all staff members and their reported educator effectiveness label.

Exiting, Current and New Staff Report

This report provides the employment status of all exiting, current and new teaching staff members as reported in Field 25: Employment Status.

FTE by Accounting/Function Code

This report provides the total FTE reported for each accounting/function code by specific categories: Instructional Staff, Instructional Support Staff, Instructional Staff Services, Non-Instructional Support Staff and Facilities Acquisition.

FTE by Accounting/Function Code Comparison

This report provides a district-level comparison of the total FTE reported for staff members' accounting/function codes between EOY REP submissions. The total FTE reported for each accounting/function code is listed by specific categories: Instructional Staff, Instructional Support Staff, Instructional Staff Services, Non-Instructional Support Staff and Facilities Acquisition.

Overall Summary of Data Submission

This report provides summary data regarding the district's submission by specific categories: Employee Staff Groups, Exit Status, Number of Schools/Facilities Reported, etc.

Pending Status Report

This report provides a district-level list of all staff members reported with pending certification.

Personnel Assigned to School/Facility in Another District

This report lists staff members reported in schools/facilities not identified in the Educational Entity Master as assigned to the reporting district.

Personnel Headcount by School/Facility Within District

This report provides a headcount of all staff members reported in schools/facilities within the specified reporting district where the schools/facilities are listed in the EEM with an open-active status. Any school/facility that does not have personnel submitted are highlighted.

Position Status Report

This report provides the position status of all teachers and administrators as reported in Field 12: Funded Position Status.

Professional Development Days

This report provides the total number of days of professional development provided by the district for new teachers by category as reported in Field 24: New Teacher Professional Development.

Validation Details

This report provides the errors and warnings submitted for personnel.

How Do I Select a Submission Report?

REP Submission Reports are accessed via a drop-down selection format that allows the REP authorized user to select the submission cycle, district or school/facility, report, and format desired. This allows the user to easily select the desired report. The following screen shots provide step-by-step instructions of how to access the various reports.

1. After logging into REP, select "REP Submission Reports" from the REP Main Menu.



2. Select the Submission Cycle for the report.

The screenshot shows the 'REP Submission Reports' page. On the left is an 'Instructions' box with text about PDF reports and an Adobe Reader download button. The main area contains a form with the following fields:

- Submission Cycle:** A dropdown menu is open, showing a list of years from EOY 2007 to EOY 2013. 'EOY 2013' is highlighted.
- District or School/Facility:** A dropdown menu showing 'Public Schools'.
- Reports:** A dropdown menu showing 'Code Comparison'.
- Format:** A dropdown menu showing 'Text'.
- Report Description:** A text area containing a detailed description of the report, including information about full-time equivalency (FTE) values and staff groupings.

A 'View Report' button is located at the bottom right of the form.

3. Select the district or school/facility from the drop-down list.

This screenshot shows the same 'REP Submission Reports' page, but with the 'Reports' dropdown menu open. The 'Submission Cycle' is now set to 'EOY 2014'. The 'District or School/Facility' dropdown shows 'Potterville Public Schools' selected. The 'Reports' dropdown menu is open, displaying a list of report types for Potterville Public Schools:

- Potterville Public Schools
- CAP Adult and Alternative Education
- Potterville Elementary School
- Potterville High School
- Potterville Middle School

The 'Report Description' text area is currently empty. The 'View Report' button remains at the bottom right.

4. Select a report. Each report type includes a Report Description.

5. Select a format for the report. There are two formats for most reports: PDF or Excel. A third format, View Direct, is available for layered reports such as the Detailed Assignment Code Summary.

6. Click "View Report," located under the Report Description box.

Instructions

The reports generated by this application are displayed in pop-up windows. If you are unable to view reports, you may have a pop-up blocker installed on your computer. To read about how to configure your software to work with this application, please review the [Pop-up Blocker Help](#) document.

To properly review the PDF reports in this application, the latest version of Adobe® Reader® is required.



REP Submission Reports

Submission Cycle: EOY 2013

District or School/Facility: Grand Rapids Public Schools

Reports: Assignment Code Comparison

Format: PDF

Report Description:
This report provides a district-level comparison of all assignment codes and the total full-time equivalency (FTE) value reported for each assignment code between the Fall 2011 and Fall 2012 REP submission. The report is divided into staff groups: Administrative Staff, Instructional Staff - General

View Report

Formats for Reports

PDF Format

This report opens in a pop-up window. It cannot be edited.

Assignment Summary Report			EOY 2012	
Happy Valley Schools (xxxxx)				
Staff Group Assignments	Assignment Code	Assignment Description	Total Number of Assignments Submitted	Total FTE Submitted
General Education Core Academic Subject Areas				
	000BX	Language Arts	1	0.70
	000DC	Chemistry	1	0.60
	000DI	Integrated Science	2	1.30
	000EX	Mathematics	2	1.40
	000JX	Music Education	2	1.00
	000ZG	General EL K-5 all, K-8 self-contained	2	2.00
	000ZZ	Alternative Education	1	1.00
	00192	Speech/Language Impaired (SB) Classroom - All Subjects	1	0.50

Total General Education Core Academic Subject Areas			12	8.50
Instructional Staff				
	000NF	Junior ROTC	1	1.00
	000NR	Computer Science	1	0.50

Excel Format

The report will appear as an Excel Spreadsheet as illustrated below. The report opens in read-only format by default. Click the "Enable Editing" button to make the spreadsheet editable.

Assignment Summary Report			EOY 2012	
Happy Valley Schools (XXXXX)				
Staff Group Assignments	Assignment Code	Assignment Description	Total Number of Assignments Submitted	Total FTE Submitted
General Education Core Academic Subject Areas				
	000BX	Language Arts	1	0.7
	000DC	Chemistry	1	0.6

Reports with Detailed Data

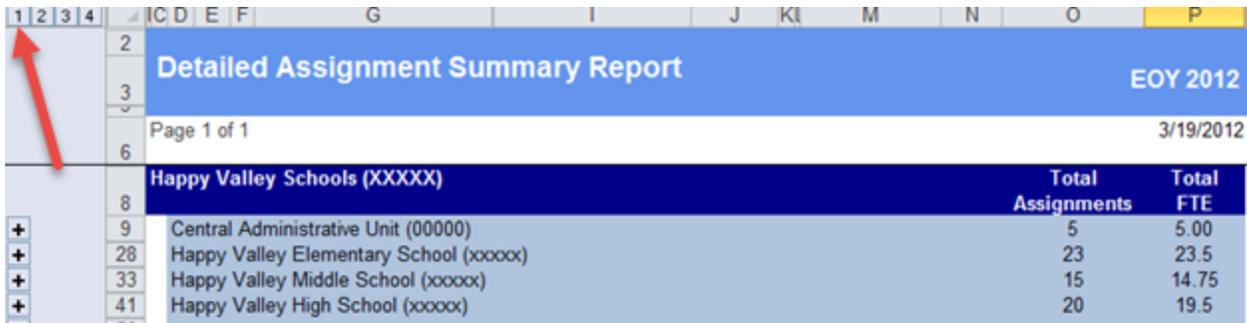
The following reports provide employee information in more specific detail. Select the level of detail for the report. The reports will have three or four layers of detail.

- Detailed Assignment Code Summary Report
- Pending Status Report
- New Teacher Days of Professional Development Report

The following screen shots demonstrate the Detailed Assignment Code Summary Report that has four layers of detail concerning the assignment codes and FTEs of all school employees reported by the district. First, select the report from the drop-down menu and open it in Excel.

Level One: District Name with List of all Schools/Facilities

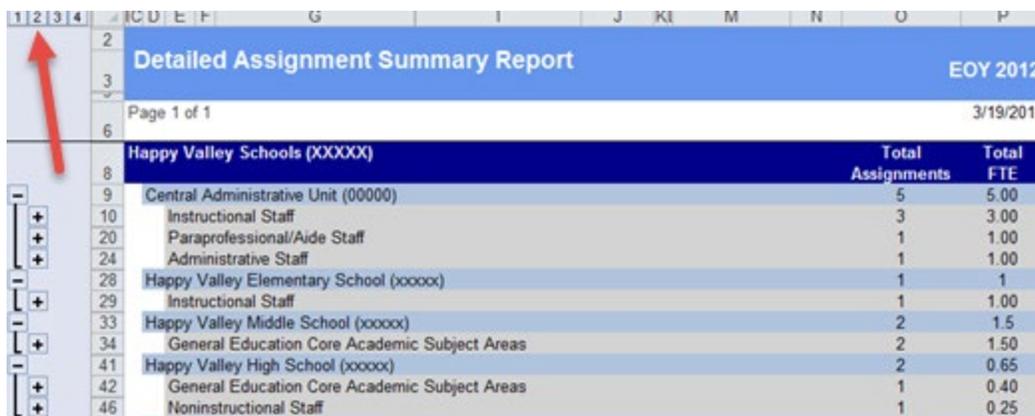
This layer lists the total number of assignments and FTE reported at each school/facility reported. If your district reported staff members at schools/facilities in other districts, they will appear on this report.



		Total Assignments	Total FTE
8	Happy Valley Schools (XXXXX)		
9	Central Administrative Unit (00000)	5	5.00
28	Happy Valley Elementary School (xxxxx)	23	23.5
33	Happy Valley Middle School (xxxxx)	15	14.75
41	Happy Valley High School (xxxxx)	20	19.5

Level Two: Schools/Facilities with Number of Assignments and Total FTE by Assignment Group

This layer lists the total number of assignments and FTE by Assignment Group in each school facility.



		Total Assignments	Total FTE
8	Happy Valley Schools (XXXXX)		
9	Central Administrative Unit (00000)	5	5.00
10	Instructional Staff	3	3.00
20	Paraprofessional/Aide Staff	1	1.00
24	Administrative Staff	1	1.00
28	Happy Valley Elementary School (xxxxx)	1	1
29	Instructional Staff	1	1.00
33	Happy Valley Middle School (xxxxx)	2	1.5
34	General Education Core Academic Subject Areas	2	1.50
41	Happy Valley High School (xxxxx)	2	0.65
42	General Education Core Academic Subject Areas	1	0.40
46	Noninstructional Staff	1	0.25

Level Three: Specific Assignment Codes within Assignment Group

This layer provides the total number of assignments and FTE for the specific assignment codes reported within each assignment group for each school/facility.

Happy Valley Schools (XXXXX)		Total Assignments	Total FTE
Central Administrative Unit (00000)		5	5.00
Instructional Staff		3	3.00
00310 - School Social Work (including non-special education)		1	1.00
00320 - School Psychologist (SG)		1	1.00
00370 - Physical Therapist		1	1.00
Paraprofessional/Aide Staff		1	1.00
00412 - MEP Instructional Paraprofessional/Aide - Summer only (Title IC)		1	1.00
Administrative Staff		1	1.00
79115 - ISD Assistant Director (Business/Finance)		1	1.00
Happy Valley Elementary School (xxxxx)		1	1
Instructional Staff		1	1.00
00370 - Physical Therapist		1	1.00
Happy Valley Middle School (xxxxx)		2	1.5
General Education Core Academic Subject Areas		2	1.50
000BA - English		1	0.70
000EX - Mathematics		1	0.80
Happy Valley High School (xxxxx)		2	0.65
General Education Core Academic Subject Areas		1	0.40
000EX - Mathematics		1	0.40
Noninstructional Staff		1	0.25
82100 - Athletic Coach		1	0.25

Level Four: Assignment Code and FTE for by Assignment Group

This layer provides the employee's name, PIC, assignment, and FTE by assignment group for each school/facility. Data from Field 12: Funded Position Status and Field 25: Employment Status are also provided.

Happy Valley Schools (XXXXX)		Total Assignments	Total FTE			
Central Administrative Unit (00000)		5	5.00			
Instructional Staff		3	3.00			
00310 - School Social Work (including non-special education)		1	1.00			
Last Name	First Name	PIC	Grade or Setting	FTE	Funded Position Status	Employment Status
Smith	Betty	999999	9, 10, 11, 12	1	9	99
00320 - School Psychologist (SG)		1	1.00			
Last Name	First Name	PIC	Grade or Setting	FTE	Funded Position Status	Employment Status
Jackson	Kathy	9090909	K, 1, 2, 3, 4	1	9	99
00370 - Physical Therapist		1	1.00			
Last Name	First Name	PIC	Grade or Setting	FTE	Funded Position Status	Employment Status
Hudson	Jen	9090809	K, 1, 2, 3, 4	1	9	99
Paraprofessional/Aide Staff		1	1.00			
00412 - MEP Instructional Paraprofessional/Aide - Summer only (Title IC)		1	1.00			
Last Name	First Name	PIC	Grade or Setting	FTE	Funded Position Status	Employment Status
BEEZ	JANET	9080709	Migrant	1	9	99

Expanding and Collapsing Rows of the Report to Obtain Various Levels of Detail

Expand or collapse the view of this report to a specific level of detail by using the "+" and "-" symbols located on the left side of the spreadsheet. Collapsing/expanding the report can be a time-saving feature if only viewing certain assignment codes, such as Instructional Staff.

Click the "+" sign to expand the building level to the assignment group.

Detailed Assignment Summary Report		EOY 2012	
		3/19/2012	
		Total Assignments	Total FTE
+	9	5	5.00
+	28	1	1
+	33	2	1.5
+	41	2	0.65
+	50		

Detailed Assignment Summary Report		EOY 2012	
Page 1 of 1		3/19/2012	
Happy Valley Schools (XXXXXX)		Total Assignments	Total FTE
-	9	5	5.00
+	10	3	3.00
+	20	1	1.00
+	24	1	1.00
+	28	1	1
+	33	2	1.5
+	41	2	0.65
+	50		
+	55		
+	60		
+	95		
+	153		
+	192		

Click the "+" sign for Level Two to expand to the assignment code level.

		Total Assignments	Total FTE
8	Happy Valley Schools (XXXXX)		
9	Central Administrative Unit (00000)	5	5.00
10	Instructional Staff	3	3.00
11	00310 - School Social Work (including non-special education)	1	1.00
14	00320 - School Psychologist (SG)	1	1.00
17	00370 - Physical Therapist	1	1.00
20	Paraprofessional/Aide Staff	1	1.00
24	Administrative Staff	1	1.00
28	Happy Valley Elementary School (xxxxx)	1	1
33	Happy Valley Middle School (xxxxx)	2	1.5
41	Happy Valley High School (xxxxx)	2	0.65

Finally, click the "+" or "-" to obtain the desired level of detail.

		Total Assignments	Total FTE				
8	Happy Valley Schools (XXXXX)						
9	Central Administrative Unit (00000)	5	5.00				
10	Instructional Staff	3	3.00				
11	00310 - School Social Work (including non-special education)	1	1.00				
14	00320 - School Psychologist (SG)	1	1.00				
17	00370 - Physical Therapist	1	1.00				
20	Paraprofessional/Aide Staff	1	1.00				
21	00412 - MEP Instructional Paraprofessional/Aide - Summer only (Title IC)	1	1.00				
22	Last Name	First Name	PIC	Grade or Setting	FTE	Funded Position Status	Employment Status
23	BEEZ	JANET	9080709	Migrant	1	9	99
24	Administrative Staff					1	1.00
28	Happy Valley Elementary School (xxxxx)	1	1				

Direct View

The Direct View is only available for selected reports such as the Detailed Assignment Code Summary Report. The report will open in the browser window. The report is layered in the same manner as the Excel version of the report.

Level One: List of all Schools/Facilities Reported with Staff Members

This will include any schools/facilities outside the district if staff members are assigned to them.

REP Reports User Guide

1	2	3	4	A	B	C	D	E	F	G	H	I
Assignment Summary Report											EOY 2012	
Page 1 of 1											2/22/2012 4:02 PM	
+	4	Central Administrative Unit (00000)								4	2.75	
+	20	Happy Valley Elementary (11111)								1	0.10	
+	25	Happy Valley Middle School (22222)								2	0.65	
+	34	Happy Valley High School (33333)								8	3.80	
+	59	Happy Valley Adult Education Center (44444)								7	3.45	
+	80	Happy Valley Bus Garage (55555)								3	2.00	
+	91	Bruce Elementary (66666)								1	1.00	
+	96	Thomas Middle School (77777)								1	1.00	

REP | Detailed Assignment Code Summary

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Click here to print.

1 of 1
100%
Find | Next

Assignment Summary Report **EOY 2012**

Page 1 of 1 2/22/2012 3:36 PM

Pottersville Public Schools (23090)	Total Assignments	Total FTE
<div style="border: 2px solid red; padding: 5px; margin-bottom: 5px;"> <p style="font-size: small; margin: 0;">All school/facilities reported with staff members are listed.</p> <p style="font-size: small; margin: 0;">Click on the "+" to expand each school/facility to see the staff members reported.</p> </div>	4	2.75
+	1	0.10
+	2	0.65
+	8	3.80
+	7	3.45
+	3	2.00
+	1	1.00
+	1	1.00

Level Two: Expands to Assignment Code Groups

REP Reports User Guide

1	2	3	4	A	B	C	D	E	F	G	H	I
Assignment Summary Report											EOY 2012	
Page 1 of 1											2/22/2012 4:02 PM	
-	4	Central Administrative Unit (00000)								4	2.75	
+	5	Instructional Staff								1	1.00	
+	9	Day-to-Day Substitute Staff								1	0.00	
+	13	Noninstructional Staff								2	1.75	
-	20	Happy Valley Elementary (11111)								1	0.10	
+	21	Noninstructional Staff								1	0.10	
-	25	Happy Valley Middle School (22222)								2	0.65	
+	26	General Education Core Academic Subject Areas								1	0.40	
+	30	Noninstructional Staff								1	0.25	
-	34	Happy Valley High School (33333)								8	3.80	
+	35	General Education Core Academic Subject Areas								4	2.50	
+	46	Instructional Staff								1	0.50	
+	50	Paraprofessional/Aide Staff								1	0.80	
+	54	Day-to-Day Substitute Staff								2	0.00	
-	59	Happy Valley Adult Education Center (44444)								7	3.45	
+	60	General Education Core Academic Subject Areas								3	2.60	
+	70	Instructional Staff								1	0.20	
+	74	Noninstructional Staff								3	0.65	
-	80	Happy Valley Bus Garage (55555)								3	2.00	
+	81	General Education Core Academic Subject Areas								3	2.00	
-	91	Bruce Elementary (66666)								1	1.00	
+	92	Instructional Staff								1	1.00	
-	96	Thomas Middle School (77777)								1	1.00	
+	97	General Education Core Academic Subject Areas								1	1.00	

Level Three: Expands to specific assignment codes with the groups.

1	2	3	4	A	B	C	D	E	F	G	H	I
Assignment Summary Report											EOY 2012	
Page 1 of 1											2/22/2012 4:02 PM	
-	4	Central Administrative Unit (00000)								4	2.75	
+	5	Instructional Staff								1	1.00	
+	6	00370 - Physical Therapist								1	1.00	
+	9	Day-to-Day Substitute Staff								1	0.00	
+	10	00SUB - Day-to-Day Substitute Teacher								1	0.00	
+	13	Noninstructional Staff								2	1.75	
+	14	60700 - Parent Educator/Non-Home Visitor								1	1.00	
+	17	85000 - Child Care								1	0.75	
-	20	Happy Valley Elementary (11111)								1	0.10	
+	21	Noninstructional Staff								1	0.10	
+	22	99900 - Other								1	0.10	
-	25	Happy Valley Middle School (22222)								2	0.65	
+	26	General Education Core Academic Subject Areas								1	0.40	
+	27	000EX - Mathematics								1	0.40	
+	30	Noninstructional Staff								1	0.25	
+	31	82100 - Athletic Coach								1	0.25	
-	34	Happy Valley High School (33333)								8	3.80	
+	35	General Education Core Academic Subject Areas								4	2.50	
+	36	000JX - Music Education								2	1.00	
+	40	000ZG - General EL K-5 all, K-8 self-contained								1	1.00	
+	43	00192 - Speech/Language Impaired (SB) Classroom - All Subjects								1	0.50	
+	46	Instructional Staff								1	0.50	
+	47	000NR - Computer Science								1	0.50	
+	50	Paraprofessional/Aide Staff								1	0.80	
+	51	00403 - Special Education Instructional Paraprofessional/Aide								1	0.80	
+	54	Day-to-Day Substitute Staff								2	0.00	
+	55	00PAR - Day-to-Day Substitute Paraprofessional/aide								2	0.00	
-	59	Happy Valley Adult Education Center (44444)								7	3.45	
+	60	General Education Core Academic Subject Areas								3	2.60	
+	61	000DC - Chemistry								1	0.60	
+	64	000DI - Integrated Science								1	1.00	
+	67	000EX - Mathematics								1	1.00	
+	70	Instructional Staff								1	0.20	
+	71	60400 - Elementary Certified Teacher with a Child Development								1	0.20	
+	74	Noninstructional Staff								3	0.65	
+	75	82100 - Athletic Coach								3	0.65	
-	80	Happy Valley Bus Garage (55555)								3	2.00	
+	81	General Education Core Academic Subject Areas								3	2.00	

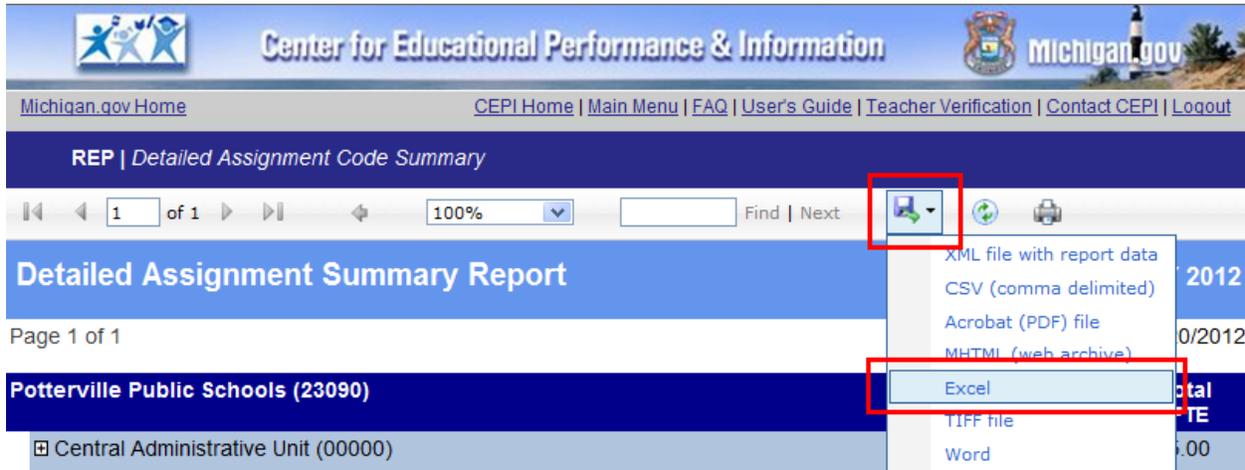
Level Four: Expands to the individual employees within each assignment code and group.

		C	D	E	F	G	I	J	KL	M	N	O	P	
1	2	3	4											
2	Detailed Assignment Summary Report												EOY 2012	
3	Page 1 of 1												3/15/2012	
6	Happy Valley School District Schools (23090)												Total Assignments	Total FTE
8	Central Administrative Unit (00000)												5	5.00
9	Instructional Staff												3	3.00
10	00370 - Physical Therapist												1	1.00
11	Last Name		First Name		PIC	Grade or Setting		FTE	Funded Position Status	Employment Status				
12	Smith		Betty		9090909	K, 1, 2, 3, 4		1	9	99				
13	Day-to-Day Substitute Staff												1	1.00
14	00SUB - Day-to-Day Substitute Teacher												1	0
15	Last Name		First Name		PIC	Grade or Setting		FTE	Funded Position Status	Employment Status				
16	Mattson		Evelyn		909012			0		99				
17	Noninstructional Staff												2	1.75
18	60700 - Parent Educator/Non-Home Visitor												1	1.00
19	Last Name		First Name		PIC	Grade or Setting		FTE	Funded Position Status	Employment Status				
20	Jackson		Jack		90913	3, 4		1	9	99				
21	85000 - Child Care												1	0.75
22	Last Name		First Name		PIC	Grade or Setting		FTE	Funded Position Status	Employment Status				
23	Childs		James		90914	Early Childhood and Parenting Programs		0.75	9	99				
24	Happy Valley Elementary (11111)												11	9.80
25	Instructional Staff												1	1
26	000ZG - General EL K-5 all, K-8 self-contained												1	1.00
27	Last Name		First Name		PIC	Grade or Setting		FTE	Funded Position Status	Employment Status				
28	Smith		Janice		9099999			2	1	9		98		
29														

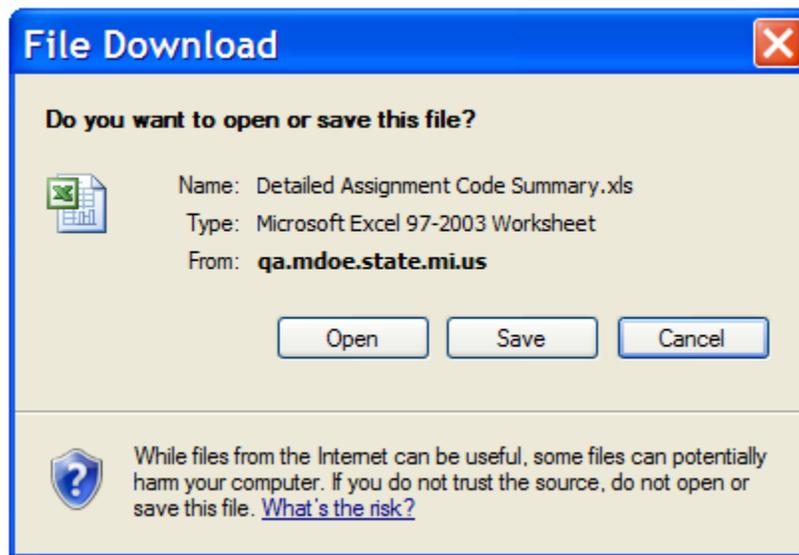
Formats Available for Downloading Data

Several options are available to download the report.

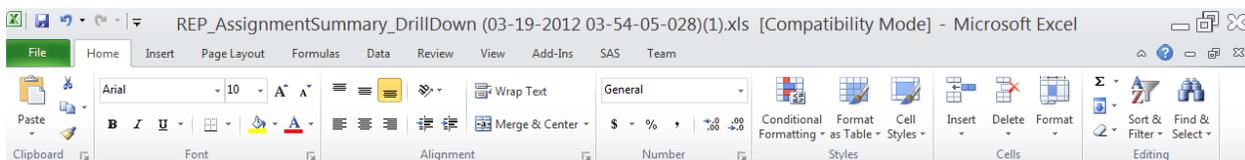
1. Click on the Export icon from the tool bar.



2. When prompted, choose "Open" or "Save." If "Save" is chosen, select a location to save the file.



3. If "Open" is selected, the report will automatically open in Excel. If "Save" is selected, the file will need to be manually opened in Excel.



		C	D	E	F	G	I	J	K	L	M	N	O	P
1	2	Detailed Assignment Summary Report												EOY 2012
3	Page 1 of 1													3/19/2012
6	Happy Valley Schools (XXXXX)												Total	Total
	8												Assignments	FTE
+	9	Central Administrative Unit (00000)											5	5.00
+	28	Happy Valley Elementary School (xxxxx)											1	1
+	33	Happy Valley Middle School (xxxxx)											2	1.5
+	41	Happy Valley High School (xxxxx)											2	0.65

4. The report will function as described previously with the four layers of data.

Using the Reports for Data Quality

The following examples illustrate questions to ask when reviewing your reports.

Are the FTEs accurate for the accounting/function codes?

Total FTE by Accounting/Function Code Report		Fall 2011
Happy Valley School District (XXXXX)		
Instructional Staff		Total FTE
111 Elementary School		8.35
112 Middle/Junior High School		8.30
113 High School		12.70
118 Preschool		0.00
119 Summer School		0.00
122 Special Education		9.50
125 Compensatory Education		3.00
127 Career and Technical Education		0.00
131 Basic		0.00
132 Secondary		0.00
133 Secondary Vocational		0.00
135 Occupational Training or Upgrading Retraining		1.00
Total Instructional Staff		42.85

Are the counts accurate? Do you have three vacant teaching positions?

Position Status By Staff Group Report		Fall 2011				
Happy Valley School District (XXXXX)						
		Administrators	Teachers	Paraprofessional	Noninstructional	Total
Funded Position Status		Count	Count	Count	Count	Count
1	Vacant, funded, open position, no one assigned	0	3	0	0	3
2	Vacant, funded, open position, outside contractor assigned	0	0	0	0	0
3	Funded, employee on loan or leave, no one assigned	0	0	0	0	0
4	Funded, employee on loan or leave, filled by temporary employee	0	0	0	0	0
5	Vacant, funded, open position, filled by temporary employee	0	0	0	0	0
6	Funded, employee on loan or leave, outside contractor assigned	0	1	0	0	1
7	Contracted services provider, non-instructional staff	0	0	0	0	0
9	Filled position, regular	3	47	5	6	61
Total:		3	51	5	6	65
DATE CREATED: 8/15/2011						

How many assignments of English or Math are taught? Do you have five elementary assignments?

Assignment Summary Report			Fall 2011	
Happy Valley School District (XXXXX)				
Staff Group Assignments	Assignment Code	Assignment Description	Total Number of Assignments Submitted	Total FTE Submitted
General Education Core Academic Subject Areas				
	000BA	English	3	2.60
	000CC	History	1	0.20
	000CD	Political Science	1	0.60
	000DC	Chemistry	1	0.60
	000DH	Geology - Earth Science	1	1.00
	000DI	Integrated Science	1	1.00
	000DX	Science	1	1.00
	000EX	Mathematics	1	0.40
	000FF	Spanish	1	1.00
	000JX	Music Education	5	2.80
	000ZG	General EL K-5 all, K-8 self-contained	5	5.00
Total General Education Core Academic Subject Areas			21	18.20

Data Quality Matters.

- Check your final submission counts. Are they accurate?
- Do you have nine day-to-day substitute staff members?
- Do you really have staff members reported at two schools/facilities outside your district?
- Do you really have seven schools/facilities that should have staff reported?

Overall Summary of Data Submission Report		Fall 2011
Happy Valley School District (XXXXX)		
		Count
Total number of all personnel records submitted		73
<small>Total number of personnel records submitted including those personnel who have left the district.</small>		
Total number of records with an administrator assignment code		3
<small>Total number of personnel records submitted with assignment codes 70100 through 79599, including those personnel who have left the district.</small>		
Total number of records with a teacher assignment code		33
<small>Total number of records submitted with assignment codes 000AX through 00594, 60300, and 60400 (excluding 00403, 00404, 00405, 00407, 005SUB and 00PAR). This count includes current and terminated records.</small>		
Total number of records with a paraprofessional/aide assignment code		9
<small>Total number of records with a paraprofessional/aide assignment code. Total number of records submitted with assignment codes 80001 through 80016 including 60500, 60501, 00403, 00404, 00405 and 00407. This count includes current and terminated records.</small>		
Total number of records with a day-to-day substitute assignment code		9
<small>Total number of records submitted with an assignment code of 00SUB and 00PAR. This count includes current and terminated records.</small>		
Total number of records with a non-instructional assignment code		18
<small>Total number of records with a non-instructional assignment code. Total number of records submitted with assignment codes 91500 through 99900 and 60100, 60200, 60600 and 60700.</small>		
Total number of personnel separating from employment with the district		1
<small>Total number of personnel records where Field 25: Employment Status code is equal to 01 through 19 inclusive.</small>		
Total number of personnel records assigned to a nonpublic school		0
<small>Total number of personnel records submitted where the school/facility code (reported as identified in the School Code Master) indicates that the school/facility is a nonpublic entity.</small>		
Total number of personnel records assigned to a school in another district		2
<small>Total number of personnel records submitted where the school/facility code (reported as identified in the School Code Master) is not assigned to the reporting district.</small>		
Total number of schools/facilities reporting personnel records		7
<small>Total number of schools/facilities that were reported with personnel records.</small>		
DATE CREATED: 8/15/2011		

Validation Details Report

The Validation Details report was added to provide users with a list of errors and warnings that correspond to the personnel data they have submitted. Recent changes from the REP On-Demand system enhancements allow these records to be saved, and the user can view the fields where errors or warnings occurred and the corresponding details. The drop-down menu allows the user to select the report in view-direct, pdf or Excel format.

Validation Detail

Collection: EOY 2017

Entity:

Description: List of all Errors and Warnings for Updated Records

Total Number of Errors: 9

Total Number of Warnings: 0

Error Status	PIC	Last Name	Middle Name	First Name
[Field 10] The Administrator Continuing Education in School Assignment #1 is missing.				
[Field 10] The Administrator Continuing Education in School Assignment #2 is missing.				
[Field 10] The Wage in School Assignment #1 is missing.				
[Field 10] The Wage in School Assignment #2 is missing.				
[Field 20] Educator Effectiveness must be submitted for the assignment code reported in Field 10 (School Assignment Data).				
[Field 28] Annual Salary, a required field, is missing.				

Reports Available for Year-to-Year Comparisons

(These reports are updated each submission)

FTE by Accounting/Function Code Comparison Report

This report provides a district-level comparison of the total FTE reported for staff members' accounting/function codes between the year-to-year REP submissions. The total FTE submitted for each accounting/function code is listed by specific categories: Instructional Staff, Instructional Support Staff, Instructional Staff Services, Non-Instructional Support Staff and Facilities Acquisition.

Total FTE by Accounting/Function Code Comparison Report				Fall 2011
Happy Valley School District (XXXXXX)				
Instructional Staff	Fall 2010 Total FTE	Fall 2011 Total FTE	Percentage Change	
111 Elementary School	23.49	8.35	-64.45 %	
112 Middle/Junior High School	15.85	8.30	-47.63 %	
113 High School	20.11	12.70	-36.85 %	
122 Special Education	21.00	9.50	-54.76 %	
125 Compensatory Education	0.00	3.00	300.00 %	
135 Occupational Training or Upgrading Retraining	0.00	1.00	100.00 %	
Total Instructional Staff	80.45	42.85	-46.74 %	

Are the counts accurate? Did our district have a 54.76% drop in Special Education instructional staff?

Assignment Code Comparison Report

This report provides a district-level comparison of all assignment codes and the total FTE value reported for each assignment code between the year-to-year REP submissions. The report is divided into staff groups: Administrative Staff, Instructional Staff - General Education Core Academic Subject Areas, Instructional Staff - General Education Non-Core Academic Subject Areas, Non-Instructional Staff, Day-to-Day Substitute Staff and Paraprofessionals/Aides.

Assignment Code Comparison Report							Fall 2011
Happy Valley School District (XXXXXX)							

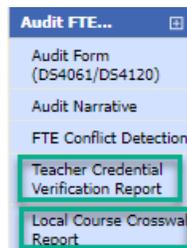
Administrative Staff							
Assignment Code	Assignment Description	Fall 2010 Total Number of Assignments Submitted	Fall 2010 Total FTE Submitted	Fall 2011 Total Number of Assignments Submitted	Fall 2011 Total FTE Submitted	Percentage Change in Number of Assignments Submitted	Percentage Change in FTE Submitted
70100	ISD Superintendent (Chief Administrative Officer)	0	0.00	1	1.00	100.00 %	100.00 %
70200	District Superintendent (Chief Administrative Officer)	1	1.00	0	0.00	-100.00 %	-100.00 %
70274	District Superintendent (Title IX Gender Equity Coordinator)	1	0.10	0	0.00	-100.00 %	-100.00 %

Assignment Code Comparison Report Column Descriptions

Column Heading	Explanation
Assignment Code	Assignment codes submitted by the district.
Assignment Description	Description of subject area taught or position held.
EOY 20XX and EOY 20XX or Fall 20XX and Fall 20XX Total Number of Assignments Submitted (One year comparison)	Total number of assignments reported for each individual assignment code submitted by the district for each submission in EOY or Fall comparisons.
EOY 20XX and EOY 20XX or Fall 20XX and Fall 20XX Total FTE Submitted (One year comparison)	Total FTE reported by the district for each assignment code.
Percentage Change in Number of Assignments Submitted	Percentage of change in the number of assignment codes between EOY or Fall comparisons.
Percentage Change in the FTE Submitted	Percentage of change in the total FTE submitted for each assignment code between EOY or Fall comparisons.

Appropriate Placement: Student and Educator Course Reporting

CEPI maintains the Local Course Crosswalk and Teacher Credential Verification Report within the Michigan Student Data System to support ensuring appropriately prepared and endorsed educators are assigned to each classroom. To access both of these reports, an individual must be an authorized user of MSDS. This is critical for student achievement. For further guidance on how to use these reports to ensure educators are appropriately placed, please read the [Appropriate Placement Course Reporting Guide](#). For additional details on these and other reports in MSDS, you can also view the [MSDS Reports List](#). To access these reports, select the plus sign on the left panel next to "Audit FTE..."



Teacher Credential Verification Report

The Course Placement and Reporting Guide provides a comprehensive list of available SCED codes, aligned REP Assignment Codes and allowable MOECS Endorsement Codes for all courses.

REP Teacher Credential Verification Report

* = Required

*Submitting Entity:

*Collection:

*Report Format:

Local Course Crosswalk Report

The Local Course Crosswalk provides a list of unique SCED codes and Local Course information reported by a district in TSDL collections for the previous school year (includes General and Migrant TSDL Collections).

Local Course Crosswalk Report

* = Required

*Submitting Entity:

*Collection: General/Migrant Teacher Student Data Link

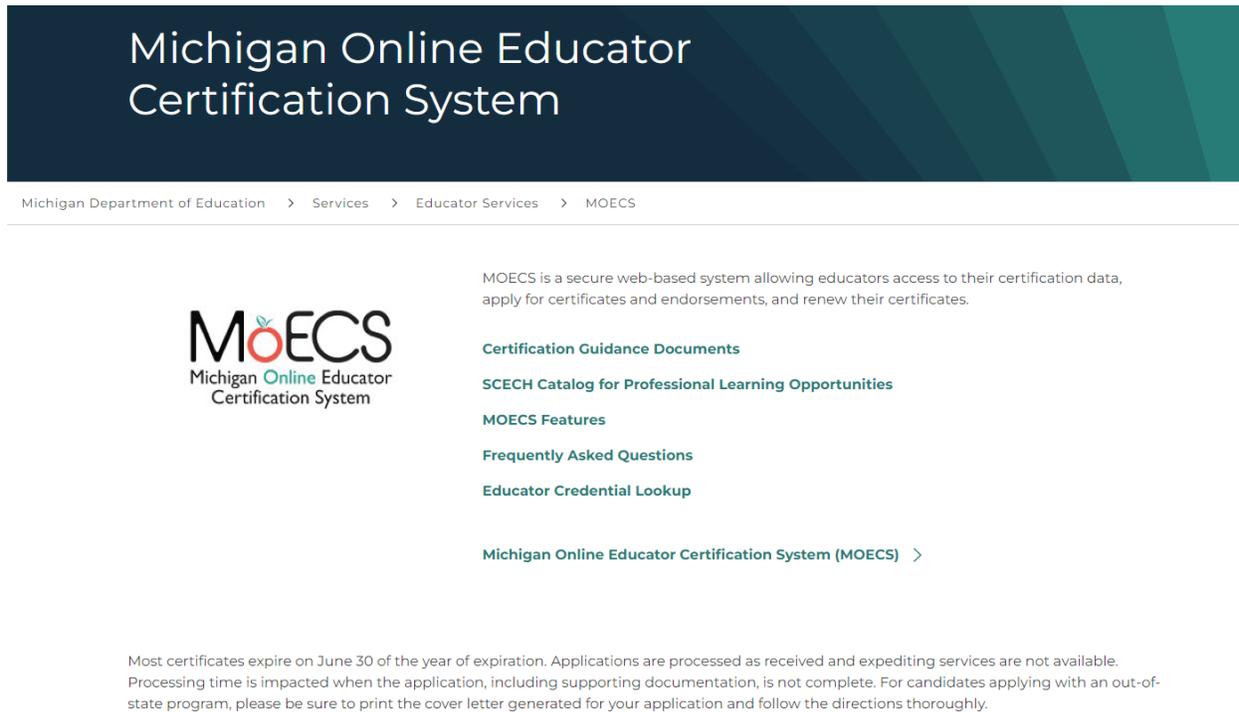
*Report Format: Excel

Obtain Credential Data for Teachers and Administrators

Michigan Online Educator Certification System

The MOECS is a web-based application that enables a local district user to obtain credential numbers, issue and expiration dates, endorsements earned, and sponsoring institutions for instructional personnel. The user must have a MEIS account and obtain access to the MOECS application.

To access MOECS, go to the [MDE website](#):



Michigan Department of Education > Services > Educator Services > MOECS

Michigan Online Educator Certification System

MOECS is a secure web-based system allowing educators access to their certification data, apply for certificates and endorsements, and renew their certificates.

- [Certification Guidance Documents](#)
- [SCECH Catalog for Professional Learning Opportunities](#)
- [MOECS Features](#)
- [Frequently Asked Questions](#)
- [Educator Credential Lookup](#)

[Michigan Online Educator Certification System \(MOECS\) >](#)

Most certificates expire on June 30 of the year of expiration. Applications are processed as received and expediting services are not available. Processing time is impacted when the application, including supporting documentation, is not complete. For candidates applying with an out-of-state program, please be sure to print the cover letter generated for your application and follow the directions thoroughly.

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REP | Main Menu

Welcome to the Registry of Educational Personnel

No Entity Selected

Set/Change Entity:

[Go to Nonpublic School Personnel Report](#)

Data Submission

To submit and update personnel data, select from the following functions:

- Online Single Submission
- Bulk Upload File Submission
- Bulk File Submission Status
- Personnel Submitted

Personnel Search

To search for a PIC or to request a new PIC, select the following function:

- Personnel Search

Reports

To view a report or download personnel data, select from the following options:

- Summary by District
- Complete Summary by District
- Download REP Data File
- Employee Listing by District
- REP Submission Reports

Credential Data Exchange

The Credential Data Exchange is now part of the Michigan Department of Education's Michigan Online Educator Certification System (MOECS).

Click here to access MOECS.

Data submitted by school districts via the Registry of Educational Personnel (REP) are used to produce reports for the U.S. Department of Education and for the state of Michigan regarding school personnel. Additionally, REP data are provided to the Michigan Department of Education (MDE) for MDE's teacher certification audit.

For help accessing MOECS, contact the Michigan Department of Education Office of Educator Excellence at MDE-EducatorHelp@michigan.gov.

Need Additional Help?

For questions regarding REP content or assistance with REP, please send an email to cepi@michigan.gov. Please provide your name, district code and district name, the CEPI application name, telephone number (including area code and extension), email address and any specific questions.