STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: September 2, 2021

TO: Local and Intermediate School District Superintendents
            Public School Academy Directors

FROM: Delsa D. Chapman, Ed.D., Deputy Superintendent
            Division of Educator, Student, and School Supports

SUBJECT: Important Registry of Educational Personnel Fall Data Request

The Michigan Department of Education (MDE) believes that fully staffed schools are a critical component to ensuring all students have access to high-quality instruction. This memorandum supports Goal #7 of Michigan's Top 10 Strategic Education Plan to increase the numbers of certified teachers in areas of shortage. To get a picture of school staffing, understand what supports may be needed, and ensure accurate reporting, MDE requests local education agencies (LEAs), both traditional public school districts and public school academies (PSAs), closely examine submission of virtual/online teachers, vacancies, and employment status during the 2021 fall registry of educational personnel (REP) collection.

Reporting of Virtual/Online Teachers

All individuals providing instruction to students enrolled within an LEA, whether virtual/online or in person, should be reported within the REP submission. Please see Memo 2021-060 for clarification and further guidance related to reporting online teachers.

Additionally, REP does not differentiate between virtual/online and in-person instruction. All educators should be reported with the content-specific assignment code and grades/educational settings applicable for the course, regardless of whether the LEA is offering hybrid or fully virtual/online instruction. It is likely that assignment data will remain the same as if the LEA is fully in-person. For more information, see the REP Frequently Asked Questions.

Vacancy Reporting

Understanding where vacancies exist assists MDE, policy makers, and external partners in reporting and initiative efforts focused on teacher shortages in Michigan.

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Using field 12 (Funded Position Status) to report all vacant, funded positions within an LEA is essential to accurately representing educator shortages within the state. Improvement in reporting will provide additional support for policy changes to address workforce challenges.

Please work with the individual completing the 2021 fall REP collection to ensure any instructional position that has not been permanently filled, but is still within the budget, is entered accurately. This type of position should be reported in field 12 with a status of "1." If the position is vacant and filled by a temporary employee, a status of "5" should be reported for the position.

When funded positions are not reported as vacant in field 12 of the REP collection, it misrepresents the educator shortage data in Michigan.

Employment Status
Ensuring that field 25 (Employment Status) accurately reflects why an educator is leaving a position is essential to improving educator retention and mobility data within Michigan. Guidance for reporting field 25 is available in the [Fall 2021 REP Data Field Descriptions.](#)

In addition to reporting the accurate employment status for an individual who is leaving a position, please remember to enter the termination date in field 26 within the collection for that individual. This will prevent LEAs from having to re-report them in a later collection, which may require entry of additional data (e.g., an educator evaluation if the individual is a teacher).

For more information, please see the [REP Frequently Asked Questions](#) or contact the Center for Educational Performance and Information (CEPI) customer support team at CEPI@Michigan.gov.

cc: Michigan Education Alliance
     Confederation of Michigan Tribal Education Directors