



Michigan School Business Officials

Registry of Educational Personnel – Get Your Questions Answered

REP Training Session

EOY 2024



CENTER FOR EDUCATIONAL
PERFORMANCE AND INFORMATION



Materials

Registry of Educational Personnel

<https://www.msbo.org/msbo-certification-class-materials/>

Objectives

REP Fundamentals

REP Submission Overview

Data Quality and System Reports

Teacher Appropriate Placement

Best Practices: Reports

Contacting CEPI:

- CEPI Customer Support:
 - Phone: 517-355-0505 x3
 - Email: cepi@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

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



REP Resources

✕ Manuals

- [EOY 2024 REP Data Field Descriptions](#)
- [Fall 2023 REP Data Field Descriptions](#)
- [EOY 2023 REP Data Field Descriptions](#)
- [Fall 2022 REP Data Field Descriptions](#)
- [Educator Effectiveness Appeals Process](#)
- [Personnel Search User Guide](#)
- [REP Report User Guide](#)
- [REP User Guide](#)

⊕ Help and Training

⊕ Technical Material

REP Resources

✕ Manuals

- [EOY 2024 REP Data Field Descriptions](#)
- [Fall 2023 REP Data Field Descriptions](#)
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⊕ Help and Training

⊕ Technical Material

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, Counting/Function Number of Classes Served, etc.	Character

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

State School Aid Act REP 23-24

- (3) By the *first business day in December* and by the *last business day in June* of each year, **and within 30 days of any changes in employment or assignment status**, a district shall furnish to the center, in a manner prescribed by the center, information related to educational personnel and **personnel vacancies** as necessary for reporting required by state and federal law. For the purposes of this subsection, the center shall only require districts and intermediate districts to report information that is not already available from the office of retirement services in the department of technology, management, and budget, including, but not limited to, **information concerning vacancy start and end dates and reasons for vacancies and vacancy terminations.**

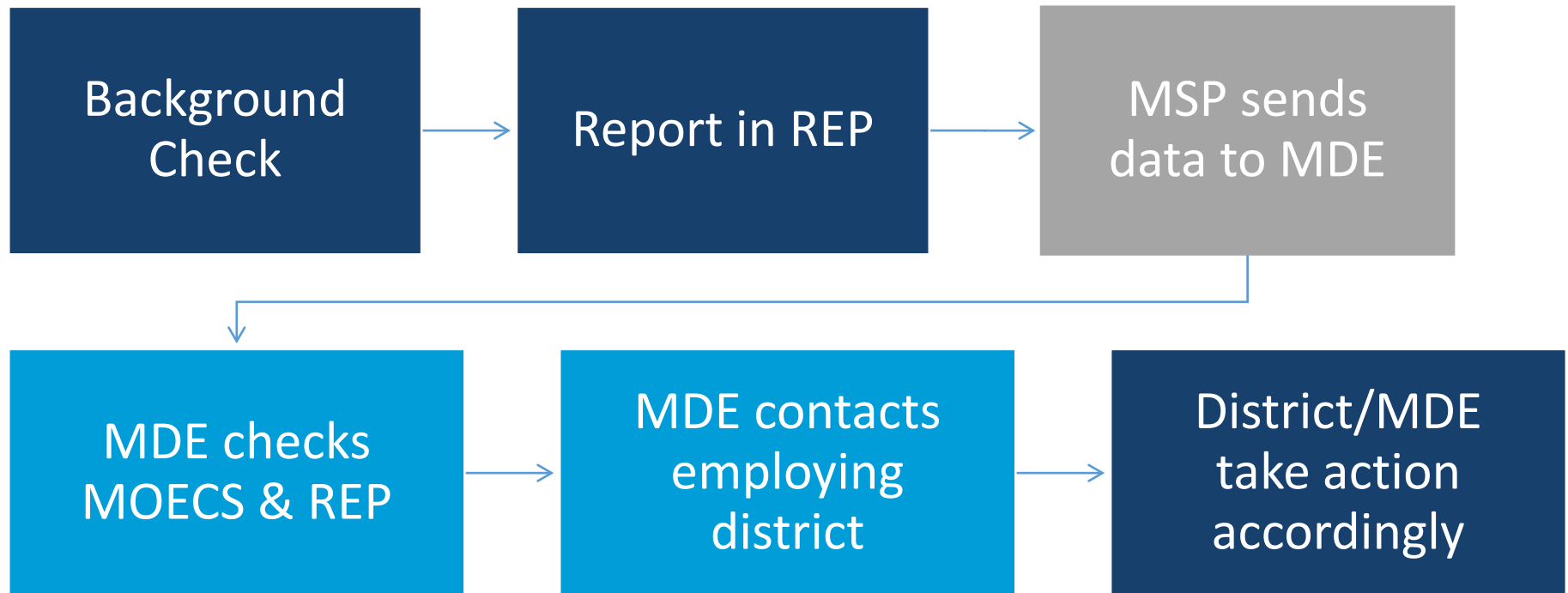
Who Must be Reported?

- 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.)
 - Includes educators provided by third party vendor (virtual educators)
 - Includes Student Teacher Interns (00STU)
 - Pre-service teachers in their last placement prior to certification

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



When is REP data collected?

**Fall
Opens:**

September 1

Certification:

First business
day in
December

REP Opens: Jan
1 and Aug 1

REQUIRED:

data submission of
changes between
official collection
windows

**End of Year
Opens:** April
1

Certification:




Last business
day in June

30 Day Reporting

- 30-day requirement for any changes in employment or assignment status
 - All new hires
 - All terminations
 - Changes in Assignment
- Vacant Position Reporting

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

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.

Filter Results

Search for uploaded files using the criteria below:

District:

MILoginId:

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



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.

REP System Reports

- Available for current and previous submissions
- Reports are available in PDF, Excel and View Direct format
- Reports can be saved locally or printed for historical reference
- Review of reports to perform high level checks
 - Use of local system and info
- Data quality checks can be validated

Reports

To view a report or download personnel data, select from the following options:

- [Complete Summary by District](#)
- [Download REP Data File](#)
- [Employee Listing by District](#)
- [REP Submission Reports](#)

Detailed Assignment Code Summary

FALL 2017

Haslett Public Schools (33060)	Total Assignments	Total FTE
▣ Central Administrative Unit (00000)	286	56.90
▣ Haslett High School (06207)	104	72.63
▣ Haslett Middle School (01604)	92	64.41
▣ General Education Core Academic Subject Areas	42	30.60
▣ 000BA - English	7	5.00
▣ 000BX - Language Arts	2	1.40
▣ 000DA - Biology	1	0.80
▣ 000DI - Integrated Science	1	0.80
▣ 000DX - Science	6	5.00
▣ 000EX - Mathematics	7	6.00
▣ 000FA - French	1	0.60
▣ 000FF - Spanish	2	0.80
▣ 000JX - Music Education	4	2.40
▣ 000LX - Visual Art	2	0.60
▣ 000RX - Social Studies	9	7.20
▣ Special Education Core Academic Subject Areas	3	2.60
▣ Instructional Staff	24	9.40
▣ Paraprofessional/Aide Staff	10	9.31
▣ Administrative Staff	2	2.00
▣ Noninstructional Staff	11	10.50
▣ Michigan Virtual School (02929)	56	8.40
▣ Murphy Elementary School (01530)	50	40.50

Before Certifying, Have You...

- Verified all staff are included in Personnel Submitted
- Updates include Terminations and Leave Status
- Admin staff reported:
 - District Superintendent (70x00)
 - Building Level Principal (73x01)
- Vacant Positions reported
- Cleared all record errors, and updated all existing records
- Reviewed the Detailed Assignment Code Summary for:
 - FTE/Headcount by building
 - Instructional Staff have ALL content areas reported
- Run Personnel Assigned to School/Facility in Another District Report
- Reviewed DQ alerts

Data Quality Checks

- **District Level:**

- No Staff or High Count of Staff at Admin Unit (00000)
- No Superintendent Reported (70x00)
- EE Related (All Teachers/Admin Highly Effective, etc.)
- Termination Codes

- **Building Level:**

- No Instructional Staff at School
- No Staff at Open Building
- Building Code in Other District
- Staff Reported w/ Grade not in EEM
- No Principal Reported (73x01)
- K-8 w/out Library Media and/or PE/Arts

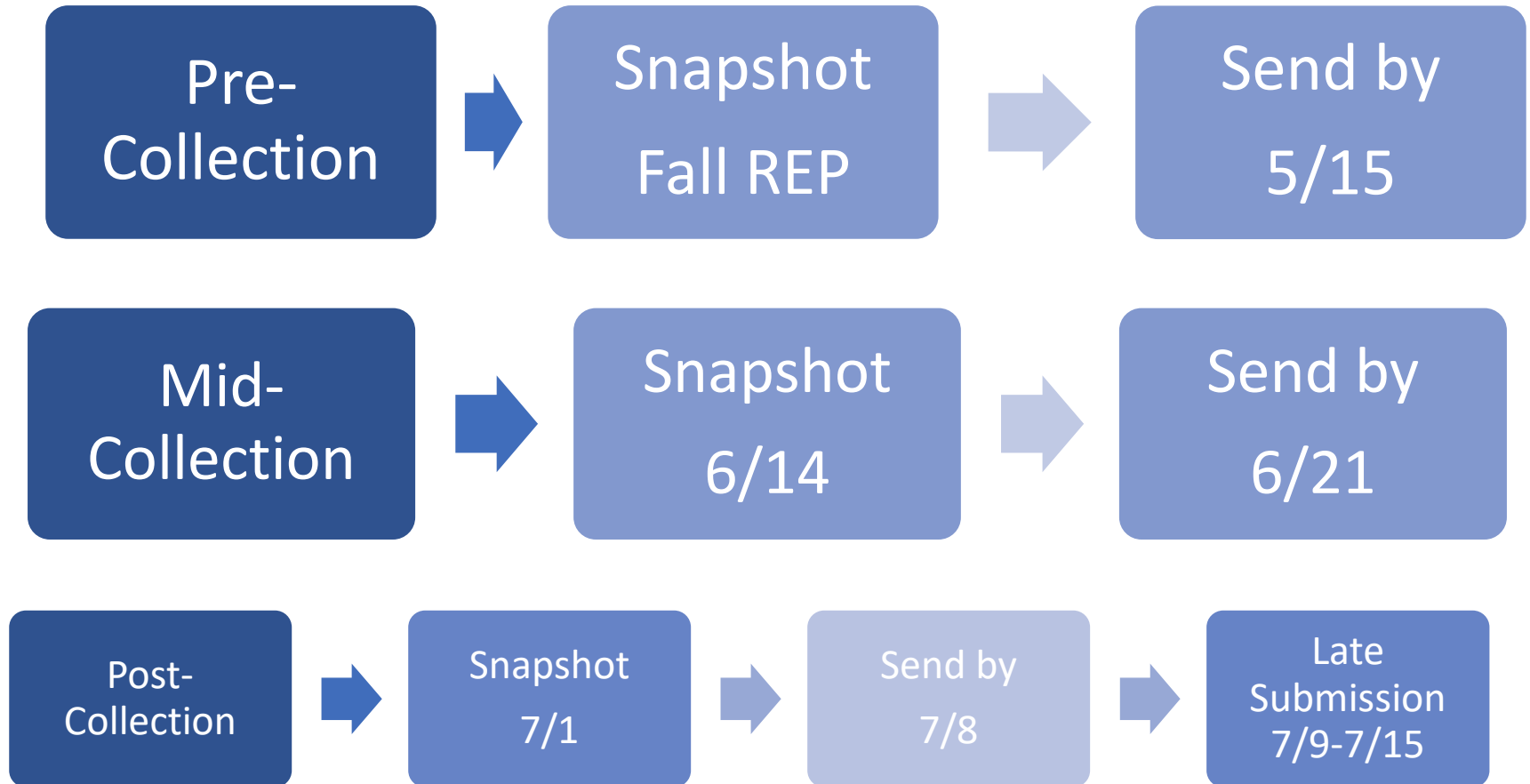
Data Quality Checks Cont.

- **Individual Level:**

- Assignment Code and Grade/Ed Setting do not match
 - For example: Early Childhood Assignment with Grades 5, 6, 7
- Highest Educational Level not Bachelor's Degree (for instructional staff)
- Persistently Invalid Credential
- 000ZG w/ <1 Class Taught



EOY 2024 REP DQ Timelines



School Year 2023-24 Updates

- Education Setting change for Special Education Age groups to
 - Ages 3 – 5 (not in kindergarten)
 - Ages 5 (in kindergarten) through 21
- Staffing changes reported within 30 days of change
- Vacant Positions are required
- Resources:
 - Teacher Credential Verification Report
 - Local Course Crosswalk
 - Course Placement and Reporting Guide

Coming Soon:



Michigan
Online Registry
for Educators

- Replacement to MOECS and REP systems
- Benefits:
 - Create closer integrations with system and business processes
 - Improve identity matching within staffing data and across data systems
 - Streamline and reduce data burden for school districts
 - Streamline the certification process, remove data duplication
 - Increase data transparency

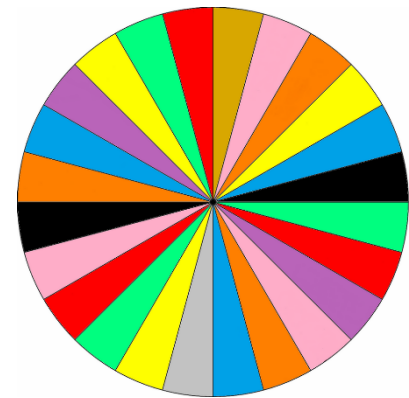


Questions?

BREAK



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



Appropriate Teacher Placement

- Ensuring appropriately prepared and endorsed educators are assigned to each classroom is critical for student achievement
- Michigan Compiled Law 388.1763 and 388.1606(8) require districts to assign a **Teacher of Record** to each course, and that the TOR is **appropriate** for the **content** and **grade levels** they are providing instruction within.
- New Tools:
 - Local Course Crosswalk
 - Course Planning and Reporting Guide
 - Teacher Credential Verification Report

Reporting Resources

Help and Training

- [Appropriate Placement: Student and Teacher Course Reporting Guide](#)
- [Course Placement and Reporting Guide](#)
- [Webinar: Appropriate Placement and Reporting](#)

Important Updates:

- Starting in academic year ~~2023–2024~~^{*}, teacher placement will be reviewed by ISD auditors.
- Appropriate placement requires **grade level and content area** certified educators.
- Failure to appropriately place teachers will result in a salary **and** a pupil membership adjustment.
- Keep an eye on CEPI and MDE Announcements for training opportunities and communications

*Audit requirements at the subject level has been postponed to 2024-25 SY

Create Common Language:

SCED

Upon creating a course, schools must select the SCED code that aligns closest to the course content.

REP Code

Each SCED code aligns to a REP code. Districts can find the corresponding REP code using the crosswalk

Endorsement

Each REP code is matched to one or more endorsements that are considered appropriate for the assignment.

Communication is Key!



Mr. Harrington

- Teacher
- Department Chair



Sam

- Curriculum Director



Dolph

- Human Resources
- REP Administrator



Ms. Campbell

- Administrator

Collection Timelines

MOECS Credentials

Fall REP

Early Aug- Early Dec

EOY REP

Early Jan- Late June

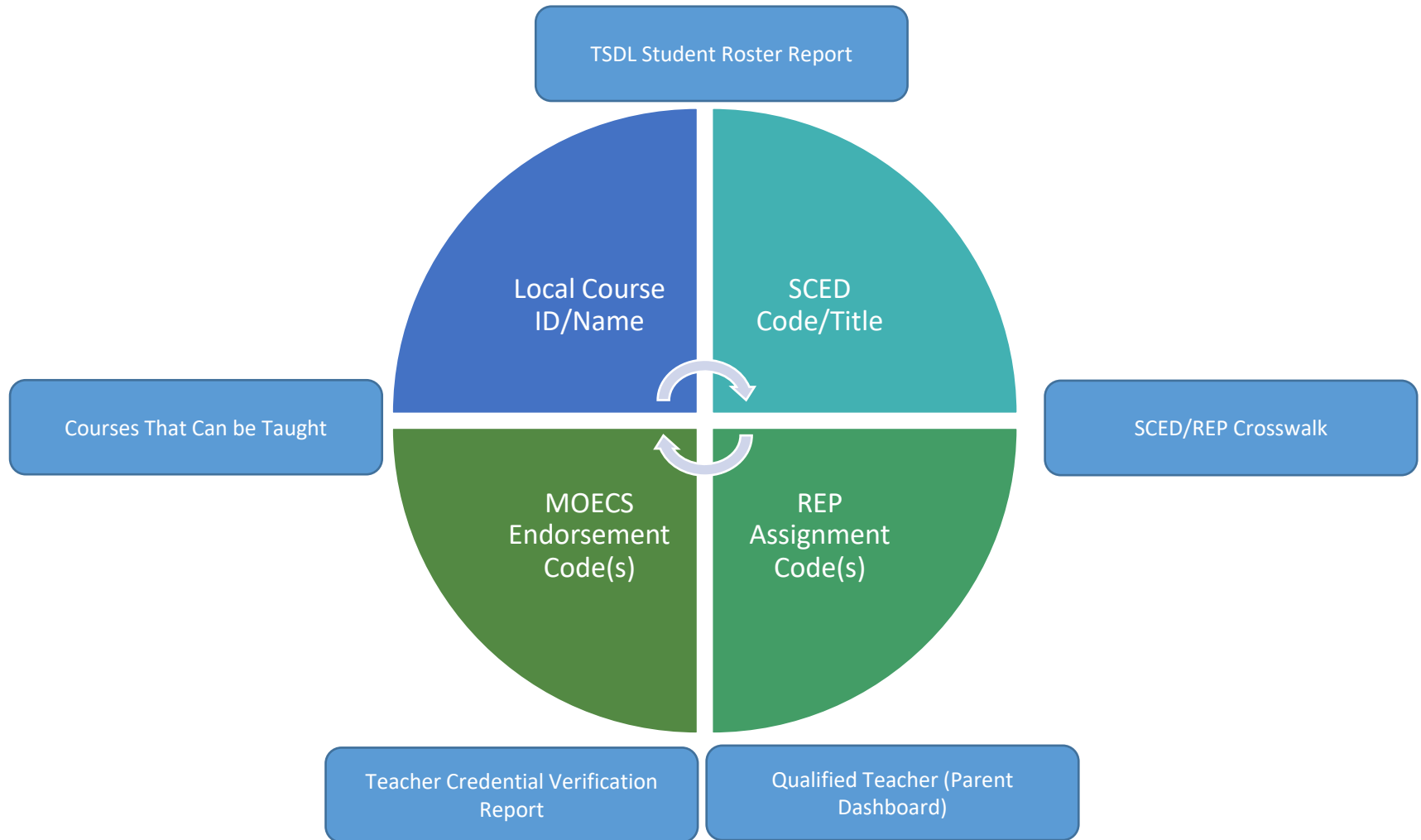
**EOY Re-
Open**

General TSDL

Early May- Early Aug

Migrant TSDL (w/in 10 days of enter/exit)

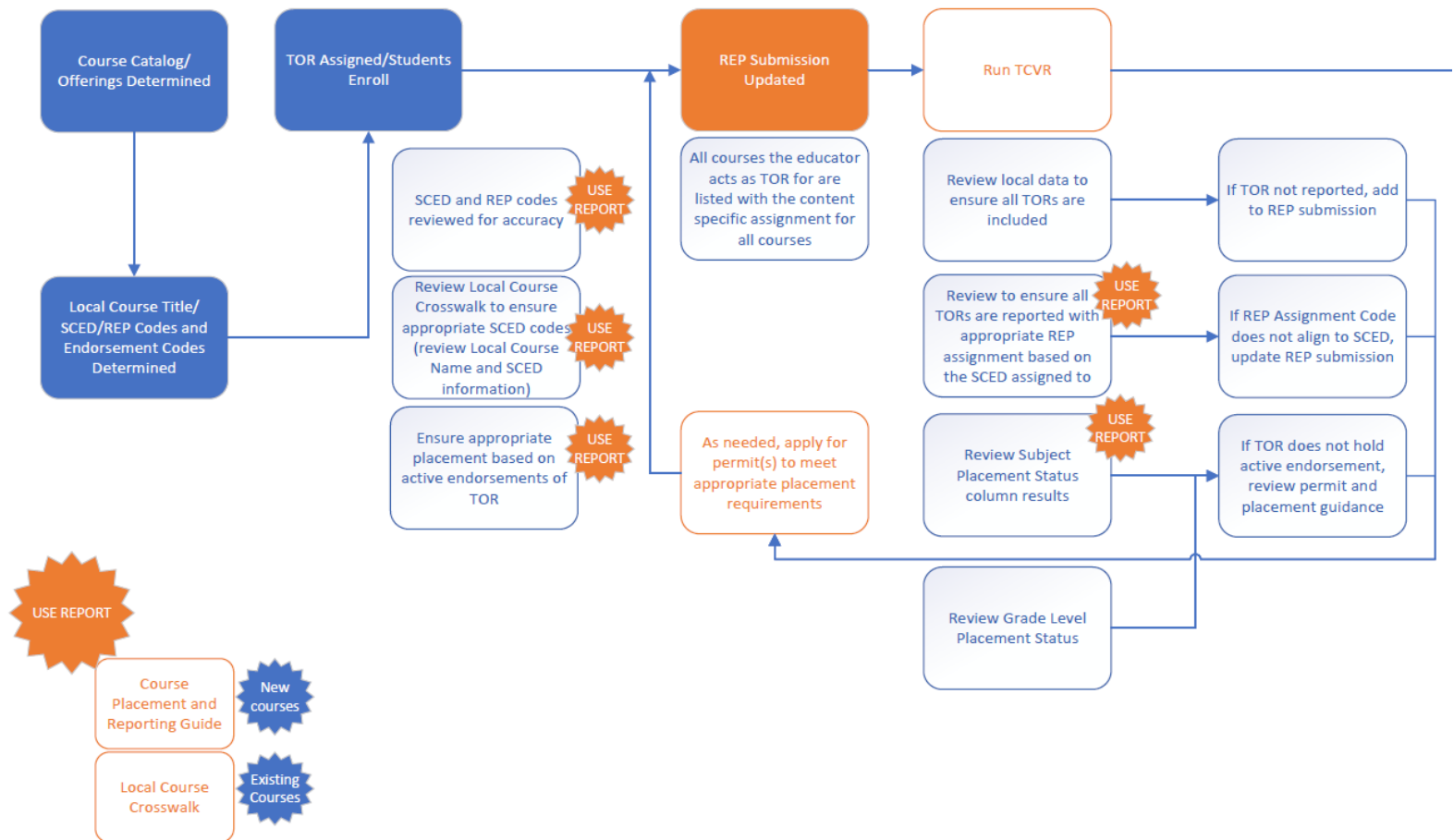
Align Data Sets:



Planning for Data Submissions:

- Local Courses must be mapped to SCED (TSDL submission)
- Course content determines what endorsements are required for appropriate placement (Permits and Placement: Courses that can be Taught)
- SCED Codes must be properly mapped to REP Assignment Codes (SCED REP Crosswalk)
- Coordination of data submissions must occur prior to school year start to ensure valid and reliable audit

Planning for Data Submissions: The Process



Local Course Crosswalk

- MSDS Authorized User Access-Audit FTE Menu
- Customized to the local district
- Provides the unique Local Course Code/SCED Codes reported by the district
- Utilizes the previous SY TSDL collections
- Can be used for review of existing courses offered in the district
- Can be used in review of accuracy of SCED, REP and MOECS codes

Course Planning and Reporting Guide

- Publicly available on CEPI's site
- Provides full mappings for all SCED codes
- Does not include local course data
- Can be used for determining new course SCED codes
- Can be used in review of accuracy of the REP and MOECS codes



Local Course/SCED Review: Local Course Crosswalk

Local Course Code	Local Course Name	SCED Code	SCED Course Title	SCED Description
01001A	English 9	01001	English/Language Arts I (9th grade)	English/Language Arts I (9th grade) courses build upon students' prior knowledge of grammar, vocabulary, word usage, and the mechanics of writing and usually include the four aspects of language use: reading, writing, speaking, and listening. Typically, these courses introduce and define various genres of literature, with writing exercises often linked to reading selections.
01001B	English 9	01001	English/Language Arts I (9th grade)	English/Language Arts I (9th grade) courses build upon students' prior knowledge of grammar, vocabulary, word usage, and the mechanics of writing and usually include the four aspects of language use: reading, writing, speaking, and listening. Typically, these courses introduce and define various genres of literature, with writing exercises often linked to reading selections.
01001C	ONLINE ENGLISH 9	01001	English/Language Arts I (9th grade)	English/Language Arts I (9th grade) courses build upon students' prior knowledge of grammar, vocabulary, word usage, and the mechanics of writing and usually include the four aspects of language use: reading, writing, speaking, and listening. Typically, these courses introduce and define various genres of literature, with writing exercises often linked to reading selections.
01001D	ONLINE ENGLISH 9	01001	English/Language Arts I (9th grade)	English/Language Arts I (9th grade) courses build upon students' prior knowledge of grammar, vocabulary, word usage, and the mechanics of writing and usually include the four aspects of language use: reading, writing, speaking, and listening. Typically, these courses introduce and define various genres of literature, with writing exercises often linked to reading selections.
01001F	ONLINE ENGLISH 9 HONORS	01001	English/Language Arts I (9th grade)	English/Language Arts I (9th grade) courses build upon students' prior knowledge of grammar, vocabulary, word usage, and the mechanics of writing and usually include the four aspects of language use: reading, writing, speaking, and listening. Typically, these courses introduce and define various genres of literature, with writing exercises often linked to reading selections.
01002A	English 10	01002	English/Language Arts II (10th grade)	English/Language Arts II (10th grade) courses usually offer a balanced focus on composition and literature. Typically, students learn about the alternate aims and audiences of written compositions by writing persuasive, critical, and creative multi-paragraph essays and compositions. Through the study of various genres of literature, students can improve their reading rate and comprehension and develop the skills to determine the author's intent and theme and to recognize the techniques used by the author to deliver his or her message.
01002B	English 10	01002	English/Language Arts II (10th grade)	English/Language Arts II (10th grade) courses usually offer a balanced focus on composition and literature. Typically, students learn about the alternate aims and audiences of written compositions by writing persuasive, critical, and creative multi-paragraph essays and compositions. Through the study of various genres of literature, students can improve their reading rate and comprehension and develop the skills to determine the author's intent and theme and to recognize the techniques used by the author to deliver his or her message.

Review the Local Course Names compared to the SCED

- Does this SCED make sense for the course?
- If yes, REP/MOECS recommended codes can be reliably used
- If no, the SCED needs to be updated for current year, which may impact REP/MOECS codes

SCED and REP Assignment Code Review:

SCED Code	SCED Course Title	SCED Description	REP Assign Code 1	REP Assign Desc 1	REP Assign Code 2	REP Assign Desc 2
04052	World History and Geography	In addition to covering the objectives of World History—Overview courses, World History and Geography courses provide an overview of world geography. These courses are often developed in response to increased national concern regarding the importance of geography, and they explore geographical concepts.	000CB	Geography	000CC	History
04052	World History and Geography	In addition to covering the objectives of World History—Overview courses, World History and Geography courses provide an overview of world geography. These courses are often developed in response to increased national concern regarding the importance of geography, and they explore geographical concepts.	000CB	Geography	000CC	History
04052	World History and Geography	In addition to covering the objectives of World History—Overview courses, World History and Geography courses provide an overview of world geography. These courses are often developed in response to increased national concern regarding the importance of geography, and they explore geographical concepts.	000CB	Geography	000CC	History
04052	World History and Geography	In addition to covering the objectives of World History—Overview courses, World History and Geography courses provide an overview of world geography. These courses are often developed in response to increased national concern regarding the importance of geography, and they explore geographical concepts.	000CB	Geography	000CC	History

Now that the SCED is confirmed, is the TOR REP Assignment Code accurate?

- Is the TOR accurately reported in REP with the correct subject specific assignment code?
- If yes, the TCVR can be used reliably
- If no, the TOR record in REP should be updated to correct REP assignment code, as aligned to the SCED

Course to Endorsement Review:

Local Course Name	SCED Code	SCED Course Title	SCED Description
World History & Geography	04052	World History and Geography	In addition to covering the objectives of World History—Overview courses, World History and Geography courses provide an overview of world geography. These courses are often developed in response to increased national concern regarding the importance of geography, and they explore geographical concepts.
World History & Geography	04052	World History and Geography	In addition to covering the objectives of World History—Overview courses, World History and Geography courses provide an overview of world geography. These courses are often developed in response to increased national concern regarding the importance of geography, and they explore geographical concepts.
ONLINE WLD HIST	04052	World History and Geography	In addition to covering the objectives of World History—Overview courses, World History and Geography courses provide an overview of world geography. These courses are often developed in response to increased national concern regarding the importance of geography, and they explore geographical concepts.

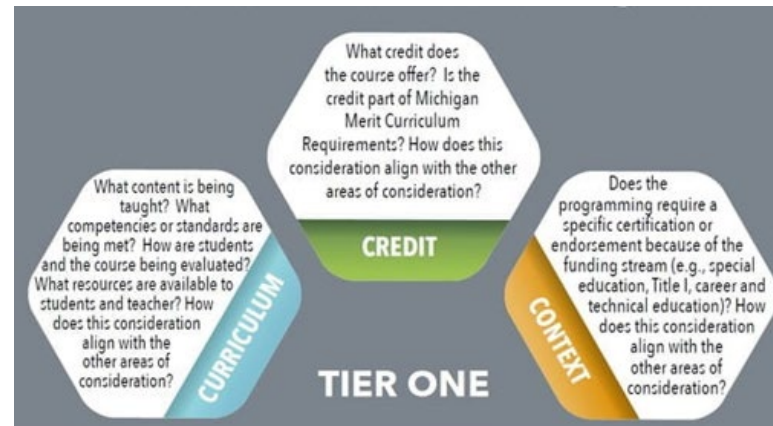
REP Assign Code 1	REP Assign Desc 1	REP Assign Code 2	REP Assign Desc 2	MOESC Allowable Endors 1	MOESC Endors Desc 1	MOESC Allowable Endors 2	MOESC Endors Desc 2	MOESC Allowable Endors 3	MOESC Endors Desc 3	MOESC Allowable Endors 4	MOESC Endors Desc 4
000CB	Geography	000CC	History	CB	GEOGRAPHY	CC	HISTORY	CX	SOCIAL SCIENCE	RX	SOCIAL STUDIES
000CB	Geography	000CC	History	CB	GEOGRAPHY	CC	HISTORY	CX	SOCIAL SCIENCE	RX	SOCIAL STUDIES
000CB	Geography	000CC	History	CB	GEOGRAPHY	CC	HISTORY	CX	SOCIAL SCIENCE	RX	SOCIAL STUDIES

With SCED, and REP codes confirmed, how do we appropriately staff the course?

- Review the allowable endorsements for SCED/REP codes
- Does the educator hold an appropriate endorsement for the course?
- If yes, the educator can be placed in the course
- If no, review permit and placement flexibilities to determine if a permit is needed.

Teacher Credential Verification Report

- Authorized user access within MSDS- Audit FTE Menu
 - Coordinate the review of this report with your MSDS authorized users
- Can be used as **a resource** for reviewing appropriate placement
- Using mappings from Course Placement and Reporting Guide provides TOR level REP Assignment Code to MOECS Endorsement Codes
- This report cannot account for the Tier One considerations of appropriate placement

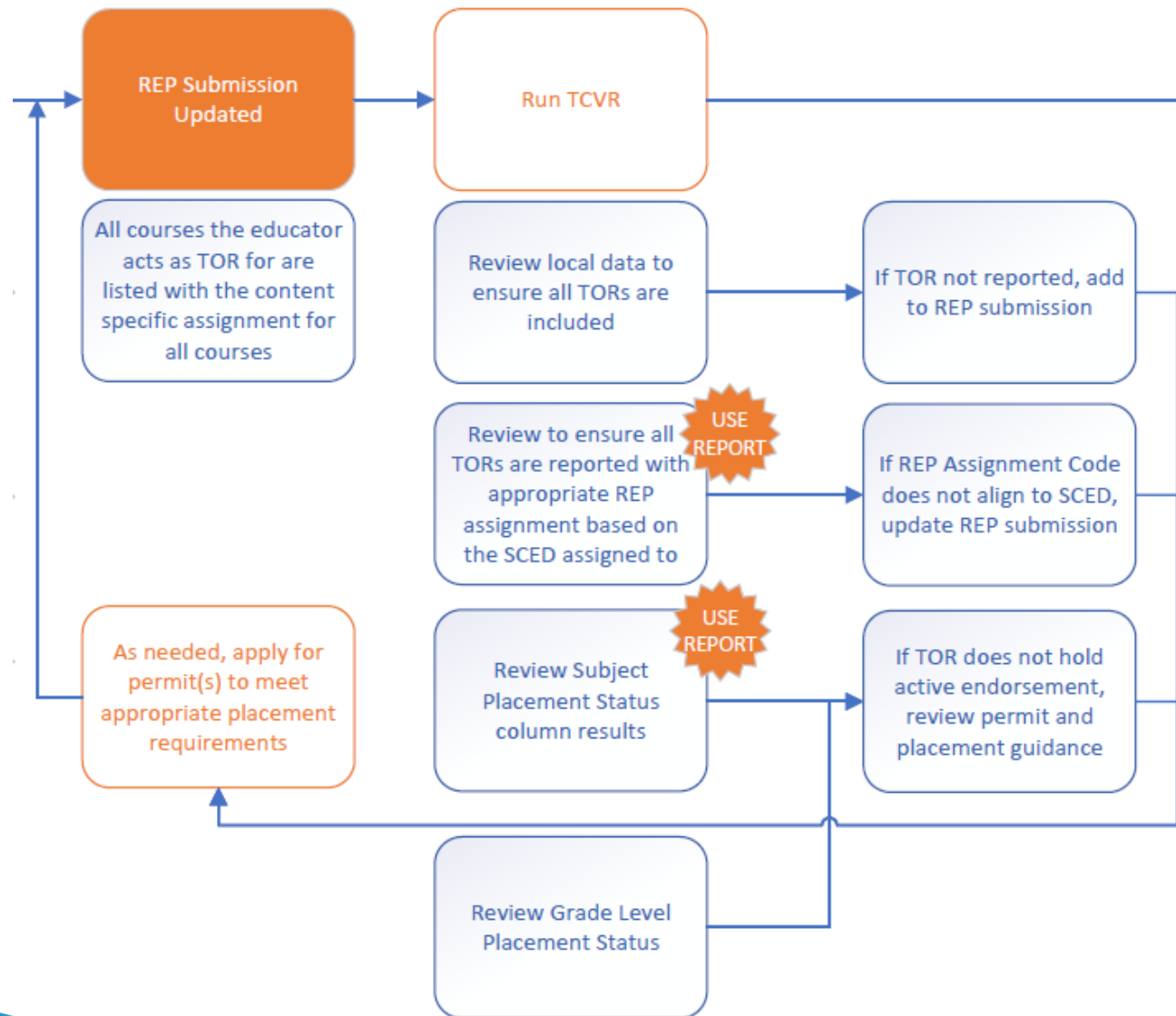


TCVR Details

- Records must be updated in REP
 - Records in the “red x” status are not included
- Records must include an Instructional Assignment Code:
 - 000AX, through 000ZZ (excluding 000NY, 000ND, 00200 thru 00413) 60300, 00192-00197, and 00500 through 00599
- All courses the educator is TOR for, must be reported in REP
- 00SUB- Daily Substitute Assignment Code is not included
 - If the individual is acting as TOR, must be reported as TOR
- Mappings of REP Assignment to MOECS Endorsements can be found in Course Placement and Reporting Guide or Local Course Crosswalk



Using the TCVR:



TCVR Review Step 1: Completeness

Building Code	Building Name	PIC	Last Name	First Name	Date Of Hire	Date Of Termination	On Leave
01273	Attwood School	886468	WIRTH	KATELYN	08/31/2016		No
01273	Attwood School	891227	SMORT	KRISTIN	08/21/2019		No
01273	Attwood School	125169	PEARCE	MATTHEW	03/07/2016		No
01273	Attwood School	784943	BALMER	DANIELLE	08/22/2018		Yes

- Does the report include all individuals acting as TOR?
- Are individuals that are on loan/leave accurately reported?
- Are employees that are not actively employed reported with termination data?

TCVR Review Step 2: Basic Credential Review

Building Code	Building Name	PIC	Last Name	First Name	Date Of Hire	Date Of Termination	On Leave	MOECS Credential Type	MOECS Credential Number	Issue Date	Expiration Date	Expired Credential Flag
01273	Attwood School	886468	WIRTH	KATELYN	08/31/2016		No					
01273	Attwood School	891227	SMORT	KRISTIN	08/21/2019		No	Standard Teaching Certificate	PV0000001008624	07/23/2019	06/30/2024	
01273	Attwood School	125169	PEARCE	MATTHEW	03/07/2016		No	Professional Teaching Certificate Renewal	CC-YRW820244621	07/03/2019	06/30/2024	
01273	Attwood School	784943	BALMER	DANIELLE	08/22/2018		Yes	Full-Year Basic Substitute Permit	PN0000000311772	09/01/2021	08/31/2022	Yes

- Do all active TORs have active credentials?
- If credential is expired, is the individual actively educating?

TCVR Review Step 3: Subject Placement Status

- In = REP Assignment Code aligns to one of the allowable MOECS Endorsement Codes the TOR holds
- Out = REP Assignment Code does not align to TOR's Endorsement Code(s)
- Review Settings = REP Assignment Code is not subject specific and needs further review to determine appropriate placement

MOECS Credential Type	MOECS Credential Number	Issue Date	Expiration Date	Expired Credential Flag	REP Assignment Code	MOECS Subject Endorsement	Subject Placement Status
					000ZG General EL K-5 all, K-8 self-contained		Out
Standard Teaching Certificate	PV0000001008624	07/23/2019	06/30/2024		00195 Co-teaching with a highly qualified general education teacher	SM LEARNING DISABILITIES	Review Settings
Professional Teaching Certificate Renewal	CC-YRW820244621	07/03/2019	06/30/2024		000JX Music Education	JX MUSIC EDUCATION	In
Full-Year Basic Substitute Permit	PN0000000311772	09/01/2021	08/31/2022	Yes	000ZG General EL K-5 all, K-8 self-contained		Out

TCVR Review Step 4: Grade Placement Status

- In = REP Grades/Ed Settings aligns to MOECS grades/ed setting endorsements
- Out = REP Grades/Ed Settings does not align to MOECS grades/ed setting endorsements

MOECS Credential Type	MOECS Credential Number	Issue Date	Expiration Date	Expired Credential Flag	REP Assignment Code	MOECS Subject Endorsement	Subject Placement Status	REP Grade Assignment	REP Education Setting Assignment	MOECS Grade Endorsement	Grade Placement
					000ZG General EL K-5 all, K-8 self-contained		Out	5			Out
Standard Teaching Certificate	PV0000001008624	07/23/2019	06/30/2024		00195 Co-teaching with a highly qualified general education teacher	SM LEARNING DISABILITIES	Review Settings		Special Education Age Group 6 – 21 years of age	K-12	In
Professional Teaching Certificate Renewal	CC-YRW820244621	07/03/2019	06/30/2024		000Y Music	MUSIC	In	4, 5, 6, 7		K-12	In
Full-Year Basic Substitute Permit	PN00000000311772	09/01/2021	08/31/2022	Yes	000ZG General EL K-5 all, K-8 self-contained		Out	7		Middle	In
Full-Year Basic Substitute Permit	PN00000000290509	09/01/2021	08/31/2022	Yes	000ZG General EL K-5 all, K-8 self-contained		Out	6		Middle	In

Collection Timelines

MOECS Credentials

Fall REP

Early Aug- Early Dec

EOY REP

Early Jan- Late June

**EOY Re-
Open**

General TSDL

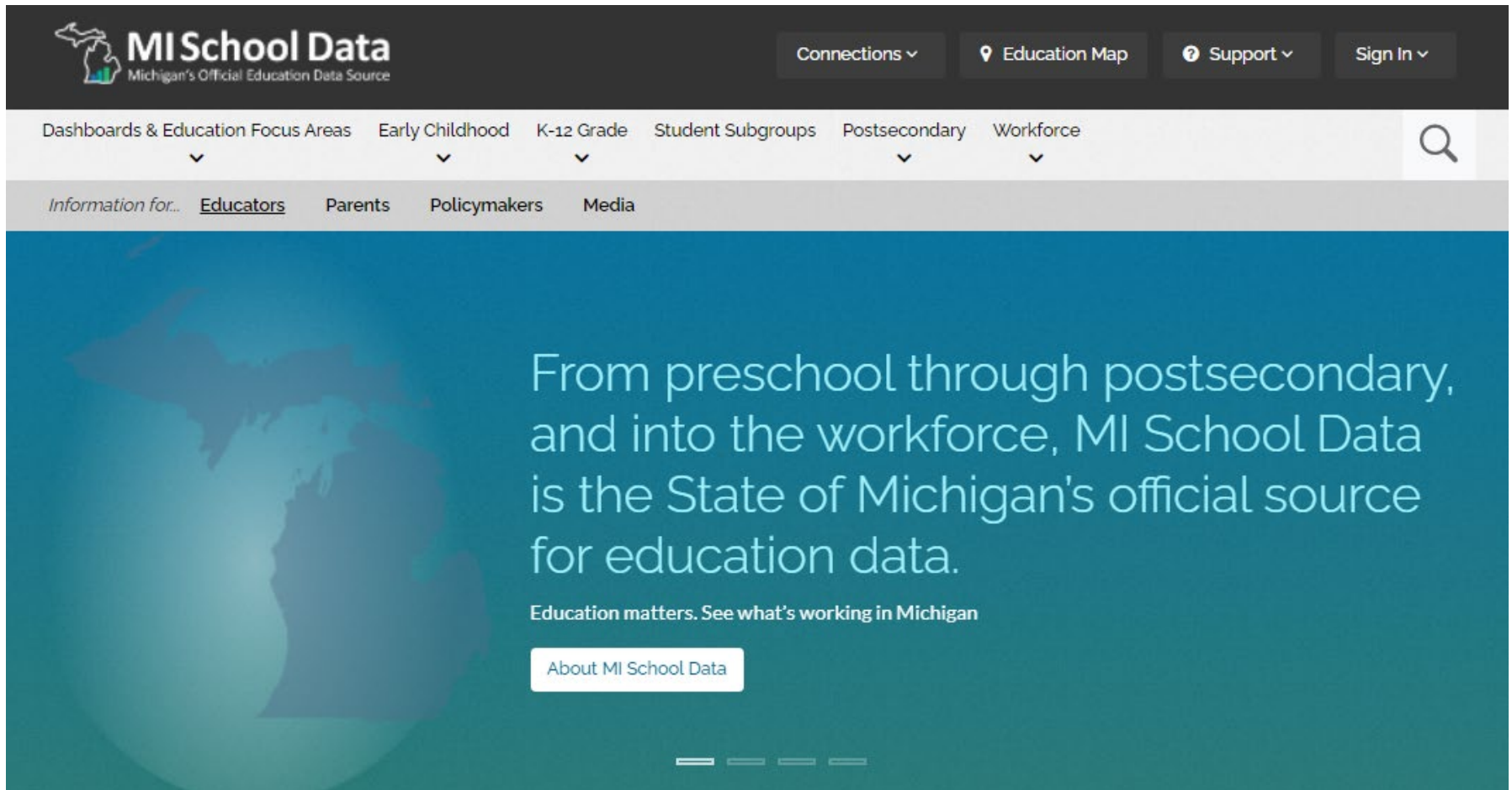
Early May- Early Aug

Migrant TSDL (w/in 10 days of enter/exit)



Questions?

Public Data Reports: MI School Data



The screenshot shows the homepage of the MI School Data website. The header is dark grey with the MI School Data logo on the left and navigation links on the right. Below the header is a light grey navigation bar with categories like Dashboards & Education Focus Areas, Early Childhood, K-12 Grade, Student Subgroups, Postsecondary, and Workforce. A search icon is on the right. Below this is a grey bar with user roles: Educators, Parents, Policymakers, and Media. The main content area has a teal background with a map of Michigan on the left. Text on the right describes the site as the official source for education data. A button labeled 'About MI School Data' is at the bottom.

MI School Data
Michigan's Official Education Data Source

Connections ▾ Education Map Support ▾ Sign In ▾

Dashboards & Education Focus Areas ▾ Early Childhood ▾ K-12 Grade ▾ Student Subgroups ▾ Postsecondary ▾ Workforce ▾

Information for... Educators Parents Policymakers Media

From preschool through postsecondary, and into the workforce, MI School Data is the State of Michigan's official source for education data.

Education matters. See what's working in Michigan

About MI School Data

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

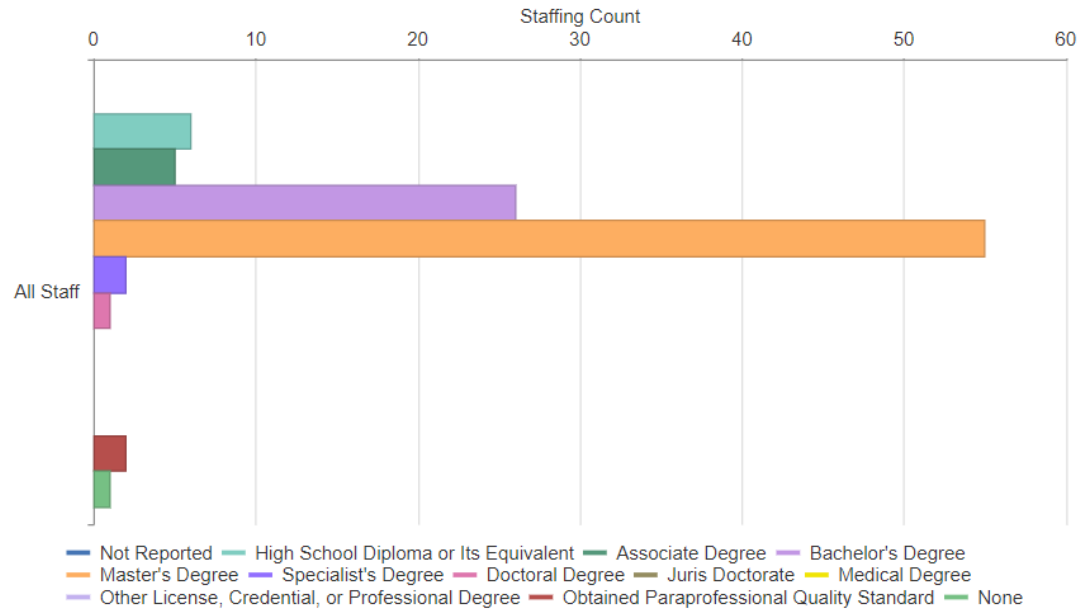
Headcount

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.



Location	School Year	Staffing Group	Report Category	Staffing Count (Headcount)	Percent of Total
Haslett High School (06207)	2020-21	All Staff	All Staff	98	100.0%
Haslett High School (06207)	2020-21	All Staff	Master's Degree	55	56.1%
Haslett High School (06207)	2020-21	All Staff	Bachelor's Degree	26	26.5%
Haslett High School (06207)	2020-21	All Staff	High School Diploma or Its Equivalent	6	6.1%
Haslett High School (06207)	2020-21	All Staff	Associate Degree	5	5.1%
Haslett High School (06207)	2020-21	All Staff	Specialist's Degree	2	2.0%
Haslett High School (06207)	2020-21	All Staff	Obtained Paraprofessional Quality Standard	2	2.0%
Haslett High School (06207)	2020-21	All Staff	Doctoral Degree	1	1.0%
Haslett High School (06207)	2020-21	All Staff	None	1	1.0%

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: ?

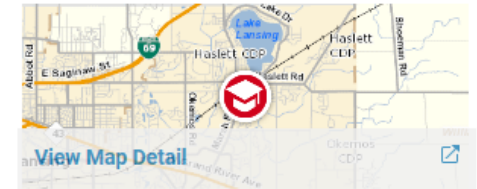
Diane Newman

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)

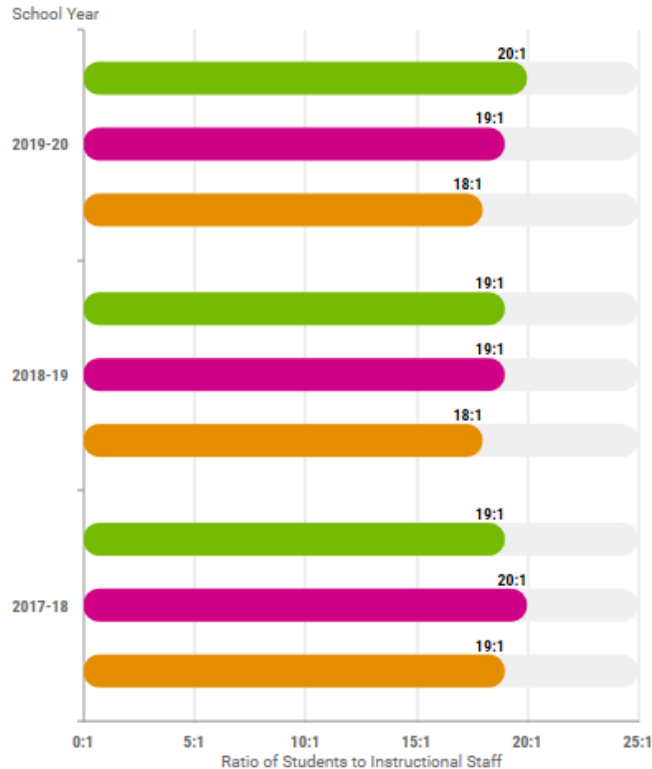
Overview of Key Performance Indicators

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.

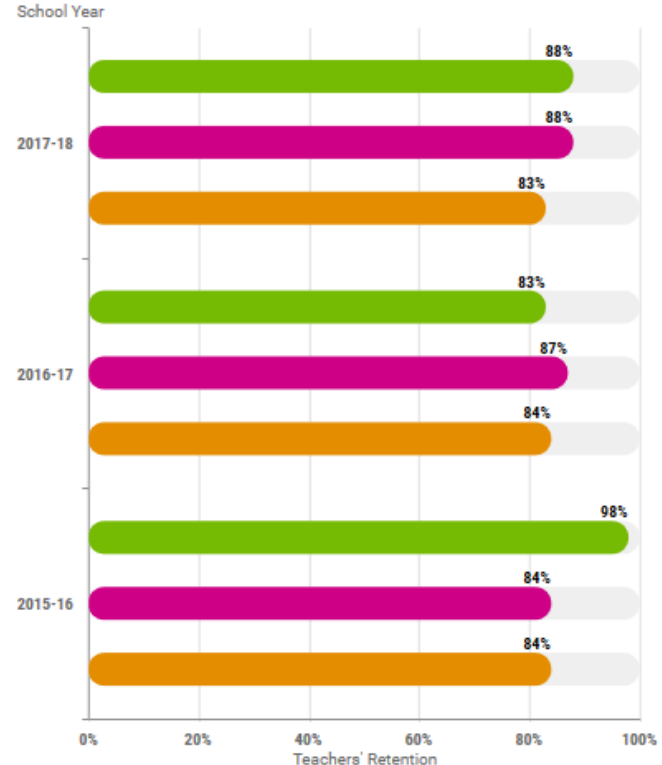


Key:

- 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

Qualified Teaching Staff

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

Subject Area:

All Subjects

All Subjects

Alternative Education (data unavailable)

Bilingual Program Teachers (data unavailable)

Business (data unavailable)

Career Tech Education (data unavailable)

Early Childhood (data unavailable)

English Language Arts

General Elem. K-5 all subjects, K-8 Self-Contained (data unavailable)

Mathematics

Miscellaneous

Science

Social Sciences

Special Education

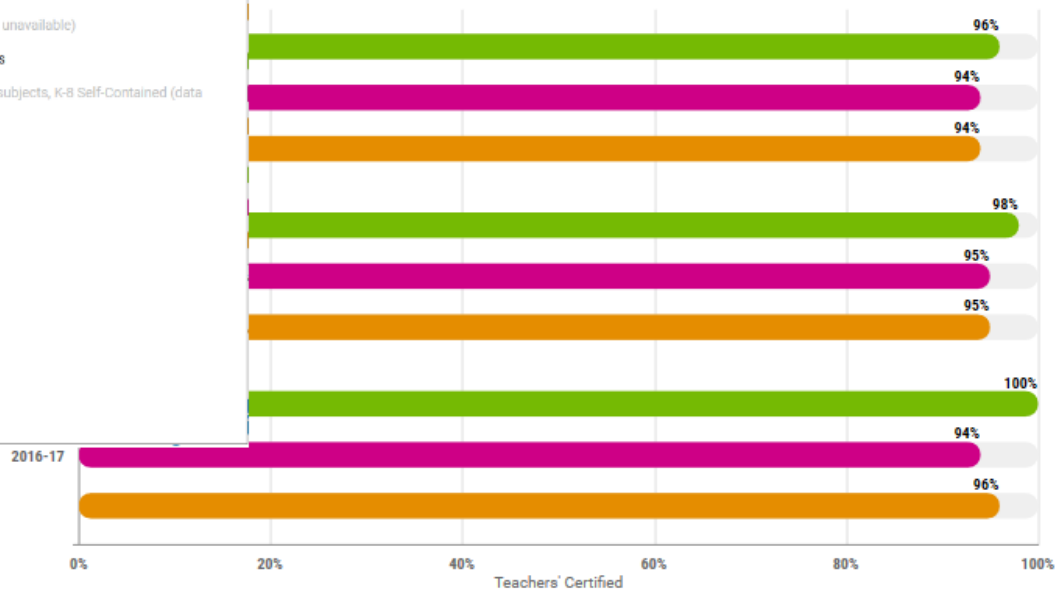
Technology

The Arts

Wellness

World Language

Graph Display:



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

Haslett Middle School

Average of Similar Schools: ?

✓ Student Characteristics

or

Distance

[View Schools](#)

[View Schools](#)

State of Michigan Average

Similar Schools to Haslett Middle School by Student Characteristics

No content set

selected school:

Haslett Middle School

1535 Franklin St

Haslett MI 48840

View Similar Schools by:

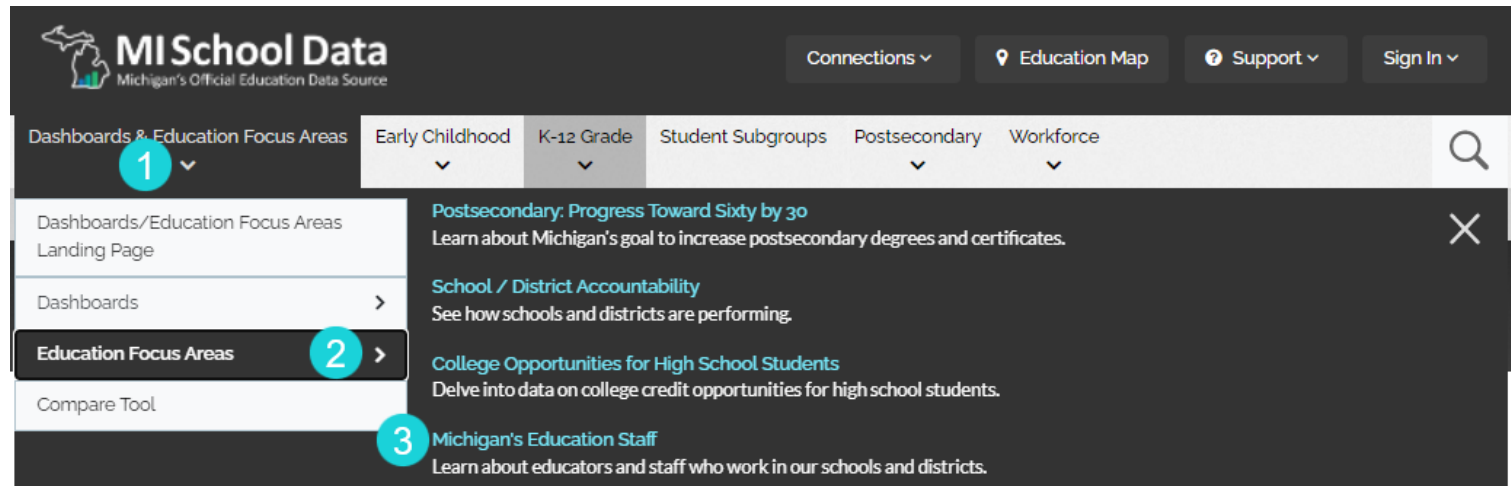
✓ Student Characteristics

Distance

<p>Forsythe Middle School 1655 Newport Rd Ann Arbor, MI 48103 6-8 44.85 Miles</p>	
<p>Brandon Middle School 609 South Ortonville Rd Ortonville, MI 48462 6-8 49.15 Miles</p>	
<p>Walnut Creek Middle School 7601 Walnut Lake Rd West Bloomfield, MI 48323 6-8 51.27 Miles</p>	
<p>Abbott Middle School 3380 Orchard Lake Rd Orchard Lake, MI 48324 6-8 54.61 Miles</p>	

New Reports: Education Staff Focus Area

- Links to research-based resources
- Connecting Student with Educators/Support Staff
 - Retention, Mobility, etc.
 - Report categories related to Age-Range, Gender, Race/Ethnicity, District Poverty Indicators



Teacher Retention Rates by Select Demographics

Select a Location

Statewide

Report Category

Age Range

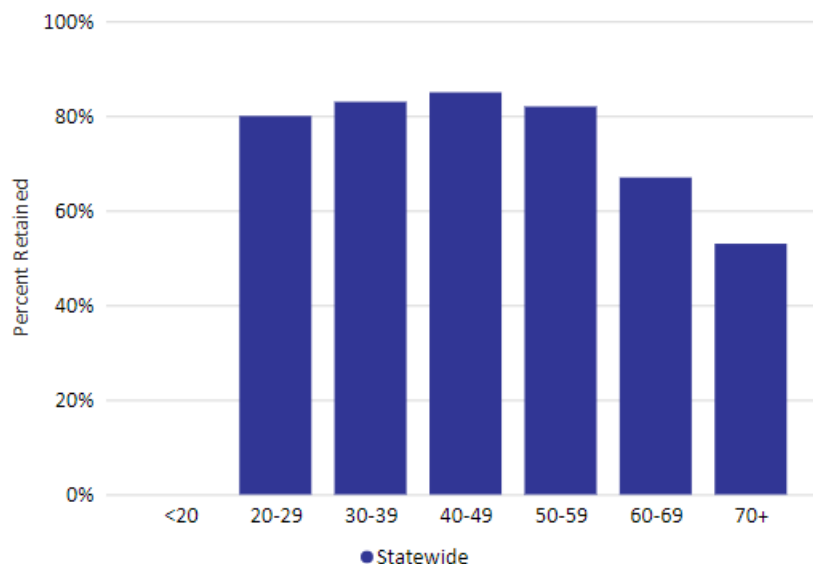
82%

Retention rate of all
teachers

The retention rates in this chart show the percent of teachers who remained employed within the selected district from the prior year. The school year shown in the chart represents the prior year that is used in the calculation. Retention rates vary among demographics. Both nationally and in Michigan, there are significant differences in the retention rates depending on teacher race/ethnicity. However, the disparity between retention rates for Black or African American and White teachers is greater in Michigan than nationwide.

For more information: [Who Stays in Teaching and Why: A Review of the Literature on Teacher Retention.](#)

Statewide
2019-20



Teacher Retention by Poverty Status

Select a Location

Statewide

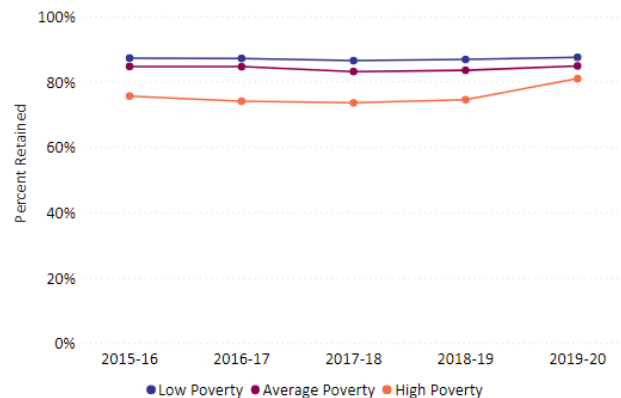
-8%

Five-year average:
difference in retention
rate of high- and average-
poverty schools ①

Teacher retention in high- and low-poverty schools ① can be compared using this chart. Retention in high-poverty schools can be challenging due to fewer classroom resources, heavier teacher workload, reduced ability for parents to provide support, inexperienced administrators, academic inequity, and larger class size. Teachers more often cite lack of administrator support when leaving high-poverty schools, whereas teachers leaving low-poverty schools more often cite low salary. Teachers often move to low-poverty schools when the opportunities arise. This contributes to students in high-poverty areas being more likely to have less-experienced or underqualified teaching staff, and creates a less stable environment for students.

For more information: [Addressing Urban High-Poverty School Teacher Attrition by Addressing Urban High-Poverty School Teacher Retention: Why Effective Teachers Persevere.](#)

Statewide



Newly Hired Teachers: Retention Rates after Five Years of Employment

Select a Location

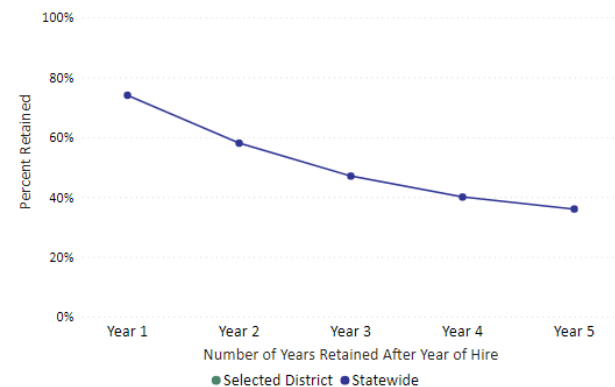
Statewide

36%

New hire retention rate
after five years

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.

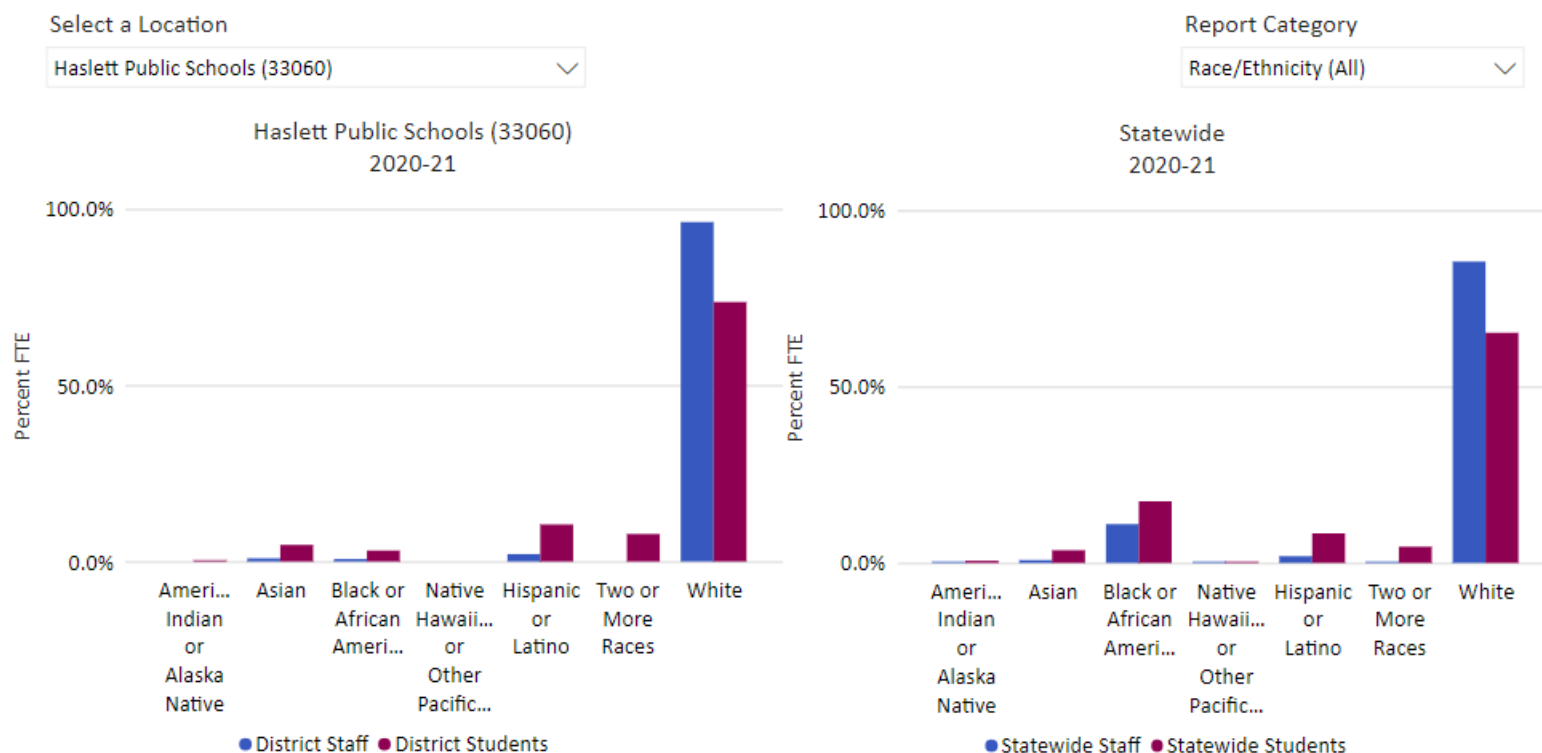
Statewide
Year of Hire: 2015-16



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](#).



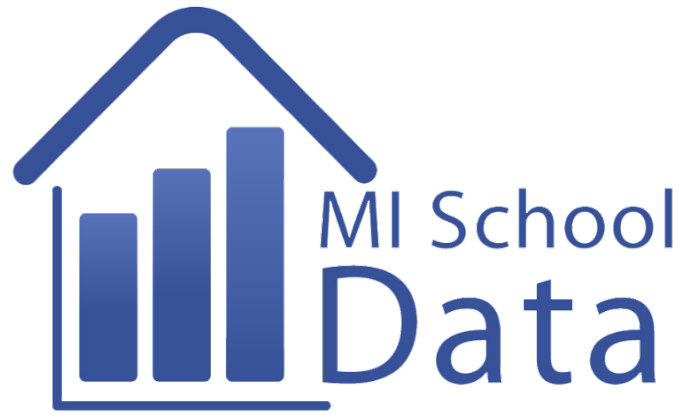
More to Come!

- MICIP will include Staffing reports
- As the MI School Data portal continues to grow you will continue to see additional reports utilizing staffing data
- If you have suggestions for reports, contact CEPI
- If you have questions about reports already produced, contact CEPI

Questions

- Caitlin Groom, Staffing Data Coordinator
 - GroomC@michigan.gov
- CEPI Customer Support
 - CEPI@michigan.gov

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 14

- ✓ 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.