



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: September 6, 2019

TO: Nonpublic School Operators

FROM: Kyle L. Guerrant, Deputy Superintendent (KL) 9-6-19

SUBJECT: 2019-2020 Nonpublic School Membership and Personnel Reports

The Michigan Department of Education (MDE) requests that you complete the 2019-2020 Nonpublic School Membership Report (NSMR) and the 2019-2020 Nonpublic School Personnel Report (NSPR) as outlined in this memorandum. The NSMR must be filed every year before MDE can certify that your school has met reporting requirements needed for recognition as a nonpublic school in Michigan.

The Nonpublic School Act (1921 PA 302) permits the State Superintendent to collect information about nonpublic schools in the state. In addition, all schools, including nonpublic schools, are required to submit specific information about all school employees in order for the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI) to conduct criminal history checks, as required in Michigan School Safety Law.

MDE collects the NSMR using the Michigan Electronic Grants System Plus (MEGS+). The NSPR, through which nonpublic schools submit their school personnel data to the State of Michigan, is also collected online.

Please note if you are new to your position, you must have a Michigan Electronic Information System (MEIS) account to complete the applications. After obtaining your account at the [MEIS home page - www.michigan.gov/meis](http://www.michigan.gov/meis), submit separate security agreements in order to obtain access to the NSMR and the NSPR as they are separate applications. Your MEIS account login and password is used for both reports. Instructions on submitting information for both programs are provided below.

Nonpublic School Membership Report

The NSMR collects information on enrollment, qualifications of teachers, and course of study in nonpublic schools. Nonpublic schools that complete this reporting process and meet the reporting requirements are state-approved for the current school year. These schools, or their students, may be eligible for Federal and State programs such as Title I, Title II, Part A, bus transportation, dual enrollment, auxiliary, and eligible special education services.

STATE BOARD OF EDUCATION

CASANDRA E. ULBRICH – PRESIDENT • PAMELA PUGH – VICE PRESIDENT
MICHELLE FECTEAU – SECRETARY • TOM MCMILLIN – TREASURER
TIFFANY D. TILLEY – NASBE DELEGATE • JUDITH PRITCHETT
LUPE RAMOS-MONTIGNY • NIKKI SNYDER

Please complete and submit the report in MEGS+ by October 31, 2019, following the instructions below. In order to keep our records current, please notify this office by letter or email nonpublicschools@michigan.gov if your nonpublic school will not be operating during the 2019-2020 school year.

- Visit the [nonpublic school website - www.michigan.gov/nonpublicschool](http://www.michigan.gov/nonpublicschool).
- Open and print a copy of the "Nonpublic School Membership Report User Guide" under the Nonpublic School Membership Report link.
- Login to MEGS+ using the same MEIS login and password from the previous year by following the instructions in the User Guide to complete the report.

Nonpublic School Personnel Report

All nonpublic schools are required to submit specific information about all school employees to comply with School Safety Law using the secure online program that is part of the Center for Educational Performance and Information's (CEPI) Registry of Educational Personnel (REP). The information required to be submitted by nonpublic schools is minimal (name, gender, date of birth, social security number, etc.). The data collection period for the NSPR is September 1 through December 1, 2019. Data are due to CEPI by December 1, 2019. You may access information at the following locations:

- Visit the at [CEPI website - www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on the link for the NPSPR located towards the bottom of the page under "Log in to CEPI Applications."
- Print a copy of the Nonpublic School Personnel Report Data Field Descriptions. This manual is located under the heading Nonpublic School Personnel Report. It provides information regarding each field required for the submission.
- Select "Nonpublic School Personnel Report User's Guide" under the same heading. The user's guide includes instructions for obtaining a MEIS account, submission of the security agreement, and the submission of your personnel data.
- If you filed electronically last year, please use the same MEIS login and password to access the NPSPR.
- If you completed this report last year, you will need to review and update each record before submitting. When all previously submitted records have been reported and have a green check mark to the left of each record, and all new employees have been reported, your submission is complete.

MDE CONTACTS FOR MORE INFORMATION

- Questions regarding the **NSMR** or your **MEIS account** or **password**, call 517-241-5385 or nonpublicschools@michigan.gov.
- Questions regarding the **NSPR**, contact CEPI customer support at 517-335-0505, select option 3, or via email at CEPI@michigan.gov. Please provide your name, school code, school name, CEPI application name (NPSPR), telephone number (including area code and extension), email address, and specific question(s).
- Questions regarding **access to MEGS+**, contact Lucy Bailey at 517-241-5386 or BaileyL11@michigan.gov.
- Questions regarding the **school safety requirements or fingerprinting**, contact Stephanie Whiteside at 517-335-1167 or whitesides@michigan.gov.

To obtain a MEIS account and/or security agreement, you must have your school and district code. You will find them [on the EEM - www.michigan.gov/eem](http://www.michigan.gov/eem).

cc: Brian Broderick, Michigan Association of Nonpublic Schools