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Introduction

This guide is intended for all authorized users of the Registry of Educational Personnel Application. Users should also utilize 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.

The 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. Data matter, and REP reports available within the application, ensure more accurate reporting.

Please note: the REP collects data during two submission cycles. These cycles include one during the fall (closing the first business day of December) and the other during the end-of-year (closing the last business day of June of the applicable school year). The close dates for these submissions cycles are mandated by the Michigan Legislature. **Beginning Fall 2017, all REP data submissions must be certified before the close of the cycle.** For more information on how to certify a data collection, please refer to the “Collection Certification” section of the REP User Guide.

Important Reminders

- Your data matter – use these reports to help ensure accurate reporting of your school 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 help assure the quality of your data submission.
- Reports serve as records of your data submission.
Where Do I Begin?

Only authorized users can access the REP and its reports. To learn more about how to gain access to the REP, please refer to the “Application Startup and Security” section of the REP User Guide.

The REP home page, shown in the following screenshot, features all REP training material, user guides and the MiLogin. To access any of the REP reports, please enter the MiLogin user name (not account number) and password.

After logging in to the REP, navigate to the “Reports” section on the REP Main Menu, as illustrated below. Click on the report you wish to access.
The “Personnel Submitted” report provides a list of 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 that details the total number of records submitted by each district in the SOM during the current submission cycle. The last four columns in the table contain important indices that each district should monitor. Beginning Fall 2017, all districts must certify submitted data. In order 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 following screenshot shows these columns in the summary table:

<table>
<thead>
<tr>
<th>District</th>
<th>Total Count</th>
<th>Error-Free Collection Count</th>
<th>Records with Errors Collection Count</th>
<th>Not Updated Collection Count</th>
<th>Is Certified?</th>
</tr>
</thead>
<tbody>
<tr>
<td>01010</td>
<td>124</td>
<td>0</td>
<td>0</td>
<td>124</td>
<td>No</td>
</tr>
<tr>
<td>02010</td>
<td>21</td>
<td>0</td>
<td>0</td>
<td>21</td>
<td>No</td>
</tr>
</tbody>
</table>

Beginning Fall 2017, the last column in the table affirms whether a district is certified. A district’s data submission is not considered complete until it is certified. To learn more about certifying a submission, please refer to the “Collection Certification” section of the REP User Guide.
Download REP Data File

How Do I Convert the XML file to an Microsoft Excel spreadsheet?

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

The XML file format, which is a structured computer language used to store data in a text-formatted file, 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 that users can align their own student 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.

   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

1. Select the submission cycle from the drop-down list.
2. Click “Download XML File” and save the file. The following pop-up window will appear:

![File Download](image)

3. Open Excel. Next, click “File” in the upper left-hand corner of the spreadsheet, and then click on “Open” and locate the XML File. Click on the file and the following will appear:

![Open XML](image)
4. 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:

```
Pic  PersonelRecordID  DateOfCount  Id  District  LastName  FirstName  MiddleName  CredentialLicenseNumber  DateOfHire
```

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 may 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 then 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 also 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 then 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 section provides a complete listing of all data fields in the REP XML file. Primarily developers and IT staff members 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).

```xml
<PersonnelRecord>
  <Pic />
  <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)
</PersonnelRecord>

<SchoolAssignment>
  <Pic />
  <PersonnelRecordID /> - Numeric
  <SchoolCode /> - Text (NNNNN)
  <AssignmentCode /> - Text (NNNNN or NNAA)
  <GradeRK /> - Boolean (0 or 1)
  <GradeK /> - Boolean (0 or 1)
  <Grade1 /> - Boolean (0 or 1)
  <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 (NNNN)
<EducatorEffectiveness /> - Text (NN)
<FundedPositionStatus /> - Text (N)
<DateOfBirth /> - Date (mm/dd/yyyy)
<GenderCode /> - Text (A)
```
For files prior to the Fall 2011 REP Submission, the professional development section will be:

```xml
<HoursofProfessionalDevelopment>
  <Pic /> - Numeric
  <ProvDevCode1 /> - Numeric (NN)
  <ProvDevCode2 /> - Numeric (NN)
  <ProvDevCode3 /> - Numeric (NN)
  <ProvDevCode4 /> - Numeric (NN)
  <ProvDevCode5 /> - Numeric (NN)
  <ProvDevCode6 /> - Numeric (NN)
  <ProvDevCode7 /> - Numeric (NN)
  <ProvDevCode8 /> - Numeric (NN)
  <ProvDevCode9 /> - Numeric (NN)
</HoursofProfessionalDevelopment>
```

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

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

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

```xml
<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 on “Employee Listing by District”:

The File Download window will appear after clicking “Download Employee Listing File.” Please refer to the following steps to retrieve and access the file:

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:

![Image of text editor with sample data]

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  11/7/1977  M  1F0000000249072
---End of Results---

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

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PIC</td>
<td>Last Name</td>
<td>First Name</td>
<td>Middle Name</td>
<td>DOB</td>
<td>Gender</td>
</tr>
<tr>
<td>2</td>
<td>16109</td>
<td>WAYNE</td>
<td>JOHN</td>
<td></td>
<td>11/15/1969</td>
<td>M</td>
</tr>
<tr>
<td>3</td>
<td>16111</td>
<td>WAYNE</td>
<td>JOHN</td>
<td>J</td>
<td>11/7/1977</td>
<td>M  1F0000000249072</td>
</tr>
<tr>
<td>4</td>
<td>---</td>
<td>End of Results</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>
REP Submission Reports – District & School/Facility Level

The 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 will be 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 2015 and EOY 2016 or Fall 2014 and Fall 2015. 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.

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 2016 to EOY 2017 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 the 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 will be 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 the REP Application, select “REP Submission Reports” from the REP Main Menu.

2. Select the Submission Cycle for the report.
3. Select the district or school/facility from the drop down list.

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 the layered reports, such as the Detailed Assignment Code Summary.

6. Click on “View Report,” located under the Report Description box.
7. View the report by clicking “View Report.”
Formats for Reports

PDF Format

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

<table>
<thead>
<tr>
<th>Assignment Summary Report</th>
<th>EDY 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Happy Valley Schools (xxxxxx)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff Group Assignments</th>
<th>Assignment Code</th>
<th>Assignment Description</th>
<th>Total Number of Assignments Submitted</th>
<th>Total FTE Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Core Academic Subject Areas</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0006X</td>
<td>Language Arts</td>
<td>1</td>
<td>0.70</td>
<td></td>
</tr>
<tr>
<td>00002C</td>
<td>Chemistry</td>
<td>1</td>
<td>0.60</td>
<td></td>
</tr>
<tr>
<td>0000DI</td>
<td>Integrated Science</td>
<td>2</td>
<td>1.30</td>
<td></td>
</tr>
<tr>
<td>0000EX</td>
<td>Mathematics</td>
<td>2</td>
<td>1.40</td>
<td></td>
</tr>
<tr>
<td>0000UX</td>
<td>Music Education</td>
<td>2</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>0000EZ</td>
<td>General EL K-5 all, K-8 self-contained</td>
<td>2</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>0000ZX</td>
<td>Alternative Education</td>
<td>1</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>0001Z2</td>
<td>Speech/Language Impaired (SB) Classroom - All Subjects</td>
<td>1</td>
<td>0.80</td>
<td></td>
</tr>
</tbody>
</table>

| Instructional Staff | |
|---------------------||
| 0000NF | Junior ROTC | 1 | 1.00 |
| 0000NR | Computer Science | 1 | 0.80 |

Excel Format

Note: The steps below are designed for Microsoft Excel 2010. For older versions of Excel, refer to the Microsoft Help resources or contact your local technical support for assistance.

The report will appear as an Excel Spreadsheet as illustrated below. The report opens in read-only format by default. Click on “Enable Editing” button to make the spreadsheet editable.
Reports with Detailed Data

These 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.
**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.

**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.

**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.
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 on the “+” sign to expand the building level to the assignment group.
Next, click on the “+” sign for Level Two to expand to the assignment code level.

Finally, click on the “+” or “-” to obtain the desired level of detail.
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:** Listing of all Schools/Facilities Reported with Staff Members

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

**Level Two:** Expands to Assignment Code Groups
Level Three: Expands to specific assignment codes with the groups.
Level Four: Expands to the individual employees within each assignment code and group.
Formats Available for Downloading Data

Several options are available to download the report. The steps below are designed for Microsoft Excel 2010.

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.
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?

<table>
<thead>
<tr>
<th>Instructional Staff</th>
<th>Total FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>111 Elementary School</td>
<td>8.35</td>
</tr>
<tr>
<td>112 Middle/Junior High School</td>
<td>8.30</td>
</tr>
<tr>
<td>113 High School</td>
<td>12.70</td>
</tr>
<tr>
<td>118 Preschool</td>
<td>0.00</td>
</tr>
<tr>
<td>119 Summer School</td>
<td>0.00</td>
</tr>
<tr>
<td>122 Special Education</td>
<td>0.00</td>
</tr>
<tr>
<td>125 Compensatory Education</td>
<td>3.00</td>
</tr>
<tr>
<td>127 Career and Technical Education</td>
<td>0.00</td>
</tr>
<tr>
<td>131 Basic</td>
<td>0.00</td>
</tr>
<tr>
<td>132 Secondary</td>
<td>0.00</td>
</tr>
<tr>
<td>133 Secondary Vocational</td>
<td>0.00</td>
</tr>
<tr>
<td>135 Occupational Training or Upgrading Reintegration</td>
<td>1.00</td>
</tr>
<tr>
<td><strong>Total Instructional Staff</strong></td>
<td><strong>42.35</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Funded Position Status</th>
<th>Administrators</th>
<th>Teachers</th>
<th>Paraprofessional</th>
<th>Noninstructional</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Vacant, funded, open position, no one assigned</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>2 Vacant, funded, open position, outside contractor assigned</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3 Funded, employee on loan or leave, no one assigned</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4 Funded, employee on loan or leave, filled by temporary employee</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5 Vacant, funded, open position, filled by temporary employee</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6 Funded, employee on loan or leave, outside contractor assigned</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>7 Contracted services provider, non-instructional staff</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>9 Filled position, regular</td>
<td>3</td>
<td>47</td>
<td>5</td>
<td>6</td>
<td>61</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3</strong></td>
<td><strong>51</strong></td>
<td><strong>5</strong></td>
<td><strong>6</strong></td>
<td><strong>61</strong></td>
</tr>
</tbody>
</table>

*DATE CREATED: 8/15/2011*
How many assignments of English or Math are taught? Do you have five elementary assignments?

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?
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 allows 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

<table>
<thead>
<tr>
<th>Error Status</th>
<th>PIC</th>
<th>Last Name</th>
<th>Middle Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Field 10] The Administrator Continuing Education in School Assignment #1 is missing.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Field 10] The Administrator Continuing Education in School Assignment #2 is missing.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Field 10] The Wage in School Assignment #1 is missing.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Field 10] The Wage in School Assignment #2 is missing.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Field 20] Educator Effectiveness must be submitted for the assignment code reported in Field 10 (School Assignment Data).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Field 28] Annual Salary, a required field, is missing.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Reports available for Year-to-Year Comparisons

(These reports will be 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.

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 Column Descriptions

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Code</td>
<td>Assignment codes submitted by the district.</td>
</tr>
<tr>
<td>Assignment Description</td>
<td>Description of subject area taught or position held.</td>
</tr>
<tr>
<td>EOY 20XX and EOY 20XX or Fall 20XX and Fall 20XX Total Number of Assignments Submitted (One year comparison)</td>
<td>Total number of assignments reported for each individual assignment code submitted by the district for each submission in EOY or Fall comparisons.</td>
</tr>
<tr>
<td>EOY 20XX and EOY 20XX or Fall 20XX and Fall 20XX Total FTE Submitted (One year comparison)</td>
<td>Total FTE reported by the district for each assignment code.</td>
</tr>
<tr>
<td>Percentage Change in Number of Assignments Submitted</td>
<td>Percentage of change in the number of assignment codes between EOY or Fall comparisons.</td>
</tr>
<tr>
<td>Percentage Change in the FTE Submitted</td>
<td>Percentage of change in the total FTE submitted for each assignment code between EOY or Fall comparisons.</td>
</tr>
</tbody>
</table>
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 (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.”
To obtain information about accessing MOECS, contact the Michigan Department of Education Office of Professional Preparation Services at 517-373-3310.
**Need Additional Help?**

For questions regarding REP content or assistance with the REP Application, please send an email message to CEPI@michigan.gov or call 517-335-0505 x3. Please provide name, district code and district name, the CEPI application name, telephone number (including area code and extension), email address and any specific questions.