

Registry of Educational Personnel (REP)



Caitlin Groom - Staffing Data Coordinator

REP Training Session

Spring 2023



Objectives:

Collection Overview & Reminders

2022-23 Dates and Updates

Appropriate Placement Reporting and Resources

Data Impacts and Reports

What is the REP?

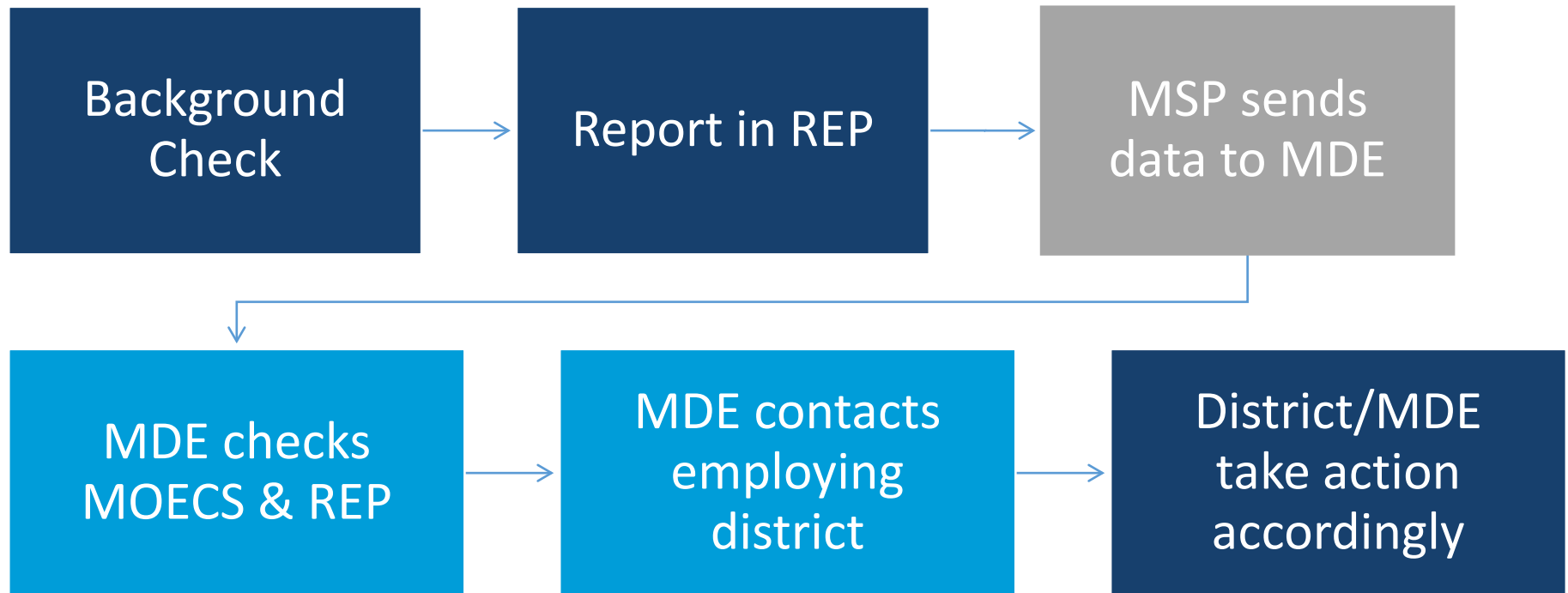
- Comprehensive database of all educational personnel in the State of Michigan
- Primary source used by the state to meet state and federal reporting requirements



Why is REP Important?

- School safety reporting for educational personnel
- Credential progression
- Understanding workforce trends
 - Retention, Mobility, Vacancies
 - Informs statewide initiatives and used to support districts in individual efforts
- Accountability systems for K-12 schools and Educator Preparation Providers
- Used to avoid time-consuming investigations around compliance with Michigan and Federal statute

School Safety/RAPback Overview



Who Must be Reported?

- MCL [380.1230e](#):
 - Required to report all individuals who are employed by a school district, ISD, PSA or nonpublic school assigned to a **regular and continuous** contract
 - Includes all:
 - School property (i.e. school bus, food service, classroom, administrative services, etc.)
 - Virtually contracted educators
 - Student Teacher Interns (OOSTU)

REP Data Collections

Fall

Opens: Aug 1

Certification:

First business
day in
December

End of Year (EOY)

Opens: Jan 2

Certification:

Last business day
in June

2022-23 Upcoming Key Dates

Event	EOY REP	TSDL
Collection Open	1/3/23	5/1/23
Mid DQ Snapshot Cutoff	6/15/23	7/3/23
Mid DQ Send	6/23/23	7/10/23
Deadline	6/30/23	8/7/23
Post DQ Send	7/10/23	8/14/23

REP Resources

⊕ Manuals

⊗ Help and Training

- [Best Practices for REP and TSDL Reporting](#)
- [Calculating the Number of Core Academic Classes Taught](#)
- [MDE Office of Educator Services](#)
- [MDE Permits and Placement Guidance](#)
- [Michigan Online Educator Certification System](#)
- [MOECS Effectiveness Rating Training for Districts Webinar](#)
- [Professional Learning Resources](#)
- [Race and Ethnicity Reporting](#)
- [REP Data Certification Video Tutorial](#)
- [REP FAQs](#)
- [REP Glossary](#)
- [Guide for Users New to REP](#)
- [SCED V6 REP Crosswalk](#)

⊕ Technical Material

REP Resources

✕ Manuals

- [Fall 2021 REP Data Field Descriptions](#)
- [EOY 2021 REP Data Field Descriptions](#)
- [Educator Effectiveness Appeals Process](#)
- [Personnel Search User Guide](#)
- [REP On Demand User Guide](#)
- [REP Report User Guide](#)
- [REP User Guide](#)

⊕ Help and Training

⊕ Technical Material

Field 10: Breakdown of Field Placements

Assignment Number	Characteristic	Position Number
Assignment 1:		
	School/Facility Number (NNNNN)	172-176
	Assignment (NNNAA, AANAA or NNNNN)	177-181
	Grade-Level/Educational Setting (Integer)	182-203
	FTE (N.NN)	204-207
	Wage (NNN.NN)	208-213
	Accounting/Function Code	214-216
	RESERVED- PAD WITH BLANK	217
	RESERVED- PAD WITH BLANK	218
	RESERVED- PAD WITH BLANK	219
	RESERVED- PAD WITH BLANK	220
	Number of Core Academic Classes Taught (N)	221

Fixed file format:

All records in the personnel database submitted by districts must conform to the following ASCII record layout, i.e., files must have 751 characters in a fixed record length with data variables conforming to the following specifications:


Personnel Information

Position in Record	Size in Bytes	Field #	Field Name	Data Type/Specification
001-010	10	1	Reserved	Pad with Blanks
011-012	2	2	Operating ISD/ESA Number	Character
013-017	5	3	Operating District Number	Character
018-057	40	4	Last Name	Alpha
058-097	40	5	First Name	Alpha
098-137	40	6	Middle Name	Alpha
138-146	9	7	Social Security Number	Integer
147-161	15	8	Credential License Number	Alphanumeric
162-171	10	9	Date of Hire	Date, with slashes
172-621*	450	10*	School Assignment Data: School, Assignment, Grade or Educational Setting, FTE, Wage, Accounting/Function Code, Number of Classes Taught, reserved characteristics	Character



Michigan Online Registry for Educators

- 
- Technology
 - Standards
 - Integrations
 - Transparency

- 
- Data duplication
 - System limitations
 - System driven processes
 - Data burden

EOY 2023 Updates

- Educator Effectiveness Rating Requirement – ratings are now requirement for 00280 Homebound/Hospitalized.
- New Teacher Professional Development – Created an “Other” category in order to provide hours for teachers’ professional development that does not fit Classroom Management or Instructional Delivery.

Focused DQ Reports

- No Superintendent Reported
 - The Superintendent is indicated by reporting the Administrator Assignment Code Title and Function of 70x00: Chief Administrative Officer of District/ISD.
- No Building Level Principal Reported
 - The Principal is indicated by reporting the Administrator Assignment Code Function of 73x01: School Management (e.g., administrator, principals and others in management roles).
- Vacant Position Summary






Reporting Issues

- Vacant Position Reporting:
 - Vacant/Funded positions should be reported as a Funded Position Status of 1.
 - If position is filled during the REP collection window, the assignment can be reported with a Date of Hire, and Date of Termination within the same collection (i.e. late hires into the school year)
 - It is important to think of the vacancies as assignments, rather than individuals
- Reporting ALL staff:
 - Contracted Staff who are regularly and continuously employed within the school district should be reported with accurate Assignment Code data for the position they are filling.
 - Includes Virtual TORs, if provided by the third-party virtual vendor
- Teacher Mobility:
 - Field 25: Employment status termination codes suggest an over reporting of “other”
 - Whenever possible use one of the more specific leave codes for employee departures

Updating Records

Icon Legend

-  Personnel record updated for the submission cycle.
-  Personnel record updated with errors for the submission cycle.
-  Personnel record not updated for the submission cycle.

- All records start with the red “not updated” status
 - Records terminated in the previous collection will not be pulled into the next collection
- Throughout the collection, records may be saved with errors*
 - For example, if adding a new hire in January, you should not have a value for Field 20: Educator Effectiveness, this may be left blank, and will save with an error
- All records must be updated and error-free for certification to become available

**some exceptions apply*

Fatal Errors

- Not all data with errors can be saved, if Fatal Errors exist, the record will **not** be saved/updated
- The fields that will result in Fatal Errors are the fields required for Assessment and Michigan State Police to be able to utilize the data
- Records that contain Fatal Errors will remain in the red “X” status

Field 27: PIC

Field 5: Last Name

Field 4: First Name

Field 6: Middle Name

Field 13: Date of Birth

Field 14: Gender

Field 7: Social Security Number

Field 8: Credential License
Number

Field 25: Employment Status



Field 9: Date of Hire

Field 26: Date of Termination (if
applicable)

Field 10: Characteristics: School
Code and Assignment

Bulk File Submission-Fatal Error Report

- If Fatal Errors are present in your bulk file, the records will not be updated in your Personnel Master.
- Click the Date/Time stamp for the file you are reviewing
- If a fatal error is present on a record, that record is not updated.
- Any records not containing fatal errors will be updated in the Personnel Submitted roster.


Center for Educational Performance & Information


[Michigan.gov Home](#) | [CEPI Home](#) | [Main Menu](#) | [FAQ](#) | [User's Guide](#) | [Teacher Verification](#) | [Contact CEPI](#) | [Logout](#)

REP | Bulk File Status

File Status

- **Queued** means that your file has been received and is awaiting processing.
- **Processing** means that your file is currently being processed.
- **Completed** means that your file has been processed and you can review your file status report by clicking on the date and time the file was uploaded.

Example of a Queued or Processing file:
6/17/2006 2:30 PM

Example of a Completed file:
6/17/2006 2:30 PM

Filter Results

Search for uploaded files using the criteria below:

District:

MILoginId:

View Your Bulk Upload File

The table below lists the dates and times that your district has uploaded a file via the REP Bulk Submission. It also lists the status of each of those files. After the file has finished processing, the date and time will become an active hyperlink (blue text).

1. Click on the hyperlink to retrieve your REP Error Report. Two options are available for reviewing the file:
 - Choose "Open" to view the file in your default application for reading text files (e.g., Notepad).
 - Choose "Save" to save the text file to your hard drive.
2. If your report lists records with errors, correct your source file and re-upload.
3. If the report for your batch is error-free, you will see the following message: *"NO ERRORS FOUND. All records submitted in this file have been successfully processed and saved. YOUR REP SUBMISSION IS NOT COMPLETE until you review your 'Personnel Submitted Report.'"*
4. Access your **Personnel Submitted** from the REP Main Menu and verify that all records (new and previously submitted) have been updated.

Date Uploaded	District	MILogin Account	Uploaded By	File Size	Download
10/7/2020 12:44:21 PM	45010			135931	Completed
10/7/2020 9:52:29 AM	45010			123915	Completed
10/7/2020 9:23:28 AM	45010			123915	Completed

--- Beginning of Results ---

Fatal Error:

[Validation Failed] The social security number submitted does not match the social security number for the credential submitted.

Error:

[Field 8] The Credential License Number that was submitted is expired or is not valid

---Number of Fatal Errors Found in Record: 1

---Number of Errors Found in Record: 1


---Number of Warnings Found in Record: 0

Error Details on Personnel Submitted Page


When submitting a record online, you will see Fatal Errors, Errors and Warnings on the submission screen

(1) Date of Count: 6/30/2017
(2) ISD/ESA: XYZ ISD (12)
(3) District: ABC School (12345)
Last Updated: 12/21/2016 via Single Submission

Options: Use Day-to-Day SUB/PAR form


 print

PIC 12345 (Smith, John) was not submitted.


Fatal Errors 

Your record has not been saved. Please correct all fatal errors in order to save this record.

- [Field 10] The School Code in School Assignment #1 is missing.
- [Field 5] First Name, a required field, is missing.

Errors 

- [Field 20] Educator Effectiveness must be submitted for the assignment code reported in Field 10 (School Assignment Data).

Warnings 

Warnings do not affect the submission status of the record. However, if any warnings are listed below, please review and verify the results.

- No warnings were found

How to Certify REP Data

- Certification is available from the main REP page within the application for 1 month approaching the REP submission deadline
 - Nov. 1 - Dec. 1
 - May 30 - June 30

Welcome to the Registry of Educational Personnel

No Entity Selected

Set/Change Entity:

[Go to Nonpublic School Personnel Report](#)

Data Submission

To submit and update personnel data, select from the following:

- [Online Single Submission](#)
- [Bulk Upload File Submission](#)
- [Bulk File Submission Status](#)
- [Personnel Submitted](#)

Data Certification

To certify data, select the following function:

- [Data Certification](#)



Personnel Search

To search for a PIC or to request a new PIC, select the following:

- [Personnel Search](#)

Public School District

Last Change: Certified on 10/4/2017 3:01:46 PM by Caitlin Groom ←

Records updated and error free this submission cycle (✓):	1
Records updated with errors for this submission cycle (⚠):	0
Records not updated this submission cycle (✗):	0

Data Certified Successfully! ←

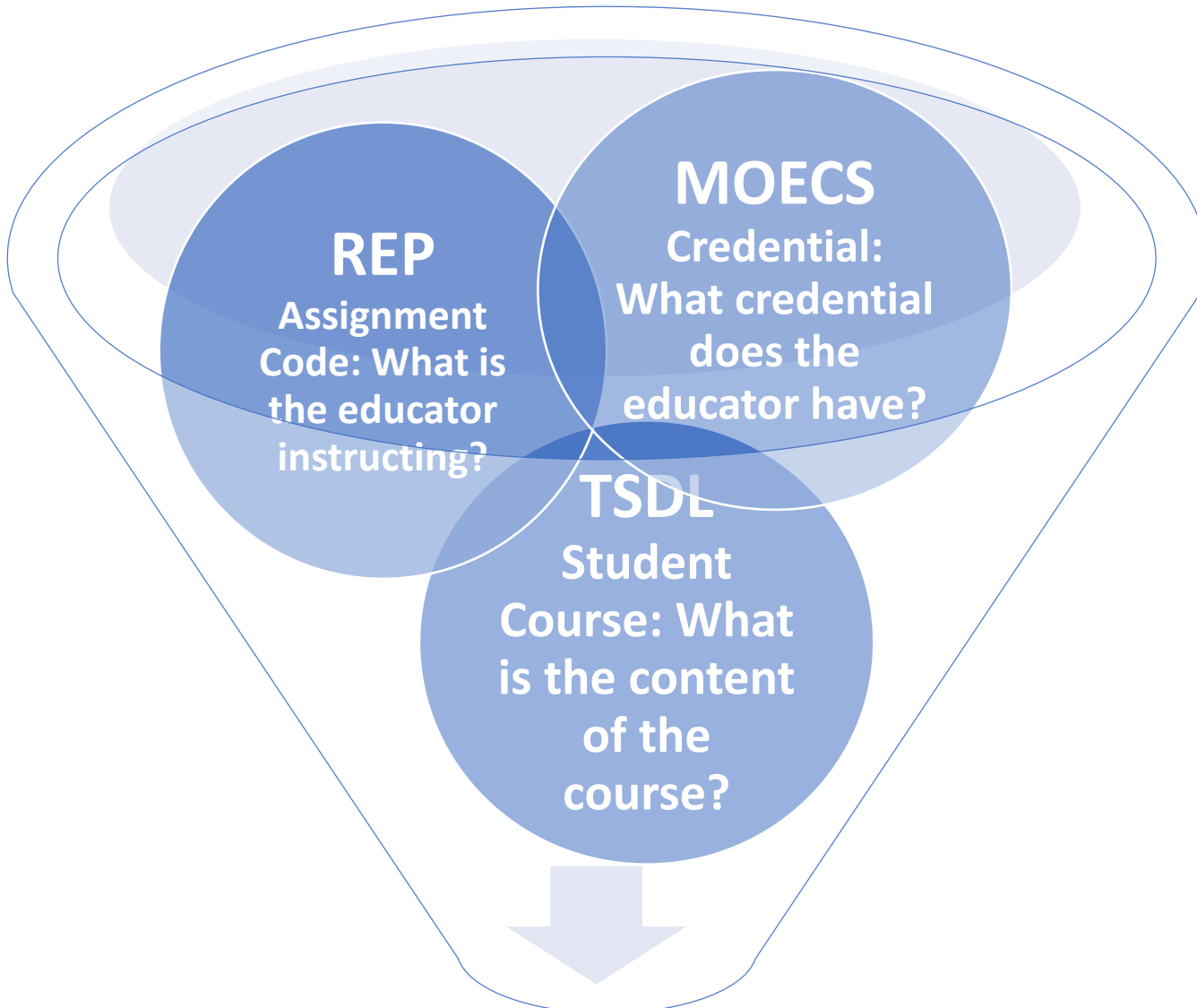
- After you click the “Certify” button, you will see changes on the page:
 - Successful certification message
 - Last Change will denote when and what the last certification status was
 - The certify button will become a “decertify” button
- Your submission will become Read Only, and no changes may be made until the collection has been decertified.

Questions?



Appropriate Placement

- **Purpose:** Assure every MI pupil has access to properly trained educators
- Michigan Compiled Laws (MCL), Program Requirements and Admin Rules **define** appropriate placement
- MDE role is Guidance and Audit
 - Certification and Placement
 - Special Considerations/Funding: General, Special Education, Title, Virtual, Career & Tech Ed, Early Childhood, etc.
- CEPI role is Data Collection and Reporting



Local District: Is this placement appropriate?

Pupil Accounting Manual

- **Teacher of Record:**

- The teacher of record is an instructor who is responsible for providing instruction, determining instructional methods for each pupil, diagnosing learning needs, assessing pupil learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies. As Section 1231 of the Revised School Code (MCL 380.1231) applies, the teacher of record shall be employed by the district.
- **Assignment Code: Content specific (000AX-00599)**

- **Mentor:**

- A professional employee of the district, who monitors the pupil's progress, ensures the pupil has access to needed technology, is available for assistance, and ensures access to the teacher of record. A mentor may also serve as the teacher of record if the mentor meets the definition of a teacher of record.
- **Assignment Code: 00379- Virtual Mentor**

- **MDE - Permits and Placement (michigan.gov)**

Instructional Staff and Educators

- [Public Act 165 of 2020](#) amended the definition of “class” to include grade level and content endorsements:
 - **Appropriately placed** educator **must** be assigned as the TOR for each course claimed for FTE credit
 - TOR **must** be reported with the content specific assignment code in REP collection for **each district claiming student FTE** for the courses.
- Virtual courses may require Virtual Mentor
- The June 10 [Michigan Department of Education Memo](#) details requirements and FAQs.

Making Connections

Courses That Can be Taught:

Educator Endorsement: LQ-Visual Arts

Endorsement	Code	Courses That Can Be Taught by Holders of Each Endorsement	Notes
Art Education, or Visual Arts Education, or Visual Arts Specialist	LX, LQ, or LZ	<ul style="list-style-type: none"> • Art • Visual Arts • Visual Studies • Drawing • Painting • Sculpture • Ceramics/Pottery • Design • Art Appreciation • Illustration • Computer Graphics and Design • Video • Photography and Film • Art History • Art Criticism • Aesthetics • Fiber Arts • Jewelry • Yearbook 	<p>The LX endorsement was transitioned into the Visual Arts Education (LQ) after the 2002-2003 school year. Both endorsements can be assigned interchangeably.</p> <p>The LZ endorsement was discontinued beginning the 2017-2018 school year. The LZ endorsement will not be removed from teaching certificates and teachers with the LZ can still be assigned to teach these courses.</p> <p>LZ teachers hold a master's degree in Visual Arts Education.</p>

Student Course:

SCED	SCED Course Title	SCED Description	REP Assign Code 1	REP Assign Desc 1
05151	Art Appreciation	Art Appreciation courses introduce students to the historical study of and foundation for many forms of art. These courses help students form an aesthetic framework to examine social, political and historical events in the world and how visual images express the ideas of individuals and society. Students are involved in the creative process through research and lecture, responding and dialogue, observation and interpretation with art works and artifacts.	000LX	Visual Art

REP Assignment Codes:

The Arts	
Music Education	000LX
Visual Art	000LX
Dance	000LT
Theatre/Performance	000LT

How Does This Affect Me?

- Dependent on **Data Team**
- TOR PIC **required** each Student Course Record
 - *Exception: Dual Enrollment/College Credit*
- REP Assignment data must be aligned to Student Course data
 - Appropriate Placement verification occurs at placement, not reporting
- Data Quality checks for TSDL will include REP data
 - Ensuring data are accurately represented between the staff and students



Teacher of Record* Reporting

REP

- Content specific assignment for **every** TOR* course
- Instructional Assignment Code Range: 000AX-00599
[REP Resources](#)

TSDL

- PIC of TOR* required for **every** Student Course (no Dual Enrollment)
- Student Course Code compared to REP [REP Crosswalk](#)

**Teacher of Record is defined within the [Pupil Accounting Manual](#)*

Substitute Reporting

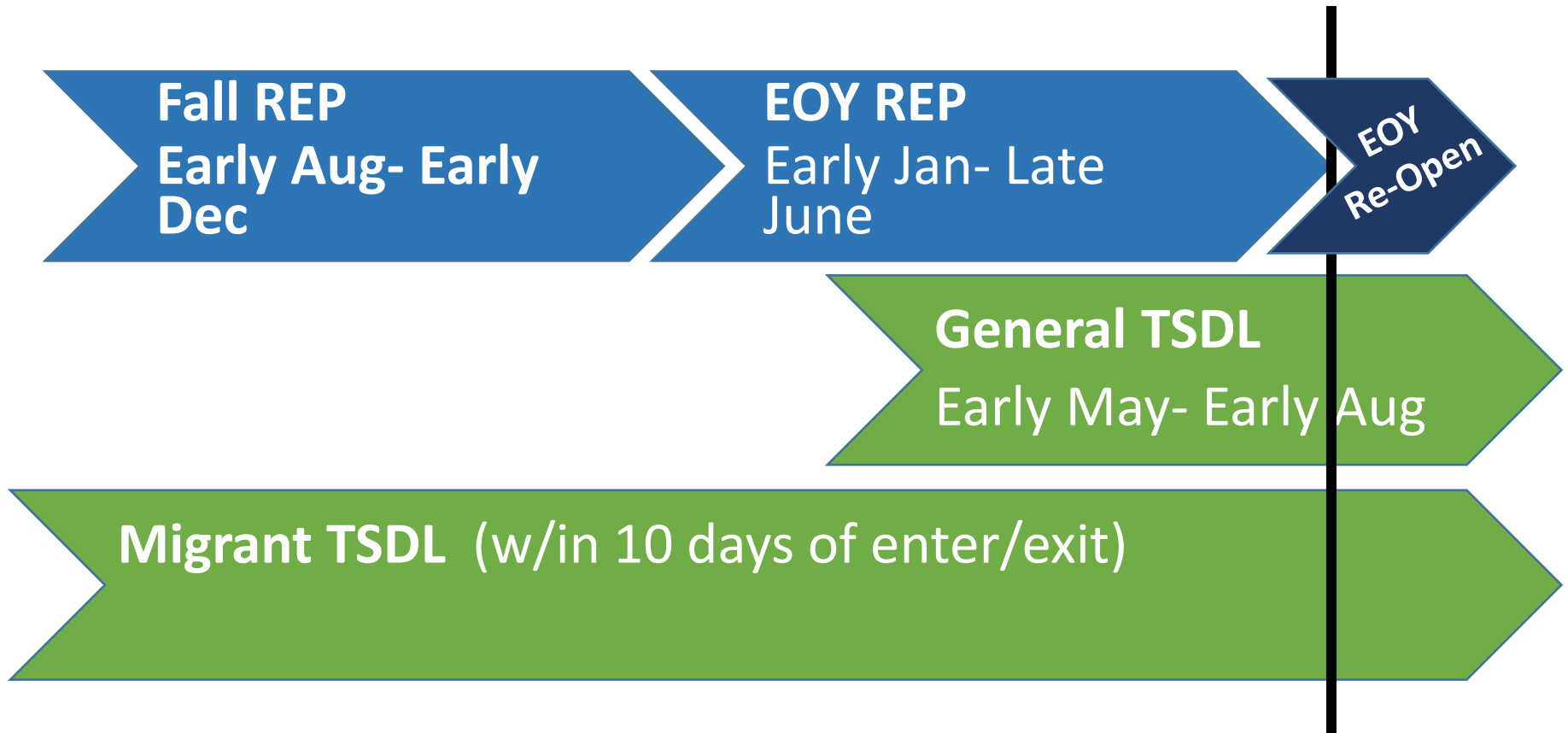
Intermittent

- Less than 90 days **AND** filling in for TOR
- REP Assignment Code: 00SUB
- No TSDL Student Courses

Everything Else

- Acting as TOR
- Reported as TOR

Collection Timelines



TSDL Student Course Component

Submitting Entity: Haslett Public Schools (33060)
Collection: Migrant Teacher Student Data Link 2019-2020
PEPE District: Haslett Public Schools (33060)
PEPE Building: Haslett Middle School (01604)

*Last Name: Groom
Last Name Suffix:
Middle Name:
*First Name:
*Date of Birth:
*Gender: F - Female
Multiple Birth Order: 0
*UIC:

Student Demographics	Student Course
*SubjectAreaCode: 02-Mathematics	
CourseIdentifierCode: 008	
*LocalCourseId: ADVA1	
*LocalCourseTitle: Algebra 1	
CourseSectionID:	
MSIXCourseSectionID: Please Select	
*CourseType: 01-Regular	
Eligible64bCourse: Select Yes/No	
AcademicYear: 2019-2020-SY2019-2020	
CreditsGranted:	
CourseGrade:	
*CompletionStatus: CP-Completed/Passed	
MSIXClockHours:	
College:	
PIC: + 752123	
Virtual Method: Please Select	
Mentor PIC: +	

SCED Codes

- **National** course codes/descriptions of **Student Courses**
- SCED is a **five-digit** code made up of:
 - **SCED Subject Code**: First 2 digits
 - **SCED Course Identifier Code**: Last 3 digits
- **Full SCED (5-Digit)** is mapped to **expected REP Assignment Codes**

SCED	SCED Subject Code	SCED Subject Description	SCED Course Code	SCED Course Title	REP Assign Code 1	REP Assign Desc 1
04201	04	Social Sciences and History	201	Economics	000CA	Economics

SCED to Assignment Crosswalk

- Over 1700 SCED Codes, not all apply to all districts
 - Weed out the courses the district does not offer
 - **Example:** 16155- Hospitality and Tourism- *Particular Topics in Travel and Tourism*, or 24205- World Languages- *Portuguese IV*
- **Customize Crosswalk locally** to reduce data burden
 - Add columns to align local course IDs and Titles to the specific SCED
 - Annually, will only need to review changed courses
- Can be used to determine:
 - Local Course to SCED
 - SCED to REP Assignment(s)
 - Local Course to REP Assignment- if customized

Connecting Local Codes to SCEDs

Local Course: Algebra II

- In SIS: 362
- Students call it: Algebra 2
- Report Card Shows: ALGII

School Demographics	Student Course
*SubjectAreaCode: 02-Mathematics	
CourseIdentifierCode: 056	
*LocalCourseId: 362	
*LocalCourseTitle: Algebra 2	
CourseSectionID: ALGII	

SCED	SCED Subject Code	SCED Subject Description	SCED Course Code	SCED Course Title	SCED Description	REP Assign Code 1	REP Assign Desc 1
02056	02	Mathematics	056	Algebra II	Algebra II course topics typically include field properties and theorems; set theory; operations with rational and irrational expressions; factoring of rational expressions; in-depth study of linear equations and inequalities; quadratic equations; solving systems of linear and quadratic equations; graphing of constant, linear, and quadratic equations; properties of higher-degree equations; and operations with rational and irrational exponents.	000EX	Mathematics

Example of Alignment

- A student is taking Environmental Science at the high school
- The teacher instructs 4 classes of Environmental Science and 1 class of Energy and the Environment
- Use the REP Crosswalk to determine the appropriate SCED and Assignment

Example: Crosswalk- REP- TSDL

SCED	SCED Subject Code	SCED Subject Description	SCED Course Code	SCED Course Title	SCED Description	REP Assign Code 1	REP Assign Desc 1
03003	03	Life and Physical Sciences	003	Environmental Science	Environmental Science courses examine the mutual relationships between organisms and their environment. In studying the interrelationships among plants, animals, and humans, these courses usually cover the following subjects: photosynthesis, recycling and regeneration, ecosystems, population and growth studies, pollution, and conservation of natural resources.	000DA	Biology
03012	03	Life and Physical Sciences	012	Energy and the Environment	Energy and the Environment courses expose students to the scientific principles associated with energy transformation, collection, extraction, transmission and storage. Course content may emphasize energy's significance in society and the effects of its use on the environment. Topics may include the distribution, availability, patterns of use, and environmental impacts of energy resources.	000DX	

School Assignment Data Add Assignment: Full

(10) School Assignment #1 (Remove)

School Code: 06207 Grade Assignment: ☐ DK ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☒ 10 ☒ 11 ☒ 12 ☒

FTE: 0.80 Hourly Wage: Function Code: 113 Classes: 4

Assignment: 000DA Educational Setting:

(10) School Assignment #2 (Remove)

School Code: 06207 Grade Assignment: ☐ DK ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☒ 10 ☒ 11 ☒ 12 ☒

FTE: 0.20 Hourly Wage: Function Code: 113 Classes: 1

Assignment: 000DX Educational Setting:

PIC: 1234

*SubjectAreaCode: 03-Life and Physical Sciences

CourseIdentifierCode: 003

*LocalCourseId: 1203

*LocalCourseTitle: EnviroBio

CourseSectionID: 003

MSIXCourseSectionID: 01-Full Year

*CourseType: 01-Regular

Course Funding Program: Please Select

AcademicYear: 2020-2021-SY2020-2021

CreditsGranted: 1

CourseGrade: 4.0

*CompletionStatus: CP-Completed/Passed

MSIXClockHours:

College Credit:

Teacher of Record PIC: 1234

Virtual Method: NV-Not Virtual

Virtual Course Mentor PIC:

Questions?

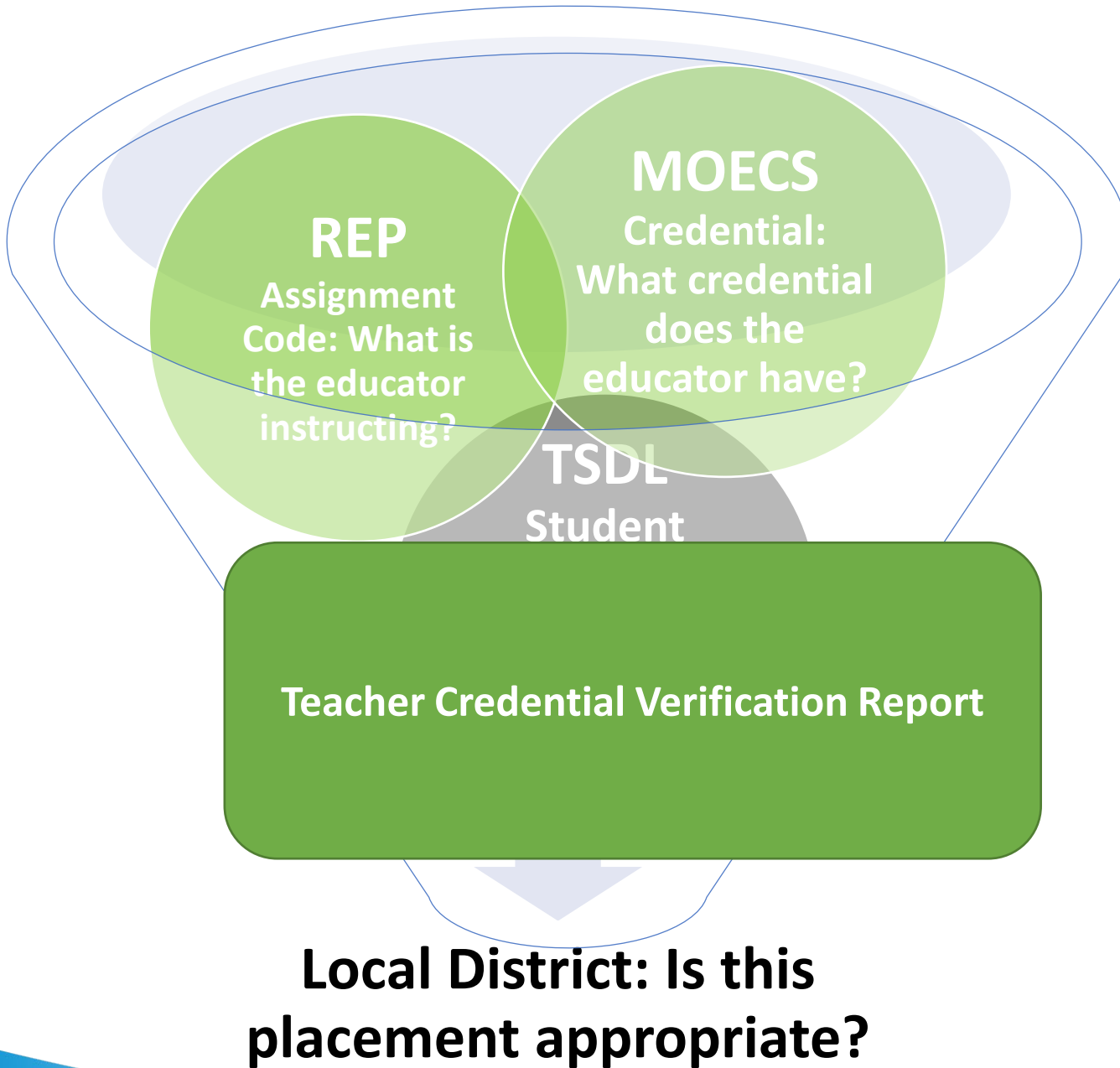


BREAK



When we
return, we'll
spin the
wheel for a
gift card
prize!





MSDS Home

Manage Collections... +

Manage Users... +

System Maintenance... +

Manage Requests... +

Administrative Reports... +

Student Data Submission... +

Student Data Downloads... +

Search... +

Certified Data Reports... +

Audit FTE... +

Audit Form (DS4061/DS4120)

Audit Narrative

FTE Conflict Detection

Teacher Credential Verification Report

Grad Cohort... +

General Reports... +

Section 25e... +

SDS Home

Michigan Student Data System



The Student Data System is a repository that contains information regarding students receiving education in the State of Michigan.

What's New

[View All](#)

REP Teacher Credential Verification Report

* = Required

* Submitting Entity:

* Collection:

* Report Format:

[View Report](#)

Teacher Credential Verification Report Updates

- Availability Updates:
 - Fall and EOY REP Collections
 - Continuous updates align with REP reporting
- Includes mapping of **Assignments** to **Endorsements** as a *starting point* for review
- Expanded **Credential Types**
- Flag for **Expired** Credentials

Center for Educational Performance and Information - Michigan Student Data System - QA															
Teacher Credential Verification Report															
Collection: REP FALL 2022 Collection															
Entity: Lansing Public School District (33020)															
Description: List of teachers and reported credentials from the Fall REP Collection															
Building Code	Building Name	PIC	Last Name	First Name	Date Of Hire	Date Of Termination	On Leave	Assignment Code	Certificate Type	Grade/Ed Setting	Issue Date	Subject/Grade Level	Expiration Date	Expired Credential	In/Out of Field Status

Is the Credential Expired? Does it Matter?

PIC	Last Name	First Name	Date Of Hire	Date Of Termination	On Leave	Assignment Code	Certificate Type	Grade/Ed Setting	Issue Date	Subject/Grade Level	Expiration Date	Expired Credential	In/Out of Field Status
14408	MOORE	ASHLEY	08/29/2018		No	00195 Co-teaching with a highly qualified general education teacher	Standard Teaching Certificate Renewal	Special Education Age Group 6 – 21 years of age	01/12/2021	K-12	6/30/2021	YES	
					Yes	00195 Co-teaching with a highly qualified general education teacher	Standard Teaching Certificate Renewal	Special Education Age Group 6 – 21 years of age	01/12/2021	K-12	6/30/2021	YES	
			6/30/2021		No	00195 Co-teaching with a highly qualified general education teacher	Standard Teaching Certificate Renewal	Special Education Age Group 6 – 21 years of age	01/12/2021	K-12	6/30/2021	YES	

- Active educators should have active credentials
 - Is the employee on loan or leave?
 - Is the employee no longer employed in the district?
- Did the educator miss a renewal?
 - Does the REP properly reflect their status?

Making Connections

Courses That Can be Taught:

Educator Endorsement: LQ-Visual Arts

Endorsement	Code	Courses That Can Be Taught by Holders of Each Endorsement	Notes
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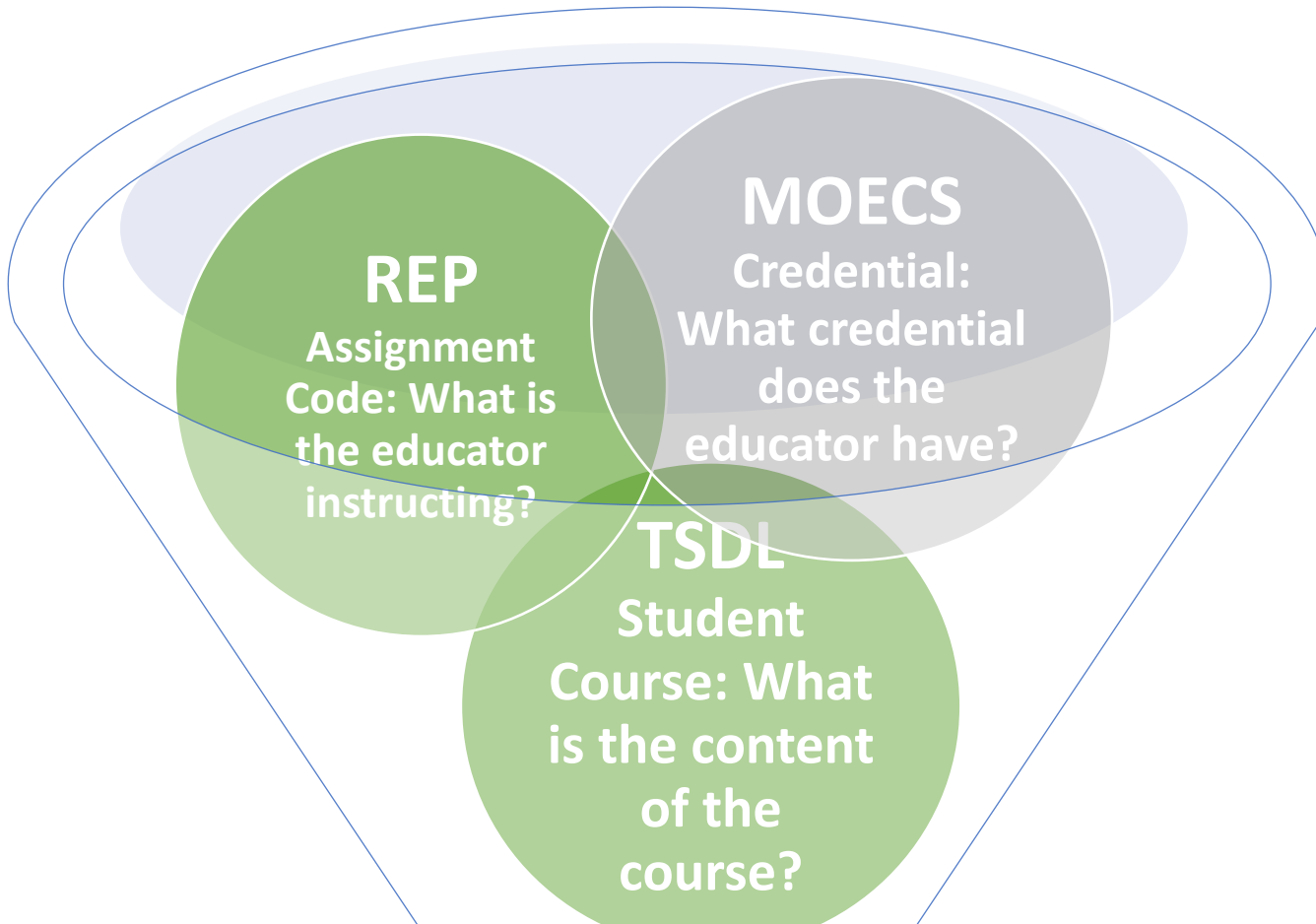
REP Assignment Codes:

The Arts	
Music Education	000LX
Visual Art	000LX
Dance	000LT
Theatre/Performance	000LT

Assignment to Endorsement Tool

PIC	Last Name	First Name	Date Of Hire	Date Of Termination	On Leave	Assignment Code	Certificate Type	Grade/Ed Setting	Issue Date	Subject/Grade Level	Expiration Date	Expired Credential	In/Out of Field Status
14408	MOORE	ASHLEY	08/29/2018		No	000EX Mathematics	Professional Teaching Certificate Renewal	9, 10, 11, 12	03/17/2020	Physical Education, K-8	06/30/2025		Out

- Educators should have accurate assignments, and appropriate credentials, as required.
- Questions the report cannot answer:
 - Does the course require content endorsement?
 - Does the assignment properly reflect the course?
 - Are all assignments reflected?
 - Are the grades/educational settings accurate?
 - Is the educator acting as the Teacher of Record?
 - Does the district need to apply for a flexibility option?
 - Are all educators reported?



Data Quality Checks

Local District: Is this placement appropriate?

Tips for Success- Fall REP Submission

- Utilize **Crosswalk** locally for each term/semester
- Review Fall REP data for **assignment accuracy**
 - ***Recommended Report: Detailed Assignment Code Summary Report***
- Ensure all **new staff** have been appropriately entered
 - ***Recommended Report: New, Existing, Terminated Staff Report***
- Ensure **leave codes** are appropriately updated
- Ensure all **contracted staff** are included in your report

Tips for Success- EOY Reporting

- Submit TSDL data early in the reporting window
 - ***Recommended Report:*** *TSDL Student Roster report for comparison to REP submission*
- Submit EOY REP data early in the reporting window
 - ***Recommended Report:*** *Detailed Assignment Code Summary review for accuracy of assignment codes and full staff reporting*
 - Ensure **all classes** the teacher was acting as TOR for are reported
- Review and share **[TSDL and REP Best Practices \(michigan.gov\)](#)**
- Keep an eye on CEPI announcements for additional resources

Pro-Tip: Start Early!

- Complete and review the REP Crosswalk prior to the Fall REP submission will create better alignment without effort at TSDL submission
- Alignment review can be completed prior to TSDL submission to avoid issues
- Take advantage of ALL DQ cycles to avoid reopens

Sensitivity: Internal Data (Standard State Data)

REP Assignment Code to SCED Course Code Crosswalk
2019-2020 School Year

SCED	SCED Subject Code	SCED Subject Description	SCED Course Code	SCED Course Title	SCED Description	REP Assign Code 1	REP Assign Desc 1	REP Assign Code 2	REP Assign Desc 2
01009	01	English language and literature	009	Language Arts Laboratory	Language Arts Laboratory courses provide instruction in basic language skills, integrating reading, writing, speaking, and listening, while placing great emphasis on the progress of individual students. Course content depends upon students' abilities and may include vocabulary building, improving spelling and grammar, developing writing and composition skills, reading silently or aloud, and improving listening and comprehension abilities.	000BA	English	000BX	Language Arts

REP/TSDL Data Quality Checks

- **Employee Level:**

- TOR not reported in REP
- TOR terminated prior to SY
- TOR only reported as on Loan/Leave

- **Assignment Level:**

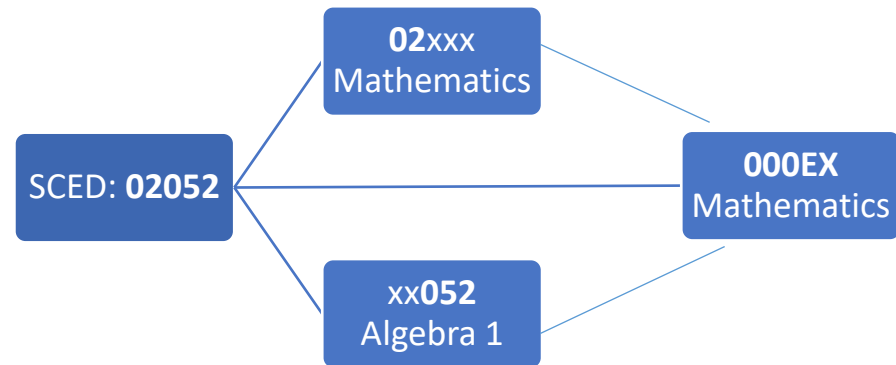
- TOR in TSDL, not Teacher in REP
- Mentor in REP, not a Mentor in TSDL
- Mentor in TSDL, not a Mentor in REP

- **Course to Assignment Level:**

- SCED does not match on **subject** or **course** to REP Assignment Code

Course to Assignment Checks

- School Course for Exchange of Data does not match on **subject** to REP Assignment Code
- SCED does not match or **course** to REP Assignment Code



- **How to Validate:**
 - Use the **Crosswalk**
 - **TSDL- Student Roster Report**
 - Filter to either SCED or PIC
 - **REP- Detailed Assignment Code Summary**
 - TOR should be reported with recommended assignment in Fall and/or EOY REP

Questions?



Looking Back, Looking Ahead

- Utilize historical data to identify reporting vs placement issues
 - [Dashboard Home \(mischooldata.org\)](https://mischooldata.org)
- Use the [REP Crosswalk](#)
 - Customize to exclude any courses your district does not offer
 - Proactive review prevents inaccuracies within REP assignment reporting

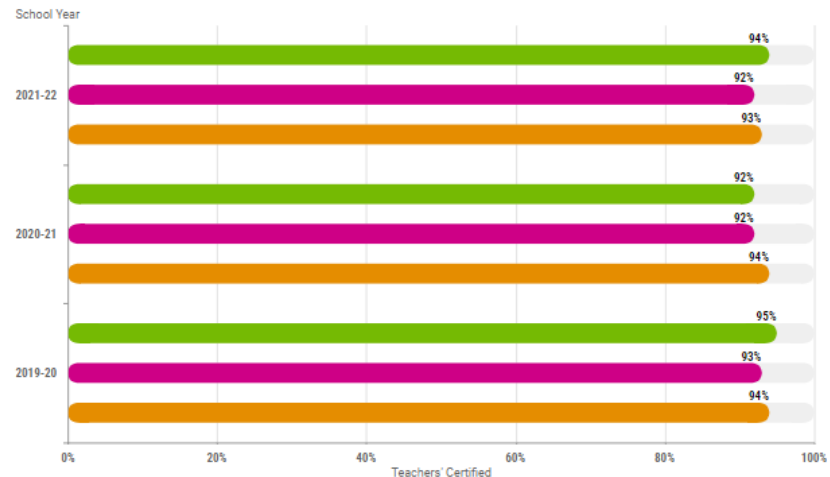
Qualified Teaching Staff

Percentage of teachers, by content area, who are certified to teach the assignment they are teaching.

Subject Area:

All Subjects

Graph Display:



Key: The graphs above show your chosen school vs two other sources of data over a 3 school-year period:

Eastern High School

Average of Similar Schools:

✓ Student Characteristics

or

Distance

[View Schools](#)

[View Schools](#)

State of Michigan Average

Staffing

Teachers, administrators and support staff play an important role in student success. Explore staffing data at the statewide, ISD, district or school level. View headcounts and full-time equivalencies of education staff. See teacher effectiveness ratings and the ratio of students to teachers and support staff. Use the report settings to filter the data in a variety of ways such as gender, race/ethnicity, longevity, highest education level and more. Reports with the compare option allow users to explore select data for multiple entities at one time. Switch quickly between data shown as a snapshot in time or as a trend to view changes over time.

Educator Effectiveness

Effectiveness ratings of teachers and administrators as submitted by the selected location.

[View Report](#)

Michigan's Education Staff

Education Focus Area with charts and narratives that explore staff and student demographics, teacher and support staff retention, student/staff ratios, and support staff assignments.

[View Report](#)

Parent Dashboard

School-level data across a variety of metrics shown in comparison to statewide averages and averages of nearby or similar schools. The Staff Data section offers information on teacher retention, certification and experience, as well as ratios of students to teachers and support staff.

[View Report](#)

Staffing Count

The count and FTE of employees working in a specific district or school by staffing group and demographic information such as longevity, gender, race/ethnicity and more. Use the compare option to explore select data for multiple entities at one time.

[View Report](#)

Additional Data Files

Downloadable Excel and PDF files containing staffing data such as headcount, FTE, longevity, demographics and more.

[View Report](#)

Staffing Count

About this Report

Location and Report Settings

Select Locations

Reset to Statewide

Find and select locations to view reports:

School, District, ISD name or code

ISD

ISD = Intermediate School District

Ingham ISD (33)

District

Haslett Public Schools (33060)

School

Haslett High School (06207)

Compare

i

School Year

2020-21

Staffing Group

All (by category)

Count Type

Headcount

Report Category

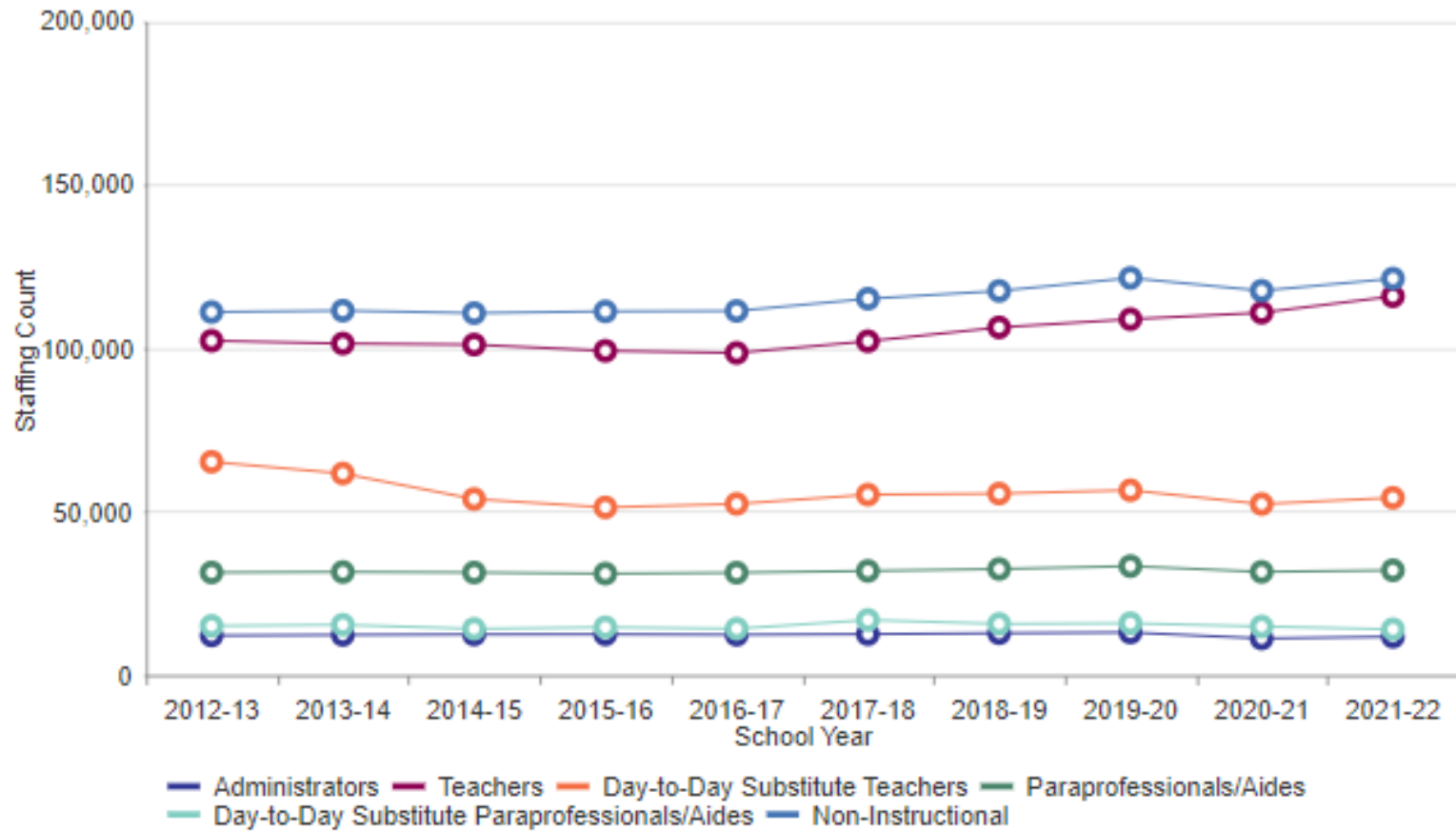
All Staff

Update Report

Location and setting changes will be reflected in the report charts and tables after clicking the Update Report button.

○ Snapshot ● Trend

Percent of Total



School Year

2021-22

Count Type

Headcount

Staffing Group

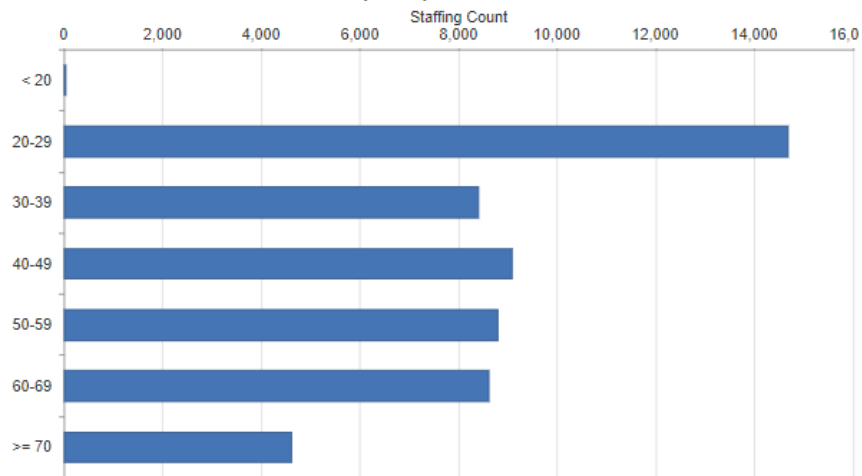
All (by category)

Report Category

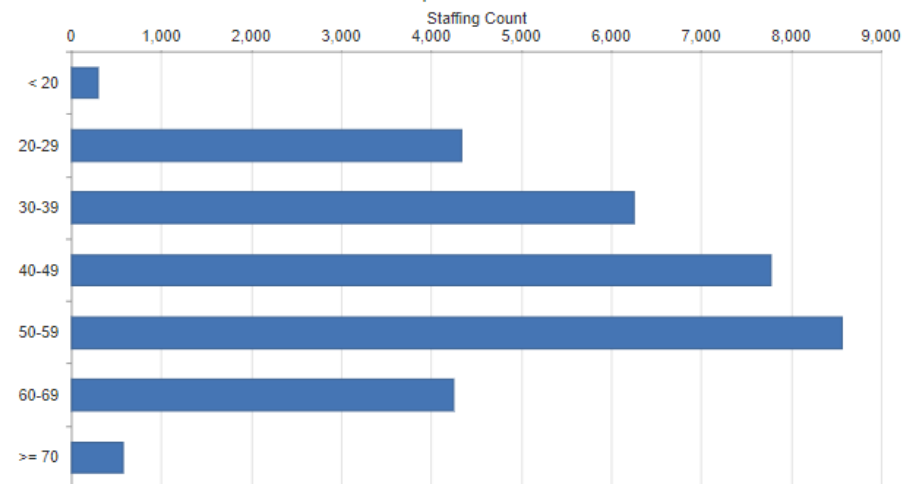
Age Range

Update Report

Day-to-Day Substitute Teachers



Paraprofessionals/Aides



Parent Dashboard for School Transparency

Haslett Middle School: Overview

[PDF](#)

Overview

School Services & Offerings

Student Data

Staff Data

Ratio of Students to
Instructional Staff

Ratio of Students to
Support Staff

Teacher Years Of
Experience

Teacher Retention

Qualified Teaching Staff

Learn more about Haslett Middle School

Visit the school's website for even more facts and details.

Grades:

6-8

School Type:

Traditional

Students:

623

School
Services & Offerings

District:

Haslett Public Schools

Head of School: ?

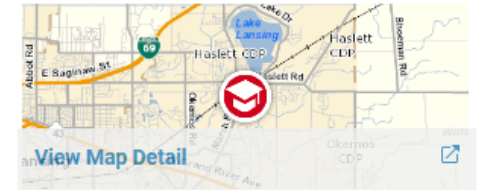
Diane Newman

Superintendent Name:

Steven Cook

More about the School:

School Website

**Address:**

Haslett Middle School
1535 Franklin St
Haslett MI 48840

Phone:

[\(517\) 339-8233](tel:5173398233)

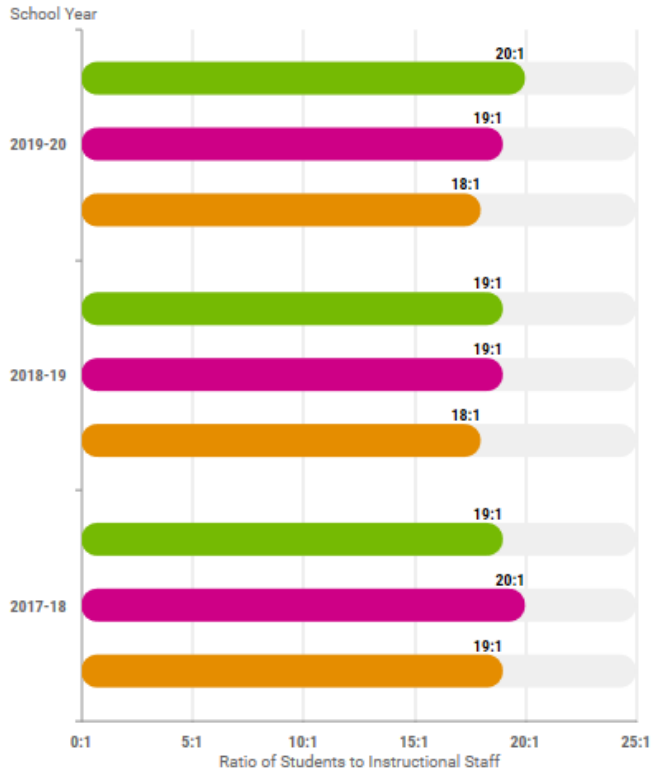
Overview of Key Performance Indicators

Describes the school performance areas that are most critical for parents to understand.

Student Group

Ratio of Students to Instructional Staff?

Data reflects "All Students" regardless of student group selected. The data are displayed in terms of Full time Equivalency, where "1" represents a full-time staff member.

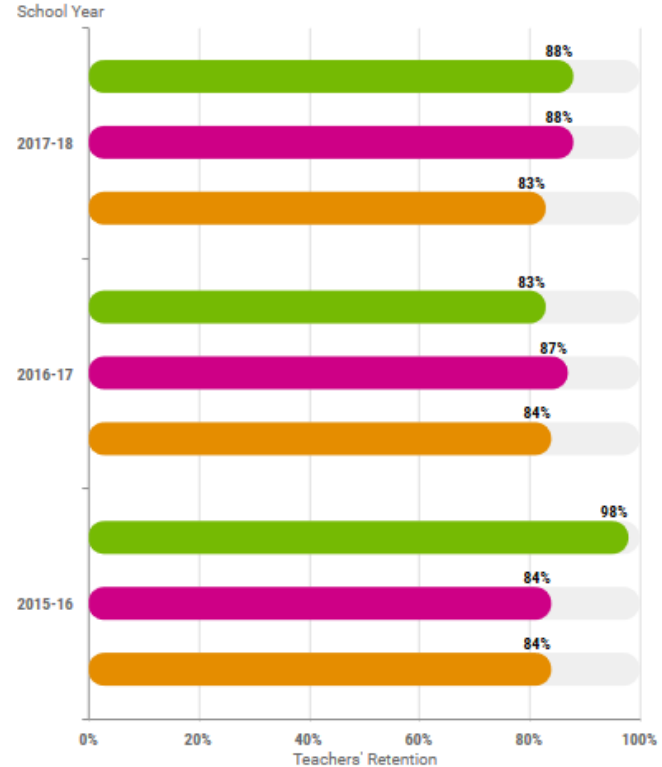


Key:

- Haslett Middle School
- [Average of Similar Schools by Student Characteristics](#)
- State of Michigan Average

Teacher Retention?

Displays how many teachers are retained year over year at the same school.



Key:

- Haslett Middle School
- [Average of Similar Schools by Student Characteristics](#)
- State of Michigan Average

Michigan's Education Staff

About this Report

Overview

Staff and Student Demographics

Teacher Retention

Support Staff

Download Data

This report is a collection of metrics examining staff in Michigan's public schools. The data presented can help users understand workforce trends using supply, equity and performance perspectives. Improving trends within these perspectives can improve student achievement and outcomes.

Explore the data further in any of the other tabs to learn more about each topic. The charts included can be customized to view a specific district, and in many cases statewide data are included for a side-by-side comparison. Some metrics in this report use full-time equivalency (FTE), a way of measuring full-time vs part-time employment, rather than headcount. ^①

This report defines teachers in a slightly different way than is used by the Michigan Department of Education, as all guidance counselors and librarians are included in the Support Staff data for this report rather than in the teacher group. A full list of assignment codes for staff classified in this report as "teacher" can be found in the [Assignment Code Table](#).

Descriptions of the information found on each tab are below along with key statewide metrics that are included in the report.



Teacher Retention

A high teacher retention rate is another way of describing a low teacher turnover rate – that is, the rate at which teachers stay in districts from year-to-year. High retention rates correspond with better student outcomes and achievement, and provide a stable environment for students. This section also explores student/teacher ratios and the percent of appropriately certified and placed teachers, both of which can be positively affected in districts with high teacher retention.

82%

Retention rate of all teachers for 2019-20

17.1

Five-year average: students per teacher

94%

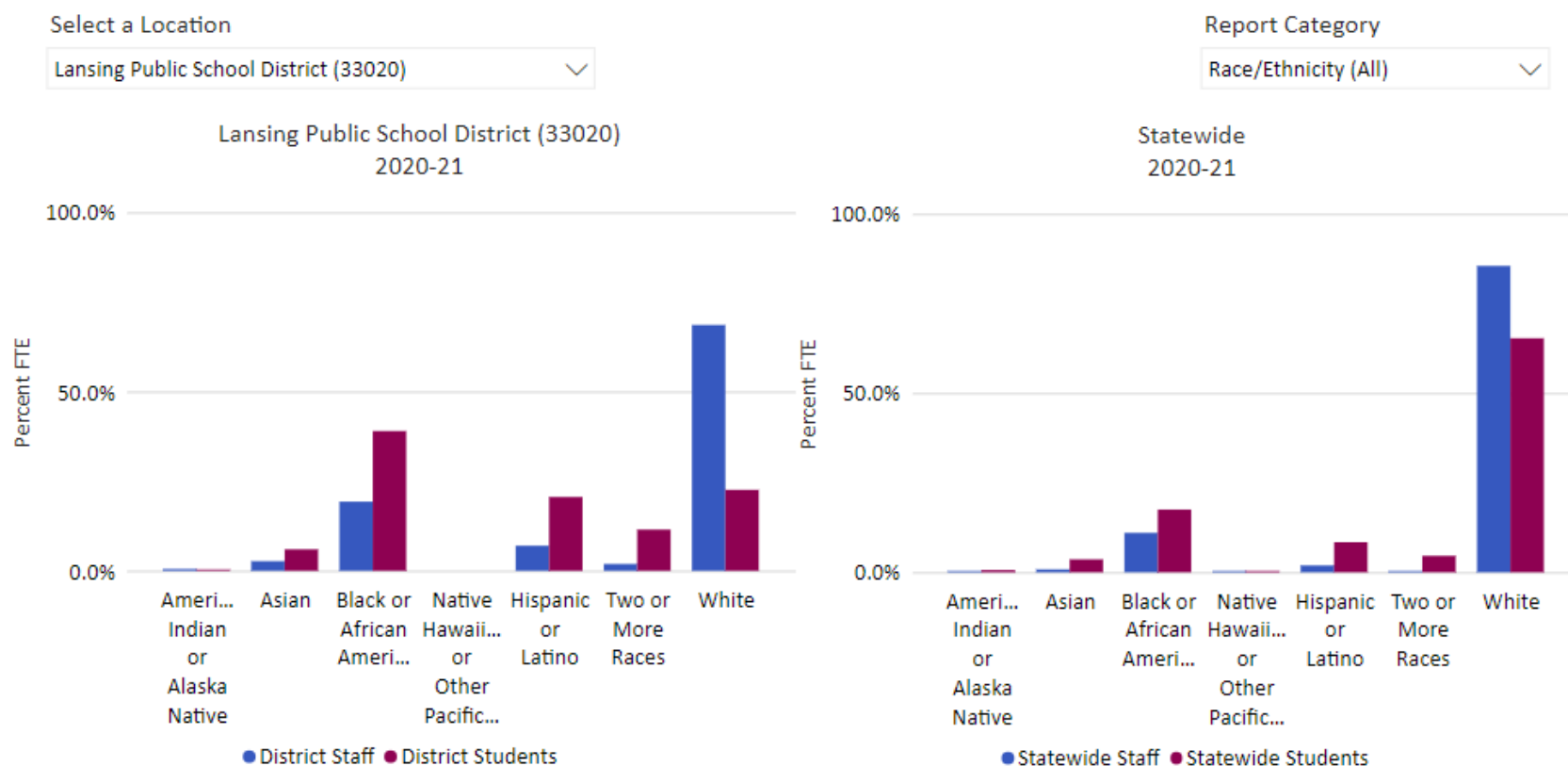
Three year average: appropriately certified and placed teachers

[Learn More](#)

Race/Ethnicity of All Staff and Students: District and Statewide Comparison

Compare the race/ethnicity of a selected location with statewide data in these charts. The data show the majority of staff in Michigan are White. The racial/ethnic diversity of Michigan public school students has increased over time, and this trend is expected to continue. Research has shown that having a teacher of the same race/ethnicity can have positive impacts on a minority student's attitudes, motivation, and achievement. For example, researchers have found significant impact on standardized test scores for Hispanic/Latino and Black/African American students when taught by teachers of the same ethnicity. Diversity of all kinds improves problem-solving and performance among teams, and increased diversity in schools better prepares students for participation in the global economy.

For more information: [Racial Characteristics of the Michigan Teacher Workforce](#).



Newly Hired Teacher Retention Rates by Select Demographics

Select a Location

Lansing Public School District (33020)

Report Category

Late/Early Hire

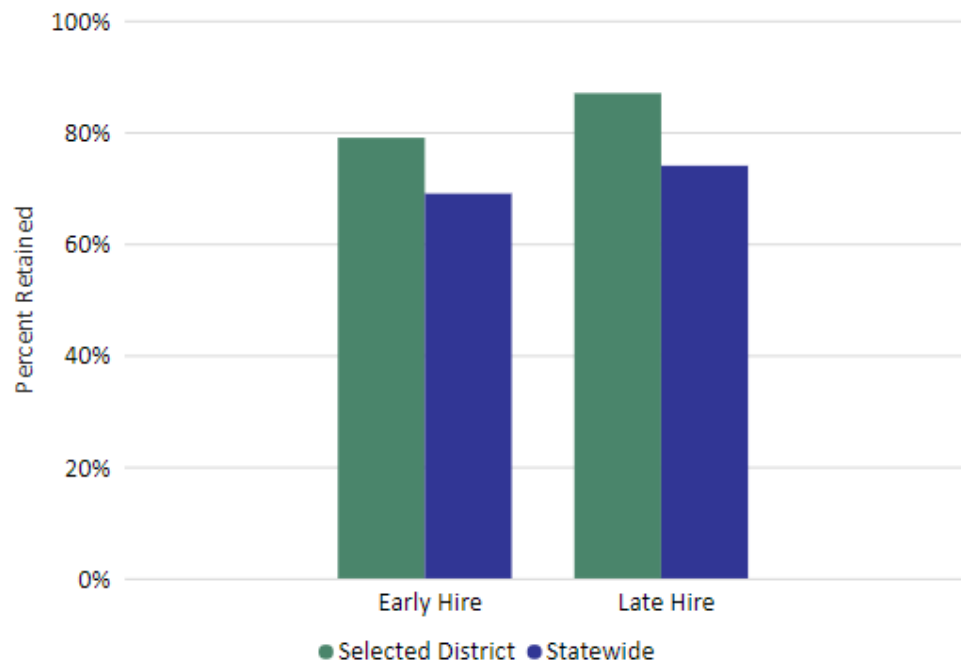
82%

Retention rate of newly
hired teachers

This chart shows year-over-year retention rates of newly hired teachers by select demographics. Again, the year displayed in the chart represents the year the teachers were hired and the data shows the percentage that were retained in the following year. Teachers who are newly hired in the district could be new to the profession, or they could have previous teaching experience in another school or district. Retention rates of new hires can often be lower than those of all teachers, as new hires are more likely to change jobs or leave the profession than more experienced teachers.

This chart also includes the “Late/Early Hires” category

Lansing Public School District (33020)
2019-20



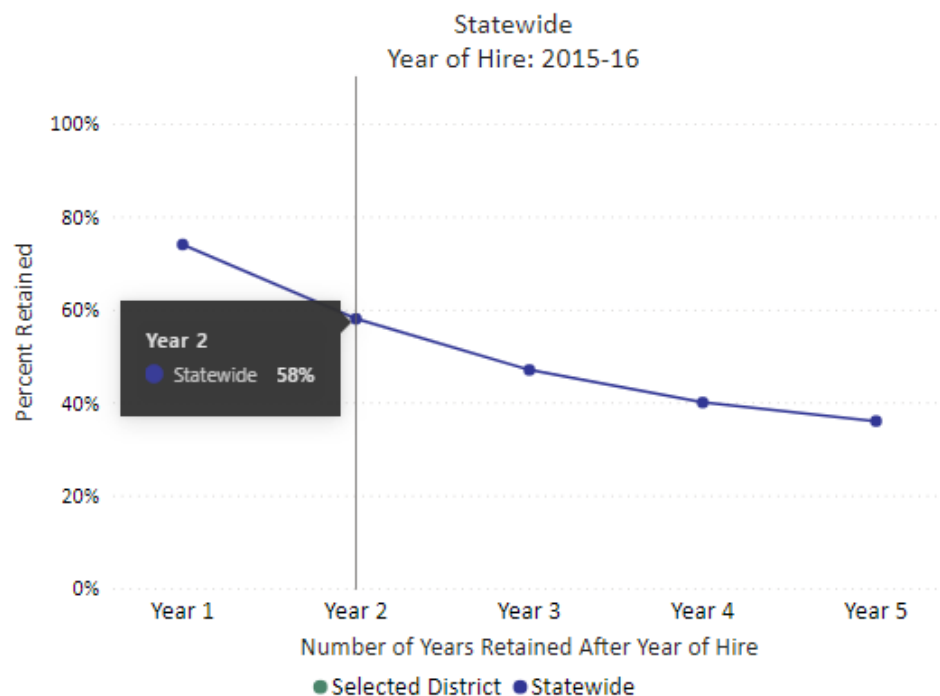
Newly Hired Teachers: Retention Rates after Five Years of Employment

Select a Location

Statewide



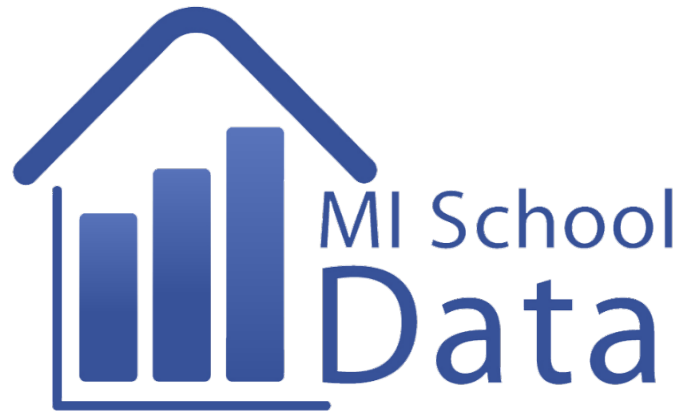
This chart is different from other retention charts in the report, as it follows teachers who were all hired in a particular year and shows their retention for each subsequent year they remain employed with the district. Other retention charts show a year-over-year retention rate, with each year's rate calculated from one year prior only. Individuals who left and returned are not included in the counts.



Questions

- CEPI Customer Support:
 - Phone- 517-355-0505 x3
 - Email- cepi@michigan.gov
- Caitlin Groom, Staffing Data Coordinator
 - groomc@michigan.gov
- Watch the CEPI Announcements closely
 - Pro Tip: CEPI Announcements are targeted to the users with content included in the message. If you are receiving the CEPI Announcement, there is something in there for you!
- www.michigan.gov/cepi updates

Thank You.



Education matters. Discover what's working in Michigan.



CENTER FOR EDUCATIONAL
PERFORMANCE AND INFORMATION



Finalize Credit for Attendance

New Process: The MSBO Evaluation is your record for attendance.

Please complete by March 20, 2023

- ✓ Receive an email from survey monkey for the MSBO evaluation. Your evaluation will be your record for attendance.
- ✓ Receive e-mail from MOECS-noreply@michigan.gov to fill out an evaluation for SCECHs.