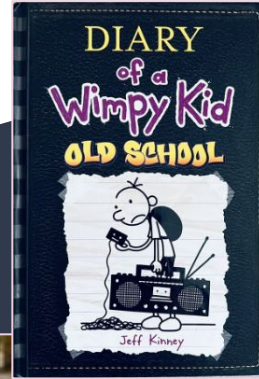


Diary of a REP Submission – Old School

Melinda Nelson

Portage Public Schools, Recruiting & Retention Specialist
mnelson@portageps.org or 269.323.5174



Will submitting REP give me the cheese touch?

If you need a CEPI Professional:

CEPI Customer Support:

- Phone: 517.355.0505 x3
- Email: cepi@michigan.gov

Watch the CEPI Announcements

- The announcements are targeted to users with the content included in the message. If you receive it, CEPI thinks there is something for you to read!
- www.michigan.gov/cepi has updates
- CEPI does pre-collection, Mid-Collection, and Post Collection snapshots of district data with feedback emails sent to all district authorized users about REP Data for each Dec/June submission.

What is REP??

Why is it important??



REP is the Registry of Educational Personnel.

The Center for Educational Performance and Information (CEPI) is the agency responsible for collecting, securely managing and reporting education data in Michigan. CEPI has been collecting information this way in collaboration with with Michigan Department of Education (MDE) since 2001-02.

REP is a way to ensure federal and state reporting requirements are met.

REP submission data (staff side) is compared with Teacher Student Data Link-TSDL (student side) to assure teachers are properly credentialed for their teaching assignments.

REP is also a tracking mechanism for the Michigan State Police (MSP) to know the employing district/s for all Michigan educational personnel. This allows background information updates (CHRI) to follow school employees in the form of a CHRIS Rap Back.

Two Official collection dates

Fall Collection due December 1 or the closest business day
(submission window opens early August)

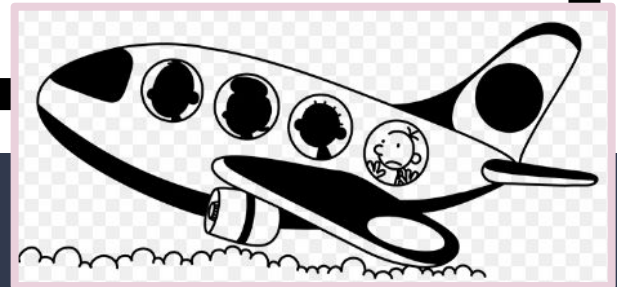
EOY Submission due June 30 or last business date in June
(submission window open early January)

The EOY submission includes Educator Effectiveness ratings and New Teacher District Provided Professional Development (DPPD)

Additionally, districts are now required to update REP within 30 days of assignment changes. This includes new hires, assignment changes, leave status, and termination.

Educator Effectiveness Appeal window is open September 1 to the first business day in December. You can update existing ratings for teachers while they worked in your school district.

Dates Important for REP



Access to MiLogin



Access Levels for REP

To become an authorized REP user, you must have a MiLogin for business account.

To request access, a Security form must be completed and signed by the EEM lead administrator for your district.

To remove access for those who leave or change roles and no longer need access, complete the removal request form promptly to assure data integrity.

[District/ISD/PSA User Application Security Form and the User Removal Request Forms](#)

Authorized User - Needed to submit and certify REP, can also complete PIC Search and PIC Create.

PIC Search - Search for PIC only

PIC Create- Search and create PICS

******A PIC number is a unique number used to identify every school employee separate from their social security number. This will be used for employee ID when you send info to CEPI, not a SS#.

Authorized users will be listed on your REP related email from CEPI, best practice is to audit for any needed removals every submission.

REP Manuals from CEPI

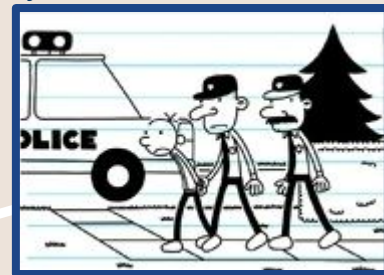
- [REP User Guide](#)
- [REP Reports User Guide](#)
- [REP PIC Search User Guide](#)
- [Educator Effectiveness Appeals Process](#)
- [Data Fields Description Manual- 2025](#)
- [REP Glossary](#)
- [REP FAQ](#)
- [Guide for Users New to REP](#)
- [Appropriate Placement](#)
- [Best Practices for REP and TSDL Course Reporting](#)
- [REP Data Certification Tutorial](#)



Generic Checklist (from me)

Best practices and submission order to process, so as not to override district information.

Download and re-work for yourself.



REP can seem intimidating and overwhelming at times but please remember, there are not REP police that are going to show up and take you away in handcuffs if you are not perfect. Make a diligent effort to submit correct data and learn from errors made.

Most common feedback emails from CEPI regarding snapshots

District Level:

- **No Staff or High Count of Staff at Admin Unit (00000 building code)**
- **No Superintendent Reported**
- **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**
- **K-8 w/out Library Media and/or PE/Arts**

Individual Level:

- **Assignment code and grade level do not match**
- **Highest Education level no a bachelors or higher for instructional staff**
- **Elementary endorsed teachers with more than 1 class reported**

REP Data Quality

Who is reported in REP?

- All school personnel
- All contracted personnel - like subs or custodial staff
- All 1099 independent contractors
- Any Michigan Virtual Teachers
- Adult education personnel

Who is not reported in REP??

- Unpaid volunteers
- Guest Speakers
- Lawn Care Workers
- Furnace Repair (outside company)

****School Board Members are not required to be reported in REP.**

What is a Position Code

A position code tells CEPI what assignment the individual serves in for the district

Non-Instructional Staff are 81600 to 99900 and are quite generic

000AX to 00599 are specific to Instructional Staff and denote what they are teaching or itinerant capacity

00PAR, 00STU & 00SUB are student teacher, sub parapro and sub teachers

60100 to 60700 are early childhood

70000 to 81600 are district, school, or ISD level Supervisors to Superintendents ****be aware of level when you pick a position code**

Submitting REP Data

Online Single Submission - manual entry of one staff member's data at a time

REP | Add Personnel

Submit a New Personnel Record

To enter a new employee record, choose the type of position from one of the three methods below and follow the instructions for the selected method.

Professional Personnel	Support Staff	Vacant Position
<p>Please enter the Social Security Number OR the Credential License Number of the employee. If the employee works in your district as a day-to-day substitute teacher or day-to-day substitute paraprofessional/aide, check the appropriate box below. Click the GO button and the data entry form will appear.</p> <p>SSN (xxxxxzzzz): <input type="text"/></p> <p>FTE: <input type="text"/></p> <p>GO</p> <p>Credential License Number: <input type="text"/></p> <p><input type="radio"/> This employee is a day-to-day substitute teacher</p> <p><input type="radio"/> This employee is a day-to-day substitute paraprofessional/aide</p> <p><input type="radio"/> This individual is a Student Teacher</p> <p>GO</p>	<p>Please enter the Social Security Number and FTE (optional) of the employee. Click the GO button and the data entry form will appear.</p> <p>SSN (xxxxxzzzz): <input type="text"/></p> <p>FTE: <input type="text"/></p> <p>GO</p>	<p>To enter a new vacant funded position, click the GO button and the data entry form will appear.</p> <p>GO</p>



Bulk Upload File Submission- uploading a multiple employee data file to process at one time

REP | Bulk File Upload

Instructions

Use 12/02/2024 as the date of count in all bulk upload files for the FALL 2024 Submission.

Files must be in **plain text** format. Microsoft Word-, Excel-, and Access-formatted files will not be processed correctly.

Files must end with the extension ".txt". Files that end in an extension other than ".txt" will be rejected.

Files must conform to the REP Data Field Descriptions. Files that do not conform to those conventions will not be processed.

Upload a Registry of Educational Personnel File

Enter the e-mail address that CEPI should use to notify you when the file is processed:

Note: If your e-mail system does not receive REP bulk e-mail messages, please log in to the REP site and click on the "Bulk File Submission Status" menu option to check the status of your file.

Enter the path and file name to upload:

No file chosen



Important! You must include a complete file path when selecting your file. CEPI recommends that you use the "Browse" option to locate your file.

If you enter the file path manually, a correct, complete file path may look like the following example:

C:\My Documents\MyRep.txt

Bulk File Submission Status - allows you to see where your file is in the process.

Personnel Submitted

**Center for Educational Performance & Information**Michigan.gov

Michigan.gov HomeCEPI Home | Main Menu | FAQ | User's Guide | Teacher Verification | Contact CEPI | Logout


REP | Personnel Submitted

Instructions

This report lists the personnel that your district has submitted to the REP. During each submission cycle of the REP, your district must update each record as well as enter any new personnel employed by your district.

To learn how to update a personnel record, read the instructions.

To print your personnel submitted, please click the icon below:



Portage Public Schools

Records updated and error free this submission cycle:1960

Records updated with errors for this submission cycle:2

Records not updated this submission cycle:0

Personnel Search

PIC: First Name:

SSN: Last Name:

☒ Show all records
☐ Show only the records that have been updated for this submission (✔)
☐ Show only the records that have been updated WITH errors for this submission (⚠)
☐ Show only the records that have NOT been updated for this submission (✖)

<< PreviousGo to Page of 4 [GO]Next >>

ABCDEFGHIJKLMNOPQRSTUVWXYZ (ALL)

Sub. Status	PIC	Last Name	First Name	Middle Name	Date of Birth	Gender
✔	515636	ABBOTT				F

Certification

Note: When all personnel have been submitted for your district and there is a green check mark (✔) next

Welcome to the Registry of Educational Personnel

Portage Public Schools (39140) ▼

Data Submission

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

- Online Single Submission
- Bulk Upload File Submission
- Bulk File Submission Status
- **Personnel Submitted**

You can view your district personnel submitted, sort by those who are **green** (complete), those who are **yellow** (updated with errors), or **red** (have not been updated for this submission).

You can also search for employees by PIC, SSN, First or Last Name.

Once your district REP data is available in January with the termed staff cleared from the previous Fall submission, you will be able to update/enter/submit teachers and others that may require an Educator Effectiveness rating with a yellow until the June submission when a green check will be required to certify district data.

Decertifying a collection before the end of the collection

Use the Certify Data panel on the left side of the REP screen is opened you will see your district name and have the ability to Certify or Decertify a submission to do further work.

Certification

Note: When all personnel have been submitted for your district and there is a green check mark (✓) next to each personnel record, your REP submission is ready for certification.

Certify Data

Portage Public Schools

Data has not yet been certified.

Records updated and error free this submission cycle (✓):	848
Records updated with errors for this submission cycle (⚠):	70
Records not updated this submission cycle (✗):	1072

Subject: CEPI Data Quality Concern: Fall 2024 REP Post-Collection*

Entity: Portage Public Schools (39140)

Data Quality Snapshot:

December 3, 2024, at approximately 6 a.m.

Data submitted after this date and time are not reflected in the results below.

Purpose: CEPI analysts have discovered anomalies in your Fall 2024 REP collection. Inaccurate data may adversely affect state and federal reporting, as well as reports available to the public, students, parents and policymakers. Inaccurate data may result in your entity being identified as out of compliance and could result in funding penalties.

Action: Please review the following issue(s) and check your submission for each of the concerns listed. *Any corrections must be completed and certified by 4 p.m., EST, Monday December 16, 2024.*

- If your data are correct, no action is necessary.
 - If your data are incorrect, please submit a request to reopen your collection.
- Reopen request instructions are at: [Instructions for Reopening the REP Collection](#)

DQR2006 Terminating Employment Status Code Reporting

Deleting a Record from REP

In case of a mistake in reporting in current cycle

Send an email to CEPI@michigan.gov

With the subject line REMOVE EMPLOYEE

Include: district name & number EE Name & EE PIC

Post Collection Corrections

If anomaly is found in your submission your district will receive an email regarding the anomaly which contains an action line explaining how to make any corrections and the timeframe.

Data Changes in your REP Submission

What is reported in REP For employees?


Each numbered data field must be filled in to be able to submit employee without warnings/errors. A complete list of the field descriptions for data fields is hyperlinked.

ERRORS: require correcting to submit data


WARNINGS: are a call to attention but the data can be submitted.



Non-Certified/Support Staff submission form example is to the right. 00SUB, 00PAR, 00SUB & position codes 81600 to 99900. 3 Sections, Employee Data, Measurement Data, and School Assignment Data



Center for Educational Performance & Information



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REP | Personnel Submission Form

(1) Date of Count: 12/2/2024

Options:

Use the Full Submission Form

GO

(2) ISD/ESA: Kalamazoo RESA (39)

(3) District: Portage Public Schools (39140)

Last Updated: 8/1/2024 via Bulk File Upload

print

NOTE: This form may only be used to report an employee with non-instructional or SUB/PAR/STU assignments. If the employee has an instructional assignment, select the *Use the Full Submission Form* option from the list above.

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.

Employee Data

(27) PIC: 517539

(5) First Name: MELINDA

(6) Middle Name: M

(4) Last Name: NELSON

(7) Social Security Number: 3 (xxxxxzzzz)

(13) Date of Birth: 6 / 11 / 1971

(8) Credential License Number:

Measurement Data

(14) Gender: F

(9) Date of Hire: 3 / 14 / 2022

(26) Date of Termination:

(25) Employment Status: 99 ...

(15) Racial/Ethnic Category

American Indian or Alaska Native: 0

Asian American: 0

Black or African American: 0

Native Hawaiian or Other Pacific Islander: 0

White: 1

Hispanic or Latino: 0

School Assignment Data

Add Assignment:

Non-Instructional

ADD

(10) School Assignment #1 (Remove)

School Code: 00000 ... Assignment: 90700 ... FTE: 1.00

Submit REP Data for this Employee

You must click this button to submit this employee's data to the REP database

Professional Staff with a teacher or administrator certificate, itinerant staff with a state issued license or other staff who are working as a Teacher of Record with a sub permit must have the credential number listed in data field 8 (Employee Data Section - Blue).

5 sections of data in the **Full Submission Form**

- Employee Data (Blue)
- Measurement Data (Pink)
- School Assignment Data (Green)
- Credential Data (Yellow)
- Professional Development Data (Red)

These fields must be free of fatal errors to report

- Field 4: First Name
- Field 5: Last Name
- Field 6: Middle Name
- Field 7: Social Security Number
- Field 8: Credential License Number
- Field 9: Date of Hire
- Field 10: Characteristics: School Code and Assignment
- Field 13: Date of Birth
- Field 14: Gender
- Field 25: Employment Status
- Field 26: Date of Termination (if applicable)
- Field 27: PIC



Reporting Certified, Classroom, Permitted, or Licensed Staff

Center for Educational Performance & Information Michigan.gov

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REP | Personnel Submission Form

(1) Date of Count: 12/2/2024 Options: [Use the New Instructional Form](#) **GO**

(2) ISO/ESA: Kalamazoo RESA (38)

(3) District: Portage Public Schools (30140)

Last Updated: 9/5/2024 via Bulk File Upload **print**

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.

Employee Data

(27) PIC: 301915

(5) First Name: DANIA

(6) Middle Name: E

(4) Last Name: SMITH

(7) Social Security Number: 3 (j000yzzzz)

(13) Date of Birth: 4 / 2 / 1999

(8) Credential License Number: PF0000000754

Measurement Data

(14) Gender: F

(9) Date of Hire: 8 / 23 / 2010

(26) Date of Termination: / /

(25) Employment Status: 99

(20) Educator Effectiveness: /

(16) Racial/Ethnic Category

American Indian or Alaska Native:	0
Asian American:	0
Black or African American:	0
Native Hawaiian or Other Pacific Islander:	0
White:	1
Hispanic or Latino:	0

School Assignment Data Add Assignment: Full **ADD**

(10) School Assignment #1 (Remove)

School Code: 05581 Grade Assignment: ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

FTE: 1.00 Hourly Wage: 0.00 Function Code: 125 Classes Taught: 1

Assignment: 000ZG Educational Setting: **▼**

Credential Data

(12) Funded Position Status: 9

(17) Type of Credential: /

(16) Highest Education Level: 04

Professional Development Data

(24) Days of Professional Development

Classroom Management: 0 Instructional Delivery (Strategies): 0

Other: /

Submit REP Data for this Employee

You must click this button to submit this employee's data to the REP database.

Employee Data

Fields: 1, 2, 3, 4, 5, 6, 7, 8, 13, & 27

1 is Date of Count

2 is ISD Number

3 is District Number

4 is Last Name

5 is First Name

6 is Middle Name

7 is Social Security Number

8 is Credential Number

13 is Date of Birth

27 is the PIC



(1) Date of Count: 12/2/2024
(2) ISD/ESA: Kalamazoo RESA (39)
(3) District: Portage Public Schools (39140)

Last Updated: 8/1/2024 via Bulk File Upload

Options:



NOTE: This form may only be used to report an employee with non-instructional or SUB/PAR/STU assignments. If the employee has an instructional assignment, select the *Use the Full Submission Form* option from the list above.

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.

Employee Data

(27) PIC: **517539**

(5) First Name:

(6) Middle Name:

(4) Last Name: (7) Social Security Number: (xxxxxyzzzz)

(13) Date of Birth: / / (8) Credential License Number:

Measurement Data

Fields 9,11,14, 15, 20, 25, 26, & 28

9 is Date of hire

11 is Title I & II, Part A Teachers

14 is Gender

15 is Racial/Ethnic Category

20 is Educator Effectiveness

12-Effective

13-Developing

14-Needing Support

15-Exemption: Teacher Effective Exemption

16-Exemption: Administrator Effective Exemption

17-Unevaluated-worked less than 60 days

18-Unevaluated-Eventuating circumstances

19-Unevaluated-Vacated due to grievance

25 is Employment Status

26 is Date of Termination

28 is Full Time Base Annual Salary

Measurement Data

(14) Gender:

F

(9) Date of Hire:

3 / 14 / 2022

(26) Date of Termination:

/ /

(25) Employment Status:

99 ...

(15) Racial/Ethnic Category

American Indian or Alaska Native:

0

Asian American:

0

Black or African American:

0

Native Hawaiian or Other Pacific Islander:

0

White:

1

Hispanic or Latino:

0

(15) Racial/Ethnic Category one or more sections must be reported with a 1 value

(25) Employment Status:

00 - Vacant position

01 - Left education and not pursuing further employment

02 - Left education for other career in different field

03 - Left district and moved out of state

04 - Left education because of transfer of spouse

05 - Left for other employment in field of education

06 - Left for family medical leave

07 - On leave directly to retirement or termination from district

08 - Left to further education at college or university

09 - Left for disability leave

10 - Left special education and went to general education in different district

11 - Left district and went to special education in another district

12 - Laid off by district

13 - Discharged

14 - Deceased

15 - Illness/disability and not expected to return

16 - Retired (position will not be filled)

17 - Contract expired

18 - Other

19 - Retired (position will be filled)

97 - New teacher (teacher in first three years in profession, but not a new employee to the district)

98 - New teacher (teacher in first three years in profession, new employee to the district)

99 - Returning employee, new (non-instructional) employee, new experienced teacher, substitute or contractor, employee on leave

School Assignment Data - Data Field 10

School Assignment Data Add Assignment: Full ADD

(10) School Assignment #1 (Remove)

School Code: ...

Grade Assignment: RK ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐

FTE: Hourly Wage: Function Code: ... Classes Taught:

Assignment: ... Educational Setting:

Highly Qualified: n/a Academic Major: n/a Academic Minor: n/a Admin. Cont. Education: n/a

FTE-Full time equivalency
Hourly wage required but can be reported as \$0.00
Function code-accounting purpose for position
Classes taught is the number of sections
(Elementary=1 Secondary is actual number of classes taught per assignment type)

School Code is the state assigned school building code;
00000 designates the district level staff

Assignment will be chosen first by
Assignment Type then Assignment/Position Code

A Grade Assignment OR an Educational Setting must
be noted, using both will not work

To remove an assignment, use the remove circled above

HQ, Major, Minor and Admin Cont Ed no longer applicable

Assignment Codes

-- choose an assignment group --

- Administrators
- Bilingual Paraprofessionals/Aides
- Bilingual Program Teachers
- Day-to-Day Substitute Staff
- Early Childhood Instructional Staff
- Early Childhood Staff
- Instructional Staff
- Non-Instructional Staff
- Non-Instructional Staff - Consolidated Code
- Paraprofessionals/Aides
- Student Teacher

Assignment Codes

- Instructional Staff
- 000AX - Communication Arts
- 000BA - English
- 000BC - Journalism
- 000BD - Speech
- 000BT - Reading
- 000BX - Language Arts
- 000CA - Economics
- 000CB - Geography
- 000CC - History

Credential Data Fields 12, 16, 17, 18, & 19

Field 12 - Funded Status

This field applies to all employees with assignment codes of 000AX to 79999 & denotes how the position is filled or unfilled

Field 16 - Highest Degree

Highest degree in education or trades. If a vacant position remains unfilled from last year, use code 00

Field 17 - Type of Credential

Used only when an employee cannot be matched to an active credential in MOECS, otherwise field should be blank and the credential number should be listed in field (8) in the Employee Data Section

Field 18 and 19 are reserved to be completed when matched to a credential in MOECS with date of issue and expiration. (all sub permits expire August 31)

Credential Status, Fields 12, 16, 17, 18 and 19

Credential Data			
(12) Funded Position Status:	9	...	
(17) Type of Credential:	02	...	(18) Credential Date of Issue: <input type="text"/> / <input type="text"/> / <input type="text"/>
(16) Highest Education Level:	04	...	(19) Credential Date of Expiration: <input type="text"/> / <input type="text"/> / <input type="text"/>



New Teacher Professional Development

Field 24 - New Teacher DPPD is reported only on the EOY REP Submission. The increment is the number of days for each type of development.

Only New Teachers who have a 97 or 98 Employment Status (Induction years) need to have New Teacher DPPD reported.

Induction years are the first 3 years of teaching.



Technically, you can report the number of each type of DPPD offered by your district in this section. Many districts do use this to track the number of days actually being taken by new teachers.

New Teacher Professional Development

Professional Development Data	
(24) Days of Professional Development	
Classroom Management:	<input type="text" value="0"/>
Other:	<input type="text" value="0"/>
Instructional Delivery (Strategies):	<input type="text" value="0"/>

- Make a checklist for REP that fits your district situation/needs and follow it
- Start Early for the bi-annual submissions for HQ checks and data requests
- Submit REP in order so that district data will overwrite contractor data, not vice versa
- Is it better to do online single submissions or bulk file submissions?
- When you find an error in REP, also correct in your HRIS so that it does not happen again next submission
- Know who submits your district TSDL and make sure to talk and compare data.
- When your REP submission is complete, all green checks and your data is certified, make sure to download a copy of the REP report and store for possible use.
- Submit your Fall and EOY Data early in the reporting window so CEPI can review and provide pre-submission, mid-submission and post-collection
- Save downloaded file as an XML file, open Excel, then open the downloaded file through Excel to have the REP data in a spreadsheet format (page 12 of 15)
- MDE verify a certificate
- LARA verify a license

Tips and Tricks

QUESTIONS???

