



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING


GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: September 17, 2020

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

FROM: Venessa Keesler, Ph.D., Deputy Superintendent 
Division of Educator, Student, and School Supports

SUBJECT: Important Registry of Educational Personnel Fall Data Request

The Michigan Department of Education is requesting that local education agencies (LEAs), both traditional public and public school academies, ensure that field 12 (Funded Position Status) and field 25 (Employment Status) are being reported accurately during the fall 2020 registry of educational personnel (REP) collection.

Using field 12 to reflect all vacant, funded positions within the district is essential to accurately represent educator shortages within our state. Accuracy in reporting will provide needed data to advocate for policy changes that support increasing the numbers of certified teachers in areas of shortage—a goal in Michigan's Top 10 strategic education plan. When funded positions are not reported as vacant in field 12 of the REP collection, it misrepresents the educator shortage data in Michigan. Please work with the individual completing the fall 2020 REP collection to ensure any instructional position that has not been filled, but is still within the district budget, is reported in field 12 with a position status of "1."

Additionally, ensuring that field 25 accurately reflects the reason that an educator is leaving a position is essential to improving educator retention and mobility data within our state. Guidance for reporting field 25 is available in the [REP Data Field Manual](#).

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

cc: Michigan Education Alliance
Confederation of Michigan Tribal Education Directors

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