



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

BRIAN J. WHISTON  
STATE SUPERINTENDENT

August 17, 2015

TO: Nonpublic School Operators

FROM: Kyle L. Guerrant, Deputy Superintendent

SUBJECT: 2015-2016 Nonpublic School Membership and Personnel Reports

The Michigan Department of Education (MDE) requests that you complete the 2015-2016 Nonpublic School Membership Report (NSMR) and the 2015-2016 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 basic 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. However, your MEIS account login and password is used for both reports. Instructions on submitting your information for both programs is provided below.

***Nonpublic School Membership Report***

The NSMR has been designed to collect 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 eligible for their students to receive auxiliary services at the local public school such as speech, special education, and other eligible services.

Please complete and submit the report in MEGS+ by September 30, 2015, following the instructions below. In order to keep our records current, please notify this office by letter or email [nonpublicschools@michigan.gov](mailto:nonpublicschools@michigan.gov) if your nonpublic school will not be operating during the 2015-2016 school year.

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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, 2015. Data are due to CEPI by December 1, 2015. 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. This manual 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**, contact Tami Feldpausch at 517-373-1833 or [nonpublicschools@michigan.gov](mailto:nonpublicschools@michigan.gov).

Questions regarding the **NPSPR**, contact CEPI customer support at 517-335-0505, select option 3, or via email at [CEPI@michigan.gov](mailto: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 Sciotti at 517-373-1806 or [sciottil@michigan.gov](mailto:sciottil@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).

Questions regarding the **school safety requirements or fingerprinting**, contact Stephanie Whiteside at 517-335-1167 or [whitesides@michigan.gov](mailto:whitesides@michigan.gov).

cc: Brian Broderick, Michigan Association of Nonpublic Schools